



Commonwealth of Australia
APSJobs - Vacancies Daily
PS41 Daily Gazette Friday - 11 October 2024.pdf

Australian Government Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS42 Weekly Gazette Thursday - 17 October 2024.pdf.

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

These Vacancies Daily will also appear in the Gazette PS42 Weekly Gazette Thursday - 17 October 2024.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

IMPORTANT INFORMATION

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Vacancies

Vacancy VN-0749410

Australian Competition and Consumer Commission

Closing Date:Sunday 27 October 2024

AER
Consumers, Policy & Markets Policy

Job Title	Senior Policy Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$95,917 - \$107,505
Classification	APS Level 6
Position Number	EA2024/250
Agency Website	https://www.accc.gov.au/

Job Description

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

- Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?
- Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?
- Do you want to shape Australia’s energy future, drive impactful policy, and champion consumer interests?

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

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

This process will be used to fill an initial non-ongoing position in the Policy Branch for up to 12 months with a possibility of extension. A merit pool for non-ongoing and on-going positions arising in the next 18 months will also be established.

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

Duties

- Use research, stakeholder feedback, enquiries, analysis and complaints to provide policy recommendations.
- Assist in the development of policy positions, regulatory instruments and policy projects and strategies.
- Build and maintain collaborative relationships with staff, AER Board members, consumer groups, energy market participants and government (Federal and State/Territory).
- Develop and implement strategies, instruments (binding guidelines), submissions, proposals and recommendations to enhance the consumer experience in energy markets.
- Contribute to and manage public consultations (both AER input to external process, and conduct consultations under national laws and rules).

Eligibility

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

Technical Knowledge:

- a well-developed understanding, or ability to quickly acquire an understanding of Australian electricity and gas markets and consumer issues in these markets and the role, purpose and objectives of the AER.
- tertiary qualifications and/or relevant experience in one or more of the following is highly desirable: law, economics, public policy, regulation, consumer policy, consumer advocacy, legal policy.

A demonstrated ability to effectively:

- research, investigate and analyse information and data, and present insights, advice and recommended positions.
- engage, support, motivate and work collaboratively with other people, including the ability to contribute/respond/inform people.
- communicate complex concepts in a clear and concise way to a range of audiences.

A highly motivated and resilient outlook and demonstrated ability to:

- take ownership, exercise judgement and autonomy and make reasonable decisions on complex issues.
- be accountable for accurate, timely and quality outcomes.
- lead and manage projects and contribute to the leadership and management of teams.

To find out more about us and the role, please read the Candidate Kit and please reach out to the Contact Officer.

Notes

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

About the Australian Competition and Consumer Commission

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

To Apply

Position Contact	Nicole Pitt, 08 8456 3531
Agency Recruitment Site	https://accb.bigredsky.com/page.php?pageID=106

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Vacancy VN-0749420

Job Title	Executive Officer to the AER CEO
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Adelaide SA, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$138,161 - \$161,911
Classification	Executive Level 2
Position Number	EA2024/252
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to lead the management of key business issues for the CEO, in the agency that works to make energy consumers better off?**

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

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

This process will be used to fill an initial non-ongoing position for up to 12-18 months with a possibility of extension. A merit pool for non-ongoing and on-going positions arising in the next 18 months will also be established.

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

Duties

- Lead a small team and ensure the AER's administration and Executive Assistants are effectively coordinated and represented.
- Oversee the provision of Secretariat services to the Senior Leadership Team, Senior Executive Service and the AER Senior Management Forum.
- Build and develop collaborative relationships to partner with a range of stakeholders including operational teams and other Departments and agencies, managing relationships effectively to balance conflicting priorities and influencing decisions.
- Oversee the office of the Chief Executive Officer including managing relationships with key stakeholders and representing the AER CEO in various committees and working groups.
- Prepare, manage and review high level communications and papers including briefings and reports.
- Provide input to policies, procedures and systems to ensure the CEO's views are well represented.

Eligibility

In order to succeed in the role you will have, in addition to meeting the [Executive Level 2 Integrated Leadership System](#), a proven ability to:

- provide excellence in strategic insights and advice to support senior executives to operate an organisation effectively.
- demonstrate experience providing governance and secretariat support to senior executives including boards and committees.
- deliver multiple discrete projects for senior executives within tight timeframes and on budget.
- achieve excellent communications with external stakeholders, preparing advice and written materials such as presentations and briefings for government enquiries.
- demonstrate experience in State, Local or Commonwealth entities and the energy sector (desirable).

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

Notes

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

About the Australian Competition and Consumer Commission

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To Apply

Position Contact	Sebastian Purcell, NA
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0749451

Australian Competition and Consumer Commission

Closing Date:Sunday 27 October 2024

Consumer Data Right
Compliance and Enforcement Branch

Job Title	Assistant Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW, Townsville QLD
Salary	\$119,173 - \$131,888
Classification	Executive Level 1
Position Number	EA2024/251
Agency Website	https://www.accc.gov.au/

Job Description

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

- Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?
- Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?
- Do you want to lead a high performing team to achieve better outcomes for Australian consumers?

Then this is the place for you! At the ACCC, we're proud of the impact we can make together. We understand the responsibilities and challenges that come with a fast moving and ever-changing environment. Our high performing culture is built on a foundation of care, support

and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. At the ACCC, we believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

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

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

Duties

- Undertake and lead compliance activities and investigations, prepare industry guidance on CDR obligations, provide input to policy consultation processes, assessing data recipient accreditation applications, and/or assess applications for exemption.
- Prepare and review papers for ACCC Commissioner consideration.
- Work closely with other CDR agencies on CDR matters, including joint regulatory initiatives with the Office of the Australian Information Commissioner.
- Contribute to stakeholder engagement activities and represent the ACCC at stakeholder forums and meetings.
- Prepare or contribute to submissions to government consultation processes, including proposed changes to CDR rules and data standards.
- Work individually and as part of a team on projects and individual matters.

Eligibility

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

- strong communication skills, both written and verbal format, with an excellent eye for detail, and an ability to communicate complex material clearly and accurately.
- ability to deliver high quality outcomes, managing competing priorities within a changeable and evolving environment.
- ability to lead and develop staff to deliver the work of the team.
- demonstrated ability to engage with and influence stakeholders.
- ability to exercise sound judgement and analytical/problem solving skills in an evolving environment.
- knowledge, or a demonstrated ability to quickly acquire knowledge, of the ACCC's roles and functions and objectives of competition and consumer policy, including in relation to the Consumer Data Right.
- tertiary qualifications in a relevant discipline such as law, economics, data science, or commerce would be highly regarded.

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

Notes

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

About the Australian Competition and Consumer Commission

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To Apply

Position Contact	Christina Blumberg, 0410 245 264
Agency Recruitment Site	https://accs.bigredsky.com/page.php?pageID=106

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Vacancy VN-0749469

Job Title	Assistant Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$119,173 - \$131,888
Classification	Executive Level 1
Position Number	EA2024/254
Agency Website	https://www.accc.gov.au/

Job Description

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

X

Duties

X

Eligibility

X

Notes

X

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	George Huang, (02) 9230 3856
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0749474

Australian Competition and Consumer Commission Closing Date: Sunday 27 October 2024

Consumers, Policy & Markets Division
New Markets & Innovation

Job Title	Assistant Director, New Markets & Innovation
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Brisbane QLD, Adelaide SA, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$119,173 - \$131,888
Classification	Executive Level 1
Position Number	EA2024/255
Agency Website	https://www.accc.gov.au/

Job Description <https://accg.bigredsky.com/page.php?pageID=106>

X

Duties

X

Eligibility

X

Notes

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

About the Australian Competition and Consumer Commission

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

To Apply

Position Contact	Laura Considine, see email
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0749475

Australian Competition and Consumer Commission

Closing Date:Sunday 27 October 2024

Corporate Division
Finance and Property

Job Title	Finance Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW, Townsville QLD
Salary	\$86,653 - \$91,882
Classification	APS Level 5
Position Number	EA2024/248
Agency Website	https://www.accc.gov.au/

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you love working with numbers and spreadsheets?**

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

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

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

Duties

What you will do as a Finance Officer

- Assist with review and approve accounts payable batches and facilitate payments of suppliers in accordance with Commonwealth payment policy requirements
- Undertake key reconciliations such as bank account, accounts receivable, and general ledger, and assist with journal preparations and reviews
- Managing mailbox queries and issues in a timely manner
- Assist with monthly reporting and the preparation of annual financial statements
- Develop and maintain productive relationships between the ACCC and external service providers

Eligibility

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

- accounting qualifications and the ability to obtain and maintain a Baseline Security Clearance as a minimum.
- experience in accounting within government frameworks.
- competency in Technology One and CBMS, and intermediate MS Excel skills.
- demonstrated ability to take responsibility for learning and development goals and confidently assist others in their understanding of accounting function in a government entity.
- possess well developed communication, and stakeholder engagement skills, and a demonstrated ability to work collaboratively with a range of people and related corporate functions.
- Exercise sound judgement, discretion, and integrity including the ability to maintain confidentiality and privacy.

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

Notes

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

About the Australian Competition and Consumer Commission

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To Apply

Position Contact	Mitch Fleming, (02) 6243 4996
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0749314

Australian Electoral Commission

Closing Date: Sunday 27 October 2024

Work Area: Electoral Integrity and Operations Group
State Operations VIC Operations

Job Title	Team Leader, VIC Operations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Laverton North VIC
Salary	\$91,140 - \$102,152
Classification	APS Level 6
Position Number	2024-347 12910
Agency Website	https://www.aec.gov.au/

Job Description

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

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

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

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

Duties

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

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

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

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

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

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

To excel you'll have the demonstrated ability to:

- **work with others** - building team spirit, listening and communicating proactively, and recognising the contribution of others.
- **lead and supervise** – delegating effectively, providing clear direction, motivating, and empowering others and setting appropriate standards of behaviour.
- **follow instructions and procedures** – keeping to schedules and deadlines, following set procedures and policies and complying with obligations and requirements of the role.

- **cope with pressures and setbacks** – remaining positive, calm, and working productively in a high-pressure environment.
- **adhere to principles and values** – always demonstrating integrity and upholding ethics and values.

Desirable skills and experience include:

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

Eligibility

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

Notes

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

About the Australian Electoral Commission

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

To Apply

Position Contact	Vincent Dinelli, 03 9969 8760
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0749382

Australian Electoral Commission

Closing Date:Sunday 27 October 2024

Electoral Integrity and Operations Group
State Operations VIC Operations

Job Title	Service Officer, VIC Operations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$66,233 - \$72,585
Classification	APS Level 3
Position Number	2024-350 11219
Agency Website	https://www.aec.gov.au/

Job Description

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

The AEC has a dispersed network of 151 electoral divisions, 39 of which are located across Victoria including a State Office in the Melbourne CBD and several single and multi-divisional office sites across the state.

There are currently Service Officer vacancies in various locations across the state. The Service Officers support the Team Leader and work alongside a small dynamic team.

For the delivery of federal elections or other federal electoral events, staffing rapidly expands to help manage the increased workload around risk management, fast-moving project work and logistical activities, media and public scrutiny.

Duties

We are seeking versatile and energetic people to undertake a range of administrative functions in enrolment and election management, and project management and delivery.

You will provide frontline client services to members of the public, including answering enquiries on, and assisting with, electoral enrolment. The Service Officer is responsible for undertaking work that is moderately complex. During an event, you may be required to supervise a small team and provide training to aid the delivery of planned activities.

Duties may also include processing special categories of enrolment and contributing to the planning and project management of key election activities, leading the delivery of several projects, ensuring communication flows seamlessly and accurately to the Team Leader.

The Service Officer positions are full time.

To excel you'll have:

- Resilience and positivity with the ability to respond and adapt to changing operational environments, being a self-starter and using initiative.
- Confidence and the ability to communicate, collaborate and sustain productive relationships with team members and key stakeholders.
- A strong commitment to working harmoniously within a team to achieve positive results and support the AEC's strategic direction.
- A high level of integrity and motivation with the ability to make evidence-based and effective decisions.
- Ability to exercise independent judgement and resolve workplace issues with a degree of guidance and monitoring from more senior staff or a supervisor.
- The ability to take accountability for the completion of allocated tasks, making decisions within defined parameters relating to the position, and reviewing work for Service Support Officers and Temporary Election Workforce employees during an electoral event.
- Ability to assist with critical activities and leading projects to a successful completion.

Eligibility

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

Notes

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

About the Australian Electoral Commission

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To Apply

Position Contact	Caitlin Brunton, 03 9967 3104
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0749434

Australian Electoral Commission

Closing Date:Sunday 20 October 2024

Service Delivery Group
Roll, Service & Foundations Branch Roll Operations and Silent Cell

Job Title	Project Officer and Senior Project Officer, Service & Foundations Branch
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$82,336 - \$102,152
Classification	APS Level 5;APS Level 6
Position Number	2024-353 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

The Service Design and Foundation Branch has a focus on contemporary client-centric service design and continuous improvement. This includes an emphasis on the foundational capabilities for the design and delivery of electoral events including service design, doctrine, event planning, quality assurance, public engagement, national electoral roll operations, silent elector management and industrial election and ballot service delivery.

The Branch manages and supports the network to deliver a range of operational capabilities such as the implementation and promotion of policy and doctrine, a quality management framework, and the election readiness framework. The Branch also manages all facets of enrolment, including enrolment capability development and coordination for other operational elements delivered through our state and divisional offices, and the delivery of industrial election and ballots.

Duties

The Project Officer and Senior Project Officer roles support the Assistant Directors in the day-to-day management of matters relating to enrolment policy and procedure. This includes participating in section planning for short-term tasks, contributing to strategic planning for longer term initiatives, and active engagement with priority enrolment projects.

The role is responsible for undertaking work that is moderately complex to complex and/or sensitive in nature, under limited direction, utilising expertise and knowledge within the area of policy development, implementation and evaluation.

To excel you'll have (APS 5):

- Experience in implementation and evaluation of policies and procedures to support legislation.
- Ability to assist in delivering results within time restraints and with competing priorities.

- Experience in successfully setting priorities to ensure delivery of quality results.
- Ability to communicate effectively and respond to stakeholder needs across a geographically dispersed network.
- Experience analysing processes with ability to propose change and contribute to business improvement strategies.
- Demonstrated personal integrity whilst achieving results within legislative and policy parameters.

To excel you'll have (APS 6):

- Knowledge and experience in the development, implementation and evaluation of policies and procedures to support legislation and with a focus on business improvement and innovation.
- Proven ability in successfully managing and delivering results within time restraints and with competing priorities.
- Knowledge and experience in successfully setting priorities and delivering quality results on time and on budget.
- Proven ability to communicate effectively whilst anticipating stakeholder needs and expectations across a geographically dispersed network.
- Proven analytical abilities with the ability to propose and facilitate change and contribute to business improvement strategies.
- Demonstrated personal integrity whilst achieving results within legislative and policy parameters.

Desirable

- Relevant tertiary qualifications in policy, management, public administration or similar.
- Knowledge of, or ability to, quickly gain knowledge of relevant legislation and practice.

Eligibility

- AEC employees must be Australian citizens.
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Notes

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impartial and politically neutral. As a result, the AEC Enterprise Agreement and Political Neutrality Policy state that it is an inherent requirement of AEC employment that employees, and prospective employees, are not publicly active in any political affairs and do not publicly engage in such activities. This includes advocating any issues associated with a referendum. Should a prospective employee fail to meet this inherent requirement, they will be ineligible for employment with the AEC.

To Apply

Position Contact	John Pilbrow, (03) 9967 3229
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0749441

Australian Electoral Commission

Closing Date: Sunday 27 October 2024

Enterprise Transformation Group
Indigo Program Management Indigo Product Management

Job Title	Assistant Directors, Indigo Product Management
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW, Melbourne VIC, Brisbane QLD, Canberra ACT
Salary	\$113,821 - \$128,264
Classification	Executive Level 1
Position Number	2024-354 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

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

The Indigo Program is the AEC's once in a generation digital transformation which is modernising core systems used to deliver elections and maintain the electoral roll. Key goals of the Indigo Program are to improve experiences for AEC staff and citizens, and to ensure that the integrity of Australia's democratic systems is maintained into the future.

The Indigo Product and Design Branch (IPDB) within ESTD ensures new solutions delivered by the Indigo Program meet the strategic goals of the agency, improve services for end users, meet business needs and follow industry standard best practice.

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

Duties

Assistant Director, Product Management

Working closely with the Assistant Director, Product Assurance and the Director, Product Management, this role operates within the Product Management Centre of Excellence (CoE) and is responsible for developing and setting standards of best practice; promoting consistency of design across different multi-disciplinary agile delivery teams; ensuring stakeholders (both business owners and end users) are informed and engaged on the products; and representing the CoE and Branch in agile ceremonies and program management forums.

Above all, the Assistant Director, Product Management is an ambassador for the product delivered back to the broader agency, serving as a conduit between the business and the development.

The Assistant Director, Product Management is also part of the Solution Management Team (SMT) on behalf of the CoE, providing not only the voice of the business but that of the other Product Owners and Managers. As a result, to succeed in this role, the successful candidate will have strong stakeholder management skills, with an ability to take in a broad variety of perspectives, process and then communicate them back to different audiences.

Key position responsibilities

The Assistant Director, Product Management will work with limited direction to support the delivery of the Indigo Program. This includes:

- Developing best practice guidelines and training for product management within the AEC.
- Managing User Advisory Groups for each product to ensure each multi-disciplinary team has a trusted end user network to draw upon.
- Representing the Product Management CoE within the SMT to balance priorities between solutions and work packages and provide trusted advice on priorities, value and risk.
- Building and maintaining strong relationships with key business and Program stakeholders to ensure the Product Management CoE has the moral authority to represent the broader agency and end users within the agile development process.
- Preparing governance committee and position papers on behalf of the CoE.
- Serving as a broader leader within the Program, setting standards of behaviour, quality, and contributing to a high-performing team environment.
- When needed, acting as a Product Owner or Product Manager within a development team.

This position will have direct reports which may include both APS staff and contractors.

Assistant Director, Product Assurance

Working closely with the Assistant Director, Product Management and the Director, Product Management, this role operates within the Product Management Centre of Excellence (CoE) and is responsible for ensuring the quality of the bespoke solutions developed by the multi-disciplinary agile delivery teams align with the strategic vision of the Indigo Program and meet the needs of the end users and business owners.

As part of this, the Assistant Director, Product Assurance leads and manages the user acceptance testing (UAT) process, bringing a strategic product minded perspective as well as an eye for detail and exceptional organisational skills. This role will also play an active role in ensuring product management best practices are followed throughout the development lifecycle so feedback is received regularly and early, and UAT runs smoothly.

Key position responsibilities

- The Assistant Director, Product Assurance will work with limited direction to support the delivery of the Indigo Program. This includes:
- Providing quality assurance on behalf of the Product Management CoE, ensuring practices and processes have been followed such that solutions meet the necessary standards for release.
- Leading and administering the UAT process for the Indigo Program, which will include managing UAT for multiple products concurrently and testing product and service integration across an end-to-end user experience.
- Working closely with Product Owners and Product Managers and other delivery team members to ensure user stories and business requirements are defined and documented ahead of user testing.
- Building and maintaining strong relationships with key business and Program stakeholders to ensure the Product Management CoE has the moral authority to represent the broader agency and end users within the agile development process.
- Serving as a broader leader within the Program, setting standards of behaviour, quality, and contributing to a high-performing team environment.
- When needed, act as a Product Owner or Product Manager within a development team.

This position will have direct reports which may include both APS staff and contractors.

To excel you'll have:

Assistant Director, Product Management

Mandatory

- Experience working in a product management role within a large program (ie, one with multiple multi-disciplinary agile delivery teams working simultaneously).
- Excellent project management and organisational skills, with a proven ability to plan and deliver a complex project with shifting priorities, interdependencies, and risks.
- Strong stakeholder management skills, with an ability to build and maintain relationships in business owners, with end users, and program delivery staff, and negotiate outcomes within those stakeholder relationships.
- Excellent critical thinking skills, with an ability to communicate complex concepts and communicate those to a range of audiences.
- Aptitude to quickly learn and digest technical information relating to bespoke application design and development.
- Experience improving business practices as part of a continuous improvement environment.
- Experience of succeeding in an environment working under limited direction, including managing and prioritising a complex workload.
- Ability to effectively manage staff in addition to delivering own work, including daily supervision, setting deliverables, and developing staff.

Desirable

- Experience working in a product management role.
- Experience in electoral event planning and/or delivery.
- Relevant tertiary qualifications and/or industry recognised certifications.

Assistant Director, Product Assurance

Mandatory

- Experience with delivering UAT for a complex IT product, ideally in an in-house development context.
- Excellent project management and organisational skills, with a proven ability to plan and deliver a complex project with shifting priorities, interdependencies, and risks.

- Strong stakeholder management skills, with an ability to build and maintain relationships in business owners, with end users, and program delivery staff, and negotiate outcomes within those stakeholder relationships.
- Excellent critical thinking skills, with an ability to communicate complex concepts and communicate those to a range of audiences.
- Aptitude to quickly learn and digest technical information relating to bespoke application design and development.
- Experience improving business practices as part of a continuous improvement environment.
- Experience of succeeding in an environment working under limited direction, including managing and prioritising a complex workload.
- Ability to effectively manage staff in addition to delivering own work, including daily supervision, setting deliverables, and developing staff.

Desirable

- Experience of delivering user acceptance testing and/or release management for a bespoke product.
- Experience in electoral event planning and/or delivery.
- Relevant tertiary qualifications and/or industry recognised certifications.

Eligibility

- AEC employees must be Australian citizens.
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Notes

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To Apply

Position Contact	Maree Fasoli, maree.fasoli@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0749501

Australian Electoral Commission

Closing Date: Sunday 27 October 2024

Enterprise Transformation Group
Indigo Governance & Assurance Program Management

Job Title	Assistant Director, Indigo Governance & Assurance
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD
Salary	\$113,821 - \$128,264
Classification	Executive Level 1
Position Number	2024-358 15747
Agency Website	https://www.aec.gov.au/

Job Description

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

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

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

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

Duties

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

the provision of a range of Program planning, reporting, governance and assurance activities.

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

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

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

To excel you'll have:

- Excellent written and verbal communication skills, and the ability to effectively communicate information to a range of audiences.
- Strong attention to detail and experience in managing quality assurance (writing, editing, proof reading) of high volumes of correspondence, briefs and reports.
- Excellent teamwork skills, with the ability to work with colleagues to achieve outcomes.
- Demonstrated analysis and investigative skills, gathering information from a variety of sources, exploring new ideas, identifying opportunities for continuous improvement and identifying any critical gaps.
- Experience effectively managing competing priorities and strategic directions, with the ability to remain calm under pressure and respond flexibly to change and uncertainty.
- Strategic skills to drive and positively influence team members and stakeholders.
- Proven ability to make sensitive and complex decisions using professional judgement within legislative parameters and delegated authority.

Desirable

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

Eligibility

- AEC employees must be Australian citizens.
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Notes

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To Apply

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

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Vacancy VN-0749322

Australian Signals Directorate

Closing Date:Sunday 27 October 2024

Chief Operating Officer Group
People & Property

Job Title	ASD EL1 Technical Lead
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Perth WA
Salary	\$117,967 - \$133,066
Classification	Executive Level 1
Position Number	ASD/08610/24
Agency Website	https://www.asd.gov.au/careers

Job Description

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

ASD is entering an exciting phase of growth, innovation and transformation. Our agency has committed to delivering [REDSPICE](#), which is the most significant single investment in the Australian Signals Directorate's 75 years.

We are looking for a number of exceptional Technical Leaders with a range of professional experience.

ASD's Technical Leads typically work under broad direction to perform and achieve very complex technical work for the delivery of capabilities that meet ASD's mission needs. Activities may include, but are not limited to:

- Lead, plan and deliver critical very complex technical activities within a specialist field and provide advice working to agreed priorities and outcomes.
- Translate and apply high level goals and outcomes, identify issues and uncertainties and incorporate these into advice, planning, decision making and implementation.
- Implement technical knowledge and processes within a specialist field to develop advancements to established technical code of practices, techniques, methods and regulations.
- Work collaboratively, communicate effectively with internal and external stakeholders and influence the work of teams.
- Motivate and mentor the technical workforce, aligning complementary skills and allocate resources in a manner that delivers results.
- Assess technical packages, reports, processes and product and equipment performance to meet specified requirements, review recommendations for continuous improvements and corrective actions.
- Evaluate and ensure that the delivered capability meets requirements and legislative, policy and regulatory frameworks, and implement actions.
- Evaluate technical activities to understand critical factors for success and engage in continuous improvement and innovation.
- Manage workflows, resources, prepare work area and team plans detailing measurable milestones and expected outcomes.
- Translate high-level technical direction and design into discrete tasks or work packages
- Provide technical input into project planning, including estimation of timelines and resourcing

Duties

We are looking for applicants with the ability to think critically and utilize their excellent problem solving skills, as well as undertake negotiations, delegate effectively, make timely decisions, and prioritize.

The successful candidate/s will work directly to the Directors in their home Branch and across the Division, and must have excellent organizational and interpersonal skills to communicate with both technical and non-technical staff at varying levels.

C&T is looking for experienced Technical Leads who are highly proactive and creative in nature to:

- Exercise a considerable degree of independence and perform subject matter expert role.
- Perform in-depth knowledge of the technical function and are responsible for the development, implementation, compliance and review of policies and procedures.
- Capable of building team capability through coaching and feedback and reviewing and developing the quality of work undertaken by others in the work unit.
- Identify stakeholder's expectations and concerns to develop and communicate methodologies and practices to achieve outcomes.
- Accountable to contribute towards ongoing self-improvement and professional development of their work area.
- Able to communicate with leaders, project managers and stakeholders.
- Make decisions on technical designs and implementation
- Able to manage pipelines and development processes that ensure code quality

The Technical Lead will provide technical guidance, mentoring, advice and assistance on the selection of technologies and method of task completion to technical teams. The Technical Lead may not have direct reports but does have a large span of controls across a wide domain of business activities. They will have extensive experience and comprehensive knowledge in one or more of the following areas:

- Software Development
- Systems Engineering
- Electrical Engineering

- Network Engineering and Architect
- DevOps Engineering
- Cloud Engineering
- Data Engineering
- Information Security
- Ontology Developer
- Optical Fibre Infrastructure and Optical Transport Specialist
- Geo Analyst
- Data Scientist

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

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

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

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

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

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

Notes

Formal qualifications/experience in the following are desirable but not essential:

- STEM tertiary qualifications (Certificate, Diploma, Degree)
- Experience designing, testing, and verifying technical solutions
- Experience providing technical mentorship and developing junior staff
- Experience delivering new solutions into existing architectures
- Relevant experience working in ICT Projects.
- Understanding of OS internals, API integration and computer architectures, including development of drivers or kernel modules for Linux, Windows or other Unix platforms.
- Experience conducting vulnerability research and general software vulnerability analysis and auditing experience including code analysis, static analysis, dynamic analysis and fuzzing
- Knowledge and experience in one or more of the following is highly desirable:
 - Languages: Rust, GoLang, C/C++/C#, Assembly (intel, ARM, PPC & MIPS), Python, JavaScript, shell scripting, perl, etc.
 - Experience with DevOps and CI/CD (eg. GitLab, Atlassian suite, Kubernetes)
 - Other: RHEL8/RHEL9, TCP, RedHat
 - Reading or writing assembly (e.g. x86, x86-64, ARM, PPC & MIPS).
 - Reverse engineering experience with analysis software Ghidra, IDA Pro or similar
 - Experience using debuggers such as GDB and WinDbg.
 - Experience developing JavaScript web front ends using frameworks such as Vue.JS, Quasar and Vuetify.
 - Experience/familiarity with embedded Linux development, configuration and maintenance (e.g. Yocto/OpenEmbedded, Buildroot).
 - Experience/familiarity with real-time operating systems for microcontrollers (e.g. MBed, FreeRTOS, Zephyr).
 - Experience/familiarity with programming/synthesis for FPGA (VHDL).
 - Experience participating in CTFs
 - Physical/virtual network and firewall appliances (eg. Cisco, Juniper, open source).

- L3 Routing technologies and products (OSFP, ISIS, BGP)
- Switching Technologies (STP, VLAN, FabricPath)
- Carrier technologies (VPLS, MPLS)
- VPN technologies (e.g. ipsec, OpenVPN, wireguard)
- Configuration management and automation tools (e.g. Ansible, Puppet, Terraform)
- Web Development (Angular, JavaScript, React, RESTful APIs, Django)
- Cloud technologies (OpenStack, oVirt, VMWare ESXi, and commercial off-premises services such as AWS, Azure, etc.)
- Software-Defined Networking
- UI/UX design principles

Please note: We are looking for Technical Leads who are experts in a range technologies which may (or may not) be listed above. This is not a list of requirements. If you have experience in one, or similar technologies, we would encourage you to apply.

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

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0749425

Australian Sports Commission

Closing Date: Thursday 24 October 2024

AIS Performance Services
AIS Performance

Job Title	Senior Biomechanist
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$120,162 - \$141,789
Classification	Executive Level 1
Position Number	JN NEW
Agency Website	https://www.sportaus.gov.au/

Job Description

<https://ausport.nga.net.au/?jati=81F3E16C-96F5-F49F-5D00-DB32516570E2>

Duties

Applications close at **11:30 pm AEDT 24 October 2024** (late applications will not be accepted).

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

Are you up for the challenge?

About the team – Performance Services is a multi-disciplinary team of specialists who deliver performance services to support the AIS campus' high performance activities that include NSO elite, pre-elite and development camps and intensive rehabilitation programs. The Team oversees the management and quality assurance of the AIS High Performance Centre facilities dedicated to supporting the provision of performance services to Australia's national sporting network.

Services from within the multi-disciplinary team can incorporate a range of elements from Nutrition, Food Services to Strength & Conditioning and Biomechanics. The Performance Services Team works with NSOs in the planning and delivery of the best possible camp environment that will optimise the performance outcomes NSOs wish to achieve. These outcomes are discussed, developed and customised and then agreed with the NSO prior to confirming a camp schedule to target the outcomes the sport is wanting. Complementary themes can be built into camp plans to enhance specific performance outcomes, including adaptation and environmental support, pre-departure and competition strategies.

About the role – Within the Performance Services team, you will play a key role in the implementation and delivery of biomechanics in accordance with the branch strategy. As an experienced Biomechanist, you will apply your expertise across a diverse range of athletes and sports. As a professional who seeks to influence change and lead improved practice, you'll contribute to the way athletes are empowered through education and support processes that enable them to traverse the competing demands of high performance sport. You will plan, design and deliver biomechanics services and projects in collaboration with other Performance Support staff.

About you –

- PhD in Biomechanics or related field, or equivalent experience: e.g., sport science, engineering, human movement studies.
- Demonstrated capacity to provide high quality biomechanical support for elite athletes and high performance sport coaches to achieve sporting success.
- Demonstrated experience of greater than 10 years to apply research evidence, outcomes and knowledge to enhance service delivery.
- Accredited as an Exercise Scientist with Exercise and Sports Science Australia

This position is available as an ongoing or fixed-term opportunity.

Why work with us?

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

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

Additionally, our Canberra campus offers:

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

Eligibility

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

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

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

About the Australian Sports Commission

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

To Apply

Position Contact	Adam Hunter, 0406378383
Agency Recruitment Site	https://ausport.nga.net.au/?jati=81F3E16C-96F5-F49F-5D00-DB32516570E2

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Vacancy VN-0749421

Defence Housing Australia

Closing Date:Thursday 24 October 2024

Provisioning
Strategic Provisioning Sales and Marketing

Job Title	Investor Support Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$118,461 - \$144,571
Classification	Executive Level 1
Position Number	493466
Agency Website	https://www.dha.gov.au/

Job Description

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

DHA is seeking an experienced Investor Support Manager to join the Provisioning Group. Apply now and enjoy a rewarding career at DHA!

Position: Investor Support Manager
Level: EL1
Salary Range: \$118,461 to \$144,571 per annum plus 15.4% superannuation
Location: Canberra, Sydney

About us

Defence Housing Australia (DHA) is a nationally recognised Government Business Enterprise with the primary role of providing housing and related services to Defence and their families. DHA manages one of Australia's largest national housing portfolios of about 17,000 properties and has an opportunity for an experienced Investor Support Manager to join the team.

About your team

The Provisioning Group is responsible for bringing quality properties into the portfolio to meet Defence requirements through various leasing and acquisitions programs.

The Marketing & Investor Support team provides advice, support and specialist services to the Provisioning Group and is responsible for supporting DHAs provisioning programs by generating quality leads and nurturing investors through to conversion to landlord.

Duties

About the role

As the Investor Support Manager you will lead, motivate and manage a small team responsible for selling the benefits of DHAs investment opportunities and providing excellent customer service to prospective investors via DHAs omnichannel systems.

You will provide a high level of service and support to internal stakeholders, as well as to prospective investors ensuring they understand the DHA property investment product and nurturing them through to conversion.

The role is responsible for:

- Experience in a sales environment is essential, working independently and as part of a team, with proven sales experience to meet organisational targets.
- Proven ability to supervise staff to ensure business targets are achieved and a high level of customer service is maintained.
- Proven ability to use DHAs CRM and apply established processes to market products and implement strategies to achieve conversion. Experience with Salesforce CRM would be beneficial.
- Demonstrated ability to identify process and system improvements and be a change champion supporting changes both within the Marketing and Investor Support team as well as the broader Provisioning Group.
- In-depth experience within the residential property industry and ability to deliver business outcomes, including understanding of residential tenancy law and documentation.

- Knowledge of the financial services industry and investing in property through Self-Managed Super Funds (including RG146 accreditation) would be beneficial.
- Excellent communication skills, including the ability to write, analyse and edit documents that explain complex and sensitive operational matters, and facilitate agreed outcomes.
- Excellent stakeholder engagement and management skills with the ability to build and maintain positive working relationships with both internal and external stakeholders.
- Strong problem solving, analytical and decision-making skills together with sound judgement and attention to detail.
- Real estate qualifications (i.e., Certificate of Real Estate or Licence) are highly desirable.

Eligibility

Benefits for working at DHA include:

- 15.4% superannuation
- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year
- Work-life balance
- Positive workplace culture where you can bring your whole self to work
- Opportunities for growth and development
- Career progression and opportunities
- ADF partner employment conditions when posting to a new location

For more detail on what we offer, visit the DHA [website](#) and refer to the DHA Enterprise Agreement 2024-27.

How to apply

Apply now via our [online careers site](#) with your current resume and a 500-word one page pitch, addressing the requirements of the role. We recommend you read the Australian Public Service Commission's Cracking the Code guidance on how to write your response. Additionally, you should consider the expected behaviours described in the Australian Public Service Commission's Integrated Leadership System at this role's level.

For further information on the position, please refer to the attached [Position Description](#).

Any questions? Please contact Bianca Jones, National Manager - Sales, Marketing & Strategic Provisioning T: (02) 6217 8547 E: bianca.jones@dha.gov.au

Order of Merit

A merit pool will be established from this process which will be valid for 18 months from the date of advertising. This merit pool may be used throughout this period to fill similar positions in the event positions become vacant.

Inclusion and Diversity

DHA is committed to building an inclusive and diverse workforce. We welcome applications from across our community including, Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, ex-defence members, mature aged employees and carers.

Applications close

AEST 11.55pm Thursday, 24 October 2024

Notes

Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen and can obtain and maintain a security clearance at the required level.

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

About the Defence Housing Australia

At Defence Housing Australia, we provide quality housing and related services to Defence members and families. In doing this, we support the operational, recruitment and retention goals of the Department of Defence. To meet our Defence housing obligations, we are active in Australian residential housing markets, acquiring and developing land, and constructing and purchasing houses. Our staff are located in 19 offices in regional centres and nearby Defence outposts throughout Australia.

To Apply

Position Contact	Bianca Jones, (02) 6217 8547
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0749478

Job Title	Leasing and Acquisitions Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Newcastle NSW, Sydney NSW
Salary	\$88,781 - \$96,474
Classification	APS Level 5
Position Number	493475
Agency Website	https://www.dha.gov.au/

Job Description

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

DHA is seeking an experienced Leasing and Acquisitions Manager to join the Leasing and Acquisitions Team. Apply now and enjoy a rewarding career at DHA!

Position: Leasing and Acquisitions Manager
Level: DHA5
Salary Range: \$88,781 to \$96,474 per annum plus 15.4% superannuation
Location: Canberra, Newcastle, and Sydney

About us

Defence Housing Australia (DHA) is a Nationally Recognised Government Business Enterprise with the primary role of providing housing and related services to Defence and their families. DHA manages one of Australia’s largest national housing portfolios of about 17,000 properties and has an opportunity for an experienced Leasing and Acquisitions Manager to join the team.

Duties

About the role
DHA is seeking a motivated self-starter with ideally a proven track record of achievement in sales and/or business development to join the DHA Leasing and Acquisitions Team. We have potential ongoing and non-ongoing opportunities in the immediate future within the following locations:

- Canberra, ACT
- Newcastle, NSW and,
- Sydney NSW

Our ideal candidate will have a background in property or a related field, with experience in leasing, sales, and/or business development all desirable.

The role will be responsible for a range of activities including working as part of a team managing a portfolio of leased properties, identifying and converting new business leads and prospecting for new potential properties to add to the DHA portfolio via direct negotiation with property owners.

If you are a motivated self-starter, a good team player and seeking a challenge apply now!

Eligibility

Benefits for working at DHA include:

- 15.4% superannuation
- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year
- Work-life balance
- Positive workplace culture where you can bring your whole self to work
- Opportunities for growth and development
- Career progression and opportunities
- ADF partner employment conditions when posting to a new location

For more detail on what we offer, visit the DHA [website](#) and refer to the DHA Enterprise Agreement 2024-27.

This is a **Non-ongoing Engagement** will be for a period of 12 months.

How to apply

Apply now via our [online careers site](#) with your current resume and a 500-word one page pitch, addressing the requirements of the role. We recommend you read the Australian Public Service Commission's Cracking the Code guidance on how to write your response. Additionally, you should consider the expected behaviours described in the Australian Public Service Commission's Integrated Leadership System at this role's level.

For further information on the position, please refer to the attached [Position Description](#).

Any questions? Please contact Adrian Papahatzis, Leasing and Acquisitions Operations Manager T: (02 9761 5830 E: adrianp@dha.gov.au

Order of Merit

A merit pool will be established from this process which will be valid for 18 months from the date of advertising. This merit pool may be used throughout this period to fill similar positions in the event positions become vacant.

Inclusion and Diversity

DHA is committed to building an inclusive and diverse workforce. We welcome applications from across our community including, Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, ex-defence members, mature aged employees and carers.

Applications close

AEST 11.55pm Friday 25, October 2024

Notes

Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen and can obtain and maintain a security clearance at the required level.

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

About the Defence Housing Australia

At Defence Housing Australia, we provide quality housing and related services to Defence members and families. In doing this, we support the operational, recruitment and retention goals of the Department of Defence. To meet our Defence housing obligations, we are active in Australian residential housing markets, acquiring and developing land, and constructing and purchasing houses. Our staff are located in 19 offices in regional centres and nearby Defence outposts throughout Australia.

To Apply

Position Contact	Adrian Papahatzis, (02) 9761 5830
Agency Recruitment Site	https://careers.dha.gov.au/

Vacancy VN-0749494

Defence Housing Australia

Closing Date:Friday 25 October 2024

CFO Group
Finance and Corporate Support Procurement

Job Title	Senior Procurement Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD
Salary	\$97,587 - \$112,189
Classification	APS Level 6
Position Number	493481
Agency Website	https://www.dha.gov.au/

Job Description

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

DHA is seeking an experienced Senior Procurement Officer to join the Procurement Team.
Apply now and be part of a rewarding career at DHA!

Position: Senior Procurement Officer
Level: DHA6
Salary Range: \$97,587 to \$112,189 per annum plus 15.4% superannuation
Location: Canberra, Sydney, Melbourne and Brisbane

About us

Defence Housing Australia (DHA) is a Nationally Recognised Government Business Enterprise with the primary role of providing housing and related services to Defence and their families. DHA manages one of Australia’s largest national housing portfolios of about 17,000 properties and has an opportunity for an experienced Senior Procurement Officer to join the team.

Duties

About the role

There are two opportunities located in either Canberra, Sydney or Melbourne and we are seeking to form a merit pool for potential future opportunities. This role cannot be performed remotely.

The DHA Procurement Team is responsible for supporting DHA in achieving its objectives through sound procurement advice and support via a tailored DHA Procurement Framework delivered through a hybrid procurement model. As a Senior Procurement Officer, you will be part of the DHA Procurement Team within the Finance and Corporate Support Branch and be responsible for contributing towards the delivery of a high performing procurement function.

Our ideal candidate will have:

- Formal Qualifications and/or extensive knowledge and experience in procurement and contracting
- In depth knowledge of the Australian Commonwealth Procurement Framework, including practical experience at a complex level
- Ability to work autonomously under limited direction to deliver quality advice with competing priorities and deadlines
- Experience in the continuous improvement of business processes and procedures
- High level written, analytical and communication skills, including your ability to establish and maintain solid relationships with a broad range of stakeholders

Eligibility

Benefits for working at DHA include:

- 15.4% superannuation
- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year
- Work-life balance
- Positive workplace culture where you can bring your whole self to work
- Opportunities for growth and development
- Career progression and opportunities
- ADF partner employment conditions when posting to a new location

For more detail on what we offer, visit the DHA [website](#) and refer to the DHA Enterprise Agreement 2024-27.

How to apply

Apply now via our [online careers site](#) with your current resume and a 500-word one page pitch, addressing the requirements of the role. We recommend you read the Australian Public Service Commission's Cracking the Code guidance on how to write your response. Additionally, you should consider the expected behaviours described in the Australian Public Service Commission's Integrated Leadership System at this role's level.

For further information on the position, please refer to the attached [Position Description](#).

Any questions? Please contact Paige Bath, Director of Procurement T: (02) 6270 6034 E: Paige.bath@dha.gov.au

Order of Merit

A merit pool will be established from this process which will be valid for 18 months from the date of advertising. This merit pool may be used throughout this period to fill similar positions in the event positions become vacant.

Inclusion and Diversity

DHA is committed to building an inclusive and diverse workforce. We welcome applications from across our community including, Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, ex-defence members, mature aged employees and carers.

Applications close

AEST 11.55pm Sunday, 27 October 2024

Notes

Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen and can obtain and maintain a security clearance at the required level.

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

About the Defence Housing Australia

At Defence Housing Australia, we provide quality housing and related services to Defence members and families. In doing this, we support the operational, recruitment and retention goals of the Department of Defence. To meet our Defence housing obligations, we are active in Australian residential housing markets, acquiring and developing land, and constructing and purchasing houses. Our staff are located in 19 offices in regional centres and nearby Defence outposts throughout Australia.

To Apply

Position Contact	Paige Bath, (02) 6270 6034
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0749418

Department of Home Affairs

Closing Date:Thursday 24 October 2024

Integrity Security & Assurance
Audit & Assurance Detention Assurance and Reporting

Job Title	Coordination Officer - Detention Assurance and Reporting Section
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$80,748 - \$87,572
Classification	APS Level 5
Position Number	134493
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/134493/>

About our team

Chief Operating Officer Group | Integrity Security & Assurance | Audit & Assurance | Detention Assurance and Reporting Section

The Detention Assurance and Reporting Section is responsible for providing six monthly reports to the Commonwealth Ombudsman under s486N of the Migration Act 1958 (the Act), relating to the circumstances of individuals who have been in immigration detention for an accumulated period of two years and at end of each successive period of six months thereafter, within 21 days of the reporting period being reached.

DARS is also responsible for preparing the Minister's response to recommendations made by the Commonwealth Ombudsman on long term detainees, to fulfil the Minister's obligations under section 486P of the Act and ensuring responses are tabled in both Houses of Parliament within 15 sitting days.

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

Duties

Our ideal candidate

Our ideal candidate will have a broad skill set that allows them to undertake tasks with moderate complexity and work under general supervision while assisting with day-to-day activities.

Our ideal candidate must:

- Experience in providing high quality administrative support including correspondence, records management and reporting
- Possess sound written and verbal communication skills
- Positively contribute within a team environment, displaying integrity and high ethical standards.

Duties and responsibilities

- Manage the Tabling teams' group mailbox, ensuring all correspondence between the tabling team and internal and external stakeholders are trimmed in accordance with recording keeping requirements.
- Complete all administrative and coordination tasks in relation to incoming assessments from the Commonwealth Ombudsman's Office.
- Undertake the collection and coordination of statistical data supporting section 486N reports sent to the Ombudsman's office, ensuring up to date data is provided and ad hoc requests are responded to efficiently.
- Manage case allocations and ensure balanced and considered allocations of cases to the team.
- Other duties as required.

Additional information

Preferred Role Requirements

- Content Manager
- Microsoft Office (Word, Excel, outlook and PowerPoint)
- Administrative and records management standards, protocols, systems and procedures.

Eligibility

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

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

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

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

Notes

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

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

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

Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation proof of vaccination will be required. If a candidate is n

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

About the Department of Home Affairs

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

To Apply

Position Contact	Cathy REES, 02 6275 8113
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/134493/

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Vacancy VN-0749445

Department of Home Affairs

Closing Date:Thursday 31 October 2024

ICT Division
Traveller Cargo & Trade Systems Enterprise Business Solutions

Job Title	Enterprise Business Solutions (EBS) Platform & Change Support
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$80,748 - \$87,572
Classification	APS Level 5
Position Number	134516
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/134516/>

About our team

GM Technology & Major Cap Group | ICT Division | Traveller Cargo & Trade Systems | Enterprise Business Solutions

The Enterprise Business Solutions (EBS) Section supports the automation of business process management (BPM) for the Department of Home Affairs via the delivery of ICT business solutions on enterprise-wide strategic platforms. These strategic Pega Platforms for Home Affairs, facilitate the streamlining and automation of repeatable business activities, allowing staff to re allocate their time to perform more valuable tasks.

The Section achieves its goals and deliver on its objectives through:

- The establishment and ongoing management of strategic enterprise-wide platforms for the Department
- The delivery of enterprise capability (applications) to support strategic business solutions along with the provision of technical support for the applications and platforms
- The promotion of enterprise-wide quality engineering through Pega Best Practice design guidance and Pega Design and Development reviews via the Pega Quality & Enablement Centre of Excellence
- The development of internal capability and provision of training and enablement for the Pega community across the Department - building a network of skilled APS Pega resources internally and supporting overall capability across government.

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

Our ideal candidate

The EBS Platform & Change Support will contribute to and coordinate contract and program administration support to the section as required. This may include managing incoming mailbox correspondence, managing invoices and accounts payable functions in SAP, supporting contract management, change and platform administrative support. This includes working independently or under limited guidance.

This role provides Business hours coverage across the working week.

Duties

Duties and responsibilities

Liaise with internal and external stakeholders to facilitate project delivery.

- Co-ordinate and participate in contract management including developing scope, managing tendering processes and monitoring contract performance.
- Process analytical results and present data into formats suitable for interpretation.
- Assist with risk assessment and risk management activities for a project or program.
- Manage expenditure, analyse and report on financial information.
- Approve or certify payments, entitlement and other forms of expenditure with appropriate delegation.
- Reconcile invoices and initiate investigation where necessary.
- Provide advice and technical expertise in specific areas of project activities.
- Maintain expert knowledge in relevant areas and technical expertise to guide project and programme activities.
- Coordinate incoming mailbox correspondence and draft responses to external and internal stakeholders
- Provide support to the projects team as required.
- Monitor contractor expenditure, review and report as required and assist in drafting documents.
- Verify invoices by interrogating departmental systems and ensuring invoices comply with contractual obligations.
- Providing secretariat support by taking minutes, updating actions registers, coordinating meeting schedules and distributing relevant information to attendees or uploading relevant information to Share point.
- Providing change support with relevant change management tasks and activities as well as provide assistance with platform support, as required.
- Assist with ad hoc activities as required to support team.
- Working collaboratively and flexibly within the team to deliver quality outcomes in a diverse, challenging and rewarding environment of competing priorities.
- Other duties as directed.

Additional information

- General administrative skills.
- Sound organisational and communication skills.
- Ability to deal with diverse stakeholder group.
- Communicates confidently and presents verbal and written messages in a clear, concise and articulate manner.
- Demonstrates high level accuracy and attention to details in the processing and recording of information.
- Ability to self-manage in a complex, changing environment with a high workload.

- Demonstrates critical thinking and problem solving with a solution focused approach.
- Undertake assurance activities to ensure service providers are meeting their contractual and financial obligations.
- Undertake accurate financial data entry into SAP and SAPGUI.
- Experience in using, or the ability to quickly acquire the knowledge to use various systems which include Project Management, IT Change Management and Financial systems.
- Develop and maintain productive working relationships with internal colleagues and external stakeholders including contracted providers.

Skills

- Strong Customer Service and stakeholder engagement skills
- Quick learner
- Excel
- Demonstrated financial experience and capability, including SAP
- Relevant/recent experience with Information Communication Technology (ICT) and infrastructure project management and delivery
- Experience with coordination and or management of activities that contribute to a time-critical deliverable.

Desirable

- Project Management Experience.
- ITL4 Foundation Certification - IT Service Management.
- Software Life Cycle Management experience.
- Experience with procurement and or contract management within Government.

Eligibility

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

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

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

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

Notes

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

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

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

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	Lisa Barresi, 0435 657 051
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/134516/

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Vacancy VN-0749443

Department of the Treasury

Closing Date: Sunday 27 October 2024

Revenue Group

Job Title	APS5-APS6 Policy Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC
Salary	\$86,940 - \$118,813
Classification	APS Level 5;APS Level 6
Position Number	99-2024
Agency Website	www.treasury.gov.au

Job Description

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

About Revenue Group

Revenue Group is the primary policy adviser to government on Commonwealth taxation and retirement income policy. Our functions cover policy development and implementation, revenue costings and forecasting.

The Group has an interest in the national tax base including State taxes and how they interact with Commonwealth taxes. The power to tax is at the heart of the Federal Government's responsibilities. Tax policy settings fund government activities, have a powerful effect on the performance of the economy and give expression to community norms on fairness.

Our tax policy work covers all policy matters, from individuals, small and large businesses to the largest of multinationals; the indirect tax system — the Goods and Services Tax, the excise system which includes tobacco, alcohol and petroleum excise; interactions between our tax system and other jurisdictions' including through Australia's network of tax treaties, and international engagement on tax policy matters both bilaterally and through representing Australia at various international fora, such as the OECD.

Revenue Group also provides policy and legislative advice to Government on initiatives to improve retirement outcomes for Australians. This involves cross-cutting issues spanning tax policy, government expenditure on pensions, and the regulation and governance of superannuation funds in improving member outcomes.

Our people are in Canberra, Melbourne and Sydney and include secondees from the Australian Taxation Office who contribute different skills and insights to inform our policy advice and contribute to the capability building of our staff.

Personal and Indirect Tax and Charities Division

The **Personal and Indirect Tax and Charities Division** seeks to shape and implement

Government priorities by providing informed, timely and effective policy advice to Treasury Ministers regarding the taxation of individuals, small business, and particular industry sectors, and in respect of indirect taxes, the taxation and regulation of not-for-profits, and tax administration.

The Division has three Branches:

- State, Indirect, Industry Taxes and Not-for-Profits Branch
- Personal and Small Business Tax Branch
- Tax System Branch

The **State, Indirect, Industry Taxes and Not-for-Profits Branch** provides advice to government on the regulatory framework for not-for-profit entities, including tax settings, to support a robust not-for-profits sector and to protect public trust and confidence. It also provides policy advice relating to the Goods and Services Tax; State Taxes; Fuel, Alcohol and Tobacco Excise; the Wine Equalisation Tax; Luxury Car Tax and Industry Tax Policy.

The **Personal and Small Business Tax Branch** provides policy advice on tax issues affecting all taxpayers including personal tax rates and thresholds, offsets, capital gains tax, deductions, and the Medicare levy. The Branch also has policy responsibility for small business tax, the R&D tax incentive, trust taxation issues, individual residency issues and fringe benefits tax.

The **Tax System Branch** provides policy advice on Australia's tax architecture and the regulatory framework for individuals and entities in the tax administration system including regulation of tax agents. It also brings a longer-term, whole-of-system perspective to major policy issues including focusing on interlinkages between various tax bases and is conducting a review of the shadow economy.

Corporate and International Tax Division

The **Corporate and International Tax Division** serves the Australian people by assisting Treasury Ministers to improve the structure, integrity, and competitiveness of Australia's corporate and international tax system, to promote fiscal sustainability and increase productivity.

The Division plays an important role in influencing international tax policy development through engagement with international forums, most notably the OECD and G20. It promotes a stronger, more sustainable tax system in line with Government priorities by providing informed and timely policy advice to Treasury ministers and Government agencies. Our particular focus is the corporate tax system, the tax treaties program and international tax frameworks. The Division contributes to Revenue Group's whole-of-system thinking on tax policy and longer-term stewardship of the tax system. It monitors and promotes the effective and efficient operation of the corporate tax system, including international linkages, and how it integrates with other parts of the tax system, the economic environment, and other policy arms of government.

The Division has two Branches: Corporate Tax Branch and International Tax Branch.

The **Corporate Tax Branch** is responsible for domestically focused tax policies that affect large businesses, including reporting regimes and regimes that target specific activities like petroleum extraction. The branch works together with International Tax Branch on policies that overlap with international considerations and with the Personal and Indirect Tax and Charities Division on policies that affect smaller businesses.

The **International Tax Branch** is responsible for international aspects of tax policy including interactions between our tax system and that of other countries. The branch works collaboratively

across the Division and within Revenue Group as international tax issues have impacts across the tax system and with a diverse range of stakeholders.

Duties

- Do you have an interest or experience in advising on government policy?
- Do you have an interest or experience in advising on tax or not-for-profit issues?

Treasury is seeking talented, team-oriented, flexible, and highly motivated individuals for multiple Policy Analyst (APS 5 and APS 6 level) positions. The opportunities are available within the Personal and Indirect Tax and Charities Division and the Corporate and International Tax Division in the Revenue Group. This is your unique opportunity to play a key role in shaping policy advice and assist in the implementation of Commonwealth Government reforms.

We are seeking applicants with strong analytical frameworks with experience and/or an interest in public policy, including taxation and not-for-profits regulation. You may be an experienced policy analyst seeking a new challenge in a fast-paced environment or someone ready to take the next step to develop professionally and expand your horizons.

Staff undertake a range of responsibilities, including:

- Providing advice to Government on public policy issues, including tax policy, and assisting in the preparation of reports, Cabinet submissions, briefing for Ministers and senior officials, and other correspondence. This includes developing measures through the annual Budget and Mid-Year Economic and Fiscal Outlook processes;
- Implementing announced measures; and
- Developing and maintaining productive relationships with other government agencies and with stakeholders in the private sector, industry, and academia.

Positions are predominantly located in Canberra but there may also be opportunities in Sydney and Melbourne.

Positions are available in all branches of the above-mentioned Divisions.

To be successful as a Senior Policy Analyst (APS6 level) or Policy Analyst (APS5 level) you will demonstrate:

- An interest in tax and/or charities;
- An ability to link the tasks you work on to the strategic objectives of your unit, and to deliver to agreed timeframes;
- Effective communication skills (written and oral) to present messages in a clear and concise manner while seeking to understand your audience and tailor your style and message accordingly;
- An ability to build and maintain positive relationships, working collaboratively and respectfully and ethically at all times;
- Proactive management of your professional development, seeking out opportunities to continue building capability.

Desirable Qualifications / Experience

- Candidates with diverse experience and interests are encouraged to apply.

- Relevant tertiary qualification(s) in a relevant field, including, but not limited to, economics, law, commerce, business, accounting, finance and/or public policy.
- Experience in one or more of the following will be particularly well-regarded:
 - Public policy development and analysis.
 - Relevant experience in the tax or not-for-profit sectors or a related field.

Eligibility

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

Notes

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

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

About the Department of the Treasury

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

To Apply

Position Contact	Shawn Fracchia, 02 6263 4940
Agency Recruitment Site	https://treasury.gov.au/the-department/recruitment-and-careers

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Vacancy VN-0749477

Job Title	IT Service Desk Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$112,233 - \$122,486
Classification	Executive Level 1
Position Number	24_80
Agency Website	

Job Description

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

Are you a tech-savvy leader with a passion for exceptional customer service? We want to hear from you.

What we are looking for:

- Experience in IT service management or a simialr role
- Strong leadership and communication skills
- A proactive mindset with a knack for problem solving

Duties

- Lead the IT service desk and service management function, drawing on your experience and expert knowledge of others to provide direction and advice to team members on avenues of investigation for resolution of issues.
- Maintain and enhance service delivery processes and procedures that align with industry best practice frameworks; analyse metrics to optimise team performance and continuous improvement.
- Support the implementation of approved changes for all corporate users and devices.
- Oversee the onboarding process for all new users, ensuring seamless transitions and successful implementation of accounts and required resources.
- Build strong working relationships with key internal and external stakeholders by anticipating client needs and achieving outcomes.
- Identify and provide developmental opportunities for all team members.
- Provide constructive feedback to team members ensuring clear performance standards and provide encouragement and recognition of performance in a timely manner.
- Oversee the IT Service Desk rostering and adjust resources to ensure sufficient team coverage in required areas.
- Take accountability to ensure the setup and configuration of the eTrial system for court appearances.

Eligibility

- The ability to obtain and maintain AGSVA NV1 clearance is required
- Australian Citizenship

Notes

- *unique and challenging work;*
- *professional development opportunities;*
- *generous leave entitlements with additional paid time off during the Christmas close-down period;*
- *clear and transparent salary progression, and scheduled salary increases;*
- *15.4% superannuation;*
- *flexible working arrangements that promote work-life balance;*
- *a \$295 annual wellbeing allowance; and*
- *free and confidential 24/7 counselling through our Employee Assistance Program (EAP), available for staff and their family members.*

Please refer to the Candidate Information Pack for details.

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

About the Director of Public Prosecutions

To Apply

Position Contact	Mark Ferris, 07 3224 9461
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Job Title	Senior Associate, Credit
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Classification	APS Level 5
Position Number	JR100131
Agency Website	www.futurefund.gov.au

Job Description

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

At the Future Fund, we're for future minds – like yours. The new investors and creators who thrive on different thinking and doing it together. Those who glimpse opportunity before it strikes and step up every day to grab it.

The Future Fund is Australia's Sovereign Wealth Fund, managing over \$290 billion across seven public asset funds with the same purpose: growing Australia's future. We are a global investor and work closely with world leading investment organisations to access the best investment ideas.

Where others see challenges, we see more interesting investment experiences. Every person, every skillset, every mindset is an asset. We've got every future generation to consider, yet our approach to investing is incredibly pure: we think about it deeply, and daily. Ours is a culture where great people grow the future together, with the rare ability to work collaboratively, think freely, and make a real difference.

Are you Futureminded? Let's create what's next.

The Opportunity

We are looking for proactive, curious and future-minded thinkers with a keen interest in investment fund management to join us in this unique opportunity of Senior Associate in our Credit team.

As a Senior Associate in our Credit team, you'll play a pivotal role in managing a diverse range of global fixed income and credit-focused mandates. You'll provide essential analytical and operational support, engage in market research, and conduct thorough due diligence on investment managers. If you have experience in institutional credit investment or structuring and are eager to contribute to a flexible and adaptable – this role is for you.

Our total portfolio approach means that you will gain exposure to and collaborate with teams across multiple asset classes and over time, you'll be able to contribute to decision making, implementation and management of the portfolio.

Duties

Key Responsibilities

As a Senior Associate, you'll:

- Support the Credit team in managing credit portfolios:
- Provide high-level support for the development of the organisation's views and strategy on global credit.
- Contribute to market research across a range of global credit sub-sectors and provide input on relative value.
- Monitor industry trends and new initiatives, researching new sectors and applying findings to the portfolio as appropriate.
- Deliver high-quality investment papers, research reports, and portfolio information for various constituencies.
- Participate in investment due diligence processes and interface with investment managers and other market participants.
- Manage smaller or routine implementation processes independently, and support senior team members on more complex processes, liaising with external advisers and internal teams as needed.

Relationship management:

- Build and maintain positive relationships with credit managers, advisors, investors, and other strategic and market partners.
- Positively represent the Fund's external brand and reputation, including attending industry events and external presentations with support from senior team members.

- Foster a collaborative work environment, building strong internal bonds within the investment team and with supporting teams.
- Continuously improve our technology and tools for managing portfolio data:
- Manage existing portfolio data and analytics, ensuring timely and accurate data from managers, custodians, and other providers.
- Assist in designing and presenting portfolio performance reports.
- Work with senior team members to develop and refine new monitoring tools, liaising with investment technology and development resources as necessary.

Eligibility

About You

To be considered for the Senior Analyst role in the Credit team, candidates should have a tertiary education in Finance or a related discipline. While postgraduate studies or further qualifications such as CFA or CAIA are advantageous, they are not essential. The ideal candidate will have prior experience in credit investment, portfolio management, or structuring roles. However, relevant experience in finance, consulting, or asset management, coupled with a solid understanding of the credit asset class, is also valued.

Candidates should possess a sound understanding of the credit environment, including knowledge of service providers and various operational, governance, legal, and corporate structures of investment managers and vehicles. Experience in areas such as leveraged finance, direct lending, real estate lending, emerging markets debt, or structured credit is particularly advantageous. Proficiency in the full Microsoft Office suite, especially in developing and reviewing financial models and analysis in Excel, is required. Coding experience in Python, R, SQL is highly advantageous.

The role demands strong quantitative abilities, meticulous attention to detail, and the ability to combine numeracy with context to reach well-reasoned conclusions. Candidates should be intellectually curious, able to deal with ambiguity, and demonstrate strong interpersonal and relationship management skills. Effective collaboration, strong written and verbal communication skills, problem-solving abilities, and a commitment to continuous improvement are essential attributes. A mature and calm demeanour under pressure is also important for success in this role.

Please note this opportunity is open to Australian Citizens only.

We are for everyone

At Future Fund, we are better for our differences. Every person, every skillset, every mindset is an asset. We want everyone to feel comfortable bringing their authentic selves to work. Which is why we're looking for future minds like yours. Your past experiences help us expand our collective knowledge, add value and create something better. When doing your job means Australia has more money to invest in renewables, education, healthcare and medical breakthroughs – there's a tangible impact to what we do. And we want you to be part of it.

Are you Futureminded? Learn more about us at our LinkedIn Life page.

Notes

About the Future Fund Management Agency

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

To Apply

Position Contact	John Campanaro, 0386566400
Agency Recruitment Site	https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

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Vacancy VN-0749450

National Library of Australia

Closing Date:Sunday 27 October 2024

Engagement Reader Services

Job Title	APS 3 - Library Officer, Reading Room Operations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$66,603 - \$71,940
Classification	APS Level 3
Position Number	103018
Agency Website	

Job Description

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

As a world leading library, the National Library of Australia offers an innovative and collaborative workplace where exceptional team players and technical specialists can flourish. As part of the Library's team, you will help support organisational reform, working collaboratively with your team to shape the Library's future.

The Library is seeking to fill an ongoing **Library Officer, Reading Room Operations APS 3** role in the Reader Services Section of the Engagement Branch. This is an expected vacancy commencing February 2025.

Duties

You will play a key role in providing customer-centric services within the Library's reading rooms. Your responsibilities will include handling enquiries both onsite and through the Library's online and phone reference channels, as well as assisting users with Library equipment, systems and services.

You will be part of a team responsible for ensuring the smooth operations of the reading rooms, handling a mix of both physical and administrative tasks. Additionally, you will engage with internal and external stakeholders, conduct staff training on service delivery, and make use of various online systems to enhance client services.

We are seeking individuals with experience in providing library services who can support researchers and visitors in accessing the National Library's collections.

As the ideal candidate, you will demonstrate the ability to work effectively both independently and as part of a team, contribute to achieving team goals, and show strong prioritisation skills and attention to detail in a dynamic environment.

To be successful in this role, it is desirable that you hold qualifications or equivalent experience in Information Management, Arts, Humanities, Social Sciences.

This role includes regular evening and weekend work – undertaken during the Library’s advertised reading room opening hours.

Eligibility

Applicants should be Australian citizens to be eligible for APS employment.

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

Notes

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.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 Library of Australia

To Apply

Position Contact	Rika Wright, (02) 6262 1860
Agency Recruitment Site	https://nla.nga.net.au/cp/

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Vacancy VN-0749458

Job Title	APS 5 - Coordinator, Special Collections
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$91,883 - \$101,178
Classification	APS Level 5
Position Number	105048
Agency Website	

Job Description

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

As a world leading library, the National Library of Australia offers an innovative and collaborative workplace where exceptional team players and technical specialists can flourish. As part of the Library's team, you will help support organisational reform, working collaboratively with your team to shape the Library's future.

Duties

We are seeking to fill the role of **Coordinator, Special Collections (APS 5)** in the Reader Services Section of the Engagement Branch **commencing in February 2025** on an ongoing basis.

The role is an exciting opportunity to be part of a part of a team supporting the Library's readers and researchers, particularly researchers using the Library's special format collections including manuscripts, maps, pictures, and oral histories. You will provide expertise and support regarding the delivery of the Library's Reference and Client services, specifically supporting Special Collections as well as Asian collections and Family History via:

- The Library's Reading Rooms (face to face).
- Online and phone reference channels.

This will include:

- Delivery of reference and research services onsite and online, and providing expertise and technical knowledge related to special collections.
- Coaching and supporting staff in the use of special collections.
- Developing and presenting content for staff and reader education on use of special collections.
- Developing policies relating to the provision of reference services.
- Contributing ideas and participating in the implementation of service improvement initiatives.
- With a team coordinating the Petherick Reader program.
- Supporting the NLA Fellowships program and use of collections.

The role requires regular evening and weekend work – undertaken during the Library's advertised reading room opening hours.

It is mandatory that you hold qualifications or equivalent experience in Information Management, Arts, Humanities or Social Sciences. **Eligibility**

Applicants should be Australian citizens to be eligible for APS employment.

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

Notes

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.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 Library of Australia

To Apply

Position Contact	Damian Cole, (02) 6262 1874
Agency Recruitment Site	https://nla.nga.net.au/cp/

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Agriculture, Water and the Environment

Vacancy VN-0749459

Department of Agriculture, Fisheries and Forestry

Closing Date: Sunday 27 October 2024

Finance & Investment
Financial Operations Accounts Payable, Contract Management Support and Grants

Job Title	Assistant Director – Financial Operations
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$120,290 - \$129,379
Classification	Executive Level 1
Position Number	2024/4053
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Finance and Investment Division** supports the department to be efficient, effective, and financially sustainable. The division provides strategic financial advice and support to the department, the offices of the minister and to industry stakeholders. The division delivers on business objectives by partnering with the department, providing high quality customer service, advice and support and a nationally consistent approach to business, with consideration to the government's fiscal environment, its significant reform agenda, and the department's imperative to maintain financial sustainability.

The **Financial Operations Branch** provide essential services to enable to department and its stakeholders to meet their financial and operational requirements to achieve positive outcomes for the environment, water management and agriculture sector. The functions within the branch include payroll, procurement, contract management, accounts payable / receivable, grants administration support, travel / expense management, and finance systems administration.

Our teams are nationally dispersed, work in a high-volume processing environment, provide excellent customer service to support the department through the payment, receipt and processing of billions of dollars each year. We like to achieve results, build a positive culture and workplace, and support each other.

Please note, this selection process is being used fill a vacancy in the Accounts Payable section.

Duties

The Job

The role is responsible for, but not limited to:

- Managing a small to medium sized team of finance staff to ensure timely service and process standards are met including performance management and coaching / mentoring.
- Being responsible for the team's end of month, quarterly, annual and ad hoc reports and analysis of data.
- Cultivating and promoting productive working relationships with stakeholders, clients / vendors and colleagues.
- Maintaining an understanding of whole of government and departmental financial policies, procedures and guidelines to which the team operates particularly as they relate to the function your team delivers.
- Being responsible for the continuous business improvement, including proposing and implementing changes to processes and functions as they relate to the branch and the wider division.

Please note that the merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the branch where the duties are of a similar nature. **Eligibility**

Knowledge and experience

- Knowledge of, or the ability to quickly acquire, Commonwealth (Whole of Government) and departmental financial policies, procedures and guidelines to which the function the position leads operate under.
- General understanding of related Commonwealth policies and legislation such as procurement, and contract management.
- • Experience managing a small to medium team of financial operations staff to ensure timely service and processing of payments as it relates to the function you lead.
- • This includes building a positive, customer focussed team, who are solution driven, and have clarity on their roles, responsibilities, expected performance and behaviours.
- • Experience using a commercial financial system to undertake processing such as TechnologyOne (desirable, where applicable)

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Adrian Douglas, Adrian.Douglas@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0749461

Job Title	Finance Project Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,944 - \$104,393
Classification	APS Level 6
Position Number	2024/3821
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Financial Operations Branch provides shared services for the department, including corporate services such as travel, credit cards, procurement, grants policy, advice and reporting, payroll services, procurement, accounts receivable, debt management and accounts payable. The branch also provides a project management and oversight role for some of the critical projects for the division.

The Finance Business Improvement Section manages and supports the division with the governance and delivery of finance improvement projects. The section provides project management, change management, communications and training support specialist and advisory services. We work as a part of a small team that engages closely with our stakeholders to establish and deliver finance improvement initiatives.

Duties

The Job

Duties include:

- Performing high-level analysis and evaluation of finance business processes and Financial Management Information System (FMIS) requirements.
- Conducting testing activities such as test planning, test management and support the overall user acceptance testing process.
- Support change, communications and training development and practical assistance for FMIS projects and business improvement initiatives.
- Engaging and collaborating with internal and external stakeholders to drive continuous business improvements.
- Providing advice to project teams and sponsors on emerging risks and treatments to minimise impact of project deliverables on end users.
- Developing productive relationships with project members and stakeholders using influencing skills to ensure they meet project deliverables whilst managing their expectations.
- Coordinate production, approval, and distribution of clear, concise, and consistent project documentation for multiple audiences.
- Represent the team at internal and external meetings, as required.
- Initiate, build and maintain productive internal and external working relationships.

Please note that the merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the branch where the duties are of a similar nature. **Eligibility**

What are we looking for
knowledge and experience

- Sound knowledge of project management principles and methodologies.
- Experience with delivering and supporting FMIS projects business requirements, testing and change management, communications and training documentation.
- An ability to deliver on intended results while adapting to strategic and operational changes, and effectively prioritising tasks to deliver outcomes in a timely manner.
- Ability to work independently and as part of a team to achieve results.
- Has demonstrated an ability in building and maintaining relationships (within and outside the organisation) to drive mutually beneficial outcomes.
- Displays clear and confident written and verbal communication and the ability to negotiate with a range of stakeholders.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Dean Fielding, dean.fielding@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0749462

Department of Agriculture, Fisheries and Forestry

Closing Date:Friday 25 October 2024

Strategy, Performance and Engagement
Communication & Media Crisis Communication

Job Title	Public Affairs Officer Grade 2
Job Type	Full-Time, Ongoing
Location	Darwin NT, Mickleham VIC, Adelaide SA, Brisbane QLD, Cairns QLD, Canberra ACT, Melbourne VIC, Newcastle NSW, Perth WA, Sydney NSW
Salary	\$94,699 - \$107,788
Classification	APS Level 6
Position Number	2024/4111
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Crisis Communication Team** will lead collaboratively and provide strategic and operational communication advice and services to the department as well as integrate and collaborate across the policy team supporting the management of all hazards disaster and crisis coordination capabilities.

Duties

The Job

Crisis Communication Officer primary duties will include but are not limited to:

- Developing disaster preparedness, response and recovery materials.
- Coordinating and delivering crisis communication capability development activities, including training and exercises.
- Monitoring emerging research, policy, issues and trends relevant to crisis communication and engagement.
- Supporting the Executive Board and relevant policy teams and committees (eg Incident Management Team, Response Coordination Group) during an unfolding event or disaster through the development and provision of crisis communication advice, products and activities as required.
- Fostering a collaborative and productive team environment to enable delivery of high-quality materials, systems, and crisis communication processes that meet clients' needs.
- Engaging with internal and external stakeholders as part of an All-Hazards Disaster and Crisis Capability to provide effective and timely crisis communications that align to government objectives and departmental priorities.
- Providing advice regarding all hazard communication and engagement when required.
- Developing materials to support crisis communication strategies and projects from concept to evaluation.

Eligibility

What we are looking for

Knowledge and experience

- Ideally:
 - o Have knowledge of and experience in media management, crisis communications, relevant disaster management frameworks and legislation.
 - o Be an expert in writing in a variety of settings and styles, sensitive to the context and the impact of the message is required for the role.
- Demonstrated experience in building and sustaining productive relationships with the ability to negotiate confidently with a range of stakeholders, including ministers' officers and senior executives.

Mandatory qualifications

Tertiary communication qualifications or relevant experience.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Carmel Curran, 0408680945
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment Vacancy VN-0749464

Department of Agriculture, Fisheries and Forestry Closing Date:Friday 25 October 2024

Strategy, Performance and Engagement
Communication & Media Crisis Communication

Job Title	Public Affairs Officers Grade 3
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Cairns QLD, Canberra ACT, Darwin NT, Melbourne VIC, Mickleham VIC, Newcastle NSW, Perth WA, Sydney NSW
Salary	\$120,290 - \$151,690
Classification	Executive Level 1
Position Number	2024/4110
Agency Website	https://www.agriculture.gov.au

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

Who we are
The Crisis Communication Team will lead collaboratively and provide strategic and operational communication advice and

services to the department as well as integrate and collaborate across the policy team supporting the management of all hazards disaster and crisis coordination capabilities.

Duties

The Job

Crisis Communication Officer primary duties will include but are not limited to:

- Leading development of disaster preparedness, response and recovery materials.
- Creating and delivering crisis communication capability development activities, including training and exercises.
- Contributing to emerging research, policy, issues and trends relevant to crisis communication and engagement.
- Supporting the Executive Board and relevant policy teams and committees (eg Incident Management Team, Response Coordination Group) during an unfolding event or disaster through the development and provision of crisis communication advice, products and activities as required.
- Fostering a collaborative and productive team environment to enable delivery of high-quality materials, systems, and crisis communication processes that meet clients' needs.
- Engaging with internal and external stakeholders as part of an All-Hazards Disaster and Crisis Capability to provide effective and timely crisis communications that align to government objectives and departmental priorities.
- Providing strategic advice, direction, and making decision as required regarding all hazard communication and engagement.
- Developing crisis communication strategies and projects from concept to evaluation and developing materials to support these strategies.

Eligibility

What we are looking for
Knowledge and experience

- Ideally:
 - o Have knowledge of and experience in media management, crisis communications, relevant disaster management frameworks and legislation.
 - o Be an expert in writing in a variety of settings and styles, sensitive to the context and the impact of the message is required for the role.
- Demonstrated experience in building and sustaining productive relationships with the ability to negotiate confidently with a range of stakeholders, including ministers' officers and senior executives.

Mandatory qualifications

Tertiary communication qualifications or relevant years of experience.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Carmel Curran, 0408680945
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0749468

Department of Agriculture, Fisheries and Forestry

Closing Date:Friday 25 October 2024

Strategy, Performance and Engagement
Communication & Media Crisis Communication

Job Title	Senior Public Affairs Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Cairns QLD, Canberra ACT, Darwin NT, Melbourne VIC, Mickleham VIC, Newcastle NSW, Perth WA, Sydney NSW
Salary	\$160,559 - \$170,165
Classification	Executive Level 2
Position Number	2024/4099
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Crisis Communication Team will lead collaboratively and provide strategic and operational communication advice and services to the department as well as integrate and collaborate across the policy team supporting the management of all hazards disaster and crisis coordination capabilities.

Duties

The Job

The duties will include but not limited to the following:

- Crisis Communication Strategy: Develop and implement comprehensive crisis communication strategies. Identify potential risks and vulnerabilities and develop proactive plans to address them effectively.
- Crisis Preparedness: Execute crisis communication protocols and processes and use appropriate tools and approaches to ensure readiness for potential crisis. Provide communication to risk assessments, scenario planning, and simulations to strengthen preparedness efforts.
- Stakeholder Engagement: Collaborate with internal and external stakeholders. Maintain open lines of communication, address concerns, and provide updates to ensure transparency and trust.
- Message Development: Craft clear, consistent, timely and targeted communication products during crises. Adapt messaging based on the situation, target audience, and channel to effectively address concerns and mitigate reputational risks.
- Issue Monitoring and Analysis: Monitor industry trends, public sentiment, and social media platforms to identify potential issues and anticipate crisis scenarios. Conduct post-crisis analysis and provide recommendations for continuous improvement.
- Training and Education: Ensure team is equipped with the necessary skills and knowledge to respond effectively during crises.

Eligibility

What we are looking for

Knowledge and experience

- Ideally:
 - o Have detailed knowledge of and experience in media management, crisis communications, relevant disaster management frameworks and legislation is desirable.
 - o Be an expert in writing in a variety of settings and styles, sensitive to the context and the impact of the message is required for the role.

Mandatory qualifications
Relevant qualifications and/or equivalent experience in journalism, crisis communications and/or media.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Carmel Curran, 0408680945
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0749488

Department of Agriculture, Fisheries and Forestry

Closing Date:Friday 25 October 2024

People, Property and Security
People & Policy Rehabilitation

Job Title	Senior Rehabilitation Advisor
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA
Salary	\$91,944 - \$104,393
Classification	APS Level 6
Position Number	2024/4047
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Rehabilitation Team play a pivotal role in offering tailored case management to support employee's dealing with health-related issues. The team's goal is to help injured or ill employees return to work safely and successfully, fostering positive outcomes for both individuals and the department. This is done by providing expert advice on early intervention and rehabilitation, always with the wellbeing of our staff in mind. Join a positive, team-focused environment where your contributions are valued, and you'll work with supportive colleagues while maintaining autonomy over your own portfolio of cases. You will gain valuable experience in complex case management and rehabilitation within a diverse and dynamic workplace, offering exposure to both operational and administrative roles across the department.

Duties

The Job

What you'll do in this role, you'll be responsible for:

- **Managing:** End-to-end health case management for employees, including compensation claims, non-compensation cases, early intervention, injury management, and return-to-work plans with care and discretion, working closely with Rehabilitation providers, employees and managers.
- **Delivering:** Innovative solutions to help employees return to work as soon as possible, ensuring positive outcomes for both staff and the department.
- **Collaborating:** With various stakeholders to develop effective case management strategies that align with legislation, policies, and procedures.
- **Balancing:** Multiple priorities and working both independently and as part of the team to improve processes and meet service standards.
- **Overseeing:** A portfolio of cases across different areas of the department, including both operational and administrative roles.
- **Providing:** Clear, high-quality written and verbal advice, including reports on medical assessments, outcome letters, and other formal correspondence based on regulatory requirements.
- **Assisting:** With other tasks as needed.

Eligibility

What we are looking for

Knowledge and experience

- Strong understanding of case management strategies, particularly in health and workers' compensation.
- Experience with relevant legislation (or the ability to quickly learn), such as the Safety, Rehabilitation & Compensation Act 1988, Work Health & Safety Act, Privacy Act 1988, and Public Service Act 1999.
- Experience developing return-to-work plans by working closely with doctors, specialists, staff, and managers.
- Background in health or case management, specifically in health, workers' compensation, or non-compensation cases.
- Allied health experience is a plus but not essential.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Amelia Burns, 0478256741
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0749237

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

Closing Date:Wednesday 30 October 2024

Office of Water Compliance
Office of Water Compliance Oversight Branch | Multiple teams

Job Title	Senior Analyst
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Albury NSW, Adelaide SA, Canberra ACT, Dubbo NSW, Goondiwindi QLD, Melbourne VIC, Mildura VIC, Sydney NSW
Salary	\$91,944 - \$104,393
Classification	APS Level 6
Position Number	2024/2732
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are
The Inspector-General of Water Compliance (Inspector-General) is an independent statutory role and an identified integrity agency,

supported by staff provided by the Department of Climate Change, Energy, Environment & Water (the Department).

Inspector-General's vision: Water management and use within the Murray-Darling Basin is lawful, transparent, and accountable, and the Australian public is confident in the integrity of Basin Plan delivery.

Inspector-General's purpose: The Inspector-General ensures various government bodies, water managers and users in the Murray-Darling Basin (the Basin) comply with their obligations under the Water Act 2007 (Cth) (Water Act) and the Basin Plan 2012 (Cth) (Basin Plan) and drives governments and water managers to uphold high standards of integrity and performance.

The Inspector-General's role includes overseeing the performance of government agencies in the management of Basin water resources, as well as ensuring compliance with various commitments under legislation.

The Inspector-General currently has offices located in Adelaide, Albury, Brisbane, Canberra, Dubbo, Goondiwindi, Mildura and Sydney. The Department also has a state office in Melbourne. The Inspector-General can support regional relocation to one of our Basin communities.

Role Highlights

- Work with an independent integrity agency in a complex legislative environment.
- Flexible working arrangements are available at all levels.
- Regional relocation assistance available.

Work Area

The Oversight Branch is focused on ensuring a high standard of accountability for all involved in Basin management. The Branch supports the Inspector-General by overseeing Basin government performance of duties, obligations and commitments. We also provide advice to the Inspector-General on risks to integrity in the management of water resources within the Basin.

The Oversight Branch is comprised of the following teams:

- Inquiry
- Performance Assurance
- Strategic Relations.

Our responsibilities include:

- Assisting the Inspector-General in carrying out their Inquiry functions under the Water Act
- Monitoring and oversight of relevant government agencies under legislation and intergovernmental agreements, including performance assurance reporting
- Establishing and maintaining Basin-wide networks and knowledge
- Leveraging intergovernmental relations to support strategic outcomes
- Gathering intelligence to provide insights, information and situational awareness to the Inspector-General and broader office.

Duties

The roles within each team will focus on the following key objectives:

- Under broad direction, monitoring and contributing to the provision of assurance on matters where there may be risks to governments and water managers upholding high standards of integrity and performance, in line with the Inspector-General's priorities.
- Informing and supporting the strategic use of the Inspector-General's inquiry powers and other oversight tools to examine the most significant issues affecting the management of Basin water resources in the national interest.
- Engaging with Basin stakeholders under limited supervision on the work of the Inspector-General and Basin water management to educate, inform, drive change and support the performance of the Inspector-General's functions.

The roles will involve:

- Supporting, with limited assistance, performance assurance or inquiry projects critical to the vision, purpose and strategic objectives of the Inspector-General.
- Obtaining, maintaining and managing evidence, information and data, including documentary materials and information obtained through interviews or meetings with key stakeholders, under general direction and with some discretion in the application of established policies and practices.
- Preparing clear, analytical, and effective written documents on complex and nationally significant matters, often with some sensitivity, under general direction.
- Supporting the coordination of staff and adjustment of plans to meet changing demands.
- Managing relationships with key stakeholders, both within and outside the agency, across a geographically diverse area and with varying interests.

What we are looking for Knowledge and experience

The successful applicant should demonstrate:

- Understanding of risk and harm management practices, preferably within a regulatory or compliance environment.
- Understanding of how to apply analytical frameworks to evaluate outcomes.
- Experience in supporting evidence-based decision-making.
- Experience working in a team-oriented, agile environment, with the ability to manage multiple priorities effectively.

Skills and capabilities

The successful candidate will demonstrate the ability to:

- Use solid writing skills to produce clear and concise written products for various purposes and audiences.
- Apply strong analytical skills to identify key information needs and analyse evidence to reach well-founded conclusions.
- Provide high level advice on risks to delivering legislative objectives.
- Effectively manage stakeholder relationships through sensitive or complex projects.
- Support, coordinate and manage projects with a structured approach, focusing on harm reduction where applicable.

Eligibility

- **Citizenship** - To be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Security Clearance** - This position requires a Baseline Vetting security clearance. You will be required to obtain and maintain a clearance at this level.
- **Pre-employment Check** - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.
- **Drivers Licence** - Candidate must hold a valid Australian Drivers Licence.

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	Jodi Smith, 02 52162 1861
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0749243

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

Closing Date:Wednesday 30 October 2024

Office of Water Compliance
Office of Water Compliance Oversight Branch | Multiple teams

Job Title	Assistant Director
Job Type	Full-Time, Ongoing
Location	Albury NSW, Goondiwindi QLD, Adelaide SA, Brisbane QLD, Sydney NSW, Canberra ACT, Dubbo NSW, Melbourne VIC, Mildura VIC
Salary	\$120,290 - \$129,379
Classification	Executive Level 1
Position Number	2024/2731
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

The Inspector-General of Water Compliance (Inspector-General) is an independent statutory role and an identified integrity agency, supported by staff provided by the Department of Climate Change, Energy, Environment and Water (the Department).

Inspector-General's vision: Water management and use within the Murray-Darling Basin (the Basin) is lawful, transparent, and accountable, and the Australian public is confident in the integrity of Basin Plan delivery.

Inspector-General's purpose: The Inspector-General ensures various government bodies, water managers and users in the Basin comply with their obligations under the Water Act 2007 (Cth) (Water Act) and the Basin Plan 2012 (Cth) (Basin Plan) and drives governments and water managers to uphold high standards of integrity and performance.

The Inspector-General's role includes overseeing the performance of government agencies in the management of Basin water resources, as well as ensuring compliance with various obligations under legislation.

The Inspector-General currently has offices located in Adelaide, Albury, Brisbane, Canberra, Dubbo, Goondiwindi, Mildura and Sydney. The Department also has a state office in Melbourne. The Inspector-General can support regional relocation to one of our Basin communities.

Role Highlights

- Work with an independent integrity agency in a complex legislative environment.
- Flexible working arrangements are available at all levels.
- Regional relocation assistance available.

Work Area

The Oversight Branch is focused on ensuring a high standard of accountability for all involved in Basin management. The Branch supports the Inspector-General by overseeing Basin government performance of duties, obligations and commitments. We also provide advice to the Inspector-General on risks to integrity in the management of water resources within the Basin.

The Oversight Branch is comprised of the following teams:

- Inquiry
- Performance Assurance
- Strategic Relations.

Our responsibilities include:

- Assisting the Inspector-General in carrying out their Inquiry functions under the Water Act
- Monitoring and oversight of relevant government agencies under legislation and intergovernmental agreements, including performance assurance reporting
- Establishing and maintaining Basin-wide networks and knowledge
- Leveraging intergovernmental relations to support strategic outcomes
- Gathering intelligence to provide insights, information and situational awareness to the Inspector-General and broader office.

Duties

The roles within each team will focus on the following key objectives:

- Leading and contributing to monitoring and the provision of assurance on matters where there may be risks to governments and water managers upholding high standards of integrity and performance, in line with the Inspector-General's priorities.

- Leading and informing the strategic use of the Inspector-General's inquiry powers and other oversight tools to examine the most significant issues affecting the management of Basin water resources in the national interest.
- Engaging with Basin stakeholders on the work of the Inspector-General and Basin water management to educate, inform, drive change and support the performance of the Inspector-General's functions.

The roles will involve:

- Leading performance assurance or inquiry projects critical to the vision, purpose and strategic objectives of the Inspector-General.
- Identifying and leading the collection of evidence, information and data, including documentary materials and information obtained through interviews or meetings with key stakeholders.
- Preparing high quality and influential written documents on highly complex and nationally significant matters, often of a sensitive nature, under broad direction.
- Leading and managing staff, building staff capabilities and adjusting plans and resource allocation to meet changing demands.
- Actively managing key stakeholder relationships within and outside the agency, across a geographically dispersed area and with diverse interests.

Knowledge and experience

The successful applicant should be able to demonstrate the following:

- Experience in the application of risk and harm management practices, preferably in a regulatory or compliance environment.
- Experience in developing and applying analytical frameworks for evaluating outcomes.
- Experience in supporting, informing and influencing decision-making.
- Experience working and leading staff in an agile environment, with the capacity to manage high priority work programs and navigate change effectively.

Skills and capabilities

The successful candidate will demonstrate the ability to:

- Employ strong writing skills to produce tailored material for various purposes and audiences.
- Apply advanced analytical capabilities to identify information needs and analyse evidence to form justifiable conclusions.
- Provide informed advice on how legislation contributes to achieving intended outcomes.
- Manage complex stakeholder relationships through the delivery of sensitive and multi-faceted projects.
- Lead and coordinate complex and sensitive projects using a harm minimisation approach.

Eligibility

- **Citizenship** - To be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Security Clearance** - This position requires a Baseline Vetting security clearance. You will be required to obtain and maintain a clearance at this level.
- **Pre-employment Check** - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and

satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.

- **Drivers Licence** - Candidate must hold a valid Australian Drivers Licence.

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	Jodi Smith, 02 52162 1861
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0749453

Australian Criminal Intelligence Commission (ACIC)

Closing Date: Sunday 27 October 2024

Corporate
Intelligence and Information Systems Systems Design and Delivery

Job Title	Senior Specialist Systems Integration
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$113,355 - \$136,660
Classification	Executive Level 1
Position Number	5634_10/24_IIS
Agency Website	https://www.acic.gov.au/

Job Description

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

This role is working as part of the ACIC Messaging and Integration Team in a production support role. This involves investigating production problems in an environment using IBM Integration components, working with application teams and maintaining and developing monitoring and logging tools to ensure reliability and performance.

Duties

- Production support for existing service interfaces, integration logic and XML schema for ACIC application messaging solutions
- Working with application development teams to ensure broad solutions that maximise interoperability, reusability, service capacity and capability to end users
- Investigating and resolving complex integration and messaging problems
- Develop and maintain performance, monitoring, logging and testing tools associated with messaging and integration
- Building and maintaining productive stakeholder relationships, including providing advice and guidance to team members on more complex messaging and integration requirements and solutions

Our ideal candidate

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

- Demonstrated experience with maintaining solutions using IBM Integration Bus/IBM App Connect Enterprise using Java and/or ESQL and SOAP web services.
- Experience in investigating and resolving integration problems relating to integration flows deployed in IBM ACE and IBM DataPower.
- Demonstrated experience supporting the provision and upgrade of IBM Integration Bus/IBM ACE, IBM MQ and IBM Datapower deployments.
- Significant experience working with SSL, general PKI concepts, XML standards and schemas.
- Familiarity with REST/JSON API concepts and implementation.
- Well-developed interpersonal skills including the ability to cultivate productive working relationships; engage with stakeholders across multiple levels; and mentor and develop team members.

Eligibility

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

Desirable qualifications

- Ideally the Senior Specialist Systems Integration will possess tertiary or industry qualifications in information technology or a related field and 5 years’ experience working as a senior member of an integration team.

Notes

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

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

About the Australian Criminal Intelligence Commission (ACIC)

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

To Apply

Position Contact	Ian, 02 6268 7702
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Australian Criminal Intelligence Commission (ACIC)

Closing Date: Sunday 27 October 2024

Corporate
Intelligence and Information Systems Systems Design & Delivery

Job Title	Senior Software Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$113,355 - \$136,660
Classification	Executive Level 1
Position Number	5635_10/24_IIS
Agency Website	https://www.acic.gov.au/

Job Description

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

The Senior Software Engineer is responsible for all significant system / service uplift across the National Policing Information (NPI) Service portfolio.

The role is responsible for planning, developing, maintaining and enhancing NPI systems, components and processes. You will apply technical knowledge in the development, maintenance and operation of NPI software applications.

Duties

Our ideal candidate

- A strategic thinker who can lead / work with and inspire a multi-disciplinary team.
- Strong organisational skills with the ability to prioritise and multi-task to meet deadlines and manage competing tasks.
- A persuasive communicator who develops and maintains productive working relationships with both internal and external stakeholders.
- Uses critical thinking, analysis and problem-solving skills to identify solutions to complex business / system problems.
- Contributes where needed to the development of briefings, papers, submissions and correspondence papers for use in internal and external decision-making forums.

Eligibility

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

Essential Skills and Qualifications

- Relevant tertiary qualifications and/or experience in fields related to the role and level you are applying for .
- Experience working with or leading ICT project teams using waterfall or Agile delivery methodology.
- Experience in using Microsoft Office or equivalent for documenting, organizing information, delivering presentations and processing data.
- Is well organised and detail focussed, with the ability to prioritise and multi-task to meet deadlines and manage competing tasks.
- Demonstrated experience in supporting or developing software systems, in particular in environments based on Java, JEE frameworks and containerisation (Kubernetes), Oracle, Unix, Windows, HTML5, CSS, Typescript, Javascript, React.
- Demonstrated experience in supporting or integrating software products from third party vendors, including commercial or government off the shelf.

Notes

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

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

About the Australian Criminal Intelligence Commission (ACIC)

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

To Apply

Position Contact	Marcus, 02 6268 7456
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Job Title	Technical Leader of Psychological Services
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Darwin NT, Perth WA, Adelaide SA, Hobart TAS
Salary	\$121,628 - \$132,391
Classification	Executive Level 1
Position Number	13665
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/13665/>

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
- Health & wellbeing services – with a focus on early intervention, education and prevention.
- Access to ongoing training and professional development opportunities

Duties

SHIELD is seeking applications from experienced and motivated mental health clinicians to perform the role of Technical Leader of Psychological Services.

SHIELD is a health capacity that will embed health and wellbeing into the day-to-day operations for AFP employee by providing services across Australia and directly supporting the health of the frontline. SHIELD will propel the AFP to a more preventative, forward leaning, face to face service delivery model in support of performance optimisation.

The Technical Leader of Psychological Services is responsible for providing clinical leadership, technical guidance, and professional support to the mental health workforce across the AFP and works closely with hub leaders across the country. The Technical Leader of Psychological Services reports to the Chief Psychologist and leads a team of AFP Mental Health Clinicians.

What will you do?

Specific duties of the role include but are not limited to:

- Developing and implementing national policies, standards, and frameworks for mental health services delivery in the AFP.
- Effective collaboration and consultation with SHIELD Hub Leaders to support them in service delivery in their Commands.
- Ensuring the quality, consistency, and effectiveness of mental health assessments, interventions, and consultations across the AFP.
- Providing expert advice and support to the Manager SHIELD, Chief Psychologist, Mental Health Clinicians, and other stakeholders on complex and emerging issues related to mental health services.
- Leading and facilitating professional learning, supervision, and mentoring for the mental health workforce in partnership with hub leaders.
- Managing and overseeing national projects, research, and evaluation activities related to mental health services.
- Representing the AFP and the Mental Health Services team at forums, committees, and networks.
- Leading recruitment and procurement activities to ensure there is an accessible pool of mental health clinician talent to bring into the organisation as required.

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 relevant qualification in psychology, social work, nursing, or occupational therapy and full registration or accreditation with the relevant professional body.
- A minimum of 5 years of experience in providing mental health services to adults, especially those working in high-risk or high-stress environments.

- Extensive knowledge and skills in mental health assessment, intervention, and consultation, and the ability to apply them to a diverse range of clients and contexts.
- Proven leadership and management skills, including the ability to lead and motivate teams, manage projects and resources, and deliver outcomes within time and budget constraints.
- Excellent communication and interpersonal skills, including the ability to communicate effectively with a variety of audiences, build and maintain relationships, and resolve conflicts.
- Demonstrated commitment to ethical and professional standards, continuous learning, and evidence-based practice.

Desirable Requirements

- Experience in developing and implementing policies, standards, and frameworks for mental health services.
- Experience in conducting and disseminating research and evaluation related to mental health services.
- Experience and knowledge in the use of psychometric measures.

Notes

- This position is an AFP Band 8
- Proof of a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used) will be required if an offer of employment is made.

Commitment to Diversity and Inclusion

At the AFP we value the different perspectives, approaches and lived experiences of our people, and recognise that our collective intelligence and diversity is what makes us stronger. As such, we encourage applications from people from all walks of life, including people from culturally and linguistically diverse backgrounds, First Nations people, women, the LGBTQI community and people with a disability.

About the Australian Federal Police

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

To Apply

Position Contact	Tim Grenfell, (02)51267530
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/13665/

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Attorney-General's

Vacancy VN-0749452

Australian Federal Police

Closing Date:Thursday 24 October 2024

Job Title	Work Health and Safety Advisor
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$102,927 - \$113,563
Classification	APS Level 6
Position Number	13681
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/13681/>

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
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

The Work Health and Safety (WHS) capability is an important element of SHIELD. SHIELD is a multi-disciplinary health capability which embeds a preventative health and wellbeing focus into the day-to-day operations for AFP employee by providing services across Australia and directly supporting the health of the frontline. SHIELD will propel the AFP to a more preventative, forward leaning, face to face service delivery model in support of performance optimisation.

AFP's complex and diverse Work Health and Safety (WHS) landscape requires dynamic and innovative WHS solutions which support member safety and continuous improvement, while enabling achievement of operational objectives... The WHS team exists for the dual purposes of ensuring AFP's compliance with its WHS legislative obligations to mitigate, and reduce, workplace injury and illness and to support the development of a robust preventative organisational safety culture.

The WHS team includes an operational capability aligned to specific AFP Commands, as well as a national capability focussed on strategy projects and facilitation of regulatory engagement and compliance. WHS Advisors contribute to identification of trends, and major safety concerns and development of are looked at holistically with respect to the AFP Work Health and Safety Management System (WHSMS).

These roles are full-time and ongoing with ability for flexible work arrangements to be considered.

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.

What will you do?

Work Health Safety Advisors are responsible for leading, advising and reporting on AFP Work Health Safety strategies, plans and initiatives in collaboration with AFP Health and Safety Representatives.

The duties include but are not limited to:

- Providing professional advice, assessment and consultation to ensure legislative compliance and better practice, including provision of mentoring and support to AFP Commands
- Informing injury prevention and risk management practices and procedures
- Assessing, investigating and advising on remediation strategies for workplace hazards and incidents
- Leading the implementation and sustainment of preventive interventions, safe work procedures, hazard control programs, hazardous substance and other relevant registers in AFP workplaces
- Monitoring and reporting on WHS performance and the effectiveness of risk controls in AFP workplaces in consultation with duty holders
- Contributing to the development, implementation and review of corporate policies, processes and systems which enhance the delivery of AFP operational outcomes
- Operating as part of a multi-disciplinary team
- Preparation and delivery of Regional Safety Committees in accordance with legislative requirements (quarterly and consultative with workers)
- Fostering and encouraging a collaborative partnership with the WHS Regulator Comcare
- Quality assurance on service delivery with a focus on continuous improvement

Eligibility

Essential Requirements

- Australian Citizenship
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one
- Certificate IV or above in Work Health and Safety or equivalent (or demonstrated relevant experience and working towards attaining formal qualifications)
- Maintain currency in subject matter expertise through ongoing professional development and learning opportunities outside the formal education process
- Proven ability to understand, apply and communicate complex work health and safety processes and requirements

Desirable Requirements

- Current valid Australian driver's license
- Experience working in a multi-disciplinary team in a large organisational setting
- Cert IV in Government Investigations
- Lead Auditor Training
- Radiation Safety Training
- Ability to quickly establish effective and authentic rapport
- Demonstrated high level emotional intelligence
- Demonstrated ability to be resilient and adaptable
- Demonstrated investigative mindset
- Demonstrated high level negotiation skills

Notes

- This position is an AFP Band 6
- This role is located in Canberra and applicants are expected to be based in the ACT region.
- Proof of a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used) will be required if an offer of employment is made.

Commitment to Diversity and Inclusion

At the AFP we value the different perspectives, approaches and lived experiences of our people, and recognise that our collective intelligence and diversity is what makes us stronger. As such, we encourage applications from people from all walks of life, including people from culturally and linguistically diverse backgrounds, First Nations people, women, the LGBTQI community and people with a disability.

About the Australian Federal Police

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

To Apply

Position Contact	Kaelly Tse, 02 5126 5425
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/13681/

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Attorney-General’s

Vacancy VN-0749454

Australian Federal Police

Closing Date:Sunday 27 October 2024

Job Title	Finance Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$95,010 - \$102,927
Classification	APS Level 6
Position Number	13696
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/13696/>

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
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- 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
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Applications are sought from suitably qualified applicants wishing to be considered for the role of Finance Officer, within the Finance Governance Team for the AFP. The Finance Governance Team is responsible for implementing the financial governance and assurance framework for the AFP, including financial policy, compliance, and legislative reporting. The successful applicant will work with the business to ensure the governance framework meets legislative requirements as well as the needs of the business, and minimises the impact of administrative processes whilst maintaining AFPs high standards for integrity and accountability.

We are looking for someone who is organised, has good attention to detail, good customer service skills and familiarity with Microsoft Excel and SAP.

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.

What will you do?

- Implementing and maintaining an effective AFP financial governance and assurance framework
- Providing advice on AFPs financial governance framework
- Drafting the Commissioner's Financial Instructions and other governance instruments.
- Implementing the Finance and Audit Committee endorsed annual compliance review program
- Administration of grants processes, review of grant funding agreements.
- Maintenance of the hospitality and entertainment logs and gifting register

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Has contemporary knowledge and experience relevant to the role.
- Relevant qualification or extensive experience and knowledge in area of expertise.

Notes

- This role is located in Canberra and applicants are expected to be based in Canberra.
- This role is an AFP Band 5 level role
- Proof of a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used) will be required if an offer of employment is made.

Commitment to Diversity and Inclusion

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To Apply

Position Contact	Heather Essery or Meagan Stewart, +61251267508 or +61251266444,
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/13696/

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Attorney-General’s

Vacancy VN-0749274

Australian Financial Security Authority

Closing Date:Sunday 27 October 2024

Technology and Service Modernisation Division

Job Title	Principal Business Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	\$111,949 - \$131,782
Classification	Executive Level 1
Position Number	31420
Agency Website	

Job Description

<https://www.afsa.gov.au/current-vacancies>

The **Australian Financial Security Authority (AFSA)** is responsible for managing the application of bankruptcy and personal property securities laws through the delivery of high-quality personal insolvency and trustee, regulation and enforcement, and personal property securities services.

The **Technology and Service Modernisation Division** is responsible for delivering and managing a range of services that support

the Australian Financial Security Authority's purpose through partnering with business divisions that regulate Australia's personal insolvency and personal property securities programs. The division provides professional services and leadership that promotes the efficient and effective operations of the agency whilst ensuring compliance with commonwealth legislation, policies and guidelines and promoting integrity, accountability, and transparency.

Duties

Our **Technology and Service Modernisation Division** is looking for an expert **Principal Business Analyst** to join a highly motivated, innovative and service orientated team.

In this role, you will demonstrate a flexible and resilient mindset as you support business areas with activities such as planning, analysing and designing efficient and effective process and system solutions to meet AFSA's strategic objectives. Your stakeholder management experience will shine as you quickly forge key relationships within business that provides a thorough understanding of their needs and probable solutions.

To be successful in this role, you will operate efficiently to achieve business outcomes with a user-focused approach. Your exemplary communication skills will support what is sometimes a complex and ambiguous environment where a strong service culture is fostered.

This role will be offered on a **non-ongoing** basis in **Brisbane, Canberra or Sydney**. A merit pool may be created as a result of this process, which may be used to fill similar roles within AFSA on both an ongoing and non-ongoing basis for up to 18 months from the date of advertising.

Eligibility

You must be an Australian Citizen to be eligible for employment with AFSA and be willing to undergo and maintain a security clearance to the level of Baseline Vetting as a condition of employment. To satisfy character requirements all prospective AFSA employees must undergo a police records check.

Where a person has received a redundancy benefit from APS agency employment and their corresponding redundancy benefit period has not expired, they may be ineligible for employment.

Notes

How to apply

Applications for this vacancy are submitted online through the [AFSA careers portal](#).

You will have an opportunity to log into your existing AFSA Careers portal account or create an account once you select 'Apply'. The registration process only needs to be completed once even if you're applying for multiple vacancies.

Please upload your cover letter (**no more than one page**) and resume to your application. Applications for this vacancy close at **11:59PM AEDT, Sunday, 27 October 2024**.

If you have questions about this role or recruitment process, including requests for adjustments or have difficulties accessing or applying, email recruitment@afsa.gov.au.

We look forward to receiving your application.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 Financial Security Authority

To Apply

Position Contact	Recruitment, N/A
Agency Recruitment Site	https://www.afsa.gov.au/current-vacancies

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Attorney-General's

Vacancy VN-0749435

Australian Financial Security Authority

Closing Date:Thursday 24 October 2024

Regulatory Operations Group
AFSA Service Centre

Job Title	Advisor - AFSA Service Centre
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Sydney NSW, Perth WA, Melbourne VIC
Salary	\$84,897 - \$91,689
Classification	APS Level 5
Position Number	30041
Agency Website	

Job Description

<https://www.afsa.gov.au/current-vacancies>

The **Australian Financial Security Authority (AFSA)** is responsible for managing the application of bankruptcy and personal property securities laws through the delivery of high-quality personal insolvency and trustee, regulation and enforcement, and personal property securities services.

The **AFSA Service Centre (ASC)** falls within the **Service Delivery Division** and provides frontline services relating to personal insolvency and the personal property securities register. The ASC manages all incoming email correspondence and phone calls for both internal and external stakeholders and clients.

Duties

In this role, you will provide excellence in service delivery by managing complex matters and attending to escalated personal insolvency and personal property securities enquiries. You will assist as a leader in the development of Service Centre support staff who manage personal insolvency and personal property securities interactions via our service delivery channels.

To be successful in this role, you will demonstrate digital dexterity, effective communication skills and a flexible mindset which will support you in what is sometimes a complex and ambiguous environment where a strong service culture is fostered.

There are multiple roles available based in our 7 capital city locations (excluding Darwin). These roles operate within set shift hours (7am to 5.30pm) therefore we are unable to offer our usual flexibility in working hours.

Eligibility

You must be an Australian Citizen to be eligible for employment with AFSA and be willing to undergo and maintain a security clearance to the level of Baseline Vetting as a condition of employment. To satisfy character requirements all prospective AFSA employees must undergo a police records check.

Where a person has received a redundancy benefit from APS agency employment and their corresponding redundancy benefit period has not expired, they may be ineligible for employment.

Notes

How to apply

Applications for this vacancy are submitted online through the [AFSA careers portal](#).

You will have an opportunity to log into your existing AFSA Careers portal account or create an account once you select 'Apply'. The registration process only needs to be completed once even if you're applying for multiple vacancies.

Please upload a **1-page** pitch detailing how your skills and experience align to the role duties (see the attached position description) and a current resume to your application.

Applications for this vacancy close at **11:59PM AEDT, Thursday, 24 October 2024**.

If you have questions about this role or recruitment process, including requests for adjustments or have difficulties accessing or applying, email recruitment@afsa.gov.au.

We look forward to receiving your application.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 Financial Security Authority

To Apply

Position Contact	Recruitment, N/A
Agency Recruitment Site	https://www.afsa.gov.au/current-vacancies

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Attorney-General’s

Vacancy VN-0749449

Australian Financial Security Authority

Closing Date:Thursday 24 October 2024

Job Title	Business Project & Process Advisors
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Sydney NSW, Melbourne VIC, Perth WA
Salary	\$84,897 - \$91,689
Classification	APS Level 5
Position Number	31673
Agency Website	

Job Description

<https://www.afsa.gov.au/current-vacancies>

The **Australian Financial Security Authority (AFSA)** is responsible for managing the application of bankruptcy and personal property securities laws through the delivery of high-quality personal insolvency and trustee, regulation and enforcement, and personal property securities services.

Duties

Business Project & Process Advisors (BPPA) support operational staff to deliver official services that are effective, efficient and comply with all relevant legislative frameworks. This involves project support and development/maintenance of a suite of practice documentation such as practice guides, standard operating procedures, work instructions and related resources.

Working collaboratively across **AFSA**, this role contributes to a team environment with a supportive culture that encourages innovation and business improvement where staff are valued and committed to producing outcomes that enhance public value.

To be successful in this role, you will demonstrate effective and efficient project management skills using evidence-based decision making, digital dexterity and an innovation mindset that drives continuous improvement.

There are multiple roles available based in Sydney, Melbourne, Brisbane, Hobart, Adelaide, Perth or Canberra. A merit pool may be created as a result of this process, which may be used to fill similar roles within AFSA on both an ongoing and non-ongoing basis for up to 18 months from the date of advertising.

Eligibility

You must be an Australian Citizen to be eligible for employment with AFSA and be willing to undergo and maintain a security clearance to the level of Baseline Vetting as a condition of employment.To satisfy character requirements all prospective AFSA employees must undergo a police records check.

Where a person has received a redundancy benefit from APS agency employment and their corresponding redundancy benefit period has not expired, they may be ineligible for employment.

Notes

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Applications for this vacancy close at **11:59PM AEDT, Thursday, 24 October 2024**.

If you have questions about this role or recruitment process, including requests for adjustments or have difficulties accessing or applying, email recruitment@afsa.gov.au.

We look forward to receiving your application.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 Financial Security Authority

To Apply

Position Contact	Recruitment, N/A
Agency Recruitment Site	https://www.afsa.gov.au/current-vacancies

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Attorney-General's

Vacancy VN-0749350

Federal Court of Australia

Closing Date:Wednesday 30 October 2024

Federal Circuit and Family Court of Australia (FCFCOA)
Court Children's Service

Job Title	Triage Counsellor (Social worker/Psychologist/Counsellor)
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Adelaide SA, Albury NSW, Brisbane QLD, Cairns QLD, Canberra ACT, Dandenong VIC, Darwin NT, Dubbo NSW, Hobart TAS, Launceston TAS, Lismore VIC, Melbourne VIC, Newcastle NSW, Parramatta NSW, Rockhampton QLD, Sydney NSW, Townsville QLD, Wollongong NSW
Salary	\$90,199 - \$101,022
Classification	APS Level 6
Position Number	0734-10-24
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

<https://fcajobs.nga.net.au/?jati=8D6FD4BC-F344-7D56-8E5D-DB324E9F256D>

Jurisdiction: Federal Circuit and Family Court of Australia (FCFCOA)

Section: Court Children's Service

Classification: Australian Public Service Level 6 (APS 6)

Salary: Total package: \$104,090 to \$116,579 per annum., including 15.4% superannuation (base salary of \$90,199 to \$101,022 per annum., plus 15.4% superannuation)

Employment type: Non-ongoing, full time/part-time

What is a Triage Counsellor?

Triage Counsellors are qualified social science professionals, who have clinical experience working with children and families, including in child protection, family support, family and domestic violence.

Triage Counsellors assist parties in family law matters by conducting confidential risk assessment to assist in identification of appropriate support services, safety planning and case management. This help is targeted towards families who are at high risk as a result of family violence, mental health, drug and alcohol misuse, and child abuse and neglect.

Triage Counsellors have a statutory appointment to the role of 'family counsellor' (Section 281(1) of the Federal Circuit and Family Court of Australia Act 2021), to provide family counselling as defined under Section 10 of the Family Law Act 1975 (Cth) (FLA).

Why become a Triage Counsellor?

This is an exciting opportunity to join the Federal Circuit and Family Court of Australia (FCFCOA) and be part of a number of world leading initiatives designed to ensure safe and effective outcomes for children and families.

The role of Triage Counsellor offers the rewarding opportunity to be part of Lighthouse, which is an innovative approach taken by the FCFCOA to screen for risk, with a primary focus on improving outcomes for families.

New Triage Counsellors are provided with a supportive and structured induction program. All Triage Counsellors are provided with ongoing professional development, access to an extensive literature library and regular professional supervision.

Other great reasons to become a Triage Counsellor

In addition to rewarding work and competitive remuneration, the Triage Counsellor position offers the following benefits:

- A 15.4% employer superannuation contribution rate
- Salary packaging options
- Paid leave days between Christmas and New year, and three days after new year, in addition to the standard annual leave entitlement (4wks for full time).
- Up to eighteen weeks of paid parental leave
- Access to Cultural and First Nations ceremonial and NAIDOC leave
- Access to study leave and other study assistance
- Flexible work arrangements, including opportunities for home-based and part-time work

- Great working facilities, including dedicated child assessment rooms
- Safe and secure working environment on court premises
- Access to a raft of project and higher duties opportunities
- Opportunities to travel inter and intra- state for those interested in doing so
- Training by Australian and international experts
- Strong team cultures and regular team building activities

Duties

What does a Triage Counsellor do?

Triage Counsellors undertake a range of activities within the provisions of the FLA including:

- Reviewing responses to the Court's Risk Screening Tool (Family DOORS Triage)
- Conducting reviews of filed material to further inform risk screening and risk assessment
- Conducting telephone/video interviews with identified parties, in order to further formulate risk assessment and analysis, including identifying protective and supportive factors
- Co-designing and developing safety and well-being plans with individuals, and where appropriate and necessary, undertaking direct referrals to identified agencies and services

Eligibility

Mandatory qualifications and experience

- A recognised degree in a relevant social science area (e.g. social work, psychology, counselling, human services)
- A minimum three (3) years relevant clinical experience working with children and families, such as in child protection, family support, family and domestic violence
- A clearance for working with children as required within the relevant State/Territory scheme
- Want to learn more?
- For more information, including the position description, contact information and instructions on how to apply please see the position's listing on the agency's website at

Want to learn more?

For more information, including the position description, contact information and instructions on how to apply please see the position's listing on the agency's website at

<https://fcajobs.nga.net.au/cp> **Notes**

Eligibility

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

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

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

Diversity and Inclusion

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

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

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

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

About the Federal Court of Australia

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

To Apply

Position Contact	Bianca Steele, (07) 3052 4360
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=8D6FD4BC-F344-7D56-8E5D-DB324E9F256D

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Attorney-General's

Vacancy VN-0749457

Federal Court of Australia

Closing Date:Friday 18 October 2024

Federal Circuit and Family Court of Australia (FCFCOA - Div 1)
Judicial Support

Job Title	Legal Associate (FCFCOA - Division 1)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA
Salary	\$71,560 - \$78,001
Classification	APS Level 4
Position Number	0660-08-24
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

<https://fcajobs.nga.net.au/?jati=CAC21D68-84E4-33D0-62A8-DB328B3307FA>

Position Overview

Legal associates assist with researching cases, points of law, preparing matters for hearing including other related matters for first instance judges and of the Court. Legal associates are responsible for providing assistance to judicial officers during court hearings and other administrative support to judges, as required. In addition, legal associates perform court support duties.

Legal associates primarily provide assistance to designated judges but may be asked to assist other judges if the need arises. Some travel may be required.

Duties

The occupant of this position:

- provides research assistance to judicial officers
- assists judicial officers with the management of cases and, if required, enters data into the Court's case management system
- assists with the preparation of matters for both the Court and the Judge, with the Judge's judgment writing as required including head notes, catch wording, and editing in line with the Court's judgments publication standards
- undertakes judicial associate and client service (court officer) duties, and provides assistance by updating chambers loose leaf series, and
- assists with the general operation of chambers, when required.

Eligibility

Qualifications

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

Selection Criteria

1. Ability to undertake research (including on-line research) and prepare reports and written correspondence.
2. Sound organisational skills including the ability to manage priorities, meet deadlines and work effectively under pressure in a team environment.
3. Well-developed interpersonal skills including tact, discretion, initiative and the ability to communicate effectively with members of the judiciary, the legal profession, the public and other court staff.

4. Ability to operate computer-based equipment and associated word processing and other software.
5. Knowledge, or ability to acquire knowledge, of Family Court functions, the organisation, practices, procedures and terminology.

Notes

Eligibility

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

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

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

Diversity and Inclusion

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

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

How to apply

To apply, please complete the application form on the Court's careers portal. If you have any issues with applying, please email recruitment@fedcourt.gov.au

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

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

About the Federal Court of Australia

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

To Apply

Position Contact	Emma James, (08) 7201 6150
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=CAC21D68-84E4-33D0-62A8-DB328B3307FA

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Attorney-General’s

Vacancy VN-0749511

Federal Court of Australia

Closing Date:Friday 18 October 2024

Federal Circuit and Family Court of Australia (Division 1 & Division 2)
Judicial Support

Job Title	Legal Associate to Chief Justice
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$80,341 - \$87,572
Classification	APS Level 5
Position Number	0756-10-24
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

Position Overview

The Associate is part of a team responsible for providing a high level of legal and administrative support to the Chief Justice/ Chief Judge.
The purpose of this position is to ensure:

- that the Chief Justice is able to conduct the business of the court in a professional and efficient manner;
- the timely completion of all tasks associated with court hearings and efficient and accurate file management of proceedings listed before the Chief Justice, and
- to actively participate as a member of the Chief Justice’s Chambers, including assisting with other Chambers work where required.

Duties

Key Responsibilities and Duties

- This role requires an individual who works well in a team environment, with the two Legal Associates working closely in Chambers to support the Chief Justice/Chief Judge. The position involves a number of competing priorities and therefore requires good organisational skills to meet these demands.
- The major responsibilities of the Legal Associate include:
- Assist in the conduct of Court proceedings, including preparation of case summaries, general file maintenance, the transcription of orders, the orderly conduct of matters and general courtroom management;
- Undertake legal research as required by the Judge, including identifying relevant legislation, summarising key legal authorities and preparation and maintenance of legal research materials;
- Assist in the day-to-day management of Chambers including responding to enquiries and managing the Associate inbox on behalf of the Judge;
- Assist the Judge with the management of cases and, as required, enter data into the Court's case management systems to reflect the outcomes of court events;
- Assist the Judge with the preparation and delivery of judgments, which may include undertaking complex legal research as well as editing in line with the Courts' judgments publication standards;
- Assist with the general operation of chambers; and
- Other duties, as required.

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

- liaison with legal practitioners and parties in respect of orders and judgments and the listing of matters before the judicial officer;
- liaison with external agencies including Legal Aid, child protection agencies and police;
- liaison with Judges, staff and external stakeholders as a member and representative of the Chief Justice's Chambers.

Selection Criteria

1. Demonstrated legal research, analysis and drafting skills underpinned by good attention to detail and accuracy. Ability to prepare briefing materials, well-drafted correspondence and case summaries.
2. Sound problem solving and organisational skills, including to the ability to manage multiple tasks and priorities effectively and efficiently.
3. Initiative to work autonomously and take responsibility for progressing work while also being able to work collaboratively, build and maintain positive professional relationships and deal appropriately with sensitive and confidential information.
4. Assist the Judge with the preparation and delivery of judgments, which may include undertaking complex legal research as well as editing in line with the Courts' judgments publication standards.
5. Demonstrated proficiency with technology, including the use of electronic legal resources and the ability to learn and use the Court's case management systems.
6. Well-developed personal skills, including tact, discretion and the ability to communicate effectively with members of the judiciary, the legal profession, the public and other court staff.
7. A willingness to contribute to the broader work of the Chief Justice's Chambers, including assisting with broader legal research, drafting, stakeholder engagement and events where required.

8. Demonstrated understanding, or ability to acquire such knowledge quickly, of the Family Law Act 1975, the Federal Circuit and Family Court of Australia Act 2021, Rules and Regulations; and the jurisdiction and practices and procedures of the FCFCOA (Division 1) and the FCFCOA (Division 2) across areas of family law and general federal law.
9. A demonstrated understanding and commitment to the application of the Australian Public Service (APS) Values, to abide by the APS Code of Conduct and the ability to comply with the principles of Workplace Diversity and Occupational Health and Safety.

Eligibility

Eligibility

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

1. Australian citizenship – the successful applicant must hold Australian citizenship;
2. Security and character clearance – the successful applicant must satisfy a Police Records Check, and may also be required to complete security clearances during the course of their employment;
3. Successful applicants engaged into the APS will be subject to a probation period
4. Interested candidates who have received a redundancy benefit from an APS agency are welcome to apply, but note that they cannot be engaged until their redundancy benefit period has expired.

Diversity and Inclusion

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

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

Other Requirements

1. A qualification in law with a strong academic record (Academic Transcript to be attached).
2. The ability to travel interstate as required.

Recruitment Process

To apply, please complete the application form on the Court's careers portal. If you have any issues with applying please email recruitment@fedcourt.gov.au

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

About the Federal Court of Australia

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

To Apply

Position Contact	Jordan Di Carlo, (03) 8638 6464
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Defence

Vacancy VN-0749487

Australian War Memorial

Closing Date: Sunday 20 October 2024

Public Programs
Public Programs Communications and Marketing

Job Title	Media Officer
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$90,199 - \$101,022
Classification	APS Level 6
Position Number	60003086
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

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

As a member of the Communications and Marketing (CAM) team, the Media Officer will be required to undertake a range of tasks as required by the Media Relations Manager in the media/public relations space. Under limited direction, the Media Officer will be responsible for implementing the Memorial's day to day media activities which promote the Memorial's collections, programs and general public messaging. This includes communicating with media by phone and email, researching and writing media releases, arranging interviews and spokespeople, monitoring media results, and administrative tasks associated with media arrangements. The Media Officer will also identify and work effectively with external partnerships on PR supported events. A sound understanding of the Memorial and its activities is crucial to this position and the media landscape.

Duties

Working with the Media Relations Manager, the Media Officer will perform a range of tasks related to media and communication activities including the following:

- Conducting media monitoring and preparing regular internal media reports and analysis. This may include a daily news summary that is published before 9:30am.
- Field incoming media enquiries and work with key staff to develop appropriate responses, including arranging media interviews by preparing timely, accurate and helpful responses in collaboration with subject matter experts.
- Writing, editing, publishing and pitching media releases and media alerts.
- Organising and briefing spokespeople ahead of media interviews or media conferences.
- Provide historical material to the media as required, including photographs, film and background information.
- Manage visiting media onsite at the Memorial, including documentary crews, news crews and stakeholders.
- With support from the Media Relations Manager, coordinate PR-supported events and partnerships.
- Other duties as required to assist in the effective functioning of the media team and broader Strategic Communications Branch.
- Carry out administrative tasks, including management of email inbox, financial management and maintenance of records.
- Managing procurement of short and long term media elements.
- Other duties as required by CAM including support for large Memorial events such as Anzac Day and Remembrance Day.
- Abide by and further the principles and practices of Work Health and Safety as outlined in the WHS Act, taking reasonable care for their own health and safety and ensuring that their acts or omissions do not adversely affect the health and safety of other persons.

Eligibility

This position attracts a restriction allowance due to the on-call nature of the position. There is also intermittent weekend work.

Notes

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	Rachel Curtis, (02) 6263 6674
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Defence

Vacancy VN-0741885

Department of Defence

Closing Date: Sunday 27 October 2024

Joint Capabilities Group
Joint Logistics Command

Job Title	Fitter Armourer
Job Type	Full-Time, Ongoing
Location	Port Wakefield SA
Salary	\$76,277 - \$83,274
Classification	APS Level 4
Position Number	JCG/04331/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=F2772626-9C1E-F664-03A4-DB312539834B>

Duties

The Role

As a Fitter Armourer at Joint Proof and Experimental Unit (JPEU), you will be pivotal in providing essential technical support and advice, with a keen focus on armaments. Your responsibilities include executing trade-specific tasks such as turning, welding, and fitting.

You will inspect, service, and repair armaments, ensuring operational integrity and safety. Your role involves conducting pre and post-fire checks, performing preventive and periodical maintenance, and utilizing specialized tooling and gauges.

A significant part of your job will manage repair and maintenance schedules to align with firing programs. You will be responsible for issuing SG 84 Certificates for Fitness to Fire and ensuring compliance with safety protocols. Additionally, you will contribute to the design of weapon platform modifications and the development of competency records.

Your expertise will be crucial in maintaining the highest standards of functionality and safety for all equipment under your purview, making you an integral part of the JPEU operations team.

A practical assessment will be conducted for those who are identified for further assessment, and progress to the interview stage.

About our Team

The Workshop Team is critical as they provide the necessary resources for Test and Evaluation activities via static weapon mounted munitions, mobile weapon platforms and ballistic protection trials. The broader team utilise systems such as ballistic tracking radar, high speed video cameras and associated equipment to track the projectiles or capture data when explosive

ordnance is dynamically fired or statically tested.

P&EE Port Wakefield has a range of facilities, including the following:

- Swimming pool, sauna
- Basketball, tennis courts (24/7 hrs)
- Gym (24/7 hrs)
- Rangers Tavern for events and functions
- Various eating establishments in the Port Wakefield Township, 6km north of the base
- Transport assistance Monday to Friday, pick up from RAAF Base Edinburgh to P&EE Port Wakefield (at cost for APS employees)

Employment at Port Wakefield includes a Special Defence Locality Assistance allowance, \$309.85 respectively per fortnight.

Our Ideal Candidate

The successful candidate must be able to work on an explosive ordnance Test and Evaluation firing range. They will also be competent in providing support to various teams in the conduct of maintenance and repair of unique test equipment applying mechanical theory to design, repair, calibrate and interpret diagrams and engineering drawings.

They will have strong written communication skills and be able to interpret and comply with written instructions. They will also be able to competently work within a Quality Management System and able demonstrate compliance with Work Health Safety Act and Regulations.

They will also be able to work independently, as part of a team, or under limited direction within a diverse team in a highly variable environment.

The right person for this role will show the flexibility to respond to the changing context and shifting priorities of JPEU, to achieve business outcomes. **Eligibility**

Security Clearance:

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

Mandatory Qualifications:

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 4 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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

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	Ashleigh McRae, 08 8860 9090
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F2772626-9C1E-F664-03A4-DB312539834B

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Defence

Vacancy VN-0748933

Department of Defence

Closing Date: Sunday 10 November 2024

Air Force
Air Force Headquarters

Job Title	Senior Policy Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	AF/05516/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=2FAA265C-2178-C3B1-3D24-DB1FE9A40968>

Duties

The Role

The Senior Policy Officer is responsible for assisting the Deputy Director of Data Strategy & Policy – Air Force to mature and manage Air Force's governance functions for information management.

As part of the Data Strategy & Policy team, the Senior Policy Officer provides expertise for the development and implementation of Air Force policies by:

- Assisting in the development of Air Force's strategy for ongoing enhancement of information capabilities;

- Providing advice to Air Force on the effective implementation of information management policies and procedures;
- Assisting in the provision of training and advice on effective policy behaviours and practices, including ad hoc responses to queries and issues;
- Leading the maintenance of policies, procedures, and guidance related to Air Force;
- Assisting in the management and coordination of Information and Data Governance – Air Force (IDG-AF's) communications efforts, including intranet pages, stakeholder forums, information management updates and other products.

About our Team

Situated within Air Force Headquarters, the Information and Data Governance – Air Force (IDG-AF) team is charged with enabling Air Force to manage and use its information assets to support timely and effective decisions.

IDG-AF has two teams that work closely together to achieve outcomes in a complex and interconnected domain:

- Information Management – Air Force's (IM-AF) purpose is to manage Air Force's governance functions for information management. The IM-AF team ensures information management policies and procedures are current, align with broader Defence policies and legislation, are understood across Air Force, and are implemented effectively.
- Data Policy & Strategy's (DPS-AF) purpose is to mature and manage Air Force's governance functions for data management. The DPS-AF team ensures data management policies and procedures are current, align with broader Defence policies and legislation, data quality and standards across Air Force (AF), and supporting the maturation of AF's data-informed decision making.

Our Ideal Candidate

You will be an experienced policy officer with a passion for how organisations can better use data to inform decisions through a variety of avenues, including governance structures and practices, organisational redesign, process redesign, and technology solutions.

You will be:

- Highly motivated and solutions focused, with the ability to present ideas persuasively;
- A critical thinker, skilled listener, and effective communicator;
- Able to demonstrate strong writing skills, particularly in the crafting of internal policy documents;
- Able to work in a collaborative team environment and achieve shared objectives;
- Willing to challenge the traditional ways of doing business;
- Trustworthy, transparent and possess the highest levels of integrity;
- Confident and professional when engaging with stakeholders from a variety of backgrounds and levels of seniority.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Avinash Dash, 0473 376 844
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2FAA265C-2178-C3B1-3D24-DB1FE9A40968

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Defence

Vacancy VN-0748938

Department of Defence

Closing Date:Sunday 27 October 2024

Associate Secretary Group
Office of Associate Secretary

Job Title	Director Communications and Director Media
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$134,567 - \$161,521
Classification	Executive Level 2
Position Number	ASG/06120/24
Agency Website	

Duties

The Role

We are looking for experienced Media & Communications Directors to join the Nuclear-Powered Submarine Regulatory Design (NPSRD) team. Both positions will work with the Director General Engagement and Culture to develop and deliver a National Engagement Strategy, in support of the activities of the Australian Naval Nuclear Power Safety Regulator.

As a Director within the Engagement and Culture Division, you will provide a strategic level of specialist, professional and technical expertise, potentially relating to the work of different function areas. You will initiate, establish and maintain strong relationships with a network of internal and external stakeholders and provide strategic advice to senior management.

You will be responsible for leading and assuming accountability for complex work and work programs that have strategic, political and operational significance. You will require extensive knowledge relating to the methodology, systems and procedures within the communications and media functions and have the ability to translate this into deliverable strategies.

The following provides an overview of each role:

Director Communications

- Develop and implement the internal and external communications strategies and collaborate on organisational-wide communications outputs.
- Provide high-level, strategic, and timely information and advice to senior leaders and support engagement with primary external stakeholders including First Nations communities, all levels of Government and international partners and industry and community stakeholders.
- The role will work closely with the Leadership Team to ensure the development of external messaging aligns with organisational objectives.
- Identify communication risks and opportunities to maintain and promote NPSRD/Defence's reputation and interests in line with communication priorities.
- Develop the associated communications presentations, plans and products, including event management activities as required.

Director Media

- Develop media and content strategies, managing news media and digital media platforms, including social media and website.
- Serve as the primary media liaison and establish and maintain strong relationships with relevant media and opinion leaders.
- Deliver media products, including media releases, talking points, fact sheets, and digital content for website and social media.
- Proactively identify story opportunities and develop content to be used across various media channels.
- Manage media events including preparation of spokespeople and escorting, facilitate media briefings and conferences.
- Effectively identify, mitigate and manage media issues and provide timely information and advice to senior leadership team on emerging issues.

About our Team

As part of the NPSRD team, you will be working at the cutting edge of the regulation of Defence capability, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities.

The NPSRD team are deeply committed to the success of the establishment of the Australian Naval Nuclear Power Safety Regulator and are seeking people who share the same dedication. Your dedication, enthusiasm, and initiative, will enable you to contribute to the establishment of the Australian Naval Nuclear Power Safety Regulator, and meet some of the most passionate,

intelligent and fascinating people from around the world.

Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people.

We offer flexible working arrangements and a range of formal and informal professional development opportunities.

Our Ideal Candidate

As an EL2 Director Media or Communications, you will be required to demonstrate a range of skills, however the specific competencies below are considered critical to success within the NPSRD team:

- Apply expertise - ability to develop high level complex media and communication strategies and associated artefacts
- Decide and initiate action - take responsibility, take calculated risks, take initiative and generate activity.
- Present and communicate information - speak clearly and fluently, express opinions, respond to an audience and show credibility.
- Deliver results and meet expectations - focus on organisation needs and satisfaction, setting high quality and quantity standards and achieve project goals.

Eligibility

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

Notes

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

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To Apply

Position Contact	Guy Holthouse, 02 5128 7982
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CBE58924-5EC4-2EF9-3458-DB1FEA493B2C

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Defence

Vacancy VN-0748959

Department of Defence

Closing Date:Sunday 27 October 2024

Capability Acquisition and Sustainment Group
Strategy, Planning and Independent Assurance

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	CASG/07745/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=7AE8F420-7FF8-2AA9-35BE-DB1FEBB8E374>

Duties

The Role
As a Project Officer you will be required to have an in-depth knowledge of and compliance with project management methodologies, legislative frameworks, government decision-making and Defence’s mission and policy requirements. The role will require complex problem solving, risk and issues management and may include detailed or sensitive projects that impact on strategic, political or operational outcomes for Defence.

The main responsibilities for the Project Officer role are:

- Support the successful delivery of complex projects through significant milestones.
- Engage with stakeholders across the One Defence Capability System.
- Develop productive and effective relationships with both sponsors and delivery agencies.
- Provide subject matter expertise across procurement activities, ensuring compliance with legislative and procurement policies, processes and procedures.

May include taking on the role of Deputy Director for the directorate with additional tasks such as:

- Planning work tasks.
- Managing staff and contractors.
- Approving directorate support activities.

About our Team

Our team provides support services to programs and projects across Defence that may have resource or skill gaps or shortages in their workforce to be able to complete key project activities.

Members of our team are passionate about providing solutions to projects and enjoy the challenge of working across multiple challenging projects and domains. We enjoy a culture of excellence and determination to see the delivery of outcomes as a demonstration of success for Defence capability.

We offer flexible work arrangements, a great work-life balance and access to the best nationally recognised training and development programs in the market to facilitate professionalization and career advancement opportunities.

Our Ideal Candidate

Our ideal candidate will have a diverse range of experience and background in leading project teams to success. Successful candidates will clearly demonstrate their ability to manage staff and outsourced service providers to deliver quality outcomes. You will be accountable under broad direction to perform and achieve complex project management outcomes within an integrated workforce.

As an EL 1 Project Officer we will require you to have considerable experience in Capability development, with skills in any or all of the following:

- Risk, Cost and Schedule Management.
- Program and project management.
- System engineering.
- Integrated logistic support.
- Legislation compliance.
- Procurement policies.
- Processes and procedures.
- Co-ordinating/managing reporting and business support activities.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Trevor Blake, 02 5108 7950
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7AE8F420-7FF8-2AA9-35BE-DB1FEBB8E374

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Defence

Vacancy VN-0748993

Department of Defence

Closing Date: Sunday 27 October 2024

Associate Secretary Group
Office of Associate Secretary

Job Title	Assistant Director Secretariat and Program Management - Royal Commission into Defence and Veteran Suicide - Implementation Taskforce
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	ASG/08343/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=87A2D5DE-DEE1-7F9C-3A32-DB3070985FEA>

Duties

The Role

The Assistant Director Secretariat and Program Management (EL 1) sits within the Program Management Office (PMO), supporting and enabling the achievement of Defence's Royal Commission into Defence and Veteran Suicide (RCDVS) Implementation Program.

The role manages a small team to deliver, Secretariat functions for the PMO as well as highly effective reporting and analysis tools to track and manage implementation status and risks for the RCDVS Implementation Program Board.

The role will undertake regular engagement with senior members of both the RCDVS Implementation Taskforce Executive and

wider Defence organisation to enable effective governance and oversight.

Responsibilities and duties include:

- Developing and implementing effective governance frameworks, processes, tools and templates, ensuring robust oversight and consistency empowering informed and strategic decision-making.
- Leading a small team to provide best practice, independent secretariat and advisory services for the RCDVS Implementation Program Board, including overseeing the planning and organising of meetings, drafting of agenda papers, preparation of minutes and correspondence, progressing and tracking of action items.
- Supporting transparent and effective communication across the RCDVS Implementation Program, enhancing stakeholder collaboration and alignment with strategic objectives.
- Developing and maintaining positive working relationships with team members and stakeholders.

About our Team

This is an exciting opportunity to work in a dynamic environment supporting the RCDVS Implementation Taskforce (the Taskforce), which has been established to lead Defence's response to the RCDVS Final Report submitted in September 2024.

The Taskforce is responsible for providing governance, oversight and support for the implementation of Government agreed recommendations.

The Assistant Director Secretariat and Program Management (EL 1) performs a key function within the PMO and will support the management of the RCDVS Implementation Program.

Our Ideal Candidate

You will be highly regarded for your contemporary leadership experience, ability to manage competing priorities within tight timeframes, appreciation for attention to detail, and your stakeholder engagement skills.

You will form part of our leadership team and you will be supported to contribute to the achievement of outcomes in accordance with the Defence Code of Conduct and other regulatory frameworks.

Our Ideal Candidate will have:

- Highly developed knowledge of, and ability to advise on, best-practice governance principles and practices. Experience in secretariat or executive support roles will be advantageous.
- Experience developing and leading a supportive and high performing team in a fast-paced environment.
- Highly developed written and oral communication skills, including the ability to engage with stakeholders of various levels and backgrounds.
- Demonstrated strategic thinking, analytical and solutions-focused problem-solving skills.
- Have obtained, or have the ability to obtain, skills and/or qualifications in Program Management. Where these have not yet been obtained, the Taskforce will provide the successful candidate with the relevant training opportunities.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Angela McCrea, 02 5108 9403
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=87A2D5DE-DEE1-7F9C-3A32-DB3070985FEA

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Defence

Vacancy VN-0749040

Department of Defence

Closing Date: Sunday 27 October 2024

NAVY
NAVY Engineering

Job Title	ICT Manager
Job Type	Full-Time, Ongoing
Location	Nowra NSW
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	NAVY/08468/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=EC1A8995-2B72-A95A-C23F-DB30739BE721>

Duties

The Role

The Directorate of Navy Engineering is seeking an enthusiastic and motivated IT professional, to lead a small team of ICT Solution Architects and oversee Information & Communications Technology Systems development, modernisation and cyber compliance activities, in accordance with the Australian Government's cyber security framework.

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

About our Team

This position resides within Directorate of Navy Engineering's Navy Deployable Signals Intelligence (SIGINT) Systems, HMAS Albatross, Nowra.

Navy Deployable SIGINT Systems is responsible for the provision of engineering and ICT services, subject matter expertise and warranted advice on Communication Electronic Support systems and related technologies for the Royal Australian Navy.

Our Ideal Candidate

The ideal candidate has significant knowledge and experience in Information and Communication Technology Systems and risk-based application of cyber security.

The position requires competency across a broad range of ICT technologies and operating systems. The position involves substantial stakeholder engagement, requiring effective communication skills, to support the provisioning and sustainment of ICT systems throughout the System Development Life Cycle.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Jim Teasdale, 02 4449 2958
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EC1A8995-2B72-A95A-C23F-DB30739BE721

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Defence

Vacancy VN-0749136

Department of Defence

Closing Date:Sunday 27 October 2024

NAVY
Australian Naval Classification Authority

Job Title	Promotion, Education and Communications Officer
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	NAVY/08385/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=30775B18-CED9-7464-A089-DB30E7EC4DE4>

Duties

The Role

The [Australian Naval Classification Authority](#) (ANCA) is responsible for establishing, managing and continuously improving a system of naval classification to assure the seaworthiness of Naval Vessels operating in Defence of Australia. ANCA requires an experienced, agile self-starter to support the coordination and delivery of a broad range of Branch activities, including, but not limited to:

- Assisting in the planning and management of communication, event and promotional activities; including education and training initiatives,
- Undertaking product and artefact design, development, and evaluation,
- Supporting the delivery of key communication and education outputs,
- Coordinating and managing website and digital communication platforms,
- Working collaboratively with internal and external stakeholders to undertake dedicated project requirements, and
- Supporting the organisation's strategic objectives by contributing to the development and implementation of communication, education and engagement plans.

About our Team

ANCA is a newly established and growing team in Defence. This is an exciting opportunity to be part of an innovative Branch responsible for establishing, managing and continuously improving a system of naval classification (the ANC Framework) to assure the seaworthiness of Naval Vessels operating in the defence of Australia.

Consisting of APS personnel, ANCA also engages a contracted workforce through a long-term Sovereign Industry Partner, Bureau Veritas, to support its strategic objectives.

Our Ideal Candidate

Working as part of a multi-disciplinary team, you will support the Deputy Director to ensure education, promotion and communication activities align with Defence and Branch objectives, and support stakeholders in understanding naval classification and rules for the design and construction of naval vessels. You will have strong administrative and project management skills, can work cohesively in a diverse team and is committed to delivering high quality outputs across a range of platforms and mediums.

Our ideal candidate will have:

- Previous experience in a communication, promotion and/or education coordination role.
- The ability to work collaboratively and positively with a range of internal and external stakeholders.
- Excellent verbal and written communication skills to enable successful production of communication, education and engagement plans, including products, artefacts and websites;
- Capacity to build positive, collaborative working relationships across internal and external stakeholders, and to anticipate and respond to their needs and expectations;
- Good judgement to manage competing priorities and deadlines, and attention to detail;
- Collaborative skills to operate effectively within a team environment and make a positive contribution to team culture; and
- Initiative, flexibility and a demonstrated capacity to solve problems under pressure.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Brydie Lanham, 02 5108 8978
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=30775B18-CED9-7464-A089-DB30E7EC4DE4

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Defence

Vacancy VN-0749145

Department of Defence

Closing Date:Sunday 27 October 2024

Capability Acquisition and Sustainment Group
Australian Industry Capability

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	CASG/08227/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=E223DC0E-B6A2-9405-C3BA-DB30E872843D>

Duties

The Role
Interested in gaining a broader understanding of what the Department of Defence does? The Global Supply Chain Program Directorate in the Industry Engagement Division is seeking a highly motivated APS 5 Project Officer to support the growth of Australian Suppliers through exports, by expanding their access into the global supply chains of major Defence companies (Primes). This is an exciting opportunity to be at the forefront of an evolving global Defence Program which will see you engaging with a wide range of internal and external stakeholders, while undertaking diverse tasks.

Some duties include:

- Support the development, standardisation and management of a range of project and program activities appropriate to the Global Supply Chain Program;
- Contribute to the process of contract and performance management in accordance with GSC Program procedures and frameworks;
- Contribute to the processing and tracking of finance and invoicing activities;
- Use a data and evidence-based approach to research, draft and prepare briefs, complex correspondence and reports including submissions for higher delegates;
- Support event management, industry engagement and communications with internal and external key stakeholders;
- Work collaboratively, operate as an effective team member, provide and receive constructive feedback in order to build productive working relationships; and
- Understand relevant Defence and Government policy and strategic priorities, and align that knowledge to the work of the GSC Program.

About our Team

The Global Supply Chain (GSC) Program, is a core industry participation program focused on driving exports through the global supply chains of participating Defence contractors (Primes). Our team works closely with senior Defence Leaders, Ministers and Defence industry in delivering outcomes under the GSC Program.

In partnership with participating Primes, the GSC Program aims to find, advocate and provide contract opportunities to competitive Australian Suppliers, to enter and persist in the Primes' global supply chains.

Working with us will provide a unique opportunity to engage with Government and Industry on an

important Government initiative, and an opportunity to develop or utilise your experience in public service and/or commercial acumen.

You will also enjoy experiences and opportunities that, as an APS employee, you simply would not get with any other organisation.

Our Ideal Candidate

If you are someone who enjoys supporting challenging and complex activities, and is creative, pragmatic and solutions focused, then this is the role for you!

We are seeking high-performing, self-motivated candidates who enjoy a challenge and are comfortable working with competing priorities, responding and adapting to new and changing circumstances, while maintaining strong attention to detail and focus on achieving program and Defence objectives.

Our ideal candidates will have experience in engaging with, and maintaining positive relationships with internal and external stakeholders, using initiative to problem solve, developing advice for senior Defence leaders and Ministers based on strong analytical skills and have well developed written and verbal communication skills.

In return we will invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally. We are committed to achieving a workplace culture that is inclusive and diverse; one, which directly reflects the needs, and scope of Defence’s varied operational requirements.

Eligibility

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

Notes

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To Apply

Position Contact	Liza Strydom, 03 5169 8833
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E223DC0E-B6A2-9405-C3BA-DB30E872843D

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Defence

Vacancy VN-0749165

Department of Defence

Closing Date:Sunday 27 October 2024

NAVY
Deputy Chief of Navy

Job Title	Senior Psychologist
Job Type	Full-Time, Ongoing
Location	Cairns QLD
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	NAVY/08490/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=AA0D3B62-2A0F-6A16-8E9A-DB30E90AA316>

Duties

The Role
This is an exciting opportunity for a psychologist looking to work in a dynamic, fast paced environment to support Defence capabilities. It is a civilian (non-uniformed) role that is part of the Australian Public Service (APS) workforce within the Royal Australian Navy. Cairns is vital for Navy's capability to protect national security and is involved in fast paced operations. As such, we are engaged in a varied role involving mental health training packages, resilience training, optimizing performance and enhancing capability of members during operations.

Our team works closely with Command and other services to provide advice, support, operational mental health screening, critical incident response and organizational intervention. There is also scope to engage in brief clinical intervention when required.

About our Team
The Navy Psychology Cairns team provides the full scope of Navy Psychology Services to Fleet Units and the Garrison Shore Establishments at HMAS Cairns in beautiful tropical North Queensland.

The team works together to achieve a high standard of psychology service provision, liaising regularly with command elements, health providers and other wellbeing stakeholders. We are a highly professional, close-knit team who work together to support each other and the goals of our Section.

We are well integrated within the HMAS Cairns community and supported by the wider Navy Psychology team. We value professional development, strong relationships, high performance, work flexibility and support.

Our Ideal Candidate
We are looking for a highly motivated individual who wants variety in their professional career, has the ability to exercise a considerable degree of independence, and has the ability to perform a leadership role.

You will enjoy engaging with command and other stakeholders to provide advice and recommendations based on your subject matter expertise; and enjoy working with others to improve service provision and coordinate best practice care for uniformed members.

You will be drawn to working in the operational, occupational and clinical space, and able to adapt to a changing environment to match operational tempo. Relocation assistance is available and, while this is a client-facing role, there will be regular opportunities to work from home and enjoy flexible work arrangements. There is also free access to the gym facilities on base and free on-site parking.

Eligibility

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Kevin Hayter, 03 5931 8983
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AA0D3B62-2A0F-6A16-8E9A-DB30E90AA316

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Defence

Vacancy VN-0749206

Department of Defence

Closing Date: Sunday 27 October 2024

NAVY
Deputy Chief of Navy

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	NAVY/06973/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A6151749-6680-9468-DBCDB3122E737C3>

Duties

The Role

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

As the Project Support Officer, you will be responsible for actively managing key stakeholder relationships and will be required to identify relevant stakeholders' expectations and concerns to develop and communicate methodologies, tools and practices to achieve outcomes. You will liaise closely with Battle Rhythm Managers of key strategic partners to guide the messaging and engagement in managing and driving business and process improvements to deliver change that will enhance stakeholder experience, efficiency and outcomes.

The Project Support Officer will be accountable to deliver and enable the stakeholder engagement framework including strategic communication efforts, strategic communication products and provide advice and support for TF to interact and engage with their stakeholders. Reporting to the Deputy Director Business Optimisation, you will assist in driving continual improvement projects related to work practices and Training Force's approach to knowledge management.

About our Team

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

Our Ideal Candidate

The Project Support Officer will be a confident communicator, with an ability to build and sustain stakeholder relationships and engage public servants, private contractors and military personnel of all ranks. Our ideal candidate is a problem solver with the ability to juggle competing deadlines and tasks within a dynamic workplace, demonstrating an ability to work with an agile mindset adapting to new and changing priorities.

To be successful in this role you will:

- Possess the ability to actively engage, collaborate, and sustain effective relationships with team members and external stakeholders.
- Possess the ability to understand and apply relevant policy and procedures to resolve problems using expertise, taking the initiative to identify alternative courses of action.

- Have sound analytical skills to develop and recommend options that achieve optimal Defence outcomes.
- Strong communication skills with the ability to structure messages, both orally and in writing to clearly and succinctly deliver business requirements; and
- Strong task management and prioritisation skills to provide support and facilitate administrative and coordination requirements.
- Exercise both initiative and judgement in the interpretation of policy, and in the application of practices and procedures.
- Work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work.
- Be accountable to contribute towards ongoing self-improvement and professional development.

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	Genyese Fry, 02 9537 4483
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A6151749-6680-9468-DBCB-DB3122E737C3

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Defence

Vacancy VN-0749235

Department of Defence

Closing Date: Sunday 27 October 2024

NAVY
Deputy Chief of Navy

Job Title	Business Manager (Finance and Contracts)
Job Type	Full-Time, Ongoing
Location	Rockingham WA, Hmas Cerberus VIC, Campbell ACT, Randwick NSW, Sydney NSW
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	NAVY/08532/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=91947F3C-6E05-7854-5929-DB3124AD87F9>

Duties

The Role

Within the Royal Australian Navy, Training Force (TF) has undergone a significant transformation to ensure we are able to meet the future training demand, as well as the learner’s expectations of the larger future Navy workforce, within a continuous shipbuilding context that is delivering newer and more complex capabilities over the next 50 years. The Business Manager (Finance and Contracts) role sits within the Business Resource team whose primary purpose is the coordination and management of budget, procurement, administration and governance related functions.

As Business Manager (Finance and Contracts), you will use your analytical skills and budget knowledge to provide financial expertise and guidance on financial matters related to Training Force contracts. You will assist in the analysis, review and negotiation of Training Force contracts from a financial standpoint, ensuring that the terms are financially viable and align with Training Force’s financial goals and resources.

In this position, you will play a key role in enabling an understanding of commercial and financial risks and opportunities through the budget and contract lifecycle across Training Force. Reporting to the Deputy Director Business Resource Management, you will assist in budgeting, forecasting and resource allocation, ensuring the efficient use of financial resources within Training Force.

You will build strong relationships with internal and external stakeholders and be able to work in a small team in a multidisciplinary environment and roles with competing priorities. Additionally, you will provide detailed advice in relation to financial strategies, risk management and compliance with relevant regulations and policy.

About our Team

The Business and Resource Management Team sits within the Business Enterprise Management Directorate at Training Force Headquarters. The team performs centralised business management functions and are based geographically around Australia.

This role reports to the Deputy Director Business Resource Management currently located at Training Force Headquarters, Campbell Park.

Our Ideal Candidate

The Business Manager (Finance and Contracts) is accountable to set work priorities and manage workflows. They are expected to be capable of building team capability through coaching, feedback and developing the quality of work undertaken by others within

the work unit. They will have considerable level of stakeholder engagement and will liaise with stakeholders in relation to complex issues. They will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes.

To be successful in this role you will:

- Exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures.
- Have a keen eye for detail.
- Develop and maintain internal and external relationships with our stakeholders.
- Have technical expertise in financial analysis, accounting knowledge, forecasting and data analysis and modelling.
- Be able to work in a fluid environment by remaining flexible, agile and adaptable.
- Be committed to ongoing self-improvement and professional development.

Eligibility

Security Clearance:
Applicants must be able to obtain and maintain a security clearance 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	Clare O'Loughlin, 0499 649 216
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=91947F3C-6E05-7854-5929-DB3124AD87F9

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Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Business Manager
Job Type	Full-Time, Ongoing
Location	Fyshwick ACT
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	CASG/08520/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=199A337F-7C82-3872-DA21-DB31263D12CD>

Duties

The Role

The Electromagnetic Warfare Intelligence Systems, Active Electronically Scanned Array Systems Program Office (EWIS AESA SPO) is seeking an experienced business manager adept with procurement and contract management processes and the coordination and management of corporate reporting requirements and business plan implementation.

This position will manage the SPO's contractual arrangements for the provision of external workforce and lead a team delivering business activities including workforce management, finance, security, records management, governance and quality assurance activities to all business units within the SPO.

About our Team

AESA SPO is part of the Electromagnetic Warfare and Intelligence Systems (EWIS) Branch, within the Department of Defence's Capability Acquisition and Sustainment Group (CASG). AESA SPO manages engagements between the Department of Defence and CEA Technologies – a supplier of world-leading radar technologies that are designed, developed and manufactured in Australia.

More broadly, EWIS Branch is charged with the responsibility of acquiring and sustaining a broad range of electromagnetic warfare and signals intelligence systems in both tactical and strategic domains, and can provide teams with a wide range of exciting career opportunities.

Our Ideal Candidate

We need a Business Manager who has:

- Demonstrated achievement in business planning, management and delivery of a range of business and administrative activities.
- Demonstrated leadership and ability to influence and collaborate with stakeholders at all levels to achieve best-fit organisational solutions.
- Demonstrated interpersonal, written and communication skills, including relationship building, resilience and adaptability and tailoring your approach when targeting audiences.
- Experience in making decisions based on professional judgement, evaluating risk in the context of a complex and changing environment.
- An understanding of Commonwealth procurement rules and the ability to interpret documentation under limited direction.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Jonathon McGrath, 02 5131 4103
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=199A337F-7C82-3872-DA21-DB31263D12CD

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Defence

Vacancy VN-0749265

Department of Defence

Closing Date: Sunday 27 October 2024

Joint Capabilities Group
Defence Space Command

Job Title	Work Health and Safety Officer
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	JCG/06578/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=E6DC8224-03A7-F66B-E1E3-DB31D5B5F137>

Duties

The Role

As an APS 6 Work Health and Safety Officer, you will be expected to:

- Engage in research and analysis activities to identify and address work health and safety risks to capability.
- Contribute to implementation and continuous improvement of work health and safety management systems in accordance with legislation and Defence policies.
- Provide advice on the application of work health and safety legislation and Defence policies and procedures.
- Work collaboratively with internal and external stakeholders and subject matter experts on complex and sensitive work health and safety matters and resolve work health and safety issues if they arise.
- Evaluate activities and processes for compliance with work health and safety legislation, policies and procedures.

About our Team

Space Command (SPACECOMD) is a multidisciplinary workforce across Navy, Army, Air Force, Australian Public Service, and Industry.

SPACECOMD has been established to prepare space power to secure Australia's interests in peace and war. Its vision is to assure Australian civil and military access in space, integrated across Government, and in concert with allies, international partners and industry. The Chief of Staff Branch in SPACECOMD manages a range of Command wide business functions and is looking for a high performing APS 6 WHS Manager to join our team, in this integrated and high tempo environment. On-the-job and formal training will be provided.

Our Ideal Candidate

Our ideal candidate will be able to demonstrate strong skills and experience in:

- Researching and analysing activities to identify and address work health and safety risks to capability.
- Contributing to implementation and continuous improvement of work health and safety management systems in accordance with legislation and Defence policies.

- Providing advice on the application of work health and safety legislation and Defence policies and procedures.
- High level planning, organising and prioritising skills.
- Managing complex work packages in compressed timeframes
- Stakeholder engagement and management.

The candidate will have the following demonstrated attributes:

- Building/maintaining positive stakeholder relationships.
- Strong planning/time management skills, particularly prioritisation and critical thinking.
- Judgement and a bias for action in driving outcomes, including problem solving and flexibility.
- Financial and contracting experience.
- Skilful communicator (both written and verbal).

Knowledge of Defence and/or Space is highly desirable but not mandatory. Some domestic travel may be required. The successful candidate will be required to have or will be required to obtain a Negative Vetting level 1 security clearance before commencing in the role. **Eligibility**

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

Notes

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

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To Apply

Position Contact	Rachael Clarkson, 02 6192 7272
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E6DC8224-03A7-F66B-E1E3-DB31D5B5F137

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Defence

Vacancy VN-0749266

Department of Defence

Closing Date: Sunday 27 October 2024

Strategy Policy and Industry
Contestability

Job Title	Capability Analyst
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	SPI/08415/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=2018295B-3220-C620-176E-DB31D69AA5AB>

Duties

The Role
Contestability Division is seeking enthusiastic individuals to contribute to the Department of Defence's key policy and national security functions to protect and further Australia's national interests.

Your role will be to strengthen Australia's national security and economic resilience by using your analytical skills to enhance Defence capability decisions. We are seeking individuals who have broad experience across financial assurance, program and project management, engineering, scheduling, commercial and procurement, policy and strategy and/or data analytics.

You will work as part of a supportive team to analyse Defence capability and investment proposals, and provide advice to the Defence Senior Leadership Group and portfolio Ministers. You will engage closely with Project Sponsors, Delivery and Enabling Groups to understand key capability outcomes, and provide advice on Defence and Government requirements in order to support projects progressing for approval.

You will analyse capability submissions using best-practice contesting methods, to provide evidence-based advice on affordability, achievability, strategic alignment and risk. You will develop briefs to inform discussions and assist in decision making, and have the opportunity to brief senior executives in preparation for key governance committees.

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

About our Team
Contestability Division is within Defence's strategic centre and supports senior Defence committees by providing independent, evidence-based advice on Defence capability and business investment proposals.

In particular, Contestability provides assurance that investment proposals align with Defence strategy and Government direction, and will be delivered according to finding and schedule guidance. We are an inclusive, collaborative and creative team, leveraging our innovation and diversity to provide unbiased, honest and timely advice for Defence and government decision makers.

Contestability Division offers flexible working arrangements, including part time and job share opportunities. We are committed to

upskilling our workforce, providing numerous opportunities to expand your skills and knowledge through training and development, along with opportunities to experience cutting edge Defence capabilities up close.

Our Ideal Candidate

We are seeking highly motivated, resilient and collaborative individuals to join our Division, and contribute to our strategic goals. To succeed in these roles, you are encouraged to respectfully challenge conventional views to facilitate and enable evidence-based solutions to support capability delivery. You will have highly developed critical thinking and reasoning skills, with a demonstrated capacity to analyse complex and technical documents, identify issues, draw accurate conclusions and develop evidence based advice.

You will possess strong written, analytical and interpersonal skills, including the ability to build constructive professional relationship with senior stakeholders outside of your immediate work area. You will bring energy and integrity to the role and contribute to a culture that promotes a shared sense of purpose, while encouraging your team to make an effective contribution towards nationally significant Defence capability projects.

The ability to demonstrate strategic thinking, detailed analysis (program and financial) and strong planning skills are essential for roles at this level. The position also requires in-depth understanding of international and domestic issues, including the economic landscape in which Defence acquires and delivers complex capability projects.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Name Withheld, Phone Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2018295B-3220-C620-176E-DB31D69AA5AB

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Department of Defence

Closing Date: Sunday 27 October 2024

Strategy Policy & Industry
Contestability

Job Title	Capability Analyst
Job Type	Full-Time, Ongoing
Location	Russell Hill ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	SPI/08566/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=C4BAD34B-824C-3B09-642E-DB31D87C6EB3>

Duties

The Role

Contestability Division is seeking enthusiastic individuals to contribute to the Department of Defence's key policy and national security functions to protect and further Australia's national interests. Your role will be to strengthen Australia's national security and economic resilience by using your analytical skills to enhance Defence's capability decisions. We are seeking individuals who may have broad experience across financial assurance, program and project management, engineering, scheduling, commercial and procurement, policy and strategy and/or data analytics.

You will work as part of a supportive team that will analyse Defence capability and investment proposals, and provide key advice to senior leaders and ministers. You will engage closely with Project Sponsors, Delivery and Enabling Groups to understand the proposed capability outcomes as well as providing advice on Defence and Government requirements for project approval. You will analyse capability submissions through world's best practice contesting methods, to provide evidence-based advice on affordability, best fit-for-purpose, ability to execute and risk. You will develop briefs to inform discussions and assist in decision making, as well as have opportunities to brief senior executives within the Division in preparation for key committees.

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

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innovation and diversity to provide unbiased, honest and timely advice for Defence and Government decision makers.

Contestability Division offers flexible working arrangements, including part time and job share opportunities. We are committed to upskilling our workforce, providing numerous opportunities to expand your skills and knowledge through training and development, along with opportunities to experience cutting edge Defence capabilities such as fighter jets and warships up close.

Our Ideal Candidate

We are seeking highly motivated, resilient and collaborative individuals to join our Division, and contribute to our strategic goals.

To succeed in these roles, you are encouraged to respectfully challenge conventional views to facilitate and enable the development of strategic, agile and evidence-based solutions. You will have highly developed critical thinking and reasoning skills and be able to analyse complex and technical documents, identify issues, draw accurate conclusions and develop responses supported by evidence.

You will be highly motivated, enthusiastic, collaborative and apply initiative and resilience in your approach to work. You will be self-aware with a positive attitude, demonstrate consideration and respect for diversity of ideas and perspectives of others, and be willing to learn.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Withheld, 02 5131 5460
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C4BAD34B-824C-3B09-642E-DB31D87C6EB3

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Defence

Vacancy VN-0749278

Department of Defence

Closing Date: Sunday 27 October 2024

Strategy Policy & Industry
Contestability

Job Title	Capability Analyst
Job Type	Full-Time, Ongoing
Location	Russell Hill ACT
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	SPI/08580/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=CEC27B72-8B8F-F69C-68C4-DB31D91277A9>

Duties

The Role
Contestability Division is seeking enthusiastic individuals to contribute to the Department of Defence's key policy and national security functions to protect and further Australia's national interests. Your role will be to strengthen Australia's national security and economic resilience by using your analytical skills to enhance Defence's capability decisions. We are seeking individuals who may have broad experience across financial assurance, program and project management, engineering, scheduling, commercial and procurement, policy and strategy and/or data analytics.

You will work as part of a supportive team that will analyse Defence capability and investment proposals, and provide key advice to senior leaders and ministers. You will engage closely with Project Sponsors, Delivery and Enabling Groups to understand the proposed capability outcomes as well as providing advice on Defence and Government requirements for project approval. You will analyse capability submissions through world's best practice contesting methods, to provide evidence-based advice on affordability, best fit-for-purpose, ability to execute and risk. You will develop briefs to inform discussions and assist in decision making, as well as have opportunities to brief senior executives within the Division in preparation for key committees.

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

About our Team

Contestability Division is within Defence's strategic centre and supports senior Defence committees by providing independent, evidence-based advice on Defence capability and business investment proposals. In particular, Contestability provides assurance that investment proposals align with Defence strategy and Government direction, and will be delivered according to funding and schedule guidance. We are an inclusive, collaborative and creative team, leveraging our innovation and diversity to provide unbiased, honest and timely advice for Defence and government decision makers.

Contestability Division offers flexible working arrangements, including part time and job share opportunities. We are committed to upskilling our workforce, providing numerous opportunities to expand your skills and knowledge through training and development, along with opportunities to experience cutting edge Defence capabilities such as fighter jets and warships up close.

Our Ideal Candidate

We are seeking highly motivated, resilient and collaborative individuals to join our Division, and contribute to our strategic goals. To succeed in these roles, you are encouraged to respectfully challenge conventional views to facilitate and enable the development of strategic, agile and evidence-based solutions. You will have highly developed critical thinking and reasoning skills and be able to analyse complex and technical documents, identify issues, draw accurate conclusions and develop responses supported by evidence.

You will be highly motivated, enthusiastic, collaborative and apply initiative and resilience in your approach to work. You will be self-aware with a positive attitude, demonstrate consideration and respect for diversity of ideas and perspectives of others and be willing to learn. **Eligibility**

Security Clearance:

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

Notes

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

About the Department of Defence

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	Withheld, 02 5108 4406
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CEC27B72-8B8F-F69C-68C4-DB31D91277A9

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Defence

Vacancy VN-0749301

Department of Defence

Closing Date: Sunday 27 October 2024

Associate Secretary Group
Defence Legal

Job Title	Branch Manager
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	ASG/08523/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=C3606539-3521-84AB-B9DE-DB3212C90F29>

Duties

The Role
Defence Legal is seeking an APS 6 Branch Manager to coordinate and manage the corporate and administrative activities of its General Counsel - Dispute Resolution & Litigation Branch.

As an APS 6 Branch Manager, you will assist the Branch Head in managing the operations, business obligations and financial and administrative tasks of the Branch. You will lead a small team to support teams of multi-skilled legal professionals with legal office administration, practices and processes, as part of a complex and dynamic joint integrated legal practice.

You will have exceptional organisational and time management skills as well as well-developed supervisory and people management skills. You will be able to operate independently with a high level of discretion and professionalism in line with Defence's values.

About our Team

Defence Legal is a culturally diverse and inclusive organisation. It is a critical enabler that provides legal services to Defence, including the Australian Defence Force. The legal services provided by Defence Legal cut across broad ranging issues that contribute to the capability of Defence achieving its mission to defend Australia and its national interests in order to advance Australia's security and prosperity.

The General Counsel - Dispute Resolution and Litigation Branch provides legal advice and manages all litigation and civil, non-litigated dispute resolution, on behalf of Defence, and is an integrated team of APS lawyers, paralegals, contracted lawyers and administrative staff.

Our Ideal Candidate

You will be an honest, ethical and professional individual who possesses the ability to work in a fast-paced environment. You will have an eye for detail and accuracy and have good technology skills. You will be able to work well in a team-based environment, but will also be able to work independently when the need arises.

You will possess the ability to adapt to various tasks and adopt a resourceful and innovative approach to solution-based outcomes. You will be able to demonstrate that you are a key contributor to the achievement of legal service delivery excellence within Defence.

Eligibility

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

Notes

This vacancy has been nominated for filling within the Agency's Apprenticeship program. An Apprenticeship program is designed to provide participants with the opportunity to undertake a vocational level qualification whilst gaining on-the-job training to learn new skills. Apprentices experience structured development, mentoring and on-the-job support and may be offered a permanent placement on completion of the program.

About the Department of Defence

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To Apply

Position Contact	Michael Lysewycz, 02 6203 6946
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C3606539-3521-84AB-B9DE-DB3212C90F29

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Defence

Vacancy VN-0749460

Department of Defence

Closing Date:Thursday 24 October 2024

Defence Intelligence Group
Australian Geospatial-Intelligence Organisation

Job Title	Intelligence Branch Directors
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$134,567 - \$161,521
Classification	Executive Level 2
Position Number	DIG/08278/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D8D35668-9F28-4811-B5C7-DB328ABACD30>

Duties

The Role

Intelligence and Insights Branch is seeking candidates suitable to lead dynamic and high-tempo Directorates responsible for producing geospatial-intelligence (GEOINT) on issues of defence, geopolitical and strategic significance, and in accordance with Defence and broader government requirements.

In this role, you will be responsible for developing appropriate strategies to guide your Directorate's work program, and you will engage routinely with networks across Defence, the National Intelligence Community (NIC) and broader Government to ensure the team's intelligence outputs are meeting demand, and having impact for Government.

The ideal candidate will have demonstrated experience in exercising strong strategic judgment, providing expert and timely advice to enable senior decision-making. Experience working in the National Intelligence Community, or related national security departments or agencies is highly preferred.

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

About our Team

The Defence Intelligence Group brings together Defence's intelligence functions to deliver priority-driven, fused intelligence analysis and products. As an integral part of the Defence Intelligence Group, the Australian Geospatial-Intelligence Organisation leads the Defence community in delivering geospatial-intelligence (GEOINT) in support of the Defence and National interest.

GEOINT is a critical enabler for Defence operations and national activities such as Australian Defence Force operations and training, whole-of-government intelligence and security activities, natural disaster responses, strategic decision-making and policy development.

Our Ideal Candidate

To be successful this role, you will:

- Exercise strong strategic judgment, providing expert and timely advice to enable senior decision-making;

- Demonstrate professional initiative and judgment in order to operate with little oversight and effectively manage number of dynamic, competing priorities;
- Possess strong leadership skills with a demonstrated ability to manage teams and facilitate cooperation to achieve organisational outcomes;
- Be a strong communicator, inside and outside the organisation, with a demonstrated ability to translate information a clear and concise manner;
- Possess an ability to take on new tasks and drive innovation; and
- Be a highly motivated individual who is keen to take on a challenging but rewarding position of responsibility that will provide the opportunity to use your leadership, management, strategic understanding and relationship-building skills to have a direct impact on decision-makers.

Eligibility

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

Notes

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

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	Name Withheld, Contact Details Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D8D35668-9F28-4811-B5C7-DB328ABACD30

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Department of Education

Closing Date: Sunday 03 November 2024

Corporate and Enabling Services
Schools, HERI, Legislation and Commercial NA

Job Title	Senior Executive Lawyer, Schools, HERI, Legislation and Commercial
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	Senior Executive Service Band 1
Position Number	24/1613
Agency Website	https://www.education.gov.au/

Job Description

<https://dese.nga.net.au/?AudienceTypeCode=EXT-EDU>

Are you looking for an opportunity to make a difference? Are you as passionate about what education can deliver as we are? Can you see the opportunities to drive great outcomes through access to quality education and learning?

As a Senior Executive Lawyer at the Department of Education, you will lead a Branch of over 20 lawyers who provide legal services to the Schools and Higher Education, Research and International (HERI) Groups and specialist commercial law services to the department, as well as deliver the legislation program for the portfolio. You will also assist the General Counsel with the leadership of Legal and provide personal expert legal advice on matters of particular importance to the department.

You will have the opportunity to work in partnership with our departmental clients on high profile projects of national importance. Our department has responsibility for some of the largest and most interesting legislative based programs in Australia, involving complex legislation, high value grants and commercial arrangements, and intergovernmental negotiations. Our lawyers work closely with their clients in the development and implementation of programs and policies and help them with legislation development, compliance, disputes (including tribunal advocacy work) and problem solving.

Duties

In this role, you will be responsible for the following:

- providing expert, timely, easy to understand and risk-aware legal services;
- delivery of the portfolio legislation program;
- delivering the higher education 'special circumstances' litigation outcomes that promote the interests of the department;
- leading teams in the delivery of high-quality legal services, which are timely, accurate, clear and solutions focussed;
- working collaboratively with the General Counsel and Principal Government Lawyers as a key member of Legal's leadership team, promoting the strategic direction and demonstrating the core values of the legal area, the department and the APS, and contributing to the management of the legal area (including in relation to practice management and staff development, attraction and retention) and;
- developing and maintaining effective and collaborative relationships with colleagues (both in legal and line areas) and external stakeholders.

Eligibility

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

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

Qualifications: To be eligible for this position applicants must have admission as a legal practitioner in an Australian Court and hold a Government lawyer Unrestricted Practising Certificate.

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

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	Jonathan Beaumont, 02 6126 4500
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-EDU

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Job Title	Senior Project Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Various locations in NSW NSW, various locations in VIC VIC, Various locations in SA SA, Various locations in WA WA, various locations in NT NT, various locations in QLD QLD, Various locations - TAS TAS
Salary	\$92,297 - \$108,398
Classification	APS Level 6
Position Number	194_09/24
Agency Website	https://www.dta.gov.au/

Job Description

<https://www.dta.gov.au/join-our-team>

Do you want to help drive a digital government? Do you want to work towards something bigger and make a lasting impact? Embark on a journey of continuous learning and advancement with opportunities at all levels.

We need your skills and influence to inspire and enable government to put people and businesses at the forefront of digital transformation.

Why work with us

Purpose and meaning - We're big enough to have a whole-of-government impact, but small enough to bring our staff together regularly to collaborate and grow.

Balance and flexibility - Access flexible working arrangements to balance how, when and where you work, including remote.

Inclusion and belonging - Join a team that values all experiences, skills and perspectives. Our biggest strength is our people. We don't just celebrate diversity, it is essential to our success.

Growth and opportunity - Take advantage of professional opportunities and training. Learn new skills and meet your career goals with a wide range of programs, courses and resources.

Duties

This position sits within the Digital Investment Overview Team and is part of the Strategy and Prioritisation Branch. The Senior Project Officer will contribute to the development of several products that support the prioritisation and analysis of digital and ICT investment proposals and development of key strategic advice, including development of the Digital Investment Overview, to support the Contestability process.

We are seeking candidates who answer yes to the following questions:

- Are you a strategic thinker who enjoys tackling complex, multi-faceted problems and working as part of a team to come up with pragmatic solutions?
- Are you interested in working at the centre of government in a high-profile agency responsible for advancing key digital and ICT priorities of the Australian Government?
- Do you have fresh thinking, curiosity and a belief in the importance of evidence-based analysis and advice to support good decisions by senior leaders?

If so, this might be the role for you, so please read on. Importantly, note that you do not need to have a background in digital or ICT policy to succeed in these roles – just a willingness to pitch in, be a team player and learn quickly on the job.

Please note: This role may require interstate travel from time to time.

The key duties of this role include:

- Produce and contribute to high quality written products for agencies and senior government officials, including but not limited to, speeches, talking points, briefs, and presentations.
- Work collaboratively within a regionally dispersed team to deliver required outcomes including establishing strong working relationships with internal and external teams and stakeholders.
- Develop, coordinate, and deliver stakeholder engagements including meetings, events and workshops.
- Contribute to team planning, work program design, and workflow management.
- Work in a fast-paced project management environment, including developing goals and tasks, and undertaking the role of project lead which rotates across the team.
- Foster a positive team culture and environment.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain).

To be eligible for employment with the DTA applicants must be an Australian citizen.

An applicant's suitability for employment with the DTA will be assessed through a pre-employment screening process. This process includes an Australian Police check.

The DTA is an inclusive employer where capabilities, skills and backgrounds are valued and relied upon. The DTA seek applications from all candidates and are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential.

Notes

The DTA may leverage a mix of assessment methods for this position, which may or may not involve an interview.

A merit pool may be established and used to fill future ongoing and non-ongoing vacancies within the next 18 months consistent with Section 25 of the Australian Public Service Commissioner's Directions 2022.

For all DTA positions you are required to apply directly via the DTA website. Applications referred or submitted through recruitment agencies, or third parties will not be accepted.

This role may require the individual to work or be contacted outside of their usual working hours where reasonable, for example, to deal with high priority or urgent matters or in an emergency. The [DTA Enterprise Agreement 2024-2027](#) takes this into account and provides compensation for an individual when they are required to work, or be contactable, outside of usual working hours. This includes access to overtime, restriction allowance, flextime, time off in lieu (TOIL) and other benefits.

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

About the Digital Transformation Agency (DTA)

Help drive a digital government. At the DTA, we work towards something bigger and make a lasting impact. We're the Australian Government's trusted advisor on digital and ICT transformation. We provide strategic and policy leadership and expert investment advice and oversight to drive government digital transformation that delivers benefits to all Australians.

To Apply

Position Contact	Brendan McCarthy, 02 6120 8478
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

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Foreign Affairs and Trade

Vacancy VN-0749432

Austrade

Closing Date:Monday 21 October 2024

Trade and Investment
Trade Trade Strategy, Performance and Operations

Job Title	Assistant Program Director
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	\$112,868 - \$126,961
Classification	Executive Level 1
Position Number	4989_09/24
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

The Southeast Asia Business Exchange (SEABX) initiative was announced by Prime Minister Anthony Albanese at the ASEAN Indo-Pacific forum in Jakarta on 6 September 2023 as part of Australia's Southeast Asia Economic Strategy to 2040. The strategy,

developed by Special Envoy for Southeast Asia, Mr Nicholas Moore AO, sets out a practical pathway to increase Australia's two-way trade and investment with Southeast Asia.

This is an opportunity to join the programs team at Austrade to implement a high-profile initiative that will make a practical contribution to advancing Australia's economic integration with Southeast Asia.

The accountabilities for these roles include, but are not limited to:

- Delivering high quality, value-adding group services to Australian businesses via a series of business missions.
- Successfully leading a collaborative approach to working with colleagues at post, industry bodies, state & territory colleagues and other stakeholders to deliver on the objectives of the initiative.
- Using knowledge of government policy agendas and decision-making processes to influence and support the Government's trade priorities across Southeast Asia.

Duties

The Southeast Asia Business Exchange Assist Program Director will help Australian businesses amplify their trade growth in the region.

Duties include, but are not limited to:

- Manage a dedicated program team.
- Develop project plans and timelines, lead delivery and prioritise elements necessary to achieve the program objectives.
- Work closely with the Southeast Asia and sector teams to support the program engagements onshore and offshore.
- Drive recruitment for and deliver sector-specific business missions across the region in collaboration with various stakeholders.
- Help drive awareness amongst Australian businesses of the opportunities in Southeast Asia.
- Develop and maintain relationships with industry bodies, business councils, and chambers.

Eligibility

Australian citizenship – our successful candidate must be an Australian citizen.

Security clearance – our successful candidate is required to hold, or have the ability to obtain, and maintain a Baseline security clearance.

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 Austrade

The Australian Trade and Investment Commission – Austrade – is Australia's leading trade and investment agency. We are experts in connecting Australian businesses to the world and the world to Australian businesses. We have a proud history of helping Australian businesses pursue their global ambitions and have the power to open doors, unlock opportunities and help Australian businesses go further, faster. We help attract game-changing investment to Australia, to support new industries, enhance existing ones and bolster our world-class research and development – strengthening global supply chains, creating local jobs and boosting the economy. With offices around the world, our experts in Australia and abroad collaborate to provide the best 'in-country' advice. Our diverse team, consisting of country experts, industry specialists, and trade and investment analysts, provides clients with actionable macro and micro insights. From trade and investment processes to protocols and regulation - we help Australian businesses, big or small, navigate complex overseas markets and make it easier for them to go global. At the same time, our advice, contacts and support at every step, reduce the commercial risk of exporting to overseas markets. And, our work continues. At a time of increasing global uncertainty, we are transforming our services, to help ensure Australia's growth and a global future for all. Austrade offers exciting careers both in Australia and overseas. Here are some key reasons why you might choose to work for Austrade: - Interesting work supporting Australia's trade and investment development - Networking with people from all over the world - Opportunities for overseas travel and postings - Career opportunities within Austrade and the broader Australian Public Service

To Apply

Position Contact	Paula Guino, paula.guino@austrade.gov.au
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0749509

Australian Centre for International Agricultural Research (ACIAR)

Closing Date: Sunday 27 October 2024

Multiple

Job Title	Senior Program Officer (Multiple)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$93,501 - \$103,356
Classification	APS Level 6
Position Number	Multiple
Agency Website	https://www.aciar.gov.au

Job Description

<https://www.aciar.gov.au/careers>

We are looking to fill multiple APS6 Senior Program Officer (SPO) roles across the Research and Partnerships sections. Each section plays a crucial role in driving our mission and contributing to achieving impactful results.

Research - SPO

The Senior Program Officer (SPO) manages administration, supervises and mentors staff, and fosters internal engagement to ensure successful project delivery. They provide technical expertise to the team and external stakeholders, ensuring collaboration, consistency, and quality assurance. The SPO plays a key role in business improvements and promotes teamwork and shared learning across the research branch and ACIAR.

Partnerships - SPO

The Senior Program Officer (SPO) collaborates across the Partnerships section. The SPO is responsible for various administrative functions, including contract administration, relationship management, financial monitoring, and reporting. They provide expert advice, quality assurance, and ensure compliance with reporting and legislative obligations. The SPO liaises with external stakeholders, requiring exceptional communication, cultural awareness, and time management skills. They must be skilled in negotiation and coordination to facilitate cooperation between ACIAR, partner organisations, and project teams. We are looking for a motivated individual who can work autonomously and flexibly, enjoys collaboration, and proactively identifies efficiencies in business processes.

Duties

Research - SPO

Under the general direction of the Director, the SPO will be required to:

- Supervise staff ensuring an effective high performing team by providing ongoing people management, on the job training, actively mentoring and continual support across the team. Manage staffing matters and change management within the team to ensure staff engagement and fostering a positive team culture.
- Manage and monitor project actions to ensure delivery of project investments, including preparing high level responses to complex correspondence and ensuring quality assurance.
- Assist in the development, monitoring and reporting of operating budgets in conjunction with the Director and Finance Team.
- Maintain stakeholder satisfaction by providing specialist technical expertise, advice and support in program management ensuring consistency and alignment with policy and procedure.
- Facilitate engagement across ACIAR and with external stakeholders to ensure effective delivery of projects, acknowledging cultural sensitivities and complexities.
- Initiate ongoing business process and program improvements and manage the implementation of changes to ensure these are embedded in ongoing business practices.
- Oversee the preparation of contractual documentation in accordance with Australian government legislation and ACIAR policy guidelines and manage research contract variations.
- Provide high level contract, financial and administrative support through administrative research and data analysis to contribute to reporting requirements, documents and briefs related to the program.
- Provide quality assurance and efficiency of work practices, including liaising with internal stakeholders and ensuring project information is accurately available in ACIAR's information systems in accordance with policies and procedures.

Partnerships - SPO

Under the general direction of the Director, the SPO will be required to

- Provide high level strategic support to Multilateral and Strategic Partnerships and Impact and Learning to ensure effective and efficient delivery of research project investments, including preparing high level responses to complex correspondence and ensuring quality assurance.
- Maintain internal and external stakeholder satisfaction by providing specialist technical expertise, advice and support, ensuring consistency and alignment with policy and procedures.
- Establish productive working relationships and facilitate engagement across ACIAR and with external stakeholders to ensure effective delivery of programs across ACIAR, acknowledging cultural sensitivities and complexities.
- Initiate ongoing business improvements that enhance ACIAR's performance and manage the implementation of changes to ensure these are embedded in ongoing business practices.
- Prepare and oversee the initiation of contractual documentation, providing high level advice to Australian and international partners, in accordance with Australian government legislation and ACIAR policy guidelines.
- Review and provide quality assurance and monitor the efficiency of work practices including investigation of system issues as they arise, ensuring information is accurately available in ACIAR's information systems in accordance with policies and procedures.
- Contribute to the effectiveness and productivity of the partnerships team by delivering on the job training and actively mentoring other staff providing leadership, demonstrating flexible and cooperative work practices.

Eligibility

- **Australian Citizenship** - our successful candidate must be an Australian citizen
- **Security clearance** - our successful candidate may be required to obtain and maintain a Baseline 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 Australian Centre for International Agricultural Research (ACIAR)

The Australian Centre for International Agricultural Research (ACIAR) is an independent agency within the Australian Government Foreign Affairs and Trade portfolio. Our mission is to catalyse more productive, sustainable and resilient food and farming systems for the benefit of developing countries and Australia. We do this through brokering, funding and managing research partnerships between Australian scientists and developing countries, and investing in multilateral international agricultural research. Operating under the ACIAR Act 1982, we are a specialist element of Australia's overseas development assistance program, fostering international agricultural research and development partnerships for more sustainable agricultural systems, higher incomes and strengthened food security in partner countries. Our headquarters are in Bruce (Canberra). Further information on our current projects, programs and priorities can be found at <https://aciar.gov.au>

To Apply

Position Contact	HR Team, 02 6217 0500
Agency Recruitment Site	https://www.aciar.gov.au/careers

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Job Title	Cyber Security
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$101,169 - \$129,063
Classification	APS Level 5;APS Level 6
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

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

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

About our Team

Operating within Security Branch, Cyber Security Directorate monitors, enables, and advises on the cyber security of the myriad technologies that underpin ASIS's business and operations. Cyber Security is multi-disciplinary team that consists of three key work streams – Operations, Engineering, and Assurance – that provide the following services:

1. Operations

1. Develop, monitor, and triage security logs and alerts;
2. Coordinate delivery of the Service's cyber security incident response activities; and
3. Undertake threat hunts to proactively identify anomalous network activity.

2. Engineering

1. Collaborate with key stakeholders to identify and address cyber security capability gaps;
2. Plan and manage the development of current and future cyber security capabilities;
3. Maintain cyber security capabilities as exemplars of effective and secure system design, in a high-security environment.

3. Assurance

1. Assess and report on the cyber security risk posture of ASIS's systems;
2. Provide security architecture advice to ASIS's projects and system managers; and
3. Develop and deliver cyber security awareness campaigns to ASIS staff.

Duties

Analyst – Cyber Security Operations

You will be a member of the Operations team, responsible for the cyber security monitoring of ASIS's systems, and coordination of the Service's cyber incident response activities. You will support the delivery and day-to-day use of cyber security use cases, to enable the detection of key threats to the Service. In the event of an incident, you will support the delivery of Service's cyber security incident response activities. You will also support cyber security threat hunt activities to proactively identify potential threats to ASIS's systems.

Engineer - Cyber Security Engineer

You will be a member of the Engineering team. You will support the development and maintenance of technical capabilities that directly support the broader team's services. You will contribute to the execution of ASIS's Cyber Security Capability Roadmap by: researching, developing and integrating new technical capabilities to ensure coverage and collection of valuable audit events, optimising the sustainment of capabilities by automating routine tasks and processes, and supporting the secure management of the team's capabilities.

Assessor – Cyber Security Assurance

You will be a member of the Assurance team, responsible for cyber security assessment, architecture advice, and education within ASIS. You will support the delivery of security assessments against ASIS's systems, covering network penetration testing, vulnerability management, and configuration analysis to report on and remediate identified vulnerabilities. To enable the implementation of secure systems, you will develop threat models and scenarios to validate security-enforcing controls, and recommend mitigations and countermeasures to address identified risks.

Eligibility

Education, Qualification and Experience

For all roles, the following education, qualifications and/or experience will be highly regarded, though not essential:

- Relevant tertiary qualifications or experience in Cyber Security, IT, Systems Engineering or a related field;
- Experience with open source / COTS / GOTS cyber security tools;
- Demonstrated experience working in Cyber Security or ICT-related areas

Notes

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

Candidates are required to submit a maximum 800 word pitch outlining their skills and experience for the role on offer along with a comprehensive resume detailing their work history.

About the Australian Secret Intelligence Service

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

To Apply

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

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Job Title	Cyber Security
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$139,823 - \$163,364
Classification	Executive Level 1
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

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

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

Duties

Operating within Security Branch, Cyber Security Directorate monitors, enables, and advises on the cyber security of the myriad technologies that underpin ASIS's business and operations. Cyber Security is multi-disciplinary team that consists of three key work streams – Operations, Engineering, and Assurance – that provide the following services:

1. Operations

1. Develop, monitor, and triage security logs and alerts;
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3. Assurance

1. Assess and report on the cyber security risk posture of ASIS's systems;
2. Provide security architecture advice to ASIS's projects and system managers; and
3. Develop and deliver cyber security awareness campaigns to ASIS staff.

Please ensure you identify the specific role(s) you would like to be considered for when submitting your application.

Eligibility

For all roles, the following education, qualifications and/or experience will be highly regarded, though not essential:

- Experience in the management and/or development of a specialist team.

- Excellent coordination, administration, verbal and written communication skills.
- 5+ years of experience in a relevant field of expertise.
- Industry certifications including, but not limited to: Cert IV in Government Investigations, IRAP, CISA, CRISC, CCSP, CISM, CISSP, SABSA, OCSP, Microsoft, Linux, Cisco, Splunk.

Notes

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

Candidates are required to submit a maximum 800 word pitch outlining their skills and experience for the role on offer along with a comprehensive resume detailing their work history.

APPLICATIONS CLOSE: 28 October 2024

Please do not tell anyone about your application with our organisation at this stage of the process as doing so may harm your suitability for employment with us.
You may be contacted via SMS regarding the next stage of the process.
A merit list will be established for candidates who are suitable and will remain valid for a period of 12 months.
We thank you for the time and effort you have put into your application; however we are unfortunately unable to provide feedback to unsuccessful candidates.

About the Australian Secret Intelligence Service

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

To Apply

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

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Aged Care Quality and Safety Commission

Closing Date: Sunday 27 October 2024

Sector Capability and Regulatory Strategy
Intelligence & Analysis

Job Title	Data Analyst / Senior Data Analyst
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA, Hobart TAS, Brisbane QLD, Perth WA
Salary	\$83,048 - \$104,883
Classification	APS Level 5; APS Level 6
Position Number	TBC
Agency Website	

Job Description <https://agedcarequalitycareers.nga.net.au/?jati=E51EE0B7-4183-861C-B6FB-DB324FEE0600>

The Sector Capability and Regulatory Strategy Division sets the strategic direction and guides the delivery of our risk-based regulatory operations informed by high value intelligence, analysis and data. The Division supports whole of Commission responses to risk issues through regulatory policy responses and campaigns and facilitates sector performance through sharing information with providers and consumers.

The Intelligence and Analysis Section provides the Commission with the data, information, and intelligence it needs to deliver, assess and tailor regulatory operations to protect the safety, health and well-being of aged care consumers effectively and efficiently.

About the role/s

We are recruiting multiple Data Analysts/Senior Data Analysts to support several functions across the Intelligence and Analysis section. The roles include collating data from multiple sources, analysing large data sets to identify patterns and trends, translating complex data into insights, and communication (written and verbal) of findings to technical and non-technical audiences.

The successful candidate/s will deliver analytical products and reports that support the new Aged Care Act and Aged Care Quality and Safety Commission's vision for data driven regulation of the aged care sector.

Duties

- Data extraction, data modelling and statistical analysis to assist with data-driven decision making for current and future projects.
- Stakeholder engagement and coordination to determine organisational analytics needs, delivery of analytical products, and identification of new analytics needs.
- Supporting with and/or coordinating, managing and developing short- and long-term analytical projects.
- Developing and delivering written reports, infographics and presentations.
- Contributing to the development of innovative ideas to tackle challenging aged care policy problems using data analytics.

In addition to the above, the APS6 positions will involve -

- Providing knowledge/skills transfer to other team members

- People management

Eligibility

To be successful in this role you will need to demonstrate the following:

- Demonstrated strategic and analytical skills including the ability to interpret and synthesise information from a range of sources.
- Ability to prepare and analyse data and interpret the outcome to form well-reasoned and defensible conclusions.
- Good organisational skills and ability to adapt to evolving work priorities.
- Ability to work both independently and productively as part of a team, and to meet deadlines.
- Excellent writing skills, including the ability to translate findings from data analysis to written reports, presentations, or dashboards that may be delivered to both technical and non-technical audiences.
- Willingness to maintain and extend subject matter expertise through ongoing professional development and learning opportunities outside the formal education process.

Desirable requirements

- Experience in application interfaces (e.g. Qlik, Power BI) to generate new stories, ideas and viewpoints.
- Experience working with health, aged care, or disability data.

Notes

Salary offered will be between - **APS5 \$83,048 - \$89,813** and **APS6 - \$92,970 - \$104,883** per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.

- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.
- Position requires a baseline security clearance or the ability to obtain one.

In your application, please provide a statement of claims against the position eligibility requirements (selection criteria) in no more than **600-words**, including what strengths you would bring to the role and a copy of your CV. Please indicate in your application your preference of which classification you would like to be considered for – APS5/6 or both.

For information on the skillset required at the APS5 and APS6 level, please visit the Integrated Leadership System (ILS) APS5 and APS6 profile.

Please complete the application and submit by **Sunday 27 October 2024 by 11:30pm (AEDT)**.

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

Specific questions about the roles can be directed to Reannan Rottier by emailing Reannan.rottier@agedcarequality.gov.au with Position title in the subject line.

About the Aged Care Quality and Safety Commission

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

To Apply

Position Contact	Reannan Rottier, (02) 9633 3262
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=E51EE0B7-4183-861C-B6FB-DB324FEE0600

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Health

Vacancy VN-0749437

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

Closing Date:Sunday 27 October 2024

ACSQHC
ACSQHC Corporate

Job Title	EL1 Executive Officer, Chief Executive Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$116,406 - \$132,763
Classification	Executive Level 1
Position Number	20024052
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

<https://www.safetyandquality.gov.au/careers>

The Executive Officer is responsible for providing and facilitating high-level executive and administrative support services to the CEO and Commission Executive. The Executive Officer ensures the accurate and timely flow of work to the CEO and across the organisation, leads discrete projects and works collaboratively with all staff.

The Executive Officer must balance competing priorities, exercise sound judgement, identify contentious issues and provide accurate advice and solutions in tight timeframes. The Executive Officer will have a high level of initiative and motivation and will manage the affairs of the CEO to a high professional standard, maintaining confidentiality and exercising discretion.

Duties

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

1. Manage all aspects of the Office of the CEO, including complex diary management, managing incoming calls, emails and general correspondence, booking travel and accommodation, and arranging executive and organisation wide events, meetings and functions.
2. Actively anticipate CEO's needs and requirements including preparation of meeting agendas and briefings, drafting of correspondence and presentations, taking of meeting minutes and collating actions for follow up.
3. Prepare high quality documentation, reports and correspondence to support the CEO's strategic and day-to-day responsibilities and activities.
4. Manage the quality assurance process for all correspondence, documentation and materials to and from the CEO.
5. Undertake significant liaison, consultation and negotiation with staff as well as with key external stakeholders, including the Board and sub-committees, Australian Government Department of Health executives, state and territory executives and health ministers.
6. Collate advice on program and organisational issues, including drafting, editing and preparation of business reports.
7. Manage the staff working at reception, oversee organisation-wide administrative processes and support other corporate staff in their roles.
8. Model, monitor and maintain the highest standards of probity, accountability and consistency in the organisation's work with stakeholders.

Eligibility

The successful candidate will have:

- Demonstrated excellent writing and editing skills, including the ability to write high quality documents for a variety of audiences and in different formats.
- Demonstrated strong communication and interpersonal skills, in particular an ability to consult and negotiate with a wide variety of stakeholders.
- Excellent organisational skills with demonstrated experience managing a high-volume workload and delivering quality outcomes within tight deadlines, while managing a small team.
- Demonstrated problem solving and decision-making skills, with an ability to exercise initiative and judgment to deal with unfamiliar circumstances or operational changes.
- Commitment to personal integrity and accountability and demonstrated ability to exercise discretion and maintain confidentiality.

Notes

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

- A CV summarising your relevant experience and qualifications
- A two-page cover letter broadly addressing your suitability against both the position description and selection criteria.

Candidates must be Australian citizens to be eligible to apply.

Please note: All staff are required to provide evidence of a COVID-19 primary vaccination course, which is the first two doses of a Therapeutic Goods Administration approved or recognised COVID-19 vaccine.

Questions about the role can be directed to Anne Duggan (02) 7232 5290.

Closing date for applications is **11.59pm Australian Eastern Standard Time (AEST), 27 October 2024.**

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 Commission on Safety and Quality in Health Care (ACSQHC)

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

To Apply

Position Contact	Anne Duggan, 02 7232 5290
Agency Recruitment Site	https://www.safetyandquality.gov.au/careers

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Health

Vacancy VN-0749428

Australian Digital Health Agency

Closing Date:Thursday 24 October 2024

Corporate Services
Security & Facilities Security

Job Title	Protective Security Advisor
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$84,378 - \$91,251
Classification	APS Level 5
Position Number	0559_09/24
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

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

As a Protective Security Advisor (APS5), you will play a crucial role in managing the day-to-day services for the Agency's tenancy. Your responsibilities will include preparing project plans and scopes of work, liaising with contractors to negotiate and qualify quotes, and project managing site-specific upgrades. You will also manage planned maintenance works, ensuring they are conducted sensitively with tenants and contractors, and act as the main point of contact for building management services.

In this role, you will provide high-level advice and guidance to business leaders, supervisors, and employees on a range of protective security matters. This includes overseeing pre-employment security processes, security clearance arrangements and security incident management.

You will coordinate and support the Agency's projects and operations to ensure compliance with assurance and governance processes. This involves providing quality advice (both written and verbal), monitoring progress, and gathering information to produce status reports and other key documentation.

Working in accordance with set policies and procedures, you will enable organisational effectiveness and efficiency by supporting the management of all aspects of Agency protective security. This includes preparing contracts, engaging with internal and external stakeholders, and processing invoices. Additionally, you will act as the Designated Security Officer.

Duties

To excel in the role of Protective Security Advisor (APS5), you will bring a combination of skills, experience, and qualifications, including:

- **Project Management Skills:** Proven ability to prepare project plans, scope of works, and manage site-specific upgrades. Experience in liaising with contractors and negotiating quotes is essential.
- **High-Level Advisory Skills:** Expertise in providing advice and guidance on Protective Security matters, including pre-employment security processes, security clearance arrangements, and incident management.
- **Compliance and Governance:** Strong understanding of assurance and governance processes, with the ability to ensure projects and operations comply with these standards. Experience in monitoring progress, gathering information, and producing status reports is crucial.
- **Stakeholder Engagement:** Excellent communication skills to engage effectively with internal and external stakeholders, including building management services, tenants, and contractors.
- **Operational Support:** Ability to support the management of all aspects of Agency protective security, including contract preparation, stakeholder engagement, and invoice processing.
- **Designated Security Officer Experience:** Experience acting as a Designated Security Officer, with a thorough understanding of the Australian Government security framework, particularly the Protective Security Policy Framework.
- **Work Health and Safety Knowledge:** Familiarity with Work Health and Safety practices and regulations, ensuring a safe working environment for all.
- Your qualifications and experience will demonstrate your capability to manage complex security and property-related tasks, ensuring the Agency's operations run smoothly and efficiently.

Eligibility

- Ability to obtain and maintain national police check.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a Negative Vetting 1 security clearance with the ability to obtain and maintain a higher clearance if required by the Agency.

Notes

Our Benefits

- Ask us about our 2025-26 salary increases, annual performance reviews and superannuation employer contribution of 15.4%.
- Salary packaging (also known as salary sacrifice) is available.
- Annual Christmas closedown– with no leave deduction!
- Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life
- Work From Home & Attractive Flexible Working Arrangements: All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.
- Collaborative workspaces with new technology available within central locations.
- Agency Study bank: Our employees are eligible for financial assistance up to 100% of costs and up to 7.5 hours per week study leave as per our study assistance guidelines.

- Generous leave opportunities including Parental (primary & secondary), compassionate, Aboriginal & Torres Strait Islander Leave, Cultural, Emergency Response, Defence, Half Pay option, and Portability of leave across most State and Federal government agencies.
- Accumulate flextime for hours performed in addition to ordinary hours of work. This can go towards leave.

Additional Information

The position is only available to be filled in our Canberra office and will require the successful applicants to be in the office 4 days per week. To apply, submit your resume and a cover letter.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Chris Eldridge at chris.eldridge@digitalhealth.gov.au.

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

Closing Date: 23/10/2024, 11:00pm

Salary: This role offers between \$84,378 - \$91,251 plus 15.4% superannuation depending on skills and experience.

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

About the Australian Digital Health Agency

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

To Apply

Position Contact	Chris Eldridge, chris.eldridge@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Department of Health and Aged Care

Closing Date: Sunday 03 November 2024

Information Technology Division
Data and Analytics Platform Services Branch Operations Management
Section

Job Title	Executive Level 2 - Director, Operations Management Section
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	\$138,897 - \$164,446
Classification	Executive Level 2
Position Number	24-ITDIV-27028
Agency Website	

Job Description

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

The Operations Management section is responsible for defining, monitoring and delivering highly available, customer centric ICT Datawarehouse and analytical technology services to the department and portfolio agencies. The section focusses on managing and optimising system performance, ensuring security, and facilitating smooth service delivery. The section's services include monitoring Datawarehouse platforms, tools and applications to maintain high availability, resolving technical issues promptly, and driving improvements through proactive maintenance and upgrades. The section is committed to continuous service improvement, and has a strong focus on improving the quality, consistency, availability and sustainability of ICT Data warehouse and analytical technology services.

The section is responsible to ensure that any major, unplanned interruption to the Department's Datawarehouse infrastructure and related applications are resolved quickly. The Section ensures immediate notification is provided of data warehouse technology incidents in a timely manner, communicating relevant information to key stakeholders.

Duties

- The Director of Operations Management is accountable for managing and optimising the Department's Datawarehouse environment, ensuring that the data warehouse operations run effectively and support the organisation's strategic goals.
- Strong ICT Service Management Capability, with a focus on incident, problem, capacity, availability and service request management supported by service standards and strategies.
- Lead and manage within the ICT Change Management Framework, with a strong focus on streamlining processes, approvals, minimising risk and providing high availability of services to business.
- Oversee the maintenance of the ICT Datawarehouse environments to ensure an uninterrupted, dependable, and efficient service.
- Drive continuous process improvements and modernisation initiatives to refine consistency and efficiency of services providing strong leadership to implement operational policy, procedures and customer service initiatives
- Balance delivery outcomes with complex improvement initiatives fostering a culture of continuous improvement, innovation and agility.
- Lead, direct, mentor and manage the development of a proactive, service and customer-orientated culture within the team and wider IT division

- Build productive relationships with key stakeholders, working in partnership with other IT teams to ensure service delivery meet expectation of stakeholders
- Work with Service Providers and IT personnel within the department to support the timely response to Incidents and Problems as they arise
- Management of the section's budget in line with allocation whilst developing and managing practices to best deliver the Group and Department's outcomes whilst judiciously managing procurement and contracts for services

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:
 - o Satisfactory completion of a criminal history check, and where relevant a Working with Children and Vulnerable People Check.
 - o Completion of a medical declaration and pre-employment medical (where required).
 - o Providing evidence of qualifications (where required); and
 - o Obtaining and maintaining a security clearance at the required level.
- For this role applicants must be able to obtain and maintain a Negative Vetting Level 1 security clearance or hold a current security clearance of an appropriate level.

Mandatory Qualification:

To be eligible for this position applicants must hold a Relevant tertiary qualification(s) in IT or related field and/or equivalent relevant industry knowledge experience

Notes

Applications close 11:30PM AEDT

Applicants should quote reference number **24-ITDIV-27028** to assist when making an enquiry.

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

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

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

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	Uma Mallampati, 02 5132 2309
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0749436

National Blood Authority

Closing Date:Sunday 03 November 2024

Fresh Blood Products & Business Systems Patient Blood Management

Job Title	Senior Project Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Lyneham ACT
Salary	\$94,495 - \$106,488
Classification	APS Level 6
Position Number	20025919
Agency Website	www.blood.gov.au

Job Description

<https://www.blood.gov.au/work-us>

About us

The National Blood Authority (NBA) is an Australian Government statutory agency whose role is to work in a collaborative manner with all Australian governments and blood sector stakeholders to ensure Australia's blood supply is safe, secure, adequate, and affordable.

For 20 years, the NBA has delivered an uninterrupted supply of blood and blood products to Australians in need under the national blood arrangements.

Job Context

The Patient Blood Management Team supports governments, health service organisations and health care professionals to improve patient outcomes through the appropriate use of blood and blood products and related services. The Senior Project Officer roles support the development of Patient Blood Management Guidelines and their associated implementation strategies, haemovigilance and education

Duties

Key responsibilities

Although not exhaustive, the duties and responsibilities of this position may require you to:

1. Develop and manage projects, including planning, evaluation and preparation of reports on relevant program activities and/or project milestones.
2. Undertake analysis of reports and proposals to formulate recommendations.
3. Prepare briefs, minutes, reports and presentations. Assist in the development and review of policies, guidance materials, standard operating procedures, and other documents, as required.
4. Assist in coordinating and managing procurement processes in line with Commonwealth Procurement Rules and NBA policies.
5. Build and maintain effective relationships with internal and external stakeholders.
6. Provide management and secretariat support to NBA advisory and stakeholder committees and working groups.
7. Contribute to the NBA's organisational strategy and culture.
8. Work in a collaborative manner as a member of a team and across the NBA.

The position may require occasional interstate travel.

Eligibility

Employment Requirements

This is a Designated Security Assessed Position (DSAP) at Baseline. The successful applicant must be an Australian Citizen capable of obtaining and maintaining a security clearance at this level. A loss of security clearance may result in termination of employment.

The NBA expects that all employees will perform their duties professionally and respectfully to achieve outcomes of the highest standard, and that this performance will reflect the best principles and practices of workplace diversity, workplace participation and a safe working environment.

RecruitAbility

The RecruitAbility scheme applies to this vacancy. The NBA is committed to supporting the employment and career development of people with disability. More information on the RecruitAbility scheme can be found at [APSC Recruitability Scheme](#) homepage.

Notes

Our People, Culture and Environment

The NBA is a friendly and inclusive workplace. We are outcomes focused and promote the APS Values and collaboration with our colleagues across governments, suppliers, public and private health services, health professionals, patients and non-government organisations. We value and champion the experiences, skills and perspectives of all employees. We strongly encourage applicants from diverse backgrounds, cultures, and those with caring and parenting responsibilities to apply so we better represent the community that we serve.

Join our team to work in a refurbished, modern, and collaborative office in Lyneham, Canberra. We have substantially upgraded our technology environment, supporting more secure and contemporary work practices. Our upgrades include new video and audio capabilities, a rollout of new laptops, migration to Microsoft 365, and a move to the cloud.

About the National Blood Authority

The National Blood Authority (NBA) is an Australian Government statutory Agency whose role is to work in a collaborative manner with all Australian governments and blood sector stakeholders to ensure Australia's blood supply is safe, secure, adequate and affordable, and to support best practice management and use of blood products in Australia

To Apply

Position Contact	Kathryn Mitchell, 0434 651 634
Agency Recruitment Site	https://www.blood.gov.au/work-us

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Health

Vacancy VN-0749504

National Health and Medical Research Council

Closing Date:Tuesday 22 October 2024

Corporate Operations Finance

Job Title	Senior Financial Accountant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$113,355 - \$128,959
Classification	Executive Level 1
Position Number	27-2024
Agency Website	https://www.nhmrc.gov.au/

Job Description

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

The Finance section manages a range of financial functions including statutory and internal reporting, the end of month accounting process, external and internal budgets, financial analysis, procurement support and financial compliance.

The Senior Financial Accountant is responsible for the management of NHMRC's Treasury and Operations. Supporting the team to ensure that NHMRC's financial transactions and banking records are accurate and up to date. Promoting efficient and timely payment and receipting processes and contributing to the end of month process and applying appropriate accounting standards, accounting policies and procedures. The Senior Financial Accountant will contribute to NHMRC's annual financial statements by

delivering end-of-financial-year (EOFY) tasks as required. The Senior Financial Accountant is also responsible for NHMRC's implementation of improvements to transactional processing are understood and accepted by the business.

The position supervises an APS6 Financial Accountant and an APS5 Financial Advisor in the management and delivery of financial transaction processing for NHMRC.

The ideal candidate is someone who demonstrates experience and knowledge in exercising sound technical accounting expertise, has good interpersonal, collaboration and communication skills, as well as the ability to coach and develop team members.

Duties

As Senior Financial Accountant your primary outcomes and accountabilities will include:

- Financial Transaction processing – Overseeing the delivery of financial transaction process, such as reviewing and approving payment runs, journals and reconciliations including appropriation management and CBMS reporting
- Monthly and Annual Financial Statement Process – Contribute to the preparation of month and year end tasks, including preparation of Appropriation note disclosures for inclusion in NHMRC's annual Financial Statements and contributing to ANAO requests
- Credit card management – Managing NHMRC's corporate credit cards and acquittal processes, ensuring the cards support the business requirements of NHMRC
- Financial Policy – Preparing updates to financial policies and procedures, contributing to delegation instruments and accountable authority instructions
- Taxation Reporting – Provide expert advice on GST related transactions and approve the lodgements to the ATO including the monthly Business Activity Statement and preparation of the Taxable Payments Annual Report
- Managing staff – Developing team capability through coaching, training and mentoring junior staff within the finance section
- Other Tasks – Providing backup and/or support to other functions in the Finance section.

For more information, refer to the Job Description.

Eligibility

To be eligible for a position at NHMRC, you must submit a completed online application form with your Resume prior to the closing date and time, be an Australian citizen and be able to provide evidence of this. If successful, you will also be required to undertake a National Police Check.

Notes

NHMRC is an inclusive and diverse employer that supports gender equity and diversity in leadership. We welcome and encourage applications from everyone, including People with Disability, First Nations peoples, LGBTIQ+ people, mature age people, people from culturally and linguistically diverse backgrounds.

About the National Health and Medical Research Council

The National Health and Medical Research Council (NHMRC) is Australia's leading Government agency for supporting health and medical research for the improvement of individual and population health. It does this through funding high quality research, supporting the translation of research into evidence-based practice and policy, providing guidance on responsible research practices and ethical issues, and administration of legislation governing research using human embryos. In addition, NHMRC has responsibilities in relation to implementation of the Medical Research Future Fund. NHMRC engages closely with a range of stakeholders across the health system and community to ensure that health and medical research meets the needs of the Australian community. This includes governments, researchers, biotech industries and other business leaders, medical, nursing and allied health practitioners, Aboriginal and Torres Strait Islander health and research leaders, teaching and research institutions, health services, community health organisations, consumers and carers. NHMRC's responsibilities include engagement with the health and medical research sector and broader community to manage NHMRC's grants system which has up to 57,000 external users and is responsible for coordinating and administering grants processes totalling more than \$1.5 billion annually. NHMRC has a workforce of around 250 staff, with most located in the Canberra office, with a smaller number in our Melbourne office. NHMRC offers attractive flexible work arrangements which allow staff to work from home. NHMRC is dedicated to championing gender equity and diversity, ensuring equal opportunities for all staff in our pursuit of excellence in health research.

To Apply

Position Contact	Jenny Jacobs, 0436 945 366
Agency Recruitment Site	https://www.nhmrc.gov.au/about-us/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0749456

Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Closing Date:Thursday 24 October 2024

International Aviation, Technology and Services
Safety and Future Technology Strategic Agency Governance and Engagement

Job Title	APS5 Policy/Governance Officer, Safety and Future Technology Branch
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - TAS TAS, Various locations - QLD QLD, Various locations - NT NT, Various locations - SA SA, Various locations - VIC VIC
Salary	\$83,132 - \$88,147
Classification	APS Level 5
Position Number	46010
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/departments/careers>

The opportunity we have available

The International Aviation, Technology and Services Division is responsible for providing policy, regulatory and program functions in support of the Government's oversight of Australia's aviation and airports sectors. The Division's work includes international and domestic engagement, and involves working closely with portfolio agencies, airline and airport operators and other stakeholders on topics such as aviation safety, airspace and air traffic management, future technologies, and airport planning and development.

The Safety and Future Technology Branch is responsible for providing policy advice on flight and airspace issues; coordinating the Government's response to emerging technologies such as drones; providing governance oversight of the aviation portfolio agencies; and providing the secretariat for a number of aviation advisory groups.

The Strategic Agency Governance and Engagement Section delivers strategic policy advice on aviation safety issues and undertakes oversight, governance and engagement activities in relation to aviation portfolio agencies: Airservices Australia, the Civil Aviation Safety Authority (CASA), and the Australian Transport Safety Bureau (ATSB). As part of its oversight and governance role, the Section supports the Minister by ensuring the operations of these portfolio agencies align with the Government's aviation policies and legislation, and meet the expectations of the aviation sector and the Australian community. The team also provides secretariat support for regular Deputy Secretary/CEO level leadership meetings and the Aviation Policy Group and Aviation Implementation Group meetings.

We are looking for a capable **APS5 Policy/Governance Officer** to join our Strategic Agency Governance and Engagement Section. The team works in a dynamic environment, engages regularly with counterparts in the aviation agencies and across the department, and provides advice to the Minister and Senior Executive on a variety of important issues relating to aviation safety.

Reporting to an experienced Assistant Director, and working within a supportive, collaborative and high-performance team, the successful candidates will have opportunities undertake key policy tasks such as ministerial submissions, correspondence, briefs and secretariat support. This role will also provide opportunities to work on governance tasks such as performance and financial reporting, board appointments and risk registers.

Experience in policy, governance, financial analysis and stakeholder engagement is desirable, but not essential.

Duties

Key duties may include:

- Contributing to development of strategic policy advice, advice in conjunction with internal and external stakeholders for the operation of the three agencies Airservices Australia, CASA and ATSB, and provide ministerial, parliamentary and executive briefings, ministerial and cabinet submissions to secure government decisions to ensure successful outcomes.
- Fostering strong and productive relationships with key internal and external stakeholders, and collaborating to develop strategic policy advice on aviation safety matters.
- Provide corporate governance oversight to the three agencies Airservices Australia, CASA and ATSB through the review of quarterly reports, annual reports, corporate plans, financial results, board appointments, board skills matrix and ministerial statements of expectations.
- Contributing to development of strategic advice for key senior executive meetings to support the Secretary and Deputy Secretaries attendance, including preparing agendas, briefs and meeting papers.
- Assisting in ad hoc tasks and requests as required from time to time.

Who are we looking for?

Our ideal candidate will be comfortable working in a fast-paced, high-profile and supportive environment, be able to balance competing priorities and meet deadlines, have effective communication and strategic thinking skills, and be able to investigate issues, gather evidence and present ideas logically and coherently.

They will have effective written and verbal communication skills and experience (or ability to develop skills) preparing sound policy advice.

We are looking for a team member committed to contributing to a positive, values-driven team culture, with a willingness to continue to learn, develop and foster an environment for team members to do the same.

To be successful in this role, you will need to demonstrate your ability to:

- **Achieve results and quality outcomes** by showing initiative, working as part of a team delivering on competing priorities, including within tight timeframes;
- **Communicate effectively**, both written and verbal, delivering robust advice information in a variety of formats for a range of audiences;

- **Collaborate effectively and maintain productive relationships**, using your interpersonal skills to engage with a range of stakeholders to achieve positive outcomes;
- **Think critically**, by illustrating your capacity for sound judgement, initiative and evidence-based decision making; and
- **Maintain drive and resilience**, particularly when dealing with ambiguity and change and adapt to change and meet tight timeframes in a fast-paced and high-profile team.

We encourage candidates from diverse backgrounds and experiences to apply.

RecruitAbility minimum requirements

Minimum requirements for this role include:

- Ability to achieve results and effectively coordinate work ensuring high quality and timely outcomes.
- Effective written and interpersonal communication skills, including strong attention to detail.
- Ability to establish and maintain productive relationships with a broad range of stakeholders.
- Ability to think strategically and provide sound advice and/or subject matter expertise.
- Ability to provide timely and concise advice to inform and support ministerial and/or executive decision making.
- Demonstrated drive and resilience in the face of challenges, ambiguity and change.

RecruitAbility is a scheme which aims to attract and develop applicants with disability and also facilitate cultural changes in selection panels and agency recruitment.

Job applicants with disability who met the requirements are advanced to the next stage of the selection process:

- Opt into the scheme
- Declare they have a disability, and
- Meet the minimum requirements of a vacancy advertised in the scheme

More information can be found at [RecruitAbility scheme: A guide for applicants | Australian Public Service Commission \(apsc.gov.au\)](#). **Eligibility**

Employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts is subject to conditions prescribed within the Public Service Act 1999 including:

- **Citizenship:** To be eligible for employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts applicants must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** the preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** the successful candidate must be able to obtain and/or maintain a security clearance at Baseline Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button.

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

About the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership. Our values outline the characteristics, behaviours and professional capabilities we seek in our workforce: • Collaborative – we work together and with others across the system, to achieve our objectives and deliver for the Australian community. • Respectful – we create diverse teams and a respectful and inclusive culture that supports high performance, innovation and the wellbeing of all people across the department. • Informed – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices. • Adaptive – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world. • Accountable – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

To Apply

Position Contact	Aimee Castrission, 0408 692 931
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0749467

Job Title	APS6 - Contract Manager, Strategic Fleet
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$92,005 - \$110,020
Classification	APS Level 6
Position Number	46013
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/department/careers>

The opportunity we have available

The Strategic Fleet Program Team is responsible for implementing the Australian Government's commitment to establishing a strategic fleet of 12 Australian flagged and crewed vessels. The vessels will be privately owned and commercially operated, and will be available to the Commonwealth to requisition in times of need, crisis or national emergency.

The strategic fleet will strengthen Australia's supply chains, enable the movement of critical cargo during crises and emergencies, and provide employment and training opportunities to improve Australia's maritime workforce capability.

The team's functions include establishing and managing the Strategic Fleet Pilot Program (SFPP) Standing Offer Panel, which is seeking the first three strategic fleet vessels, and developing policy to implement recommendations from the Strategic Fleet Taskforce.

The Strategic Fleet Program Team has an APS6 Contract Manager position available to support the ongoing management of the SFPP Standing Offer Panel. As the Contract Manager you will assist with all Deed and Contract management activities, ensuring compliance with legislation, procurement policies, processes and procedures.

Duties

What will you do?

Duties will include:

- Building and maintaining strong relationships with key stakeholders enabling productive liaison in relation to contract and deed management;
- Conduct contract management activities, including drafting contract change proposals and other contract management documentation and processing and approving the payment of invoices;
- Assist in the development and implementation of strategies for managing current and future commercial matters, including contract management governance and creating Standard Operating Procedures;
- Provide guidance, advice and services during the procurement on contracting activities including coordination of legal and financial services;
- Ensure compliance with Commonwealth and Department policy across all procurement and contracting activities;
- Analyse risks and develop mitigation strategies for the risks associated with procurement and contracting activities, contract performance and compliance with legislative and policy frameworks.

Who are we looking for?

The right person for this role will be an individual who is committed to effective procurement and contract management, can influence outcomes and is able to demonstrate the adaptability and flexibility required to respond to the needs of their stakeholders.

You will use your initiative to make informed decisions and solve complex problems under limited direction. You will enjoy working in a team to achieve organisational objectives, whilst continuing to pursue your own self-development goals.

To be successful in this role, you will need to demonstrate your ability to:

- Achieve results and quality outcomes by showing initiative and leadership, working in a small team delivering multiple activities at any given time, often within tight timeframes.
- Attention to detail and time management by completing all activities to a high standard, and ensuring deadlines are achieved.
- Be flexible and adaptive to meet Government urgent priorities, sometimes at short notice
- Communicate effectively both written and verbal, delivering information in a variety of formats for a range of audiences.
- Think strategically, evaluating complex information from a variety of sources to make connections and sound decisions while exercising good judgement.
- Collaborate across diverse teams, using your exceptional interpersonal and engagement skills to engage with senior leaders and a wide variety of stakeholders, valuing different perspectives, contributions and backgrounds.
- Have a growth mindset with a willingness to continue to learn, develop, and foster an environment for team members to do the same.

We encourage candidates from diverse backgrounds and experiences to apply.

RecruitAbility minimum requirements

Minimum requirements for this role include:

- Proven leadership skills and the ability to effectively coordinate work ensuring high quality and timely outcomes.
- Ability to provide a strategic level of specialist, professional and/or technical subject matter expertise.
- Excellent written and interpersonal communication skills, including strong attention to detail.
- Ability to provide timely and concise advice to inform and support executive decision making.
- Ability to establish and maintain key strategic relationships with a broad range of stakeholders

RecruitAbility is a scheme which aims to attract and develop applicants with disability and also facilitate cultural changes in selection panels and agency recruitment.

Job applicants with disability who met the requirements are advanced to the next stage of the selection process:

- Opt into the scheme
- Declare they have a disability, and
- Meet the minimum requirements of a vacancy advertised in the scheme

More information can be found at RecruitAbility scheme: [RecruitAbility scheme: A guide for applicants | Australian Public Service Commission \(apsc.gov.au\)](#) **Eligibility**

Eligibility requirements

Employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts is subject to conditions prescribed within the Public Service Act 1999 including:

- **Citizenship:** candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** The preferred applicant may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **Qualifications:** It is desirable for applicant to hold Certificate IV in Government (Procurement and Contracting)

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button.

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

About the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership. Our values outline the characteristics, behaviours and professional capabilities we seek in our workforce: • Collaborative – we work together and with others across the system, to achieve our objectives and deliver for the Australian community. • Respectful – we create diverse teams and a respectful and inclusive culture that supports high performance, innovation and the wellbeing of all people across the department. • Informed – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices. • Adaptive – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world. • Accountable – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

To Apply

Position Contact	Anne Waters, 0417414744
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0749484

Department of Infrastructure, Transport, Regional
Development, Communications and the Arts

Closing Date:Thursday 24 October 2024

International Aviation, Technology and Services
Safety and Future Technology Strategic Agency Governance and
Engagement

Job Title	APS6 Policy/Governance Officer, Safety and Future Technology Branch
Job Type	Full-Time, Ongoing
Location	Various locations - NT NT, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - TAS TAS, Various locations - QLD QLD, Various locations - SA SA, Various locations - VIC VIC
Salary	\$92,005 - \$110,020
Classification	APS Level 6
Position Number	46009
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/departments/careers>

The opportunity we have available

The International Aviation, Technology and Services Division is responsible for providing policy, regulatory and program functions in support of the Government's oversight of Australia's aviation and airports sectors. The Division's work includes international and domestic engagement, and involves working closely with portfolio agencies, airline and airport operators and other stakeholders on topics such as aviation safety, airspace and air traffic management, future technologies, and airport planning and development.

The Safety and Future Technology Branch is responsible for providing policy advice on flight and airspace issues; coordinating the Government's response to emerging technologies such as drones; providing governance oversight of the aviation portfolio agencies; and providing the secretariat for a number of aviation advisory groups.

The Strategic Agency Governance and Engagement Section delivers strategic policy advice on aviation safety issues and undertakes oversight, governance and engagement activities in relation to aviation portfolio agencies: Airservices Australia, the Civil Aviation Safety Authority (CASA), and the Australian Transport Safety Bureau (ATSB). As part of its oversight and governance role, the Section supports the Minister by ensuring the operations of these portfolio agencies align with the Government's aviation policies and legislation, and meet the expectations of the aviation sector and the Australian community. The team also provides secretariat support for regular Deputy Secretary/CEO level leadership meetings and the Aviation Policy Group and Aviation Implementation Group meetings.

We are looking for a capable **APS6 Policy/Governance Officer** to join our Strategic Agency Governance and Engagement Section. The team works in a dynamic environment, engages regularly with counterparts in the aviation agencies and across the department, and provides advice to the Minister and Senior Executive on a variety of important issues relating to aviation safety.

Reporting to an experienced Assistant Director, and working within a supportive, collaborative and high-performance team, the successful candidates will have opportunities undertake key policy tasks such as ministerial submissions, correspondence, briefs and secretariat support. This role will also provide opportunities to work on governance tasks such as performance and financial reporting, board appointments and risk registers.

Duties

Key duties may include:

- Preparing strategic policy advice in conjunction with internal and external stakeholders for the operation of the three agencies Airservices Australia, CASA and ATSB, and provide ministerial, parliamentary and executive briefings, ministerial and cabinet submissions to secure government decisions to ensure successful outcomes.
- Building and maintaining strong and productive relationships with key internal and external stakeholders, and collaborating to develop strategic policy advice on aviation safety matters.
- Provide corporate governance oversight to the three agencies Airservices Australia, CASA and ATSB through the review of quarterly reports, annual reports, corporate plans, financial results, board appointments, board skills matrix, and ministerial statements of expectation.
- Providing strategic support for key senior executive meetings to support the Secretary and Deputy Secretaries attendance, including preparing agendas, briefs and meeting papers.
- Assisting in ad hoc tasks and requests as required from time to time.

Who are we looking for?

Our ideal candidate will be comfortable working in a fast-paced, high profile and supportive environment, be able to balance competing priorities and meet deadlines, have strong communication and strategic thinking skills, and be able to investigate issues, gather evidence and present ideas logically and coherently.

They will have effective written and verbal communication skills and experience (or ability to develop skills) preparing sound policy advice.

We are looking for a team member committed to contributing to a positive, values-driven team culture, with a willingness to continue to learn, develop and foster an environment for team members to do the same.

A sound understanding or experience in policy, governance and financial analysis is desirable, but not essential.

To be successful in this role, you will need to demonstrate your ability to:

- **Achieve results and quality outcomes** by showing initiative, working as part of a team delivering on competing priorities, including within tight timeframes;
- **Communicate effectively**, both written and verbal, delivering strategic advice and information in a variety of formats for a range of audiences;
- **Collaborate effectively and maintain productive relationships**, using your strong interpersonal skills to engage with a range of stakeholders to achieve positive outcomes;
- **Think critically**, by illustrating your capacity for sound judgement, initiative and evidence-based decision making; and
- **Maintain drive and resilience**, particularly when dealing with ambiguity and change and adapt to change and meet tight timeframes in a fast-paced and high-profile team.

We encourage candidates from diverse backgrounds and experiences to apply.

RecruitAbility minimum requirements

Minimum requirements for this role include:

- Proven ability to achieve results and effectively coordinate work ensuring high quality and timely outcomes.
- Effective written and interpersonal communication skills, including strong attention to detail.
- Ability to establish and maintain key strategic relationships with a broad range of stakeholders.
- Ability to think strategically and provide robust advice and/or subject matter expertise.
- Ability to provide timely and concise advice to inform and support ministerial and/or executive decision making.
- Demonstrated drive and resilience in the face of challenges, ambiguity and change.

RecruitAbility is a scheme which aims to attract and develop applicants with disability and also facilitate cultural changes in selection panels and agency recruitment.

Job applicants with disability who met the requirements are advanced to the next stage of the selection process:

- Opt into the scheme
- Declare they have a disability, and
- Meet the minimum requirements of a vacancy advertised in the scheme

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Employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts is subject to conditions prescribed within the Public Service Act 1999 including:

- **Citizenship:** To be eligible for employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts applicants must be an Australian citizen at the time of submitting your application.
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Notes

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To Apply

Position Contact	Aimee Castrission, 0408 692 931
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0749496

Job Title	APS5 - Policy Officer, Strategic Fleet
Job Type	Full-Time, Ongoing
Location	Various locations - VIC VIC, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - WA WA, Various locations - NT NT, Various locations - SA SA, Various locations - TAS TAS
Salary	\$83,132 - \$88,147
Classification	APS Level 5
Position Number	45997
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/department/careers>

The opportunity we have available

The Strategic Fleet Program Team is responsible for implementing the Australian Government's commitment to establishing a strategic fleet of 12 Australian flagged and crewed vessels. The vessels will be privately owned and commercially operated, and will be available to the Commonwealth to requisition in times of need, crisis or national emergency.

The strategic fleet will strengthen Australia's supply chains, enable the movement of critical cargo during crises and emergencies, and provide employment and training opportunities to improve Australia's maritime workforce capability.

The team's functions include establishing and managing a Strategic Fleet Pilot Program (SFPP) Standing Offer Panel, which is seeking the first three strategic fleet vessels, and developing policy to implement recommendations from the Strategic Fleet Taskforce.

Duties

What will you do?

The Strategic Fleet Program Team has multiple APS 5 Policy Officer positions available. As a Policy Officer, you will be responsible for contributing to the implementation of recommendations from the Taskforce. The work will be varied and dynamic, but will include:

- working in close collaboration with stakeholders to develop options and modelling for potential levies to support the ongoing sustainability of the strategic fleet
- developing legislative options to provide a regulatory power to requisition strategic fleet vessels
- supporting a Post Implementation Review of the Strategic Fleet Pilot Program
- developing of options to expand the strategic fleet to 12 vessels, based on outcomes of the Post Implementation Review
- engagement States and Territory governments, to ensure the strategic fleet is able to effectively respond to a wide variety of scenarios in their jurisdictions
- providing advice on the department's linkages to whole of government initiatives that support national security outcomes
- drafting advice to inform Government decision making, including Cabinet submissions, ministerial briefs, and new policy proposals

Who are we looking for?

The successful candidate for this position will be able to demonstrate their capability against the APS5 Work level standards.

Successful applicants will be committed to delivering high quality policy advice. You will have the ability to communicate with influence with a diverse range of stakeholders, and will be adaptive to changing priorities. You will work under limited direction and use your research and analysis skills to develop policy options for consideration by Senior Executives and the Government.

To be successful in this role, you will have the ability to:

- develop policy, including analysis, design and co-design
- build and maintain relationships with internal and external stakeholders
- communicate with influence and produce high quality written work
- achieve results by managing competing deadlines and responding flexibly to changing priorities
- think strategically, evaluating complex information from a variety of sources

The following skills and experience are highly desirable:

- experience in legislative reform processes
- experience in developing Impact Analyses

RecruitAbility minimum requirements

Minimum requirements for this role include:

- Ability to effectively coordinate work ensuring high quality and timely outcomes.
- Excellent written and interpersonal communication skills, including strong attention to detail.
- Ability to provide timely and concise advice to inform and support executive decision making.
- Ability to establish and maintain key strategic relationships with a broad range of stakeholders.

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- Declare they have a disability, and
- Meet the minimum requirements of a vacancy advertised in the scheme

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Eligibility requirements

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Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button.

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To Apply

Position Contact	Joshua Connors, 02 6136 7772
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0749497

Department of Infrastructure, Transport, Regional
Development, Communications and the Arts

Closing Date:Thursday 24 October 2024

International Aviation, Technology and Services
Safety and Future Technology Strategic Agency Governance and
Engagement

Job Title	EL1 - Policy/Governance Officer, Safety and Future Technology Branch
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - TAS TAS, Various locations - QLD QLD, Various locations - NT NT, Various locations - SA SA, Various locations - VIC VIC
Salary	\$118,176 - \$134,426
Classification	Executive Level 1
Position Number	46011
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/departments/careers>

The opportunity we have available

The International Aviation, Technology and Services Division is responsible for providing policy, regulatory and program functions in support of the Government's oversight of Australia's aviation and airports sectors. The Division's work includes international and domestic engagement, and involves working closely with portfolio agencies, airline and airport operators and other stakeholders on topics such as aviation safety, airspace and air traffic management, future technologies, and airport planning and development.

The Safety and Future Technology Branch is responsible for providing policy advice on flight and airspace issues; coordinating the Government's response to emerging technologies such as drones; providing governance oversight of the aviation portfolio agencies; and providing the secretariat for a number of aviation advisory groups.

The Strategic Agency Governance and Engagement Section delivers strategic policy advice on aviation safety issues and undertakes oversight, governance and engagement activities in relation to aviation portfolio agencies: Airservices Australia, the Civil Aviation Safety Authority (CASA), and the Australian Transport Safety Bureau (ATSB). As part of its oversight and governance role, the Section supports the Minister by ensuring the operations of these portfolio agencies align with the Government's aviation policies and legislation, and meet the expectations of the aviation sector and the Australian community. The team also provides secretariat support for regular Deputy Secretary/CEO level leadership meetings and the Aviation Policy Group and Aviation Implementation Group meetings.

We are looking for a capable **EL1 Assistant Director** to join our Strategic Agency Governance and Engagement Section. The team works in a dynamic environment, engages regularly with counterparts in the aviation agencies and across the department, and provides advice to the Minister and Senior Executive on a variety of important issues relating to aviation safety.

Reporting to the section's Director, and working within a supportive, collaborative and high-performance team, the successful candidate will lead a small team and have opportunities oversee key policy tasks such as ministerial submissions, correspondence, briefs and secretariat support. This role will also provide opportunities to work on governance tasks such as performance and

financial reporting, board appointments and risk registers.

Experience in policy, governance, financial analysis and stakeholder engagement is desirable, but not essential.

Duties

Key duties may include:

- Preparing strategic policy advice in conjunction with internal and external stakeholders for the operation of the three agencies Airservices Australia, CASA and ATSB, and provide ministerial, parliamentary and executive briefings, ministerial and cabinet submissions to secure government decisions to ensure successful outcomes.
- Building and maintaining strong and productive relationships with key internal and external stakeholders, and collaborating to develop strategic policy advice on aviation safety matters.
- Provide corporate governance oversight to the three agencies Airservices Australia, CASA and ATSB through the review of quarterly reports, annual reports, corporate plans, financial results, annual reports, board appointments, board skills matrix and ministerial statements of expectation.
- Providing leadership, guidance and support to other team members, and support to the Director by taking the lead on key pieces of work to achieve the team objectives and goals.
- Providing strategic advice and leadership for key senior executive meetings to support the Secretary and Deputy Secretaries attendance, including preparing agendas, briefs and meeting papers.
- Assisting in ad hoc tasks and requests as required from time to time.

Who are we looking for?

Our ideal candidate will be comfortable working in a fast-paced, high profile and supportive environment, be able to balance competing priorities and meet deadlines, have strong communication and strategic thinking skills, and be able to investigate issues, gather evidence and present ideas logically and coherently.

They will have strong written and verbal communication skills and experience preparing sound policy advice or similar, as well as demonstrated capability to lead teams effectively through change and adversity.

We are looking for a team member committed to contributing to a positive, values-driven team culture, with a willingness to continue to learn, develop and build and foster an environment for team members to do the same.

To be successful in this role, you will need to demonstrate your ability to:

- **Achieve results and quality outcomes** by showing initiative, building capability and providing leadership to a team delivering on competing priorities, including within tight timeframes;
- **Communicate effectively**, both written and verbal, delivering strategic advice and information in a variety of formats for a range of audiences, demonstrating compelling arguments;
- **Collaborate effectively and maintain productive relationships**, using your strong interpersonal skills to engage with a range of stakeholders to achieve positive outcomes;
- **Think critically and strategically**, by illustrating your capacity for sound judgement, initiative and evidence-based decision making; and
- **Maintain drive and resilience**, particularly when dealing with ambiguity and change and adapt to change and meet tight timeframes in a high paced and high profile team.

We encourage candidates from diverse backgrounds and experiences to apply.

RecruitAbility minimum requirements

Minimum requirements for this role include:

- Proven leadership skills and the ability to effectively coordinate work ensuring high quality and timely outcomes.
- Excellent written and interpersonal communication skills, including strong attention to detail.
- Ability to establish and maintain key strategic relationships with a broad range of stakeholders.
- Ability to think strategically and provide strategic advice and/or subject matter expertise.
- Ability to provide timely and concise advice to inform and support ministerial and/or executive decision making.
- Demonstrated drive and resilience in the face of challenges, ambiguity and change.

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Notes

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To Apply

Position Contact	Aimee Castrission, 0408 692 931
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0749500

Job Title	APS6 - Senior Policy Officer, Strategic Fleet
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - QLD QLD, Various locations - WA WA, Various locations - TAS TAS, Various locations - SA SA, Various locations - NT NT
Salary	\$92,005 - \$110,020
Classification	APS Level 6
Position Number	46000
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/departments/careers>

The opportunity we have available

The Strategic Fleet Program Team is responsible for implementing the Australian Government's commitment to establishing a strategic fleet of 12 Australian flagged and crewed vessels. The vessels will be privately owned and commercially operated, and will be available to the Commonwealth to requisition in times of need, crisis or national emergency.

The strategic fleet will strengthen Australia's supply chains, enable the movement of critical cargo during crises and emergencies, and provide employment and training opportunities to improve Australia's maritime workforce capability.

The team's functions include establishing and managing a Strategic Fleet Pilot Program (SFPP) Standing Offer Panel, which is seeking the first three strategic fleet vessels, and developing policy to implement recommendations from the Strategic Fleet Taskforce.

Duties

What will you do?

The Strategic Fleet Program Team has multiple APS 6 Senior Policy Officer positions available. As a Senior Policy Officer, you will be responsible for contributing to the implementation of recommendations from the Taskforce. The work will be varied and dynamic, but will include:

- working in close collaboration with stakeholders to develop options and modelling for potential levies to support the ongoing sustainability of the strategic fleet
- developing legislative options to provide a regulatory power to requisition strategic fleet vessels
- supporting a Post Implementation Review of the Strategic Fleet Pilot Program
- developing of options to expand the strategic fleet to 12 vessels, based on outcomes of the Post Implementation Review
- engagement States and Territory governments, to ensure the strategic fleet is able to effectively respond to a wide variety of scenarios in their jurisdictions
- providing advice on the department's linkages to whole of government initiatives that support national security outcomes
- drafting advice to inform Government decision making, including Cabinet submissions, ministerial briefs, and new policy proposals

Who are we looking for?

The successful candidate for this position will be able to demonstrate their capability against the APS6 Work level standards.

Successful applicants will be committed to delivering high quality policy advice. You will have the ability to communicate with influence with a diverse range of stakeholders, and will be adaptive to changing priorities. You will work under limited direction and use your research and analysis skills to develop policy options for consideration by Senior Executives and the Government.

To be successful in this role, you will have the ability to:

- develop policy, including analysis, design and co-design
- build and maintain relationships with internal and external stakeholders
- communicate with influence and produce high quality written work
- achieve results by managing competing deadlines and responding flexibly to changing priorities
- think strategically, evaluating complex information from a variety of sources

The following skills and experience are highly desirable:

- experience in legislative reform processes
- experience in developing Impact Analyses

RecruitAbility minimum requirements

Minimum requirements for this role include:

- Proven leadership skills and the ability to effectively coordinate work ensuring high quality and timely outcomes.
- Excellent written and interpersonal communication skills, including strong attention to detail.
- Ability to provide timely and concise advice to inform and support executive decision making.
- Ability to establish and maintain key strategic relationships with a broad range of stakeholders

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Notes

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To Apply

Position Contact	Joshua Connors, 02 6136 7772
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0749505

Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Closing Date:Friday 25 October 2024

Job Title	APS6 - Program Management Support Officer, Strategic Fleet
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - SA SA, Various locations - WA WA, Various locations - TAS TAS, Various locations - NT NT
Salary	\$92,005 - \$110,020
Classification	APS Level 6
Position Number	46002
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/departments/careers>

The opportunity we have available

The Strategic Fleet Program Team is responsible for implementing the Australian Government's response to the Strategic Fleet Taskforce report. The Taskforce presented 16 recommendations to establish the Strategic Fleet including its supporting requirements, including workforce and skills development; amending regulatory frameworks; and potential commercial and Government partners.

The Department has whole of program oversight as well as delivery responsibility for a number of the recommendations within the Strategic Fleet program including establishing a strategic fleet of 12 Australian flagged and crewed vessels and two legislative reviews.

The Strategic Fleet Program Team has an APS6 Program Management Support Officer position available to support the ongoing management of the Strategic Fleet Program. As the Program Management Support Officer you will assist with all program and project management activities, ensuring compliance with legislation, program governance frameworks, best practice processes and procedures.

This team has a great culture focussed on collaboration to achieve outcomes, valuing diversity and operating in a respectful environment.

Duties

What will you do?

Duties will include:

- providing secretariat support to the Strategic Fleet Program Board, Interdepartmental Working Groups and DITRDCA Program Monitoring Working Group

- coordinating the preparation of monthly program progress reports with each of the project leads
- assisting with preparation of program management documentation including the development of program strategies
- ensuring program management documentation is kept up to date including benefit, risk, issues, action and decisions registers
- fostering program management capability development within the branch
- building and maintaining strong relationships with key stakeholders enabling productive liaison in relation to program implementation;
- assisting the program manager in analysis of program risks to ensure program benefits are not compromised
- preparing for the Department of Finance's Gateway Review processes.

Who are we looking for?

The successful candidate for this position will be able to demonstrate their capability against the APS6 Work level standards.

The right person for this role will be an individual who:

- has experience in program and project management,
- has influenced outcomes in a government environment and is proactive in identifying what needs to be done,
- is experienced in the practice of benefits management,
- is proficient in risk management and
- has demonstrated the adaptability and flexibility required to respond to the needs of their stakeholders.
- has certification in program management (desirable)

You will enjoy working in a team to achieve organisational objectives, whilst continuing to pursue your own self-development goals.

To be successful in this role, you will need to demonstrate your ability to:

- Achieve results and quality outcomes by showing initiative and leadership, working in a small team delivering multiple activities at any given time, often within tight timeframes.
- Attention to detail and time management by completing all activities to a high standard, and ensuring deadlines are achieved.
- Be flexible and adaptive to meet Government urgent priorities, sometimes at short notice
- Communicate effectively both written and verbal, delivering information in a variety of formats for a range of audiences.
- Think strategically, evaluating complex information from a variety of sources to make connections and sound decisions while exercising good judgement.
- Collaborate across diverse teams, using your exceptional interpersonal and engagement skills to engage with senior leaders and a wide variety of stakeholders, valuing different perspectives, contributions and backgrounds.
- Have a growth mindset with a willingness to continue to learn, develop, and foster an environment for team members to do the same.

We encourage candidates from diverse backgrounds and experiences to apply.

RecruitAbility minimum requirements

Minumum requirements for this role include:

- Proven leadership skills and the ability to effectively coordinate work ensuring high quality and timely outcomes.
- Excellent written and interpersonal communication skills, including strong attention to detail.
- Ability to provide timely and concise advice to inform and support executive decision making.
- Ability to establish and maintain key strategic relationships with a broad range of stakeholders.

RecruitAbility is a scheme which aims to attract and develop applicants with disability and also facilitate cultural changes in selection panels and agency recruitment.

Job applicants with disability who met the requirements are advanced to the next stage of the selection process:

- Opt into the scheme
- Declare they have a disability, and
- Meet the minimum requirements of a vacancy advertised in the scheme

More information can be found at [RecruitAbility scheme: A guide for applicants | Australian Public Service Commission \(apsc.gov.au\)](#).

Eligibility

Eligibility requirements

Employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts is subject to conditions prescribed within the Public Service Act 1999 including:

- **Citizenship:** candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** The preferred applicant may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button.

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

About the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in

research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership. Our values outline the characteristics, behaviours and professional capabilities we seek in our workforce: • Collaborative – we work together and with others across the system, to achieve our objectives and deliver for the Australian community. • Respectful – we create diverse teams and a respectful and inclusive culture that supports high performance, innovation and the wellbeing of all people across the department. • Informed – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices. • Adaptive – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world. • Accountable – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

To Apply

Position Contact	Katrina Jasper, 02 6136 8739
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0749333

National Archives of Australia

Closing Date:Sunday 27 October 2024

Collection Management National Network Coordination

Job Title	Archival Support Officers - Various Positions
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Chester Hill NSW
Salary	\$59,615 - \$65,029
Classification	APS Level 2
Position Number	496915
Agency Website	https://www.naa.gov.au/about-us/our-organisation

The Collection Management Branch is responsible for transferring, storing, preserving and digitising the National Archives' collection so it remains accessible for future generations. The Branch develops policies and systems as well as provides services, undertakes research, and implements projects to ensure the care, management and accessibility of archival records. The Branch is also responsible for identifying information management requirements for Australian Government agencies to ensure Australian Government information assets (records, information and data) are created, collected and managed effectively.

National Network Coordination is responsible for the strategic and operational implementation of the National Archives' physical presence and statutory functions across a network of state and territory offices in Australia. This includes collection management, archival services, access, public engagement, digitisation and relevant state and territory stakeholder management responsibilities.

Collection Operations, NSW is responsible for four primary functions in relation to the national archival collection held in the NSW repository:

- Digitisation: providing efficient and responsive digital copying services of paper records in response to public reference inquiries, requests from Australian Government agencies and internal staff as well as undertaking digitisation projects.
- Lending: providing efficient and responsive retrieval and return services for physical records in various formats in response to public reference inquiries, requests from Australian Government agencies (onsite and offsite) and internal records movements for staff.
- Storage: managing the storage of physical records in various formats, including maintaining and improving physical and intellectual control of holdings as well as undertaking bulk movements of records to and from onsite or offsite locations in support of strategic projects.
- Transfers: managing the transfer of records into the collection from Australian Government agencies, including confirming sentencing, advising on packaging and description, checking physical items against approved lists and loading physical and intellectual data to collection management systems.

Duties

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

- Undertake routine activities within established guidelines, including:
 - Accurately enter and retrieve data from electronic records systems
 - Digitise records and process images in an accurate and timely manner
 - Conduct quality checking of data and check against physical items
 - Accurately label containers and archival items in accordance with lists and entries
 - Undertake the physical handling, retrieval and return of archival records
 - Perform minor preservation tasks, such as repackaging, staple removal, etc.
 - Carry out records relocations and escort contractors as required
- Perform administrative tasks including preparing basic documentation and recording accurate statistics.
- Work closely and productively with team members and colleagues and contribute to the development of processes, guidelines, section plans and activities.
- Provide ad-hoc advice relating to role-specific processes and procedures and resolve minor equipment-related issues.
- Undertake training as new systems, applications and equipment are introduced.
- Undertake other duties as required to support the activities of the National Archives' New South Wales Office.
- Apply the principles of APS Values, Code of Conduct, workplace diversity principles, work health and safety and participative management within a work and team environment.

- Apply the National Archives’ Vision, Mission and Commitments as expressed in [Strategy 2030](#) and [Our Values](#).

Desirable Skills:

We are looking for people who:

- take pride in delivering exceptional client service
- have excellent attention to detail
- work effectively as part of a team and independently
- demonstrate values of collaboration, inclusion, and innovation

Eligibility

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

You must also be able to meet the inherent physical requirements of this role which includes repetitive, sedentary, screen-based work and/or the ability to pack, sort, lift and relocate records in accordance with established work health and safety practices and archival principles.

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 Archives of Australia

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

To Apply

Position Contact	Ruth Corris, (02) 9782 4920
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0749427

National Archives of Australia

Closing Date: Sunday 27 October 2024

Collection Management Digitisation Services

Job Title	Quality Assurance and Administration Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Mitchell ACT
Salary	\$66,984 - \$72,581
Classification	APS Level 3
Position Number	31256/ 496913
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

The Collection Management Branch is responsible for transferring, storing, preserving and digitising the National Archives' collection so it remains accessible for future generations. The Branch develops policies and systems as well as provides services, undertakes research, and implements projects to ensure the care, management and accessibility of archival records. The Branch is also responsible for identifying information management requirements for Australian Government agencies to ensure Australian Government information assets (records, information and data) are created, collected and managed effectively.

The Digitisation Services section provides leadership to the National Archives digitisation function. This includes the National Digitisation Strategy and Annual Plan, digitisation-on-demand service, Agency Digitisation Service and proactive digitisation, including the World War II digitisation project and commercially operated, Digitisation Hub. It excludes preservation digitisation of audio-visual and photographic formats. The Digitisation Services section is responsible for both in-house and outsourced digitisation in Canberra and providing guidance on digitisation activities to all state and territory offices.

Duties

Under general direction, the main duties of the role are to:

- Use software applications to undertake quality assurance and loading of digital images to the Archives' access and preservation digital platforms, consistent with Digitisation Services' service schedule and the National Archives' Preservation Digitisation Standards for paper records.
- Provide technical support to team members and colleagues, including feedback regarding the quality of digitised images; liaise with internal and external clients regarding progress on digitisation requests.
- Contribute to the development of procedures, guidelines and workflows which are consistent with relevant standards and policies, including the Protective Security Policy Framework.

- Prioritise and perform various administrative tasks, including the preparation and manipulation of data and statistics using electronic spreadsheets, and the entry and retrieval of data from electronic records systems using established procedures and practices.
- Work closely and productively with team members and colleagues; participate in section meetings; actively support working relationships across the organisation.
- Identify and put forward ideas to resolve or mitigate problems, and contribute to and participate in, the National Archives' change agenda and professional development.
- Undertake the physical handling, retrieval and return of archival records and other tasks as directed, ensure that Work, Health and Safety issues are identified, reported and monitored.
- Apply the principles of APS Values, Code of Conduct, workplace diversity principles, work health and safety and participative management within a work and team environment.
- Promote and apply the National Archives' Vision, Mission and Commitments as expressed in [Strategy 2030](#) and [Our Values](#).

Eligibility

To be eligible for the role you must be an Australian citizen. If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a security clearance at a Negative Vetting 1 clearance level.

Notes

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

About the National Archives of Australia

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

To Apply

Position Contact	Suellen Bailey, 02 6212 3668
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Aboriginal Hostels Limited

Closing Date: Sunday 27 October 2024

Hostel Operations
Alice Springs Frontline Services Alice Springs Hostels

Job Title	Hostel Workers - Bulk Recruitment
Job Type	Full-Time;Part-Time;Casual, Ongoing;Non-Ongoing
Location	Alice Springs NT
Salary	\$56,774 - \$61,883
Classification	APS Level 2
Position Number	VN15924
Agency Website	

Job Description

<https://www.ahl.gov.au/work/hostel-workers-bulk-recruitment>

Our purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access medical services, education and economic opportunities.

Across its network of hostels, dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

AHL also supports the Australian Government’s efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up approximately 50% of our workforce.
A career with AHL will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people. We offer rewarding experiences and rewarding employment conditions.

AHL is looking for experienced individuals who are highly motivated, energetic, enthusiastic and passionate about delivering quality services to our residents across various hostels in Alice Springs NT.

Duties

There are multiple vacancies, across all hostels in Alice Springs, for the following roles:

- Cook/Kitchenhand
- Housekeeper
- Night Attendant

Employment type and hours are varied, including Ongoing and Non-ongoing, offering full-time, part-time and casual hours.

For further information about the roles and how to apply, please refer to the vacancy information available on our website. [Hostel Workers - Bulk Recruitment | Aboriginal Hostels Limited \(ahl.gov.au\)](#) **Eligibility**

Prior to engagement:

- Be an Australian Citizen.

- Undergo a Satisfactory National Criminal History Check.
- Meet Fitness for Duty requirements.
- Hold and maintain a NT Working with Children Check.
- Hold or obtain relevant qualifications.

Notes

AHL is seeking to establish a Merit Pool to fill any similar future vacancies that may arise for all Alice Springs Hostels. Also, from this selection process, a casual pool of on call employees will be established.

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

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

About the Aboriginal Hostels Limited

To Apply

Position Contact	Deanne Bear, 0456 868 885
Agency Recruitment Site	https://www.ahl.gov.au/work/hostel-workers-bulk-recruitment

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Prime Minister and Cabinet

Vacancy VN-0749444

Job Title	Senior Payroll Officer (Affirmative Measures)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$90,199 - \$101,022
Classification	APS Level 6
Position Number	217_10/24
Agency Website	https://aiatsis.gov.au/

Job Description

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

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

About the Program Area
The People Services Unit sits within the Strategic Operations Group. People Services is responsible for the delivery of human resource services across the Institute. It is a small team that delivers workforce planning, recruitment, payroll, and performance as well as providing sound HR advice and support. People Services develop strategic HR programs and policies as well as administering key committees including AIATSIS Consultative committee and Workplace Health and Safety committee.

Role Summary
The Senior Payroll Officer role will be a primary point of contact for staff and supervisors across the institute providing advice and support in relation to pay, leave, superannuation and other working conditions. You will work with our external payroll provider in ensuring data is accurate and reflects internal records. This role offers plenty of variety and challenging work and is the perfect opportunity for an experienced APS Payroll Officer looking to step into a senior role.

Duties

- working with the external provider to process fortnightly payroll, including checking of final pay reports.
- process payroll throughout the employee lifecycle including commencements, terminations, leave, superannuation, higher duties and other staff movements, allowances, and overtime claims.
- take carriage of leave liabilities for incoming and outgoing transfers.
- records management, ensuring data is accurate across payroll system (SAP) and internal records.
- provide support to staff and managers for our external Employee Self Service portal (HUB).
- management of AIATSIS HR ticketing system (JIRA).
- stakeholder management, provide advice to staff and managers on conditions of service, including the application of internal guidelines and policies.
- research and advise on legislative and policy areas including AIATSIS Enterprise Agreement, Maternity Leave Act, Long Service Leave Act etc.

Eligibility

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

- understand Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering.
- engage with Aboriginal and Torres Strait Islander colleagues and employees in a sensitive and equitable manner.
- apply appropriate flexibility in service delivery to meet the cultural needs of individuals.
- show sensitivity and respect for culture in responding to individual needs and circumstances.
- take the perspective of others, seeking to understand Aboriginal and Torres Strait Islander peoples' point of view and experiences.

AIATSIS embodies Yindymarra in everything we do

Skills, knowledge and personal attributes

To be successful in this role, you will have well developed stakeholder engagement skills with an APS payroll background. You will come with the following skills, experience and attributes:

- payroll experience in an APS environment.
- previous experience using a HRIS system.
- sound knowledge of legislation, including superannuation, workers compensation, long service leave and maternity leave.
- proven ability to prioritise activities while managing client expectations.
- highly organised with excellent communication skills, attention to detail and accuracy, within a high service environment.
- excellent communication skills (written and verbal), to communicate effectively with internal and external stakeholders on payroll matters.
- collaborative team member with a positive outlook who contributes to achieving HR outcomes in a small and dynamic team.

Notes

Affirmative Measures positions

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

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

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

What is Cultural Capability?

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

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

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

About the Australian Institute of Aboriginal and Torres Strait Islander Studies

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

To Apply

Position Contact	Taylor Cameron, 02 6129 3985
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0749446

Australian Institute of Aboriginal and Torres Strait
Islander Studies

Closing Date:Sunday 27 October 2024

Strategic Operations
People Services

Job Title	Senior Payroll Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$90,199 - \$101,022
Classification	APS Level 6
Position Number	218_10/24
Agency Website	https://aiatsis.gov.au/

This position is open to all Australian Citizens

About the Group

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

About the Program Area

The People Services Unit sits within the Strategic Operations Group. People Services is responsible for the delivery of human resource services across the Institute. It is a small team that delivers workforce planning, recruitment, payroll, and performance as well as providing sound HR advice and support.

People Services develop strategic HR programs and policies as well as administering key committees including AIATSIS Consultative committee and Workplace Health and Safety committee.

Role Summary

The Senior Payroll Officer role will be a primary point of contact for staff and supervisors across the institute providing advice and support in relation to pay, leave, superannuation and other working conditions. You will work with our external payroll provider in ensuring data is accurate and reflects internal records. This role offers plenty of variety and challenging work and is the perfect opportunity for an experienced APS Payroll Officer looking to step into a senior role.

Duties

- working with the external provider to process fortnightly payroll, including checking of final pay reports.
- process payroll throughout the employee lifecycle including commencements, terminations, leave, superannuation, higher duties and other staff movements, allowances, and overtime claims.
- take carriage of leave liabilities for incoming and outgoing transfers.
- records management, ensuring data is accurate across payroll system (SAP) and internal records.
- provide support to staff and managers for our external Employee Self Service portal (HUB).
- management of AIATSIS HR ticketing system (JIRA).
- stakeholder management, provide advice to staff and managers on conditions of service, including the application of internal guidelines and policies.
- research and advise on legislative and policy areas including AIATSIS Enterprise Agreement, Maternity Leave Act, Long Service Leave Act etc.

Eligibility

Cultural capability - essential

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

- understand Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering.
- engage with Aboriginal and Torres Strait Islander colleagues and employees in a sensitive and equitable manner.
- apply appropriate flexibility in service delivery to meet the cultural needs of individuals.
- show sensitivity and respect for culture in responding to individual needs and circumstances.
- take the perspective of others, seeking to understand Aboriginal and Torres Strait Islander peoples' point of view and experiences.

AIATSIS embodies Yindymarra in everything we do

Skills, knowledge and personal attributes

To be successful in this role, you will have well developed stakeholder engagement skills with an APS payroll background. You will come with the following skills, experience and attributes:

- payroll experience in an APS environment.
- previous experience using a HRIS system.
- sound knowledge of legislation, including superannuation, workers compensation, long service leave and maternity leave.
- proven ability to prioritise activities while managing client expectations.
- highly organised with excellent communication skills, attention to detail and accuracy, within a high service environment.
- excellent communication skills (written and verbal), to communicate effectively with internal and external stakeholders on payroll matters.
- collaborative team member with a positive outlook who contributes to achieving HR outcomes in a small and dynamic team.

Notes

Identified positions

Identified positions are roles that require people to understand the issues affecting Indigenous Australians and a proven ability to communicate sensitively with them. These requirements are generally for jobs that involve providing services or developing policies for Indigenous Australians, and/or direct interaction with Indigenous communities.

Identified positions are crucial in ensuring that the APS has the right people working on initiatives to improve the delivery of services and close the gap between Indigenous and non-Indigenous Australians and are open to all Australian citizens.

At AIATSIS all positions are Identified positions where candidates are required to demonstrate an understanding of the diversity of Aboriginal and Torres Strait Islander peoples, their cultures, and their issues and to be able to communicate respectfully with them.

You must provide the name and contact details of an Aboriginal and Torres Strait Islander referee. This referee will be contacted to determine your cultural capability.

What is Cultural Capability?

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

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

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.

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To Apply

Position Contact	Taylor Cameron, 02 6129 3985
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0749371

Department of the Prime Minister and Cabinet

Closing Date: Sunday 27 October 2024

Corporate
Governance, Performance and Audit

Job Title	Advisers (APS5), Governance, Performance and Audit Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$85,633 - \$91,549
Classification	APS Level 5
Position Number	PMC/2024/170
Agency Website	

Job Description

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

Who we are

The Governance, Performance and Audit (GPA) Branch is a small, dynamic and professional team which sits within the Corporate Division. GPA is responsible for PM&C's internal governance arrangements, including: managing the annual audit program; secretariat support to the department's governance committees; coordination of operational and strategic planning (Corporate Plan, Annual Report, Business Plans); preparation of the Risk Management Framework, Fraud Control Plan, fraud and corruption control and investigations, complaints handling, and managing the Integrity Framework.

We have extensive reach across the department and work closely with the senior executive.

What you will do

We are seeking motivated, detail-oriented candidates with excellent communication skills to fill roles in the Organisational Performance team and the Audit team. The roles will work across the department to provide advice and support, together with branch colleagues, on a range of organisational performance and audit matters.

You will be part of a small team to:

- Foster and sustain relationships with key internal and external stakeholders, providing high quality advice and managing the resolution of issues.
- Handle sensitive information, maintaining confidentiality and modelling ethical behaviour and practices consistent with the APS Code of Conduct and APS Values.
- Prepare various briefing materials to the Executive.
- Other duties as required in consultation with the Director and Assistant Secretary, Governance, Performance and Audit.

Organisational Performance-specific duties:

- Assist with the coordination of divisional/group input for corporate reporting requirements for the annual report and corporate plan.
- Engage with divisions across the department to support business planning and performance reporting requirements, including preparation of the Annual Performance Statements and continuous improvement in performance reporting.
- Support and coordinate the department's emissions reporting requirements and implementation of APS Net Zero.

Audit-specific duties:

- Assist with the development, delivery and monitoring of the department's Internal Audit Work Program, including: undertaking research on audit topics; coordinating meetings; assisting to prepare reports on audit activities; and supporting business areas during the course of audit activity.
- Coordinate with audit service providers, including: facilitating engagement with business areas; assisting with the development of audit plans, milestone reporting and reviewing audit reports; and ensuring work undertaken by internal auditors is within the agreed scope.
- Provide high level secretariat support to the Audit and Risk Committee, including: supporting the committee members; coordinating meeting arrangements; drafting meeting papers and managing actions arising.

Duties

What you will bring

Relevant experience in a similar role will be highly regarded but is not essential. You will demonstrate the ability to contribute to a high performing small team in a time critical environment, manage competing priorities and demonstrate a flexible approach.

Given the nature of the roles and exposure to sensitive conversations and information, you will possess sound judgement, discretion and strong attention to detail. You will be committed to working collaboratively across the department to drive results, have a good understanding of the importance of the department's purpose and values.

To be successful in the role you will demonstrate:

- Sound judgement, discretion and attention to detail.
- Strategic thinking and the ability to identify emerging issues.
- Strong written communication skills, including the ability to prepare clear and concise advice and correspondence.
- Excellent verbal communication, liaison and stakeholder engagement skills.
- Resilience and ability to perform in a rapidly changing environment and under pressure.
- High-level skills in record keeping and building associated systems to ensure retention of corporate knowledge.
- Ability to work independently, using self-initiative and drive.
- Prior experience working with senior executives is desirable but not essential.

Eligibility

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

Notes

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

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

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

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

About the Department of the Prime Minister and Cabinet

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

To Apply

Position Contact	Meg Meredith, (02) 6271 5449
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Corporate Division
People Branch SES Unit, Recruitment and Entry Level Programs Section

Job Title	HR Advisers - SES Unit, Recruitment and Entry Level Programs Section
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$85,633 - \$106,438
Classification	APS Level 5;APS Level 6
Position Number	PMC/2024/168
Agency Website	

Job Description

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

Who we are

People Branch works to enable PM&C to have a workforce with diverse skills and life experience, to deliver outcomes for the Australian Government and people. Key to this is fostering a safe, inclusive and high performing culture and a contemporary employment framework. We deliver human resource (HR) services, advice and strategies underpinned by a modern and flexible employment framework.

We are a team that values diversity of thought and experiences as we strive to implement new and innovative ways of working. You will sit within People Branch which offers a flexible and inclusive working environment, where we collaborate across teams to deliver outcomes and grow our skills.

What you will do

SES Unit

The SES (Senior Executive Service) Unit provides specialised, contemporary and high quality advice and services to SES leaders and their support staff.

The key responsibilities at the APS5 level include:

- Support the onboarding and offboarding of SES employees, including preparation of relevant employment paperwork and providing support with their move.
- Support SES recruitment processes, including job builds, responding to candidate and panel enquiries.
- Support induction briefings for new SES employees.
- Provide support and guidance to SES employees and their offices on a range of HR and employment matters.
- Support the team with SES reporting, including input into the SES cohort and SES workforce planning dashboard where required.
- Support the APS6 and EL1 with discrete projects.

The key responsibilities at the APS6 level include:

- Manage the onboarding of SES employees and support the team with complex SES offboarding.
- Manage end-to-end SES recruitment, including advice on contemporary and best practice recruitment solutions.
- Support the recruitment of Statutory Appointments within the PM&C portfolio.
- Coordinate induction briefings for new SES employees, including meet and greets with the SES Unit and the Chief People Officer.
- Provide support and guidance to SES employees and their offices on a range of complex HR, employment and SES workforce planning matters.
- Gather and analyse data to prepare regular SES reports, including the SES workforce planning dashboard and SES cohort reporting.
- Support SES workforce planning discussions including management of inactive SES employees.
- Manage and lead discrete projects, including the annual SES remuneration review and SES declaration of interest processes.
- Support the day-to-day operations of the SES Unit, including supporting staff at lower levels.

Recruitment

The Recruitment Team supports effective recruitment practices by providing advice, support and guidance to PM&C, working with our stakeholders across the entire recruiting lifecycle. We have a continued focus on how we optimise these services in line with the dynamic needs of our stakeholders. We work closely with business areas right across the recruiting lifecycle – enabling them to recruit the right people into the right role at the right time.

You will have the opportunity to strengthen your HR knowledge and provide specialised support to individuals and business areas across the Department. You will gain experience working in a diverse team that supports and celebrates each other and is trusted to work together to deliver.

The key responsibilities at the APS5 level include:

- Manage onboarding for candidates.
- Undertake internal advertising.
- Manage internal and external merit pool requests.
- Provide correspondence and advice on recruitment matters, including initiating research to enable the provision of accurate and complex advice.
- Assist with the preparation and drafting of items for papers, executive correspondence and ad-hoc reporting as requested.
- Identify ways to improve the Recruitment Team's service offering and assist with the delivery and management of projects (i.e. process improvements).
- Develop reference materials for the Recruitment Team and business area stakeholders.
- Develop and manage effective working relationships with internal and external stakeholders.
- Assist with other duties as directed.

The key responsibilities at the APS6 level include:

- Provide tailored advice, options and solutions for complex recruitment, including advertising and onboarding.
- Manage complex advertising, including high profile opportunities and bulk recruitment.
- Consult with business areas to help deliver outcomes in alignment with future business needs.
- Manage the day-to-day operations of the team, including managing direct reports.
- Handle escalated issues, inquiries and tasks.

- Design, gather, analyse and interpret data to assist with the preparation and development of reports, including to support key HR strategies and initiatives.
- Contribute to and lead the development, updating and planning of new and existing guidelines, frameworks and policies.
- Collaborate with other APS Departments and private sector organisations.
- Lead, manage and deliver project work (i.e. process improvements).

Entry Level Programs

The Entry Level Programs (ELP) team are responsible for the end-to-end management of the PM&C Graduate Program which includes administration, marketing, recruitment, assessment, induction, performance, pastoral care and professional development. In addition, we participate in the APS centralised entry-level programs and recruitment streams to engage graduates, trainees and apprentices with a range of cultural backgrounds, capabilities and experiences.

You will gain an understanding of what PM&C has to offer to our Entry Level staff and play an important part of their journey in the APS. This is an exciting opportunity to join a fast paced and fun team with potential for domestic travel to support career expos.

The key responsibilities at the APS5 level include:

- Provide ongoing tailored support to entry-level participants throughout the duration of their programs.
- Understand procurement procedures and financial delegations and support procurement processes where required.
- Support managers with duties including (but not limited to) design and implementation of induction, learning and development, pastoral care, recruitment and assessment processes.
- Manage logistics for team and entry-level events such as training days, attendance, onboarding and graduation.
- Coordinate, consolidate and evaluate various entry-level program surveys to ensure ongoing improvement of services.
- Assist in team administration including forward planning and project management.
- Manage the entry-level program relocation process.
- Manage communications planner and ensure team resources are proactively kept up-to-date.

The key responsibilities at the APS6 level include:

- Assisting with operational, strategic and project work under the limited direction of your manager including but not limited to Assessment Centres and Assessment Processes.
- Lead activities to support onboarding and induction of future entry-level participants.
- Procurement and contract management.
- Manage and oversee logistics for Whole of Australian Government (WoAG) programs
- Manage and oversee key Graduate Program related events including networking events, pastoral care, mentor/mentee relationships and learning and development
- Manage placement and advancement processes for entry-level participants
- Assist with development and delivery of a contemporary, flexible and effective marketing and communications campaign.
- Work collaboratively and support team members at all levels.
- Provide reasonable, practical solutions to a range of HR matters, in line with APS legislation and best practice.

The following immediate vacancies exist:

- Ongoing APS 5 in SES Unit
- Non-Ongoing APS 5 in Recruitment
- Ongoing APS 6 in Recruitment
- Non-Ongoing APS 6 in Recruitment

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

What you will bring

We are seeking highly motivated individuals with excellent judgement, strong attention to detail and the ability to take a people centric approach, tailoring advice and solutions to our stakeholder's needs.

Our ideal candidate has experience in HR, recruitment, an SES Unit and/or program management and would be able to demonstrate the following:

- Strong verbal and written communication skills, including the ability to liaise with stakeholders from a variety of backgrounds and levels of seniority.
- Responds quickly and flexibly to change.
- Ability to manage competing priorities with limited direction to meet tight timeframes.
- Ability to interpret HR-related legislation and Australian Public Service (APS) employment frameworks to provide quality advice, guidance and assistance.
- Experience working with HR systems such as ServiceNow, eRecruit, Aurion or similar systems (desirable).
- (APS6 only) Leadership experience including supporting, mentoring and empowering direct reports.

PM&C supports mutually beneficial flexible work arrangements which suit operational requirements and uses space, technology and a mix of digital tools to equip you to work flexibly, where you can. Whilst consideration is given to all flexible work requests, it is anticipated that this role may require some office presence, balanced with working flexibly from home.

Our ideal candidate will perform at relevant classification level in accordance with the [PM&C Performance model](#). **Eligibility**

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- The successful candidate must be able to obtain and maintain a security clearance, or hold a current security clearance of an appropriate level.
- The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months)

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to a maximum period of two years.

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

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

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To Apply

Position Contact	Samantha Watson, (02) 6271 5292
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0749299

National Indigenous Australians Agency

Closing Date:Thursday 24 October 2024

Integrity Advisory and Reporting Team Integrity Advisory and Reporting Team

Job Title	Senior Policy Advisor and Policy Advisor, Integrity Branch
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - SA SA, Woden ACT, various locations in QLD QLD, Various locations - NT NT, Various locations - WA WA, Various locations - TAS TAS, Various locations - NSW NSW, Various locations - VIC VIC
Salary	\$94,715 - \$138,722
Classification	APS Level 6;Executive Level 1
Position Number	NIAA/2024/150
Agency Website	https://www.niaa.gov.au/

Job Description

<https://niaa.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=NIAA&CurBID=AC113B92%2DCCAC%2D799D9>

These roles will primarily focus on strengthening the agency's Integrity Framework through the review, development and implementation of Integrity policies, in line with APS reform, better practice guidance and NIAA's Integrity Strategy and Action Plan 2023-25.

The APS 6 Policy Officer works with a broad degree of self-direction. They oversee and guide the day-to-day activities of a team to deliver high quality services, policy development and implementation. They may undertake management or oversight of small projects for the team or, work with larger projects for the Group.

- contribute to a culture that aligns with NIAA values and fosters high performing teams who are dedicated to achieving quality program outcomes.
- contribute to the policy development work program and management of strategic partnerships for the group
- ensure stakeholders understand processes, quality of response required and deadlines, and that all documentation is recorded in the relevant management tracking tool/s
- plan and coordinate workflow to ensure even distribution and management of priorities.
- undertake planning and implementation of small-scale projects for the team or branch and effectively monitor and report on performance and workload
- undertake reviews using internal quality assurance and continuous improvement processes.

The EL1 Senior Policy Officer works with a considerable degree of independence, under broad direction from the Director. They are responsible for planning and delivering the work program, reporting on progress against performance and quality indicators. They are responsible for ensuring that performance measures are delivered. The EL1 Senior Policy Officer will manage a small team to perform the following duties to support the Integrity Group:

- manage the review and development of Integrity policies and processes including those to manage Declaration of Interests and Conflicts of Interest within NIAA
- coordination of system-based solutions and reporting to provide Senior Executive visibility of declared interests and conflicts

- provision of high-quality advice to NIAA staff and management on policy and process requirements, and management of identified conflicts
- undertake representational duties on behalf of the Integrity Advisory and Reporting function
- manage the reporting of integrity metrics and coordinate the production of the associated Integrity Dashboard
- Provide support to the complaints function and integrity investigations as required
- support the Director Integrity Advisory and Reporting in undertaking activities as requested by the Group Manager Integrity

Duties

Our Ideal APS 6 Policy Advisor candidate will:

- understand NIAA's vision and purpose and how the work of the branch contributes to this, while recognising the links between business plans and the vision
- lead the development of team and section plans, strategies and goals to support the vision and corporate plan
- review performance of team and section; with a broad focus beyond deadlines to review quality of outcomes
- identify systemic issues and solutions for consideration by the wider leadership group and guiding others in implementing and adapting to change
- treat all NIAA staff and stakeholders with respect and courtesy and actively recognizing and listening to the diverse opinions and voices of staff and stakeholders
- build productive organisational networks and identifying learning opportunities for self and others
- maintain a professional manner at all times and operating within the boundaries of organisational processes and legal and public policy constraints, while working towards promoting NIAA's values
- focus on achieving objectives in difficult circumstances and challenging issues constructively and the ability to justify personal position when challenged
- communicate tailored information and messages confidently, with demonstrated cultural competence; identifies relevant stakeholders and anticipates expectations and concerns; approaches difficult negotiations with a clear understanding of key issues and desired outcomes.

Our Ideal EL 1 Senior Policy Advisor candidate will:

- understand how to effectively translate the NIAA's vision for staff and articulates links between business plans and the vision
- apply strategic focus to build and ensure a sense of collective purpose and direction to support the delivery of outcomes and the ability to stay attuned to the broader NIAA strategic environment
- monitor branch and project performance and providing innovative solutions for issues while offering expertise and drawing on the expertise of others to achieve sustainable quality outcomes
- lead and drive change by listening to concerns and addressing uncertainty
- treat all NIAA staff and stakeholders with respect and courtesy and develop nurturing relationships by building organisational networks and contributing to established inter-agency networks
- identify and facilitating learning opportunities for self and others and how best to deal with underperformance promptly and effectively
- maintain a professional manner at all times and operates within the boundaries of organisational processes and legal and public policy constraints, while working to promote

NIAA's values and the ability to challenge issues constructively, particularly justifying personal position when challenged

- communicate tailored information and messages clearly and confidently, with demonstrated cultural competence
- understand the audience and manages expectations and concerns efficiently
- approach complex negotiations persuasively, with a clear understanding of delivering a mutually beneficial outcome.

Eligibility

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

Notes

Ongoing & Non-ongoing (for an initial period of up to 9 months).

These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

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

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

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

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

About the National Indigenous Australians Agency

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

To Apply

Position Contact	Kelly West, (02) 6152 3253
Agency Recruitment Site	https://niaa.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=NIAA&CurBID=AC113B92%2DCCAC

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Prime Minister and Cabinet

Vacancy VN-0749332

National Indigenous Australians Agency

Closing Date:Thursday 31 October 2024

Grants and Finance
ICT Data and Systems Systems Support and Reporting

Job Title	Director, Systems Support and Reporting, ICT Data and Systems Branch
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Woden ACT, various locations in QLD QLD, Various locations - TAS TAS, Various locations - NT NT, Various locations - WA WA, Various locations - NSW NSW, Various locations - SA SA, Various locations - VIC VIC, Various locations - NT NT
Salary	\$141,669 - \$168,609
Classification	Executive Level 2
Position Number	NIAA/2024/160
Agency Website	https://www.niaa.gov.au/

Job Description

<https://niaa.nga.net.au/?jati=46609539-768D-3C5F-875B-DB3251869445>

The Director is responsible for providing systems support, data reporting, and performance reporting related to the Indigenous Advancement Strategy (IAS) grants program. This role provides strategic leadership and oversight and maintains a high-level of understanding across all functions of the team. The Director must lead priority work, including data preparation, development of briefings, input into NIAA Grants projects and programs and support of NIAA's Grants systems. The role includes collaborating with other branches and programs, as well as external stakeholders from other Government agencies.

The Director role will include:

- control of planning, resource management, performance management and decision-making responsibilities, as well as people and stakeholder management responsibilities.
- providing strategic advice and specialist expertise across a broad range of activities, including any issues that require escalation to a senior staff member.
- supporting delivering of the technology components of high agency priorities such as the Remote Jobs and Economic Development Program, the New Remote Employment Services Program and maintenance of the Community Development Program
- responsibility for ensuring IAS data requests are delivered to all areas of the agency including the Ministers Office in a timely manner and ensures NIAA's Grants systems are maintained and supported to a high standard.

Duties

Our ideal candidate is team-oriented, outcome focused, self-motivated and resilient.

To be successful in this role you will need to be able to demonstrate the following:

- interpret large/complex datasets to generate insights that could inform decision making
- develop and manage key strategic relationships with a broad range of stakeholders, promoting the agency's business objectives
- communicate and make decisions that may have significant impact on the day-to-day operation of the work area and other parts of the agency; and/or a direct and significant impact on the outcome of a program or major project for the agency
- apply and maintain an extensive understanding of the role and responsibilities of the Agency, incorporating a comprehensive understanding of the Agency's impact on the wider political and community context in which it operates
- anticipate and establish priorities, monitor progress and work to deliver required corporate outcomes, specific Agency functions or a program within an area responsibility
- demonstrate ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples.

Eligibility

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

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

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To Apply

Position Contact	Emily Woodward, (02) 6152 3423
Agency Recruitment Site	https://niaa.nga.net.au/?jati=46609539-768D-3C5F-875B-DB3251869445

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Prime Minister and Cabinet

Vacancy VN-0749397

National Indigenous Australians Agency

Closing Date:Thursday 31 October 2024

Grants and Finance
ICT Data and Systems Systems Support and Reporting

Job Title	Director, Data Governance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Woden ACT, Various locations - NT NT, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - SA SA, Various locations - WA WA, Various locations - TAS TAS
Salary	\$141,669 - \$168,609
Classification	Executive Level 2
Position Number	NIAA/2024/159
Agency Website	https://www.niaa.gov.au/

Job Description

<https://niaa.nga.net.au/?jati=6E0C466D-7E32-E51A-8436-DB3251822878>

The Director for Data Governance provides strategic guidance, technical advice, leads external engagement and coordination across branches with key stakeholders. The role ensures project alignment across the various work streams, and other agency strategies related to data and includes collaborating with other branches and programs, including external committees run by the Department of Finance.

The Director will demonstrate and report on:

- data governance
- digital initiatives
- governance of Indigenous data

- planning, resource management, performance management
- decision-making responsibilities, as well as internal and external stakeholder management responsibilities.

The role supports the Galambany Data and Information (D&I) stream, which focuses on transformational data projects and strategies across the agency. The role is also responsible for the implementation of NIAA's implementation of the Governance of Indigenous Data Framework and NIAA's Data and Digital Strategy.

Duties

To be successful in this role you will need to be able to demonstrate the following:

- ability to establish standards and guidelines on how large and complex datasets could be interpreted to inform consistent and decision making, particularly in relation to the Governance of Indigenous Data and Indigenous Data Sovereignty
- develop and manage key strategic relationships with a broad range of stakeholders, promoting the Agency's business objectives
- communicate and make decisions that may have significant impact on the day-to-day operation of the work area and other parts of the Agency
- apply and maintain an extensive understanding of the role and responsibilities of the Agency, incorporating a comprehensive understanding of the Agency's impact on the wider political and community context in which it operates
- anticipate and establish priorities, monitor progress and work to deliver required corporate outcomes, specific Agency functions or a program within an area of responsibility
- demonstrated ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
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These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

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

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

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

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

About the National Indigenous Australians Agency

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

To Apply

Position Contact	Emily Woodward, (02) 6152 3423
Agency Recruitment Site	https://niaa.nga.net.au/?jati=6E0C466D-7E32-E51A-8436-DB3251822878

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Social Services

Vacancy VN-0749417

National Disability Insurance Agency

Closing Date:Sunday 27 October 2024

Home and Living Division

Job Title	APS6 Project Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Geelong VIC, Richmond VIC, Adelaide SA, Parramatta NSW
Salary	\$93,196 - \$103,035
Classification	APS Level 6
Position Number	1993_10/24_EXT
Agency Website	https://www.ndis.gov.au

A new role awaits

The Home and Living Division has multiple APS6 Project Officer opportunities across two of their branches.

Home and Living Capital Branch and Home and Living Reform Branch. These opportunities are across four locations, including Geelong & Richmond – VIC, Parramatta – NSW and Adelaide – SA.

The Home and Living Capital Branch sets the strategic direction, develops long-term plans, and implements strategies in the Home and Living capital market (Specialist Disability Accommodation (SDA), Medium-term Accommodation (MTA) and Home Modifications (HM)).

The Home and Living Reform Branch is responsible for the overarching strategy for the Home and Living Reform Program, and for coordinating home and living reform activity across the Agency. The branch is accountable for developing the overarching strategy and workplan for cross-agency Home and Living reform. The branch collaborates with relevant business areas in the Agency delivering program-level workplan reporting, monitoring and evaluation establishing governance protocols for cross-agency work, including providing secretariat functions for any important Home and Living governance functions that are established.

As part of this APS6 Project Officer application process, candidates will be asked to select their preferred branch and location.

Home and Living Reform Branch

- Strong analytical and problem-solving skills with the ability to seek and make effective use of relevant expertise to develop discussion papers, consider policy issues, and propose solutions
- High standard of written and verbal communication skills including experience drafting high-level written material and the ability to present complex or technical information to a range of different audiences
- Project or Program Management experience including reporting, development and management of project plans and schedules, and ability to meet deadlines with competing priorities
- Highly motivated team player with the ability to establish and maintain productive working relationships, both as part of a team and with internal and external stakeholders

Home and Living Capital Branch

- Strong analytical and problem-solving skills with the ability to seek and make effective use of relevant expertise to review, develop and implement processes, procedures and operational policies
- High standard of written and verbal communication skills including experience drafting high-level written material and the ability to present complex or technical information to a range of different audiences
- Project or Program Management experience and/or experience working in an environment where you are required to balance a range of competing priorities to meet deadlines and track and report on progress
- Highly motivated team player with the ability to establish and maintain productive working relationships, both as part of a team and with internal and external stakeholders

Duties

Where you can add value

Successful applicants will have a sound judgment including the ability to apply NDIS legislation, policy and procedure to make consistent decisions impacting participant outcomes. You will be a highly motivated individual who can work individually and as a team player. You are confident in your capability as a Project Officer and you will have strong and influential stakeholder engagement skills.

Please refer to the Position Descriptions to review the roles responsibilities

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
- The health and safety of workers, Participants and other visitors in our offices is our highest priority. A number of roles, activities or work types within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory COVID-19 vaccinations. Where a government Order or Directive applies, successful applicants will be required to provide evidence of COVID-19 vaccination or approved exemption as per ATAGI guidance, prior to commencement Position

Notes

- This position will be offered as ongoing or non-ongoing.
- We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Matthew Veitch, 07 3350 8905
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0749481

National Disability Insurance Agency

Closing Date: Sunday 27 October 2024

SA WA NT and Remote
WA Service Delivery WA Remote South

Job Title	APS5 Planner
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Kalgoorlie WA
Salary	\$83,453 - \$89,839
Classification	APS Level 5
Position Number	1901_09/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

We have incredible and unique opportunities for Planners to join our WA Services Delivery team. The team is responsible for engaging with participants and managing participant plans and supports across a wide and diverse community.

The APS5 Planner will undertake planning activities and tasks related to the participant journey. You will have a significant level of contact with our internal and external stakeholders.

Duties

Where you can add value

The APS5 Planner role will be required to undertake planning activities and tasks using available information where options are not always evident. It will be required to perform procedural, clerical, administrative and operational tasks that supports and contributes to NDIA's objectives to "build a world-leading National Disability Insurance Scheme".

It is a team membership position and where required, will perform work that involves team leadership responsibilities requiring the setting of priorities.

The APS5 Planner will have a considerable level of contact with internal and external stakeholders and will be required to communicate with and provide advice on a range of service delivery matters to resolve moderately complex to complex enquiries. The provision of service is often conducted outside of a "normal" office environment, this role may involve travel to regional and remote locations to undertake planning meetings and check ins with participants.

Some of the most important elements of this role include:

- Gathering information from participants and their representatives, planning stakeholders, to enable high-quality planning and evidence-based decision-making.
- Determining funded supports to be included in participant plans to complement informal and formal supports for multi-faceted planning in a remote locality.
- Working closely with participants living remotely and First Nations participants and their representatives to identify culturally safe and relevant funded supports to achieve plan outcomes.
- Resolving escalations and complaints in relation to participant plans.
- Completing administrative and data entry tasks relating to participant records and task workflows.
- Contributing to the achievement of participant outcomes and planning targets.
- Providing information to members of the community about the NDIS, mainstream services and community supports to improve participation and inclusion.
- Applying an understanding of remote locations and our First Nations People and continuing to develop cultural competency. (NOTE: the key responsibilities of the role are based on current priorities and may change over time).

Enough about us, let's talk about you

APS 5 Planners are a key service delivery role for the NDIA and gather information from participants and planning partners over the phone and/or in person to build quality participant plans. You will ensure all participant plans are compliant with relevant legislation, policy and practice guidance.

To join our team, you will:

- Be a team player. When travelling staff need to work in close proximity to each other, often in situations outside their normal comfort zones.
- Be resourceful – being able to think outside the box and be innovative.
- Be open minded – approach all interactions with participants, communities, stakeholders and colleagues with kindness and respect.
- Have values aligned to APS – integrity, commitment to service, accountability, respectful and ethical.

Your NDIA Experience

We work as one team. We are accepting, diverse and driven. We take a shared approach to making progress. We welcome and support each other and encourage different ideas, insights and opinions. We empower and enable each other to be our best. We collaborate, connect and work together to create a workplace that makes us proud. And while we're based far and wide across the country, we make sure nobody feels they are out on their own.

- You will work for a socially inclusive and culturally diverse workplace, that is making a meaningful impact to the lives of more than 600,000 Australians.
- Access to higher superannuation and above market leave entitlements

- Competitive remuneration and working conditions that support a positive work life balance
- Access to ongoing professional development and learning

While this role is ideally performed from WA - Kalgoorlie, remote working arrangements may be considered. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship. **Eligibility**

Successful candidates will be required to undergo a pre-employment National Police History check and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

The health and safety of workers, Participants and other visitors in our offices is our highest priority. A number of roles, activities or work types within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory COVID-19 vaccinations. Where a government Order or Directive applies, successful applicants will be required to provide evidence of COVID-19 vaccination or approved exemption as per ATAGI guidance, prior to commencement Position

Notes

This position will be offered as ongoing or non-ongoing.

We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

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

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Tegan Bryden, 08 9234 9004
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0749486

National Disability Insurance Agency

Closing Date: Sunday 27 October 2024

SA WA NT and Remote
WA Service Delivery WA Participant Support Officers

Job Title	APS3 Participant Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Kalgoorlie WA
Salary	\$65,486 - \$73,343
Classification	APS Level 3
Position Number	1963_09/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

National Delivery is responsible for engaging with participants and managing participant plans and supports. State/Territory-based business units manage the operating functions of the NDIS, ensuring accessible, nationally consistent participant experiences.

The APS3 Participant Support Officer is a team membership position and is responsible for setting priorities and managing workflow whilst producing work that is subject to regular monitoring and supported by Team Leaders.

This position will see you undertake procedural, administrative and operational tasks including some basic research and analysis activities.

Duties

Where you can add value

Not every day will be the same and with your adaptability and attention to details, you will be able to identify and remedy issues, across a range of administration activities. Further you will support your team members to meet outcome priorities.

Main elements of this role include:

- Providing Face to Face, Front of House/reception support for agency enquiries. With strong participant engagement.
- Utilise various ICT/business systems to manage and action participant data and information.
- Undertake outbound and inbound phone calls to manage appointment bookings.
- Actively participate in training and required meetings.

- Undertake delegate duties as assigned.

Enough about us, let's talk about you

This is a national team environment and working under guidance. You will be someone that can work independently whilst still being flexible and adaptable to change. You will have the willingness to go the extra mile to support agency participants (and stakeholders), with a strong focus on achieving your role objectives will be highly valued.

If you have had previously worked in customer services and have a strong commitment to support persons with a disability are encouraged to apply.

Your NDIA Experience

We work as one team. We are accepting, diverse and driven. We take a shared approach to making progress. We welcome and support each other and encourage different ideas, insights and opinions. We empower and enable each other to be our best. We collaborate, connect and work together to create a workplace that makes us proud. And while we're based far and wide across the country, we make sure nobody feels they are out on their own.

- You will work for a socially inclusive and culturally diverse workplace, that is making a meaningful impact to the lives of more than 600,000 Australians.
- Access to higher superannuation and above market leave entitlements
- Competitive remuneration and working conditions that support a positive work life balance
- Access to ongoing professional development and learning

This role is ideally performed from WA - Kalgoorlie, it is a customer-focused role that require attending office, however, flexible work arrangements options are available.

We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship. **Eligibility**

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

The health and safety of workers, Participants and other visitors in our offices is our highest priority. A number of roles, activities or work types within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory COVID-19 vaccinations. Where a government Order or Directive applies, successful applicants will be required to provide evidence of COVID-19 vaccination or approved exemption as per ATAGI guidance, prior to commencement Position

Notes

This position will be offered as ongoing or non-ongoing.

We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

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

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Kerryn Thompson, 0436 610 120
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Communications and the Arts

Vacancy VN-0749359

Australian Communications and Media Authority

Closing Date: Sunday 27 October 2024

Various
Various Various

Job Title	Executive Assistants
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Belconnen ACT
Salary	\$74,257 - \$80,716
Classification	APS Level 4
Position Number	438-2024-3
Agency Website	http://www.acma.gov.au

Job Description

<https://www.acma.gov.au/careers>

ACMA offers a dynamic and interesting working environment where you will be working with great people who are dedicated to providing effective communication and media services to the community. We are a values-driven culture where you can be purposeful, curious and questioning, and collaborative. Through our commitment to these values, we maintain a fulfilling and supportive environment that promotes the wellbeing of our people - allowing you to keep being you.

We are seeking a highly motivated and experienced Executive Assistant who is:

- proactive and can anticipate the needs of the Executive Manager they support.
- professional and courteous, and able to exercise good judgment and discretion in dealing with a range of stakeholders and sensitive information,
- organised, can apply high attention to detail and manage competing priorities often within tight timeframes,
- able to operate effectively as part of a team, is self-motivated and takes initiative to support effective administration for the Branch,
- an excellent verbal and written communicator with strong interpersonal skills, and can develop and maintain effective working relationships with a wide range of internal and external stakeholders,
- open to change, reliable, resilient, flexible and able to work in a fast-paced office environment under limited direction.

Duties

This role provides high-level administrative and executive support to one or two Executive Managers (Senior Executive Service Band 1).

As the Executive Assistant you will be an important part of a high-calibre, multi-disciplinary team working in a collaborative, curious and outcomes-focused workplace. You will deliver the highest standard of executive and administrative support, acting as a key contact and representative for the Branch and/or Division you work with.

In this role you will:

- Provide efficient and proactive executive support services through diary management, liaison with internal and external stakeholders and high-level organisational support.
- Actively manage workflows to prioritise submissions and briefings, meetings and correspondence, including monitoring and tracking incoming documents, ensuring correspondence is triaged and actioned to meet timeframes.
- Coordinate and prepare briefing packs and materials for meetings, consultation forums and events as required.
- Undertake other administrative activities to contribute to branch activities.
- Arrange and manage acquittal of travel arrangements.
- Prepare correspondence, coordinate briefings and manage office systems and records using information management systems.
- Assess competing priorities and propose recommendations and process improvements.
- Support the broader branch management team and ACMA executive support team as required.

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 a Baseline level security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\)](#) website.

Successful applicants are required to satisfy an employment screening process which may include demonstrating Australian citizenship, satisfactory completion of security and integrity checks and successful completion of a medical assessment.

Notes

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	Carole Rowe, 02 6219 5300
Agency Recruitment Site	https://www.acma.gov.au/careers

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Communications and the Arts

Vacancy VN-0749365

Job Title	Digital Content Developer
Job Type	Part-Time, Ongoing
Location	Canberra ACT
Salary	\$90,199 - \$101,022
Classification	APS Level 6
Position Number	150518
Agency Website	https://www.nma.gov.au/about/employment

Job Description

www.nma.gov.au

The Digital Content Developer will write, produce and edit digital content for the Museum's digital platforms. The person will ensure that content published is accurate, current, interesting, accessible, appropriate for its intended audience and aligned with the Museum's strategic objectives. This includes undertaking research and keeping abreast of new developments in digital technologies and content.

Duties

The successful candidate will work with the broader Digital team to understand the role of digital content as part of an entire stakeholder and user journey, or communications plan, to ensure a seamless and optimal experience. A key aspect of this role is working in partnership with the Museum's design, multimedia and curatorial staff to collaborate on creative opportunities and content development for a range of digital platforms. This includes collating, re-purposing and adapting existing content to ensure efficiencies are achieved.

Using online analytics and data insights, the role will critically assess activity to inform decisions on new content development priorities and content design for search engine optimisation. The role will also have responsibility for managing feedback loops and approvals for new digital content in consultation with the Head, Digital.

Eligibility

The ideal candidate will have an understanding of the communication needs of cultural institutions together with a demonstrated high level of written communication skills and knowledge of the Australian Government Style Manual. They will combine their writing, editing and proofreading skills, preferably for digital delivery, with a sound understanding of, or the ability to quickly learn, the technical aspects of digital and content management systems. This includes production requirements for the use of text, images, audio and video content, and search engine optimisation. They will need a basic understanding of Photoshop and digital design best practice.

The successful applicant will also need a practical knowledge of the legal aspects of digital publishing, including copyright, moral rights, defamation and privacy issues.

Selection criteria

1. Demonstrated contemporary knowledge, understanding and experience working with digital technology and platforms.
2. Demonstrated experience in the writing, editing, management and delivery of digital content.

3. Demonstrated working knowledge of the legal aspects of digital publishing, including copyright, moral rights, defamation and privacy issues.
4. Excellent written and verbal communication skills, including the ability to effectively influence and collaborate with a range of stakeholders.
5. Proven ability to effectively deliver outcomes and manage multiple competing priorities.

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo a number of pre-employment checks, including a police records check.

Notes

The National Museum of Australia (the Museum) is committed to building an inclusive and culturally diverse workforce. We welcome applications from across our community including, Australian First Nations peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, mature aged employees and carers.

In general, positions at the Museum are described as 'Identified positions' to signify that our roles require an understanding of the issues affecting Australian First Nations peoples. Our staff also require the ability to communicate and engage respectfully, authentically, and ethically with Australian First Nations peoples, businesses, and communities to build trust and long-term relationships.

The Museum is also committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.

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

Reasonable adjustments are available throughout the recruitment process. If you require, or would like to discuss reasonable adjustments, please contact the Contact Officer for this position.

Ready to apply?

Visit <https://www.nma.gov.au/about/employment> to view the position description and to upload your application.

To apply, please submit a copy of your resume. Please also respond to the selection criteria above by including examples demonstrating your experience and how you will apply your relevant technical skills (maximum 2 pages).

Applications should also include contact details for two referees.

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

About the National Museum of Australia

The National Museum of Australia is a publicly funded institution governed as a statutory authority in the Commonwealth Arts portfolio. Established in 1980, it is headed by a Director appointed by the Governor-General. The Council is responsible for the conduct and control of the affairs of the Museum. The Museum building on Acton Peninsula opened on 11 March 2001.

To Apply

Position Contact	Angela Rooke, 02 6208 5353
Agency Recruitment Site	www.nma.gov.au

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