



Australian Government

**Commonwealth of Australia
APSJobs - Vacancies Daily
PS41 Daily Gazette Wednesday - 15 October
2025.pdf**

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS41 Weekly Gazette Thursday - 16 October 2025.pdf.

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

The date of publication of this Gazette is PS41 Daily Gazette Wednesday - 15 October 2025.pdf. The date of publication establishes the date the vacancy was notified in the Gazette for the purpose of 25(1)(b) of the Australian Public Service Commissioners Directions 2022.

For gazette lodgement inquiries email: contact@apsjobs.gov.au

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Vacancies

Vacancy VN-0764047

Australian National Maritime Museum

Closing Date: Sunday 26 October 2025

Audience, Development, Commercial and Operations
Commercial Operations

Job Title	Retail Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Pymont NSW
Salary	\$84,228 - \$105,910
Future Merit Locations	Pymont
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5;APS Level 6
Position Number	0155
Agency Website	https://www.sea.museum/about/about-the-museum/what-we-do

Job Description <https://www.sea.museum/About/About%20the%20museum/Our%20people/Work%20with%20us>

The Australian National Maritime Museum is seeking an experienced and efficient Retail Manager to join the Commercial Operations team in this full-time non-ongoing position for 12-months.

This position may be offered at either the APS5 or APS6 level, depending on the skills and experience of the successful candidate.

About the Australian National Maritime Museum

As one of Sydney's most visited museums, the Australian National Maritime Museum shares our national maritime story across Australia and the world, online, onsite and through research, presentations and travelling exhibitions, and provides must-visit museum experiences that delight and inspire.

We connect our visitors with the oceans and waterways that are the heartbeat of who we are. From deep time to modern Australian and beyond, we explore our past, our present and future as an island nation shaped by sea, offering a sustainable and cohesive vision for the future.

The Museum welcomes over 2.5 million local, interstate and international visitors annually, and is supported by a thriving and passionate staff, membership, volunteer and education base. Find out more at sea.museum.

Duties

About the Role

The Retail Manager supports the efficient and dynamic operation of the Museum's retail business across both onsite and online platforms, ensuring consistently high standards of customer service, merchandising, and commercial outcomes. Working under general direction and in close collaboration with the Head of Commercial, this role contributes to the strategic direction of the retail offer, aligning shop performance with the Museum's broader commercial objectives and visitor experience goals.

The Retail Manager manages day-to-day operations, including stock control and stocktake processes, strengthening supplier relationships, and compliance with financial and operational procedures. The role develops and implements creative merchandising displays and retail promotions, maximising opportunities linked to Museum exhibitions, collections, and seasonal programs to ensure the shop remains a dynamic, engaging, and profitable component of the visitor experience. A key focus of the role is motivating and leading the retail team to deliver outstanding sales results and exceptional customer service and experience. This includes implementing sales structures, providing coaching and performance feedback, and embedding a culture of service excellence that enhances the visitor journey.

The Retail Manager is also responsible for driving the continued expansion of the Museum's online store, leveraging the Shopify platform and omnichannel marketing opportunities to attract a global customer base. This involves identifying new product opportunities, optimising digital marketing strategies, and ensuring seamless integration between in-store and online experiences. Through strong leadership, innovative thinking, and a results-driven approach, the Retail Manager ensures the Museum Shop delivers strong financial performance, enhances the Museum's brand, and provides every visitor with a memorable retail experience.

Please note: This recruitment process is intended to fill both current and future vacancies. While the position on offer is non-ongoing, a merit pool of suitable applicants may be established to fill similar ongoing and non-ongoing positions within the next 18 months.

Key Accountabilities

Under limited direction, this position is responsible for delivering the following functions:

- Oversee the day-to-day operations of the Museum's retail and online store, ensuring high standards in sales, customer service, merchandise presentation, and financial procedures.
- Manage a broad range of customer enquiries and complaints with professionalism, tact, and diplomacy, ensuring a consistently positive visitor experience.
- Provide direction, training, and performance feedback to retail staff, building capability through coaching in sales techniques, customer service, product knowledge, and POS/SOP compliance.
- Develop and implement strategies to increase in-store and online sales, including digital promotions, bundling offers, and targeted customer engagement initiatives.
- Oversee inventory control, reorders, and product availability, ensuring bestsellers are maintained, slow-moving stock is effectively managed, and product development supports retail growth.
- Ensure accurate end-of-day cash handling, reconciliation of daily and weekly takings, and preparation of monthly financial and retail performance reports to support decision-making.
- Develop engaging displays and promotional initiatives that reflect the Museum's identity and enhance the visitor retail experience.
- Link retail offerings to the Museum's vision and operational plan, aligning retail activities with broader organisational goals and sustainability priorities.
- Identify and implement initiatives that improve retail operations, enhance efficiency, and support innovation, sustainability, and profitability.
- Manage performance in line with Museum policy, and ensure all retail operations comply with relevant standards, procedures, and frameworks.

Selection Criteria

The successful candidate will demonstrate their capacity against the following:

1. Demonstrated experience in delivering high-quality customer service and sales outcomes in a cultural, tourism, or retail environment, with proven success in enhancing visitor experience and driving retail performance.
2. Proven ability to lead, supervise, and develop a customer-facing sales team, including performance management, training, and motivating staff to achieve revenue and customer satisfaction KPIs.
3. Strong commercial and operational acumen, including experience in cash handling, reconciliation, stock management, and the use of computerised retail and POS systems to support efficient and compliant operations.

4. Highly developed communication, interpersonal, and stakeholder engagement skills, with the ability to represent the Museum professionally to visitors, contractors, and internal stakeholders, and resolve issues with tact and diplomacy.
5. Analytical and reporting capability, including proficiency in database management and MS Excel, with the ability to interpret financial and operational data, prepare reports, and provide insights to support strategic decision-making.

Qualifications and/or relevant experience required

Mandatory:

- Significant retail management experience with demonstrated success in a customer-facing environment.
- Knowledge of e-commerce platforms and digital retail marketing.
- Ability to work weekends and public holidays.

Desirable:

- Experience in the tourism, cultural and/or hospitality sector.
- Previous experience working within the public sector.
- Advanced Microsoft office, mainly excel and POS online platforms i.e. Shopify and various database skills.
- Knowledge and understanding of APS Values and Code of Conduct and commitment to workplace diversity and working in a team environment.

Eligibility

This position is open to all eligible members of the community, and we encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. To be an eligible member of the community, you must be an Australian citizen. Applications may be accepted from Australian permanent residents who are in the process of acquiring Australian citizenship.

All employees will be required to satisfactorily complete an Australian Federal Police National Police Check and obtain and maintain a Working with Children Check registration.

Notes

Applications Close: 11:30pm AEST, Sunday 26 October 2025. No Applications will be accepted by mail or email.

When applying via our online e-recruitment system, please provide a written application addressing each Selection Criteria. Your current resume is also to be included in your application.

In addition to an application and your resume, the assessment process for this position may also include an interview and referee reports.

Selection for this position will be made on the basis of relative merit which will be assessed against each item of the selection criteria. Applications that do not address the selection criteria will not be considered for shortlisting by the Selection Panel. As part of the selection process the Selection Panel may invite candidates to undertake online testing, skills-based assessment and provide samples of written work at interview.

What We Offer You

Working at the Museum offers a stunning office location plus access to a range of benefits including:

- A competitive salary, plus 15.4% superannuation
- Generous leave and flexible working arrangements
- Great training and development opportunities
- Rewards and recognition initiatives
- Our Employee Assistance Program (EAP – a free counselling service for you and your family).
- Wellbeing initiatives including free flu shots and reimbursement for optical
- Staff Regatta – Sailing on the Harbour.

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

About the Australian National Maritime Museum

To Apply

Position Contact	Ruby Chronis, 02 9298 3765
Agency Recruitment Site	https://www.sea.museum/About/About%20the%20museum/Our%20people/Work%20with%20us

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Vacancy VN-0764039

Australian Sports Commission

Closing Date: Sunday 26 October 2025

AIS Performance
National Performance Support Systems

Job Title	National Performance Support Lead
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$124,728 - \$147,177
Future Merit Locations	Canberra, Sydney, Melbourne
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	-
Agency Website	https://www.sportaus.gov.au/

Job Description

<https://ausport.nga.net.au/?jati=140331C2-244A-53B1-6CA2-E44BC7B3C22B>

Duties

Applications close at 11:30 pm AEDT **Sunday 26 October 2025** (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 and culminating in the Brisbane 2032 Olympic and Paralympic Games. We have an ambitious strategy and we need the best players on our team to help us deliver real results for the sporting sector and all Australians.

Are you up for the challenge?

About the team – The Performance Support Networks team is a multidisciplinary group that provides technical expertise, leadership, and strategic direction for performance support across the high performance (HP) sport system. Comprising highly experienced and respected leaders in the field, the team works to foster collaborative and cohesive networks that deliver world-leading practices - supporting Australian athletes to Win Well through integrated and impactful performance support.

About the role – The National Performance Support Leads will play a pivotal role in connecting performance support practitioners across the Australian high performance sport system. Working in close collaboration with National Sporting Organisations (NSOs), National Institute Network (NIN) partners, and Games Partners - including the Australian Olympic Committee, Paralympics Australia, and Commonwealth Games Australia - they will drive world-leading practice in performance support. Through an interdisciplinary approach, the Leads will ensure that Australian high performance athletes and coaches are supported to Win Well, fostering excellence in performance support.

Reporting to the National Performance Support Manager, the National Performance Support Leads will work closely with their counterparts across disciplines to deliver across four key areas: system engagement; world leading knowledge and practice; people development; and targeted sport support.

About you – Are you a dynamic team player who:

- Has 10+ years' experience in elite sport, including at least 8 years in a technical delivery role
- Meets the National HP Expectations for your relevant performance support discipline
- Has discipline-specific post graduate qualifications
- Has supported or been in a leadership role at the highest level of competition/championships/Games in relevant elite sport settings

IMPORTANT INFORMATION - Applying for this role

Applicants should refer to the attached Job Description for the full details related to this role, and the positions available as part of this recruitment process. This includes all relevant essential and desirable criteria that may be used to assess candidates, as well as specific details related to each of the **seven** distinct positions being offered.

When submitting your application, in addition to the standard application questions (see below), applicants will also be asked to:

- Identify which position(s) (specific Discipline/s) they are applying for; and,
- Whether they have a preference for full-time or part-time employment*.

***Please note** - these positions are being offered on an ONGOING basis, with either full-time or part-time arrangements considered. You will be asked to indicate your preferred attendance type in your application (i.e. full-time, part-time, or no preference) - this information is for planning purposes only, and will not affect your eligibility or assessment for the role.

Why work with us?

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

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

Additionally, our Canberra campus offers:

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

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

- **Contact Officer:** Miranda Menaspà - Director, National Performance Support Systems
- **Email address:** performancesupport@ausport.gov.au

Eligibility

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

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

Notes

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

About the Australian Sports Commission

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

To Apply

Position Contact	Miranda Menaspà - Director, National Performance Support Systems , -
Agency Recruitment Site	https://ausport.nga.net.au/?jati=140331C2-244A-53B1-6CA2-E44BC7B3C22B

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Vacancy VN-0763754

Department of Home Affairs

Closing Date: Tuesday 28 October 2025

Digital Delivery Services
Corporate & Case Systems Corporate Digital Collaboration Systems Section

Job Title	Junior M365 Teams SharePoint and Operations Delivery Coordinator
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - VIC VIC, Various locations - TAS TAS, Various locations - SA SA, Various locations - WA WA, Various locations - NT NT, Various locations - QLD QLD, Various locations - NSW NSW
Salary	\$76,863 - \$82,903
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 4
Position Number	JR 140150
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/140150/>

About our team

The Corporate Digital Collaboration Systems (CDCS) Section provides a comprehensive suite of ICT services to Department of Home Affairs staff, both domestically and internationally.

The CDCS Section oversees the management and support of the department's digital collaboration tools, which include messaging platforms such as Microsoft Exchange and Lotus Notes; collaboration environments including Microsoft Office 365 and SharePoint; assistive technologies; print and remote access services; mobile device management; and unified communications solutions, encompassing video conferencing and digital signage.

Additionally, the Section is responsible for the Evoko booking system, OurTV, AV Video Matrix, Standard and Managed Operating Environments (including upgrades), and actively participates as a stakeholder in desktop refresh initiatives.

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

Our ideal candidate

Our ideal candidates for the two APS 4 positions one (1) Junior M365 Teams SharePoint and one (1) Operations Delivery Coordinator will bring a solid understanding of collaboration technologies and a passion for enabling digital transformation. They should be confident in resolving technical issues with efficiency and clarity. With a service-oriented mindset and strong interpersonal skills, they will engage with business areas to promote best practices and contribute to user training.

Working relationships will play a key role, supporting others, sharing knowledge, and helping to build a positive, collaborative work culture. A keen eye for detail, proactive problem-solving and adaptability in dynamic environments are essential. These two roles demand a collaborative mindset and the ability to turn technical and operational needs into practical outcomes.

Duties

Duties and responsibilities

- Providing Level 3 support for the Department's Microsoft SharePoint, Teams and related 365 platform service functions
- Resolving and responding to Level 3 queries and issues by undertaking technical analysis
- Escalation of unresolved issues to the vendor resolver group, and senior team members.
- Resolving and responding to M365 and SharePoint queries and issues by undertaking technical analysis
- Ensuring Knowledge Base Articles and Standard Operating Procedure documentation is kept relevant and accurate
- Supporting and advising end users and Level 2 team by providing advice and support to their queries
- Ensuring tickets and queries to the group queues and mailboxes are answered within an appropriate timeframe
- Maintain internal and external relationships with IT Service Desk, team members, analysts, agencies, tech stakeholders, and business owners.
- Develop and assist with standard operating procedures and governance documents.

Additional information

- Developed strong analytical, troubleshooting and creative thinking skills and helped to find strategic solutions in a dynamic environment.
- Successfully completed integration project goals.
- Ability to document clearly and effectively, including creating standard operating procedures and build and configuration guides and Knowledge Based Articles for technical support and end user use.

- Skill in building and sustaining effective work relationships and handling stress while delivering high quality services.
- Good analytical, troubleshooting, and creative thinking skills.
- Ability to document clearly and effectively.

Note: *This will be an inclusive process where people with disability, limitations or conditions (including Neurodivergent conditions), will be supported throughout the process and we welcome reasonable adjustment requests. We also encourage you to make use of the Recruitability option for assistance with this recruitment process.

Eligibility

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

The successful candidate will be required to obtain and maintain a Negative Vetting Level 1 (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>

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum

requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of 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	NATHAN.FRANKLIN, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/140150/

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Vacancy VN-0763829

Job Title	Director, Work Health and Safety
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW, Various locations - VIC VIC, Various locations - ACT ACT, Various locations - QLD QLD, Various locations - SA SA
Salary	\$136,260 - \$177,318
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	Executive Level 2
Position Number	JR 139870
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/139870/>

About our team

The WHS section provides WHS advice, assurance, support and the framework for the organisation to manage their WHS responsibilities. WHS is undergoing a significant change program to uplift the way the Section services the Department and includes implementing a new IT system for incident and hazard management. The Department is seeking an experienced leader that will engage with, and lead, the changes.

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

Our ideal candidate

- Extensive experience in Human Resources, particularly in the field of WHS
- Strong leadership, stakeholder management, facilitation, engagement, and coaching skills

- Embodies a strong client focus, including anticipating needs, distilling the core issues from complex information and providing solutions to ensure outcomes are met
- Has highly developed communication skills, intuitively selecting appropriate channels, content and tone for diverse purposes and audiences, including our Executive
- Develops and manages strategic relationships whilst working collaboratively to ensure objectives are achieved.

Duties

Duties and responsibilities

- Lead a team responsible for the delivery of people-centric initiatives to support the overall health and wellbeing of our staff within a geographically dispersed workforce
- Drive improvements to systems and procedures within the Branch and more generally across the Division lead, motivate and inspire your team, fostering a collaborative and high performance work environment
- Ensure compliance with relevant legislation, governance requirements, policies 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.

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To Apply

Position Contact	Amanda Johnston, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139870/

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Vacancy VN-0764002

Job Title	Associate to an FCFCOA Judge
Job Type	Full-Time, Non-Ongoing
Location	Parramatta NSW
Salary	\$84,228 - \$91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	This role is predominately on-site with an adhoc WFH arrangement subject to operational requirements.
Classification	APS Level 5
Position Number	0866-10-25
Agency Website	https://www.fcfcga.gov.au/

Job Description

<https://fcajobs.nga.net.au/?jati=B37ED792-15FD-4669-EB33-E44B8D657479>

The Associate is part of a team assisting a Judge in the day to day management of Chambers and Court. The role of the Associate is to manage chambers and to supervise the Deputy Associate.

Duties

1. Day-to-day running of chambers including responding to enquiries.
2. Supervise the work of the deputy associate.
3. Assist the Judge to manage the docket by preparing and managing matters waiting for hearing.
4. Ensure the court's case management system is up-to-date and assist the Judge in the preparation of orders and typing of judgments.
5. Maintain court related relationships with various external stakeholders.
6. Contribute to organisational forums working for better working practices.
7. Other duties as required.

Eligibility

Selection Criteria

1. Strong communication (oral and written) and liaison skills and the ability to communicate with people of all levels.
2. Demonstrated high-level keyboard skills and ability to use relevant software applications including Microsoft Office applications and the internet.
3. The ability to adapt to changing situations and priorities.

4. Tolerance, diligence and the ability to work as a member of a small team.
5. A high standard of ethical behaviour.

Notes

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

As part of your application, you will be required to submit a written response to the selection criteria listed in the position description (maximum word limit 1,500). Please ensure this document is attached before submitting your application.

Eligibility

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

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

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

Diversity and Inclusion

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

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

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

About the Federal Circuit and Family Court of Australia

The Federal Circuit and Family Court of Australia Act 2021 (FCFCOA Act), which came into effect on 1 September 2021, merged the Family Court of Australia and the Federal Circuit Court of Australia into a unified court system known as the FCFCOA. The FCFCOA (Division 1) is a superior court that handles the most complex family law cases and serves as the appellate court for family law matters. It operates nationwide, except in Western Australia. The FCFCOA (Division 2), a federal court, shares jurisdiction over family law and child support with Division 1, but also handles general federal law matters, such as administrative law, bankruptcy, intellectual property, and migration law. The Federal Court of Australia entity engages employees under the Public Service Act 1999 to support the Federal Court, the FCFCOA (Divisions 1 and 2), and the National Native Title Tribunal. Established by the 2016 Courts Administration Legislation Amendment Act, each court retains its own identity and judicial independence. FCFCOA employees are covered by the Federal Court Enterprise Agreement 2024–2027.

To Apply

Position Contact	Lynne Weidle, 02 8623 4392
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=B37ED792-15FD-4669-EB33-E44B8D657479

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Agriculture, Water and the Environment

Vacancy VN-0763972

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 29 October 2025

Digital Business
Digital Systems Solutions and Sustainment SPORS, Cargo Systems

Job Title	Assistant Director - Business Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$124,861 - \$134,295
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - QLD
Office Arrangement	Flexible
Office Arrangement Details	subject to negotiation
Classification	Executive Level 1
Position Number	2025/3286
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Digital Business Division (DBD)** draws together retail digital functions from across the department and is responsible for a suite of mission-critical systems and services. The division brings large-scale change to our agricultural export and biosecurity cargo clearance systems through the delivery of the Taking Farmer to Market and Simplified Targeting and Enhanced Processing System programs. The division offers compelling opportunities for transformation, enabling us to innovate and consider how we build and deliver services into the future.

The division is looking to fill vacancies across following branch

The **Digital System, Solutions and Sustainment (DSSS) Branch** sits within the Digital Business Division (DBD) of the Department of Agriculture, Fisheries and Forestry. The division consolidates digital functions from across the department to deliver best-in-class digital and data products. DSSS is responsible for mission-critical systems supporting Australia's biosecurity, cargo, science, and regulatory operations. This includes remediating defects when required, configuring applications to implement infrastructure upgrades and developing new capabilities to meet changing policy and legislation needs.

Duties

The Job

Key duties for this position include, but are not limited to:

- engaging with our internal and external users to understand and capture user needs and identify opportunities for sustained applications (short and/or long-term digital transformation)
- work closely with solution architects to design solutions that fit within the architecture standards for the program, and how the design might contribute to future state architecture
- supporting user engagement throughout the different phases of Discovery, Alpha, Beta and Live; including the provision of ongoing business and technical advice
- develop artefacts and diagrams to define and document user needs and system concepts and functionality
- write user stories/PBIs for development, maintain alignment with features, dependencies within stories; help guide the sequence of development and acceptance testing of the implemented PBIs
- develop content for business consumption, translating technical solutions/features into simple, effective manner, suitable for wider business consumption
- communicating future system requirements to software developers and assisting in system design
- collaborate with service designers and stakeholders to form a comprehensive strategic picture.
- facilitate and manage service requests for new digital initiatives, including coordinating costing exercises in collaboration with technical and financial stakeholders to ensure timely and accurate delivery of cost estimates
- support the delivery of system enhancements, including coordinating and conducting application testing where required.

Please note:

- This recruitment process will **initially be used to fill two vacancies, both non-ongoing**. The non-ongoing role will be offered for an initial period of 12 months, with the possibility of extension for a further 12 months.
- While the current focus is on filling a non-ongoing position, the department may use the resulting merit pool to fill future ongoing vacancies as they arise. 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.

Flexible working arrangements

We are open to discussing flexible working arrangements. To seek further information please speak with the contact officer prior to submitting your application.

Eligibility

What we are looking for

Knowledge and experience

The successful applicant will be able to demonstrate the following knowledge or experience:

- demonstrated experience in solving complex problems using evidence, analysis, and investigation. proven ability to work effectively in agile and multi-disciplinary teams
- strong background in Human Centred Design approaches to service delivery
- experience engaging with internal and external users to capture business needs and identify opportunities for digital transformation
- ability to translate user needs into actionable requirements and support solution design. - experience collaborating with Product Managers, solution architects, and business areas to develop high-value digital services
- Track record of supporting user engagement throughout all phases of digital solution delivery (Discovery, Alpha, Beta, Live)
- experience developing artefacts and diagrams to define and document user needs and system functionality
- ability to communicate future system requirements to software developers and assist in system design
- experience facilitating and managing service requests for new digital initiatives, including coordinating costing exercises with technical and financial stakeholders
- experience supporting the delivery of system enhancements, including coordinating and conducting application testing
- ability to exercise initiative and judgement in interpreting policy, applying legislation, and determining appropriate courses of action
- experience managing complex work programs or projects with a high level of independence and accountability.

Notes

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: <https://www.dva.gov.au/vetpaths>

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Sabina Vohra, Sabina.Vohra@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-0764005

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 29 October 2025

Digital Enabling Services Technology Cost Management Office (TCMO)

Job Title	Business Support Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$84,794 - \$93,020
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 5
Position Number	2025/3429
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Digital Services Division (DSD) is responsible for enabling Information and Communication Technology (ICT) functions and activities in the department. The division provides a secure, modern ICT environment so that the department can conduct its business 24/7 and focus on achieving departmental outcomes. DSD staff work collaboratively across the department, taking advantage of advances in technology, to deliver end-to-end services and solutions that are nationally consistent and deliver organisational and business benefits. As a trusted ICT adviser, DSD aims to strengthen its partnerships with other divisions through the provision of professional

advice, innovative solutions and high quality, timely and reliable ICT services. DSD staff are experts in ICT operations, ICT project planning and delivery, ICT applications development and support, ICT security, ICT contracts and vendor management, web services, information, data and records management and ICT governance and strategy.

The **Digital Enabling Services Branch** provides the Digital Services Division with program management and assurance, business engagement, financial management and reporting, in-house commercial services and assistance in governance and strategic communication matters

Within DSD, the **Technology Cost Management Office (TCMO)** plays a key role as the interface between business areas and external vendors. TCMO is responsible for managing customer engagement, communications, and issue escalation related to Project Service Requests (PSRs). The team also leads the development and implementation of the IT Service Catalogue within ServiceNow and oversees IT cost modelling through the Technology Business Management (TBM) framework.

Duties

The Job

Key duties of this position include but are not limited to:

- Build and maintain effective working relationships with internal stakeholders to support operational outcomes and facilitate cooperation.
- Provide first-level support and advice on data analysis and project management, including guiding queries, coordinating responses, and triaging requests to relevant stakeholders and subject matter experts.
- Support the management of Project Service Requests (PSRs), including tracking progress, compiling triage notes and status updates, and coordinating with relevant teams for data input.
- Assist with service management activities by monitoring, tracking, and reporting on program objectives and targets.
- Contribute to data collection and process governance activities, including implementing data changes, maintaining registers and records, and supporting governance meetings.
- Track financial expenditure and assist with analysis and validation of substantiation data to support budget planning and reporting.
- Collaborate with stakeholders to ensure financial processes are followed and financial objectives are supported.
- Produce dashboards and ad-hoc reports to support decision-making and performance monitoring.
- Support planning and implementation activities aimed at improving business management processes and practices.
- Assist in measuring customer satisfaction through feedback mechanisms and contribute to continuous improvement initiatives.

Eligibility

What we are looking for

Knowledge and experience

- Proven experience in process improvement, program delivery, project and change initiatives, financial management, and reporting and data analysis.
- A background in ICT environments, with a strong track record of working effectively with both internal and external stakeholders.
- A proactive and self-motivated approach, with strong initiative, attention to detail, and a focus on delivering solutions.
- The ability to analyse, plan, and adapt to competing priorities and work activities to meet evolving business needs.
- A collaborative mindset and the ability to contribute to a team environment to achieve shared goals.
- Highly effective negotiation and communication skills with the ability to present complex information to a variety of audiences.

Notes

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: <https://www.dva.gov.au/vetpaths>

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Grace Young, grace.young@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-0764023

Department of Agriculture, Fisheries and Forestry

Closing Date: Wednesday 05 November 2025

Agricultural Policy
Workforce Engagement and Productivity AMM/AGSOC

Job Title	Assistant Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$124,861 - \$134,295
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	subject to negotiation
Classification	Executive Level 1
Position Number	2025/3394
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

It's the people in the **Workforce and Engagement Branch** that make us who we are. You'll be welcomed by a supportive branch with a reputation for delivering high quality work. We are passionate about what we do and why we do it, and we are always refining what we do.

The **Agriculture Ministers' Meeting (AMM) and Agriculture Senior Officials' Committee (AGSOC)** Secretariat within the branch provides professional and responsive support for minister and high-level executive governance meetings.

Duties

The Job

The AMM-AGSOC Secretariat is seeking candidates with minimum of 5 years secretariat experience. The position offers the opportunity to join a small, high-performing team working on a breadth of critical portfolio and government issues that directly benefit the Australian community and industry. You will have a unique opportunity to further develop the skills and professional networks that are in demand across the APS, particularly for roles in policy development, project management and stakeholder engagement. As a valued member of the team, you will be supported to achieve your immediate and longer-term career goals, be exposed to multiple policy areas and apply your initiative and ideas in a fast-paced environment. Assistant Directors work as

senior members of the team, responsible for leading the delivery of high-quality, accurate and consistent analysis and advice in providing secretariat services as required.

Key duties for this position include, but are not limited to:

- leading the preparation of high-quality meeting documents, including, agendas, briefing, papers and minutes often in a pressurised environment
- maintain professional and constructive relationships with stakeholders
- liaising with other policy, regulatory and operational areas in the department and across government to achieve area and agency goals
- leading and building the capability of team members to support the duties listed above.

Please note:

- This recruitment process will initially be used to fill **one vacancy on an ongoing basis**.
- 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.

Flexible working arrangements

We are open to discussing flexible working arrangements. To seek further information please speak with the contact officer prior to submitting your application.

Eligibility

What we are looking for

Knowledge and experience

The successful applicant will be able to demonstrate the following knowledge or experience:

- demonstrated experience working across complex topics in a sensitive environment, including where you have relied on information from others in preparing consolidated advice
- demonstrated min 5 years' experience in working in a secretariat role or similar and/or experience in briefing senior executives and ministers
- well organised with strong project management, administrative skills and exceptional attention to detail
- managing complex stakeholder relationships, including breaking down barriers to facilitate collaboration
- experience leading and supporting staff to work collaboratively in a challenging and complex environment with strict deadlines.

Notes

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

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Sarah Flenley, 0481 483 184
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General’s

Vacancy VN-0763943

Administrative Review Tribunal

Closing Date:Tuesday 28 October 2025

Accessibility & User-Centred Design Branch Operational Policy, Procedures & Training Section

Job Title	Policy, Procedures and Training Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$85,755 - \$91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 5
Position Number	43097
Agency Website	https://www.art.gov.au/

Job Description

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

Join our team as a Policy, Procedures and Training Officer!

Are you a team player with strong organisational skills and natural curiosity? Do you want to support a growing geographically dispersed team to deliver quality material for Tribunal Operations? If so, this could be the opportunity for you!

The Administrative Review Tribunal is seeking applications for a Policy, Procedures and Training Officer within the new Operational Policy, Procedures and Training section.

This ongoing full-time hybrid role can be located in Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Perth or Sydney.

About the opportunity

Reporting to the Assistant Director and working closely with Senior Policy, Procedures and Training Officers, this role will assist in the development and maintenance of procedures, policy, template and training products.

This involves a range of different support for the section that may include tasks related to the development of procedures, policy or training products, liaison with internal stakeholders, and the coordination of consultation or training events. The role is also responsible for maintaining the section's key internal communication channels, including intranet content, mailbox, and regular reporting, as well as record-keeping.

About the Tribunal:

The Administrative Review Tribunal plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws.

We believe in providing our employees with a work environment that is supportive and rewarding. Our culture is one that welcomes all and we embrace flexibility and diversity. We believe our people are our most valuable asset and we work to support the skills, knowledge and capability of our staff.

You can learn more about the Tribunal on our [website](#).

What we offer:

We believe the little extras can make a big difference in supporting your success and some of our great incentives include:

- flexible working options, including flexitime and remote working to support you with your commitments outside of work
- competitive salary including generous superannuation employer contribution of 15.4%
- salary packaging options
- supportive career development opportunities
- access to holistic health and wellbeing programs including Fitness Passport which provides discount to 350+ gyms, free annual influenza vaccinations and free eye tests
- generous leave allowances including Christmas to New Year office closure with no deduction from your leave balance and options to purchase leave
- Employee Assistance Program for you and your family
- positive and inclusive culture

Read our [Enterprise Agreement](#) for more information about our terms and conditions of employment.

Duties

- **Stakeholder engagement:** Build and maintain productive and collaborative relationships with a wide range of stakeholders. Collaborate with subject matter experts and team members on the development and maintenance of policies, procedures, forms, templates and training materials.
- **Service delivery:** Produce and maintain key communication channels to ensure stakeholders are kept informed of developments and the section's priorities, including maintaining intranet content, drafting progress reports, and monitoring the mailbox. Contribute to the development and implementation of effective service delivery strategies for the team, consistent with the needs of stakeholders and the Tribunal's statutory and other objectives. Develop a high level of technical competence with IT systems used by the section in the execution of their duties. Provide advice to internal stakeholders in relation to the use of operational procedures, templates and forms, and the delivery of training provided by the section.
- **Project management support:** Provide project support to team members, including drafting initiation documentation, monitoring timelines, drafting communications, record-keeping, and undertaking research and analysis of material that is sometimes complex and voluminous. Coordinate, document and prioritise incoming requests according to established internal frameworks. Liaise with colleagues across the section to manage competing demands and priorities.
- **Training development and delivery:** Contribute to the coordination of operational training activities delivered by the section, including scheduling, liaison with internal teams, evaluation and publication of support materials.
- **Innovation and change:** Identify opportunities for improvement and suggest new or changed ways of working to support the Tribunal to provide consistently high-quality and accessible services to users.

About you:

To be successful you will have:

- Ability to maintain productive relationships with a variety of stakeholders and work collaboratively to achieve outcomes.
- Demonstrated ability to conduct analysis of sometimes complex and voluminous material, exercise sound judgement, identify opportunities for improvement and suggest creative solutions.
- Good communication skills, including the ability to produce high-quality written materials for a range of internal and external audiences, and provide sound advice to internal stakeholders on the use of materials published by the section.
- Demonstrated capacity to work independently with some guidance, manage competing priorities, plan, and negotiate timeframes.
- A well-developed understanding, or the ability to quickly acquire a well-developed understanding, of the Tribunal's legislative, operational and policy context, particularly in relation the development of policy, procedure and training materials.

Eligibility

Essential:

- The Tribunal requires Australian Citizenship as a condition of engagement.
- All employees are required to undertake an Australian Federal Police Check and complete a health declaration.

Desirable:

- Relevant qualifications or experience relevant to the key responsibilities of the role.

More information about this position, the scope of the role, duties and required capabilities and experience, is contained within the Position Description, which is linked below and available on our [Career Opportunities page](#).

Please submit a CV (e.g. of no more than 4 pages) and cover letter (of no more than 2 pages) addressing how your experience matches the capabilities and experience of role, referring to the Position Description.

Notes

NO AGENCIES PLEASE

We are a Circle Back Initiative Employer and commit to responding to every applicant.

Please note a merit list/pool may be created to fill future like vacancies. Suitable candidates on this merit list/pool may be contacted in relation to identical or similar non-ongoing and ongoing roles in the Tribunal, or the broader APS, within 18 months from the original advertised date in gazettal.

The Administrative Review Tribunal is an Equal Opportunities employer committed to providing an inclusive workplace that embraces diversity and inclusion for all employees. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander descent, culturally and linguistically diverse backgrounds, all genders, LGBTQI+ community and mature age people. If you have any support or access requirements, we encourage you to advise us if invited to interview.

Please contact the Talent team on (02) 9276 5443 or recruitment@art.gov.au should you require assistance with accessing our website or with lodging 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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Administrative Review Tribunal

The ART plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws. The ART can take a fresh look at decisions made by Australian Government ministers, departments and agencies – and, in limited circumstances, decisions made by state government and non-government bodies. It also can review decisions made under Norfolk Island laws. The ART comprises members, the independent statutory appointees who hear review applications, and staff, who provide services to support applicants and the review process, as well as the Tribunal's daily operations. You can learn more about the ART here: <https://www.art.gov.au/>.

To Apply

Position Contact	Chad Poynting, 02 9276 5387
Agency Recruitment Site	https://art.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0764011

Administrative Review Tribunal

Closing Date: Tuesday 28 October 2025

Business and Organisational Management
Accessibility & User-Centred Design Branch Operational Policy, Procedures &
Training Section

Job Title	Senior Policy Procedures and Training Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA, Perth WA, Darwin NT, Hobart TAS
Salary	\$94,563 - \$106,394
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 6
Position Number	43095, 43096
Agency Website	https://www.art.gov.au/

Job Description

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

The Administrative Review Tribunal (ART) are seeking two Senior Policy Procedure and Training Officers, where you will be instrumental in shaping our operational excellence.

These ongoing hybrid roles at The Administrative Review Tribunal can be located in Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Perth or Sydney.

This position is available primarily on a full-time ongoing basis however non-ongoing can also be considered.

Reporting to an Assistant Director, you will work as part of a growing team that is spread across the country and is responsible for ensuring that review-related policies, procedures and training materials are available to support staff and members of the Tribunal in conducting merits review.

The work of the section is divided into policy, procedures and templates, and training portfolios, with Senior Policy Procedures and Training Officers assigned to work across 1-2 portfolios in response to operational need. The Tribunal is currently looking for strong communicators to begin working in the following areas:

- **Procedures and templates portfolio**, to coordinate, develop and maintain the Tribunal's review-related internal procedures, user-facing forms and letter templates.
- **Training portfolio**, to develop and deliver training and other learning materials to support staff and members in undertaking their day-to-day responsibilities. Material may be delivered online or in print, as well as through eLearning modules and training videos.

In all portfolios, the role will require you to interpret and apply legislation and policy, identify and suggest solutions to issues, and work closely with subject matter experts and other key internal stakeholders.

About the Tribunal:

The Administrative Review Tribunal plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws.

We believe in providing our employees with a work environment that is supportive and rewarding. Our culture is one that welcomes all and we embrace flexibility and diversity. We believe our people are our most valuable asset and we work to support the skills, knowledge and capability of our staff.

You can learn more about the Tribunal on [our website](#)

What we offer:

We believe the little extras can make a big difference in supporting your success and some of our great incentives include:

- flexible working options, including flexi-time and remote working to support you with your commitments outside of work.
- competitive salary including generous superannuation employer contribution of 15.4%
- salary packaging options
- supportive career development opportunities
- access to holistic health and wellbeing programs including Fitness Passport which provides discount to 350+ gyms, free annual influenza vaccinations and free eye tests
- generous leave allowances including Christmas to New Year office closure with no deduction from your leave balance and options to purchase leave.
- Employee Assistance Program for you and your family
- positive and inclusive culture.

Read our [Enterprise Agreement](#) for more information about our terms and conditions of employment.

Duties

- **Stakeholder management:** Build and maintain productive and collaborative relationships with a wide range of stakeholders. Regularly engage with subject matter experts and other key stakeholders to identify policy, procedure, template or training needs, identify opportunities for consistency, collaborate on solutions, and seek feedback.
- **Service delivery:** Anticipate and respond to stakeholders' needs, collect and analyse stakeholder feedback to make recommendations, maintain information on the intranet, communicate timeframes and prioritise work appropriately. Contribute to the development and implementation of effective service delivery strategies for the team, consistent with the needs of stakeholders and the Tribunal's statutory and other objectives.
- **Innovation and change:** Identify opportunities for improvement and suggest new or changed ways of working to support the Tribunal to provide consistently high-quality and accessible services to users.

Depending on the assigned portfolio/s, The Senior Policy, Procedures and Training Officer will also be responsible for one or a combination of the following:

- **Policy development and advice:** Anticipate policy gaps and issues, undertake research and analysis, formulate balanced and practical recommendations in line with relevant legislation and organisational objectives. Draft policy documents to a high standard and maintain good records. Provide advice on policy issues and escalate risks appropriately.
- **Procedures and templates development:** Develop and maintain procedures to support staff to undertake case management and member support functions, and external-facing forms and letter templates. Identify opportunities for consistency and reducing duplication.

- **Training and learning materials development:** Design, deliver and evaluate training packages, collaborating with key stakeholders to ensure content and mode supports learning objectives.

To be successful you will:

- Be a problem solver who is curious and enjoys research.
- Have experience in, or the ability to rapidly acquire knowledge of, case management functions and/or registry operations generally.
- Have the ability to write, design and build procedures and/or associated learning materials.
- Be a capable negotiator who enjoys learning about new systems and the process of change.
- Have the ability to develop and maintain effective relationships, working as part of a team to problem-solve through capable communication and negotiation with stakeholders.
- Be able to demonstrate experience in managing complex projects, delivering results on time and to a high standard.

Eligibility

Essential:

- The Tribunal requires Australian Citizenship as a condition of engagement.
- All employees are required to undertake an Australian Federal Police Check and complete a health declaration.

Desirable:

- Relevant qualifications or experience relevant to the key responsibilities of the role.
- Experience developing learning materials, including proficiency in the use of eLearn or video editing tools.

More information about this position, the scope of the role, duties and required capabilities and experience, is contained within the Position Description, which is linked below and available on our [Career Opportunities page](#).

Please submit a CV (of no more than 4 pages) and cover letter (of no more than 2 pages) addressing how your experience matches the capabilities and experience of role, referring to the Position Description.

Notes

Please contact the Talent team on (02) 9276 5443 or recruitment@art.gov.au should you require assistance with accessing our website or with lodging your application.

We are a Circle Back Initiative Employer and commit to responding to every applicant.

Please note a merit pool may be created to fill future like vacancies. Suitable candidates on this merit pool may be contacted in relation to identical or similar non-ongoing and ongoing roles in the Tribunal, or the broader APS, within 18 months from the original advertised date in gazettal.

The Administrative Review Tribunal is an Equal Opportunities employer committed to providing an inclusive workplace that embraces diversity and inclusion for all employees. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander descent, culturally and linguistically diverse backgrounds, all genders, LGBTQI+ community and mature age people. If you have any support or access requirements, we encourage you to advise us if invited to interview.

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

About the Administrative Review Tribunal

The ART plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws. The ART can take a fresh look at decisions made by Australian Government ministers, departments and agencies – and, in limited circumstances, decisions made by state government and non-government bodies. It also can review decisions made under Norfolk Island laws. The ART comprises members, the independent statutory appointees who hear review applications, and staff, who provide services to support applicants and the review process, as well as the Tribunal's daily operations. You can learn more about the ART here: <https://www.art.gov.au/>.

To Apply

Position Contact	Vicky Elkin, (08) 8128 8122
Agency Recruitment Site	https://www.art.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0763975

Attorney-General's Department

Closing Date: Sunday 02 November 2025

International and Public Law
Office of International Law

Job Title	Senior Legal Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$119,142 - \$144,964
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	Executive Level 1
Position Number	0316/25_IS/IPLD-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description <https://agcareers.nga.net.au/?jati=9D5E9356-CBDE-7D52-D2A1-E44B8BE55A5E>

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

Duties

The Opportunity

The Office of International Law (OIL) is responsible for supporting the Attorney-General as First Law Officer, through the provision of legal advice on Australia's international legal obligations to the Attorney, Cabinet and Government departments. OIL is also responsible for the conduct of all international dispute settlement (except for World Trade Organization disputes).

Senior Legal Officers (SLO) are responsible for leading workstreams, providing advice on the most complex matters, and supervising and mentoring Legal Officers and Graduates in the team. OIL is looking to fill SLO positions across all areas of practice and welcomes applications from lawyers with skills and experience in government and public international law, including human rights and refugee law, international criminal law, the law of armed conflict and the use of force, cyber and intelligence law, oceans and environment law, nuclear law, diplomatic law and the law of international organisations and air and space law.

How you can make a difference

We seek people who bring new ideas, diverse experience, and global perspectives. People who work with us will display leadership at all levels, apply information effectively to solve problems, and work collaboratively to achieve outcomes.

The tasks and key projects that Senior Legal Officers may be allocated include:

- Providing legal advice to Australian government agencies on matters of international law
- Running international litigation and dispute settlement processes, including preparation of written and oral pleadings and managing evidence
- Negotiating treaties on a range of subjects
- Advocating for Australia's interests in international organisations
- Supervising junior staff.

Applicants must hold a degree in law from an Australian tertiary institution or comparable overseas qualification, which, in the opinion of the Secretary, is appropriate to the duties of the office, or admission/eligible for immediate admission in Australia as a legal practitioner.

Eligibility

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

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

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

Notes

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

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

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

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

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

About the Attorney-General's Department

The Attorney-General's Department delivers programs and policies to maintain and improve Australia's law and justice framework, and to facilitate jobs growth through policies that promote fair, productive, flexible and safe workplaces. Through the Australian Government Solicitor, we also provide legal services to the Commonwealth, including legal advice and representation. Our department is the central policy and coordinating element of the Attorney-General's portfolio. Our department is structured into five groups: • Australian Government Solicitor • Justice and Communities • National Security and Criminal Justice • Integrity and International • Enabling Services The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce involved in policy development and implementation and program administration. The department also has a large number of practicing lawyers, mainly within the Australian Government Solicitor Group within the department. The department is committed to having a flexible and inclusive workplace and recognises and values the diversity of the wider Australia community. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

To Apply

Position Contact	Natalie Mojsoska, (02) 6141 2839
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=9D5E9356-CBDE-7D52-D2A1-E44B8BE55A5E

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Attorney-General's

Vacancy VN-0763995

Job Title	Data Scientist - Electronic Surveillance Integration
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$127,565 - \$164,728
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On-site
Classification	IT Specialist
Position Number	15282
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/15282/>

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 days of mandatory rest leave per year

- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- 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 a Data Scientist role in the Data Capability Development (DCD) team for Electronic Surveillance Integration (ESI).

ESI develops and operates a wide range of lawful covert surveillance capabilities in support of the AFP's operational requirements. ESI capabilities are developed both in-house and sourced from commercial vendors. Our in-house electronic surveillance expertise is much sought-after by domestic and international law enforcement and intelligence partners, with the AFP having an enviable reputation for our bespoke collection capabilities.

As a Technical Specialist in the AFP you will ensure the achievement of outcomes are in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments. It is expected that the successful applicant will deliver on the core responsibilities and meet any requirements of the position as outlined below.

Technical Specialists provide expert consultancy within their area of expertise to develop and promote technical solutions which support the business requirements of the AFP. A Technical Specialist role does not hold any leadership or financial delegations.

For more information about working in Electronic Surveillance Integration, part of Digital Surveillance Collection, please visit <https://dscjobs.afp.gov.au>

What will you do?

As a data scientist, your responsibilities will include:

- Exploratory analysis of complex datasets to support investigative processes and the development of data capabilities across ESI.

- Research and development of machine learning models combining methods from statistics, spatiotemporal analysis, deep learning, graph data science, natural language processing, computer vision, etc, that support AFP's mission.
- Collaboration with the data engineering and infrastructure teams to implement solutions at scale.
- Collaboration with industry, academia and other government agencies to develop bespoke data science solutions to law enforcement challenges.
- Mentoring junior team members in data science and/or specialized data analytics.
- Maintaining currency in subject matter expertise through ongoing professional development and learning opportunities outside the formal education process.

Eligibility

Essential Requirements

- Tertiary qualification or demonstrated experience in related field, such as science, technology, engineering, mathematics, or a similar technical field.
- Demonstrated strong problem-solving skills in data science, statistics and machine learning.
- Demonstrated experience in the development and implementation of data science / machine learning solutions in a business context.
- Strong interpersonal skills, including stakeholder management.
- Strong communication skills, including the ability to present complex topics and solutions to all audiences, technical and non-technical.
- A Negative Vetting 2 (Top Secret) security clearance or the ability to obtain one – this will be sponsored by the AFP for successful candidates.

At TSF Level 2, in addition to above:

- Postgraduate qualifications or equivalent experience in data science and/or machine learning.
- Demonstrated experience managing the whole data science / machine learning project life cycle from a technical perspective.

Desirable Requirements

While not essential, your application will stand out if you have experience in various of the following areas:

- Experience with various programming languages, query languages and APIs.
- Experience working in a Linux/Windows environment.
- Working with Agile methodologies (e.g. Kanban, Scrum).
- Experience in geospatial analysis, natural language processing, signal processing and/or computer vision.

- Sound knowledge and experience working with APIs, AI/ML workflow frameworks and corresponding microservices.
- Prior experience with Intelligence, Defence of Law Enforcement.

Notes

Additional Information

- This position is a AFP Technical Specialist Band 1 - 2
- When applying you will be asked to nominate your preferred band level, however final determination of the band level you are found suitable for is at the discretion of the panel.
- This role is located in Canberra and applicants are expected to be based in Canberra. Any relocation to Canberra will be at the applicant's own cost.

Commitment to Diversity & 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 LGBTQIA+ community and people with 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	Carlos, (02) 5126 2308
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15282/

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Attorney-General's

Vacancy VN-0764029

Australian Federal Police

Closing Date: Wednesday 29 October 2025

Job Title	Project Officer - Infrastructure Projects - CFO
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$99,285 - \$107,559
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Onsite with WFH possibility
Classification	APS Level 5
Position Number	15360
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/15360/>

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 days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- 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

Infrastructure Projects within Property Command is responsible for the delivery of the organisations key capital works program including but not limited to, training facilities, security upgrades office refurbishment, new builds and specialist facilities projects nationally. These roles will assist with initiating, planning and implementing projects within time, budget, scope and resourcing constraints and while managing stakeholder expectations. This delivery is achieved through establishing and leading projects under AFP governance framework and delivering project outcomes through direct management of external contracts, including management, design and construction contracts and other contractors.

Successful candidates will have the ability to assist and support the Infrastructure Project Managers to deliver projects and their respective stakeholders across a range of levels and disciplines. These are critical support roles in a fast-paced environment and therefore requires a proactive can-do attitude, high levels of organisational skills, self-drive and initiative. You will be able to identify risks and work effectively under pressure in a changing environment to deliver outcomes.

As a member of Infrastructure Projects, you will be expected to foster and develop internal and external stakeholder relationships by working cohesively within a project specific environment, including anticipating the needs of others to ensure the delivery of project outcomes.

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

What will you do?

- Assist with the support, development, delivery and implementation of capital works projects.

- With guidance, assist in project procurement and, contract management activities related to the project within required allocated timeframes.
- Participate in the negotiation of contracts and agreements, relating to the capital works projects.
- With guidance, manage specific monthly budget, financial, reporting processes.
- Provide secretariat duties various internal/external committee and stakeholder meetings.
- Assist with adhoc project and property related issues and tasks as they arise.
- Contribute to the advice and reporting to the Coordinator and AFP Senior Management on capital works projects.
- Pursue, develop and nurture internal and external professional networks appropriate to the Band level to support the efficient and effective management of the AFP's capital works projects.
- Be willing to step outside of your core responsibilities to learn and develop new functions and willingness to help team members with their tasks required.
- The active promotion of AFP core values and a positive safe, professional, and respectful culture within Property Command.

Eligibility

Essential Requirements

- You must be an Australian Citizen.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Minimum of one (1) years' experience in a like or related field.
- Demonstrated experience in project support, finance, administration including for example budgets, financial management, reporting, procurement and contract management.
- Demonstrated understanding and working experience of Government procurement including policies and legislation.

Desirable Requirements

- Certificate IV in Project Management/Certificate IV in Procurement or demonstrated experience (minimum 1 year) in managing projects.
- Certificate IV in Government
- Experience in property, projects, procurement or administration

Notes

- National travel may be required
- This role is located in Canberra, ACT and applicants are expected to be based in Canberra
- We support flexible work arrangements
- This role is an AFP Band 5 level role

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 LGBTQIA+ community and people with 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	Robert Owen, 0438217425
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15360/

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Attorney-General's

Vacancy VN-0764032

Australian Federal Police

Closing Date: Wednesday 29 October 2025

Job Title	Senior Team Leader Logistics - CFO
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$127,101 - \$138,349
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Onsite with WFH possibility
Classification	Executive Level 1
Position Number	15384
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/15384/>

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.

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

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

- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- 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 a full-time position within the AFP as Senior Team Leader, Logistics Command.

Logistics Command delivers a range of corporate and operational support functions to the broader organisation including:

- Uniform Support - the forward-facing customer service cell that connects AFP business areas to their uniform requirements to ensure the organisation meets strategic and operational objectives and mitigates enterprise risk.
- Supply Chain Management - responsible for the lifecycle management of controlled items such as ballistic and spike rated vests, batons and handcuffs. The team supports bulk domestic and international freight movement on behalf of the broader AFP, supply of care packages for deployed members across the Pacific & rest of the world as well as receipt, asset & distribution of ICT equipment, and logistics support to AFP operations and projects as required.
- Fleet - administering the Whole of Australian Government Fleet Services contract on behalf of the AFP and provide management of over 1,300 vehicles, inclusive of testing and evaluation of new vehicle platforms.
- Strategy Monitoring & Evaluation - providing support at a high level to establish, secure and execute Logistic Command operational requirements. The team specialises in business research, analytic services, change and project management.

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

What will you do?

This role provides key leadership and strategic planning in support of the broader Logistics Command portfolio, reporting to the Coordinator, Logistics Command. This role requires a complement of technical knowledge and experience in data analytics, governance and control, contract performance management, stakeholder engagement and relationship management, as well as strong people management and leadership skills.

This work may include, but is not limited to:

- Provide leadership and strategic direction in the delivery of outcomes for the AFP
- Lead, mentor and develop, building capability and capacity within the respective teams and utilise effective people management strategies and skills in the day-to-day management of staff.
- Managing external supplier arrangements to ensure Key Performance Indicators (KPI) are met to the required standard, on time and within budget
- Establishing and maintaining effective high-level liaison with both internal and external stakeholders and partners
- Providing executive level verbal and written advice to management, stakeholders and partners
- Chairing or participating in Working Groups, Boards and Committees as required, providing subject matter expertise and leadership to help inform and guide strategic decision making
- Contributing to the development and implementation of corporate policies, development of business processes and systems frameworks which enhance the delivery of AFP operational outcomes
- Supporting and guiding decision making through the provision of strategic support and future strategies advice and assist in the creation, updating and implementation of AFP Governance instruments
- Monitoring Logistics Command budgets and providing forecasting and projections
- Actively manage and promote a healthy working environment. This includes embracing diversity, inclusion and respect
- Offer guidance and innovative solutions to support Logistics Command deliverables and continuous improvement initiatives
- Other tasks 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
- Extensive experience in leadership roles
- Demonstrated contract management experience
- Excellent communication and stakeholder management skills

Desirable Requirements

The following skills and/or experience would be highly regarded:

- Demonstrated experience in delivering applicable corporate services

- Knowledge of government and industry strategic initiatives
- Demonstrated application of the AFP Risk Management and Governance Frameworks

Notes

- This role is located in Canberra and requires a physical office-based presence, applicants not located in Canberra must relocate at own expense if successful for the role
- This role is an AFP Band 8 level

Commitment to Diversity and Inclusion

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To Apply

Position Contact	Graham Jones, 02 5126 6246
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15384/

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Attorney-General’s

Vacancy VN-0764037

Job Title	Travel Support Team Member - Travel and Relocations - CFO
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$84,458 - \$99,285
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Onsite with WFH possibility
Classification	APS Level 4
Position Number	15385
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/15385/>

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

- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- 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 invited from suitably qualified applicants wishing to be considered for the role of Band 4 Team Member – Travel and Relocations within Business Services.

Business Services is a multifaceted branch that sits within the Chief Financial Officer (CFO) Command and directly contributes to AFP operational outcomes, providing support and enabling our people to deliver maximum impact to the criminal environment.

The experience you bring to the role will benefit the organisation by:

- Facilitating high-quality corporate services
- Implementing and managing business and system improvements to remove barriers, speed up decision making and increase efficiency
- Providing training and help desk facilities to engage and work closely with both our members and external stakeholders

In the Team Member position, you will be required to provide advice and assistance to AFP appointees regarding travel (domestic/international), relocations services, corporate credit card management, FlexiPurchase expense system support, and Per Diems. These services are delivered in line with the Whole of Australian Government travel arrangements and AFP guidelines, in a cost effective and efficient manner.

What will you do?

Duties performed in the Team Member role may include:

- Providing guidance, advice, and training to AFP appointees on travel and corporate card related policies, processes and systems
- Processing travel allowances for domestic travel, including Per Diem adjustments and debt repayment
- Assisting the Relocations team to ensure AFP appointees are relocated in a timely manner
- Supporting AFP members in booking international travel

- Providing assistance to AFP members on the application and issuing of Official passports and Visas for international travel
- Manage the centralised helpdesk email inboxes and phones, ensuring that all enquiries are addressed;
- Develop and manage relationships with internal and external stakeholders to ensure appropriate level of support for AFP appointees
- Maintaining currency in all associated governance for Travel, Corporate Cards and Relocations including National Guidelines and Policy documents
- Other administrative tasks required, as directed by Senior Team Members and/or Team Leader.

Eligibility

Essential Requirements

- Demonstrated experience in corporate travel and/or corporate card administration
- High level customer service and communication skills
- Knowledge of Microsoft Office suite
- Willingness to learn and adapt to changing systems and processes
- The ability to work effectively in a team
- Well-developed organisational skills, and demonstrated capability to manage competing priorities
- Australian Citizen
- NV1 Security Clearance (or ability to obtain one)

Desirable Requirements

- Knowledge and experience working with CTM as part of the WoAG agreement
- Experience using SAP, CTM online booking tool (Cytric), and Flexipurchase
- Prior experience within Federal/State/Local Government will be viewed favourably
- A valid driver's licence

Notes

- This role is located in Canberra, and applicants are expected to be based in Canberra or relocate at own expense
- This role is an AFP Band 4 level

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 LGBTQIA+ community and people with disability.

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	Alex Evans, 02 5126 6952
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15385/

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Attorney-General's

Vacancy VN-0764031

Australian Human Rights Commission

Closing Date: Sunday 02 November 2025

Policy
Policy Policy

Job Title	Project Director - Multiple
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Sydney NSW, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - SA SA, Various locations - NT NT, Various locations - TAS TAS, Various locations - WA WA
Salary	\$139,336 - \$163,754
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 2
Position Number	Multiple
Agency Website	

Job Description <https://humanrights.gov.au/about/jobs/job-details?jobId=388&jobTitle=Project%20Director%20-%20Multiple>

The Australian Human Rights Commission (the Commission) is Australia's national human rights institution, dedicated to fostering a society where human rights are upheld, protected, and celebrated. We envision an Australia where every individual is valued equally in dignity and rights.

Our mission involves promoting and safeguarding the human rights of all Australians by:

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

Our Policy Section supports our President and seven statutory Commissioners (Race, Age, Sex, Disability Discrimination; Children; Aboriginal and Torres Strait Islander Social Justice and Human Rights) to promote awareness and understanding of human rights, conduct research and advocacy, and make recommendations to government to fully implement Australia's human rights obligations.

The Policy Section also supports the Commission's work on community and NGO engagement, human rights education, prevention of gendered violence, international engagement (through technical cooperation programs, engagement with other national human rights institutions and United Nations engagement) and partnerships with key government, industry and civil society organisations.

We're seeking Project Directors who are driven by purpose and committed to advancing human rights across Australia to join our dynamic policy division and lead key strategic initiatives that promote and protect human rights across the nation. You will lead project teams across Sex Discrimination, Race Discrimination, Disability Discrimination or Children's rights team.

In these upcoming roles, you'll lead high impact projects that influence policy, empower communities, and ensure human rights are embedded in every aspect of public life. If you're ready to make a real difference and bring your expertise to a purpose driven team, we want to hear from you.

These full-time / part time, non-ongoing positions offers a competitive salary range of \$139,336 - \$163,754 per annum plus 15.4% superannuation.

We offer flexible, hybrid and remote work options.

Duties

What You'll Do:

- Provide strategic project management to ensure that all project objectives, milestones and deliverables are met and delivered within the resource allocation available and agreed timeframe
- Monitor project progress and outputs to ensure compliance with the Commission's obligations in this work with external partners.
- Prepare project progress and closure reports as required.
- Oversee relevant procurement processes and contract management.
- Provide strategic and high-level advice, to the Commissioner.
- Manage and contribute to research and the preparation of materials to support this work, including trauma-informed consultations and research which may include surveys and focus groups.
- Lead the development and maintenance of effective relationships with government, business and civil society and other key stakeholders, including through formal and informal trauma-informed consultations.
- Ensure diverse experiences and intersectional perspectives, including from First Nations, LGBTIQ+, culturally and racially marginalised people, older people, young people and other groups, are specifically consulted and considered in the project.
- Maintain regular communication with project partners.

Eligibility

What We're Looking For:

- A Bachelor's degree in law, social sciences or relevant field.
- Demonstrated knowledge and understanding of human rights with an intersectional approach.
- Demonstrated expertise in conducting research, providing complex policy advice with an intersectional lens.
- Budget and financial management experience, in a complex external funding context and the ability to develop new partnership opportunities.
- Demonstrated capacity for setting strategic direction and achieving outcomes in a human rights, policy or similar context.
- Demonstrated exceptional relationship management skills which ensure stakeholder interests (domestic and international) are recognised and managed successfully
- Exceptional communication skills including a demonstrated ability to communicate persuasively, and in a culturally appropriate way with diverse stakeholders and team members.
- Project/Program Management skills with a demonstrated ability to deliver effective outcomes.

Notes

Why Join Us?

By becoming a part of our team, you'll play a vital role in influencing public conversations about human rights and making a meaningful impact. If you're ready to use your skills to support a cause that matters, we want to hear from you!

Apply Now! Help us shape the future of human rights in Australia. Join us in making a difference!

Applications close: 5pm 02 November 2025

Notes

We value inclusivity and diversity and seek people who support and model the behaviours we promote in our workforce. We strongly encourage applications from First Nations Australians, mature workers, people from culturally and linguistically diverse backgrounds, culturally and marginalised communities, carers, LGBTIQ+ and people with disability.

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

The Commission is committed to providing an accessible, inclusive work environment to enable people with a disability to participate fully in all aspects of employment. Applicants are encouraged to request reasonable adjustment as required to assist your participation in this recruitment process.

Please note this position is advertised as Non-Ongoing. The successful applicant would be employed for an initial period of up to twelve months, if extended the maximum period will be two years in total. The merit pool / list 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 be used to fill future non-ongoing vacancies in the Commission where the duties are of a similar nature.

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>.

How to Apply

Please provide a resume and a statement outlining your answers to the below questions.

1. Describe a complex project you have led or contributed to. What was your role, and what outcomes were achieved?
2. What motivates you to work in a project role, and how do you see your contribution aligning with our purpose?
3. Which policy area interest you most and why?

The successful candidate will demonstrate the ability to fulfill the requirements of the role in an impartial and respectful manner as required by the APS Code of Conduct. The successful candidate will uphold the integrity and independence of the Australian Human Rights Commission.

As part of the recruitment and selection process, applicants will be required to consent to and undergo background checks which may include character and social media checks.

Please note: A Working With Children Check may be required for these roles. If applicable, this must be obtained prior to commencing employment.

For more Information

Information about the role and Commission practices may be sought from Talia Kuluka via email talia.kuluka@humanrights.gov.au

About the Australian Human Rights Commission

To Apply

Position Contact	Talia Kuluka, talia.kuluka@humanrights.gov.au
Agency Recruitment Site	https://humanrights.gov.au/about/jobs/job-details?jobId=388&jobTitle=Project%20Director%20-%20Mu

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Attorney-General's

Vacancy VN-0764033

Australian Human Rights Commission

Closing Date:Sunday 02 November 2025

Policy
Policy Policy

Job Title	Senior Project Officer / Project Officer - Multiple
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Various locations - VIC VIC, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - SA SA, Various locations - WA WA, Various locations - NT NT, Various locations - TAS TAS, Sydney NSW
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 6;Executive Level 1
Position Number	Multiple
Agency Website	

Job Description

<https://humanrights.gov.au/about/jobs/job-details?jobId=386&jobTitle=Senior%20Project%20Officer%20%2F%20P>

The Australian Human Rights Commission (the Commission) is Australia's national human rights institution, dedicated to fostering a society where human rights are upheld, protected, and celebrated. We envision an Australia where every individual is valued equally in dignity and rights.

Our mission involves promoting and safeguarding the human rights of all Australians by:

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

Our Policy Section supports our President and seven statutory Commissioners (Race, Age, Sex, Disability Discrimination; Children; Aboriginal and Torres Strait Islander Social Justice and Human Rights) to promote awareness and understanding of human rights, conduct research and advocacy, and make recommendations to government to fully implement Australia's human rights obligations.

The Policy Section also supports the Commission's work on community and NGO engagement, human rights education, prevention of gendered violence, international engagement (through technical cooperation programs, engagement with other national human rights institutions and United Nations engagement) and partnerships with key government, industry and civil society organisations.

We're seeking Senior Project Officers and Project Officers who are driven by purpose and committed to advancing human rights across Australia to join our dynamic policy division and lead key strategic initiatives that promote and protect human rights across the nation. You will be part of project teams across Sex Discrimination, Race Discrimination, Disability Discrimination or Children's rights team.

In these upcoming roles, you'll work on high impact projects that influence policy, empower communities, and ensure human rights are embedded in every aspect of public life. If you're ready to make a real difference and bring your expertise to a purpose driven team, we want to hear from you.

These full-time / part time, non-ongoing positions offers a competitive salary range.

EL1 Senior Project Officer - \$115,892 - \$129,580 per annum plus 15.4% superannuation.

APS 6 Project Officer - \$ \$94,563 - \$105,910 per annum plus 15.4% superannuation.

We offer flexible, hybrid and remote work options.

Duties

What You'll Do:

EL1 Senior Project Officer

- Provide best practice and trauma-informed research design and analysis expertise to support the Project Director.
- Provide project management expertise to support the delivery of project milestones, including supporting on procurement processes and contract management, in accordance with guidelines as required.
- Support strategic alignment between project objectives and Commission priorities.
- Provide high level strategic advice to the Director and Commissioner on managing risk and engaging with stakeholders on the project including project partners and sector stakeholders.
- Manage team members to effectively perform their roles.
- Facilitate trauma-informed engagement and consultation with a broad range of internal and external stakeholders.

APS6 Project Officer

- Support the project team to deliver on expected project milestones including delivery of trauma-informed consultation and research.
- Provide support on the implementation of best practice and trauma informed research and analysis to effectively deliver project objectives including contribution to high quality research reports and other research outputs.
- Work effectively with external service providers and project partners as required to undertake components of the project.
- Work collegiately with internal stakeholders across the Commission to achieve the project outcomes and support the goals of the Commission.

Eligibility

What We're Looking For:

EL1 Senior Project Officer

- Demonstrated expertise in and knowledge of human rights principles, frameworks, and their practical application.
- Demonstrated understanding of the historical and contemporary issues affecting the lives of Aboriginal and Torres Strait Islander peoples.

- Demonstrated expertise in managing research design and implementation and project management.
- Demonstrated experience providing high quality advice to senior stakeholders.
- Demonstrated experience in managing staff.
- Tertiary qualifications in a relevant discipline or equivalent professional experience.

APS6 Project Officer

- Demonstrated knowledge and understanding of quantitative data collection and analysis.
- Experience working effectively on research and projects highly regarded.
- Tertiary qualifications in a relevant discipline or equivalent professional experience desirable. Demonstrated ability to critically analyse complex issues and undertake high quality research.
- Highly developed writing skills, including research reports.

Notes

Why Join Us?

By becoming a part of our team, you'll play a vital role in influencing public conversations about human rights and making a meaningful impact. If you're ready to use your skills to support a cause that matters, we want to hear from you!

Apply Now! Help us shape the future of human rights in Australia. Join us in making a difference!

Applications close: 5pm 02 November 2025

Notes

We value inclusivity and diversity and seek people who support and model the behaviours we promote in our workforce. We strongly encourage applications from First Nations Australians, mature workers, people from culturally and linguistically diverse backgrounds, culturally and marginalised communities, carers, LGBTIQ+ and people with disability.

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

The Commission is committed to providing an accessible, inclusive work environment to enable people with a disability to participate fully in all aspects of employment. Applicants are encouraged to request reasonable adjustment as required to assist your participation in this recruitment process.

Please note this position is advertised as Non-Ongoing. The successful applicant would be employed for an initial period of up to twelve months, if extended the maximum period will be two years in total. The merit pool / list 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 be used to fill future non-ongoing vacancies in the Commission where the duties are of a similar nature.

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How to Apply

Please provide a resume and a statement outlining your answers to the below questions.

1. Describe a complex project you have led or contributed to. What was your role, and what outcomes were achieved?
2. What motivates you to work in a project role, and how do you see your contribution aligning with our purpose?
3. Which policy areas interest you most and why?

The successful candidate will demonstrate the ability to fulfill the requirements of the role in an impartial and respectful manner as required by the APS Code of Conduct. The successful candidate will uphold the integrity and independence of the Australian Human Rights Commission.

As part of the recruitment and selection process, applicants will be required to consent to and undergo background checks which may include character and social media checks.

Please note: A Working With Children Check may be required for these roles. If applicable, this must be obtained prior to commencing employment.

For more Information

Information about the role and Commission practices may be sought from Talia Kuluka via email talia.kuluka@humanrights.gov.au

To Apply

Position Contact	Talia Kuluka, talia.kuluka@humanrights.gov.au
Agency Recruitment Site	https://humanrights.gov.au/about/jobs/job-details?jobId=386&jobTitle=Senior%20Project%20Officer%20

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Attorney-General's

Vacancy VN-0764034

Australian Human Rights Commission

Closing Date:Sunday 02 November 2025

Policy
Policy Policy

Job Title	Project Support Officer - Multiple
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Sydney NSW, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - WA WA, Various locations - VIC VIC, Various locations - QLD QLD, Various locations - TAS TAS, Various locations - SA SA, Various locations - NT NT
Salary	\$75,041 - \$83,074
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 4
Position Number	Multiple
Agency Website	

Job Description

<https://humanrights.gov.au/about/jobs/job-details?jobId=387&jobTitle=Project%20Support%20Officer%20-%20Mul>

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Our mission involves promoting and safeguarding the human rights of all Australians by:

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The Policy Section also supports the Commission's work on community and NGO engagement, human rights education, prevention of gendered violence, international engagement (through technical cooperation programs, engagement with other national human rights institutions and United Nations engagement) and partnerships with key government, industry and civil society organisations.

We're seeking Project Support Officers who are driven by purpose and committed to advancing human rights across Australia to join our dynamic policy division and support key strategic initiatives that promote and protect human rights across the nation. You will support project teams across Sex Discrimination, Race Discrimination, Disability Discrimination or Children's rights team.

In these upcoming roles, you'll support high impact projects that influence policy, empower communities, and ensure human rights are embedded in every aspect of public life. If you're ready to make a real difference and bring your expertise to a purpose driven team, we want to hear from you.

These full-time / part time, non-ongoing positions offers a competitive salary range of \$75,041-\$83,074 per annum plus 15.4% superannuation.

We offer flexible, hybrid and remote work options.

Duties

What You'll Do:

- Administrative assistance including: diary management, arranging appointments, and meetings.
- Logistics co-ordination for time sensitive community consultations taking a trauma-informed, solutions-based approach.
- Organising travel and accommodation arrangements and bookings for the team as required. This includes budget support, including processing paperwork and reconciling accounts.
- Database, file and record management (hardcopy and electronic), including data entry
- Coordination of communication such as correspondence and telephone calls, including drafting responses on behalf of the Director, taking minutes at meetings.
- Support monitoring, evaluation and reporting activities on project outcomes.
- Under supervision undertake research to facilitate community engagement and consultation including stakeholder mapping.
- Under supervision support the drafting of tailored, engaging consultation communications.
- Build and maintain strong relationships to deliver project outcomes including with internal stakeholders.

Eligibility

What We're Looking For:

- Demonstrated knowledge, understanding and/or experience in human rights is desirable.
- Experience in community consultation and/or campaigns and public awareness initiatives is desirable.
- Demonstrated ability to provide high-level executive and administrative support in a project setting.
- Very good organisational and administrative skills including technology/computer skills and the ability to work with minimal supervision, to set priorities and meet deadlines.
- Ability to conduct research and analyse policy issues.
- Knowledge of best practice community engagement is desirable.
- Very good interpersonal skills and the ability to contribute to building and maintaining positive relationships with internal and external stakeholders, as part of a team.
- Strong communication skills – both oral and written.

Notes

Why Join Us?

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Applications close: 5pm 02 November 2025.

Notes

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Please note this position is advertised as Non-Ongoing. The successful applicant would be employed for an initial period of up to twelve months, if extended the maximum period will be two years in total. The merit pool / list 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 be used to fill future non-ongoing vacancies in the Commission where the duties are of a similar nature.

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How to Apply

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1. Describe a complex project you have led or contributed to. What was your role, and what outcomes were achieved?
2. What motivates you to work in a project role, and how do you see your contribution aligning with our purpose?
3. Which policy area interest you most and why?

The successful candidate will demonstrate the ability to fulfill the requirements of the role in an impartial and respectful manner as required by the APS Code of Conduct. The successful candidate will uphold the integrity and independence of the Australian Human Rights Commission.

As part of the recruitment and selection process, applicants will be required to consent to and undergo background checks which may include character and social media checks.

Please note: A Working With Children Check may be required for these roles. If applicable, this must be obtained prior to commencing employment.

For more Information

Information about the role and Commission practices may be sought from Talia Kuluka via email talia.kuluka@humanrights.gov.au

About the Australian Human Rights Commission

To Apply

Position Contact	Talia Kuluka, talia.kuluka@humanrights.gov.au
Agency Recruitment Site	https://humanrights.gov.au/about/jobs/job-details?jobId=387&jobTitle=Project%20Support%20Officer%

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Attorney-General’s

Vacancy VN-0764010

Federal Court of Australia

Closing Date:Wednesday 29 October 2025

Federal Court of Australia & FCFCOA
Court and Tribunal Services

Job Title	Client Service Office
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$75,022 - \$81,775
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4
Position Number	0878-10-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Purpose of Position

The Court and Tribunal Services Team is a pivotal part of the Court's operational structure with broad responsibility across both general federal and family jurisdictions for enquiries management, filed document management, Deputy Registrar Support in Family Law and providing services directly to the judiciary.

This position is being advertised for Client Services Officer (CSO) roles in the Melbourne Federal Circuit and Family Court of Australia Family Law Registry and Federal Court of Australia Registry. CSO's must be flexible in their approach to work and be willing to learn and adapt to new procedures. CSO's may also fulfil a training, coaching and mentoring role and are responsible for monitoring and assisting staff on a daily basis with enquiries of a more complex nature.

Duties

- provide information and advice relating to court services, procedures, processes and forms as well as external options to clients to assist them to resolve their enquiries and issues;
- progress cases by providing administrative services in accordance with court processes, including document lodgement, enquiries management, Registrar support and receiving and reconciling court fees and charges;
- assist in the management of complex cases through the case management system;
- work independently within defined rules to apply legislation, guidelines and court processes;
- identify issues and contribute to the resolution of problems;
- schedule and prioritise matters for hearing and other interventions to achieve the earliest possible resolution;
- liaise with a range of internal and external stakeholders including Judge's chambers, Registrars and their support staff, managers, legal practitioners, community organisations and other service providers to assist the resolution of cases;
- coach employees, identify training needs and provide quality assurance;
- collate, analyse and produce reports as required, and
- assist Registrars as required.

Eligibility

Selection Criteria

1. A demonstrated record of success in the provision of service to clients involving working directly with the general public and a demonstrated understanding of and commitment to providing client focused services in a high-volume environment.
2. A demonstrated high level of organisational, analytical and problem-solving skills, the ability to use initiative and work independently and the ability to prioritise work to meet deadlines.
3. A demonstrated ability to work well in a team, foster a positive team environment and demonstrated experience coaching and training colleagues (or related experience).
4. A demonstrated capacity to communicate effectively both orally and in writing with people from a wide range of backgrounds, including clients, other staff members, the judiciary and senior management. This will include a proven ability to manage stressful and/or conflict situations in a professional manner, on a continual basis.
5. A demonstrated ability to contribute to and support change in the workplace including a strong ability to identify opportunities for process improvement. and quickly acquire a sound working knowledge of court procedures, guidelines and policies.

How to apply

To apply, please complete the application form on the Court's careers portal.

As part of your application, you will be required to submit a written response to the selection criteria listed in the position description (maximum word limit 1500). Please ensure this document is attached before submitting your application.

If you have any issues with applying, please email recruitment@fedcourt.gov.au

Notes

Eligibility

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

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

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

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability.

First Nations peoples, LGBTIQ+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

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

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

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

About the 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 2024-2027. 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	Indi Lowe, (03) 8638 6512
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=42DD39D3-9614-7781-D921-E44BC68756EE

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Defence

Vacancy VN-0763901

Department of Defence

Closing Date:Friday 31 October 2025

Security and Estate Group
Service Delivery Division

Job Title	Service Delivery Support Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Perth WA, Adelaide SA, Brisbane QLD, Bullsbrook WA, Cairns QLD, Canberra ACT, Darwin NT, Fremantle WA, Hmas Cerberus VIC, Melbourne VIC, Nowra NSW, Puckapunyal VIC, Richmond NSW, Rockingham WA, Sydney NSW
Salary	\$79,176 - \$86,438
Future Merit Locations	Adelaide, Brisbane, Bullsbrook, Cairns, Canberra, Darwin, Fremantle, Hmas Cerberus, Melbourne, Nowra, Perth, Puckapunyal, Richmond, Rockingham, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	SEG/08198/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=759F38AC-1756-CABE-9F0A-E44A9E56EBF2>

Duties

The Role

We have exciting opportunities for APS 4 Service Delivery Support Officers (SDSO) who can support a national team to deliver excellent service delivery outcomes, and have the skills, or ability to quickly develop the skills, to provide product knowledge support to APS 3 Service Delivery Officers (SDOs).

As a Service Delivery Support Officer (SDSO) you will answer customer enquiries regarding a broad range of internal products and services.

SDSOs engage with serving ADF members, ex serving and Reservists, the Australian Public Service, and the public in their daily interactions.

To be successful in the role, it is essential for you to be able to build effective working relationships with all stakeholders to enhance and provide a quality customer experience.

Your key responsibilities will be inclusive of, but limited to:

Technical Support:

- Provide national real-time SDO support via chat, phone or face-to-face.
- Review workflow queues for errors and rework, providing support to SDOs to undertake corrective action.
- Conduct quality assessment on SDOs and provide real-time feedback.
- Provide ad hoc on-the-job training for new SDOs.
- Identify performance trends and reports to the Team Leader accordingly.
- Comply with relevant legislative frameworks, policies and procedures.

Training:

- Deliver and participate in on-the-job training and participation in activities to build and maintain customer service skills, systems and product knowledge.
- Provide SDO product support training.
- Provide new starter training and support as required.

Continuous improvement:

- Proactively seek out ways to improve our existing processes and drive change.
- Contribute to improving the tools our SDOs use, i.e., Knowledge Article review and updates.
- Champion ways that SDOs can work more effectively without compromising quality or the customer experience.

With over 16,000 civilians employed Australia-wide, Defence offers dynamic public service careers across our diverse and unique internal groups and agencies. We offer flexible work arrangements within our operational requirements of a service centre business.

About our Team

Defence's primary mission is to protect Australia and its national interests, promote security and stability in the world and support the Australian community as directed by the Government. The Customer Service Network comprises contact centres, email and face-to-face customer services, archives, travel and publishing.

We enable Defence personnel to achieve their mission through delivery of excellent customer services through our phone, email and face-to-face access channels. One of the best things about our team is the variety of our work; every day is different, with new puzzles to solve and interesting work crossing our desks.

Our Ideal Candidate

The successful candidate will be a team-orientated and customer service focused individual.

To be successful in the role, you will have:

- A passion for customer service.
- A commitment to learning new skills and participation in activities to build and maintain customer service skills, systems knowledge and product understanding.
- Ability to communicate with internal and external customers across various channels, including face-to-face, email and phone queries.
- Ability to work collaboratively and actively participate in group activities, both in person and remotely via platforms such as Skype or Teams technology.
- Initiative to resolve customer enquiries through accurate interpretation of internal knowledge articles, policy and procedures.
- Be comfortable working in an environment where you are required to meet Key Performance Indicators and contact centre metrics as part of the service centre environment.

In turn, we will:

- Provide a competitive salary that increases over time as part of the Defence Enterprise Collective Agreement and performance progression processes.
- Support your future by contributing 15.4% superannuation, well above the national mandate of 12%.
- Provide flexible working policies including: work hours, work days, full and part time employment options with a standard full time working week of 37.5 hours and a minimum of 20 hours for part time employees.
- Offer a diverse range of funded development opportunities that will help you grow professionally.
- Provide generous leave opportunities including annual leave, sick and carers leave, one additional day per year as part of the Defence Enterprise Collective Agreement and access to additional leave over the end of year reduced activity period (also referred to as Christmas stand down).
- Access to a number of Health, Wellbeing, Diversity and Inclusion networks.

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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of 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	Mel Castle, 02 6453 4309
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=759F38AC-1756-CABE-9F0A-E44A9E56EBF2

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Health

Vacancy VN-0763361

Department of Health, Disability and Ageing

Closing Date:Wednesday 29 October 2025

Information Technology Division
Cyber and Assurance Branch Enterprise Testing and QA Section

Job Title	Program Test Manager - Cyber and Assurance Branch
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$144,175 - \$170,695
Future Merit Locations	Canberra, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be discussed
Classification	Executive Level 2
Position Number	25-ITDIV-30037
Agency Website	

Job Description

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

At the Department of Health, Disability and Ageing (the Department), we are committed to creating a flexible and adaptable workforce building the capability of our staff, improving our culture and leadership, and investing in career opportunities. We offer an inclusive, flexible and healthy workplace with generous leave conditions and a competitive salary.

The Department is the steward of a world class health system. All our employees have a direct impact on shaping the policies and programs that lead Australia's health, disability and aged care priorities. As a departmental employee, your work will affect the lives of all Australians.

The Enterprise Testing and Quality Assurance Section, Cyber and Assurance Branch, Information Technology Division provides an enterprise testing service which is instrumental in the successful delivery of services into Production. At a minimum it is expected that all changes going into Health Production environments are assessed by the team prior to deployment and supported by the IT change process to ensure fitness for purpose.

Duties

Responsibilities of the role include, but are not limited to:

- Head of Test Practice for very large and/or complex programs.

- Work closely with the Test Director to streamline test processes, framework, and section roadmap to implement across projects/programs of work.
- Set the Program Test Strategy and control testing across all vendors and department staff.
- Perform governance across all testing activities and manage end-to-end test delivery.
- Work closely with delivery teams and department Executives to plan, estimate, implement, and report on testing capabilities to achieve project/program outcomes.
- Engage with Program/Project Managers with respect to project schedule, estimates, costs, blockers, etc.
- Estimate and obtain management support for the time, resources and budget required to perform the testing.
- Lead overall test planning including test schedule, resource planning, facilitation of test environments and test data.
- Lead customer expectation and risk assessment workshops.
- Participate in regular meetings with higher management to communicate accomplishments, plans and issues as well as any risks to project progress.
- Identify testing risks and lead mitigation discussions.
- Liaise with stakeholders as the primary representative of the Department.
- Work with high level of autonomy under broad direction, with a strong customer service ethos and solution focus; and deliver results in accordance with program/project timelines.
- Ensure provision of high-quality testing outcomes to all stakeholders within ITD and to the broader department by building and maintaining effective working relationships.
- Drive implementation and ongoing maintenance of the enterprise testing, automation, and performance frameworks that deliver repeatable, concise, and robust testing direction.
- Support and plan/design data collection.
- Ensure open communication and transparency when dealing with division, branch and section priorities, risks, and problems.
- Allocate and manage test resources, participate in recruitment activities, and provide direction where required.
- Ensure adoption of knowledge management and continuous improvement.
- Provide an environment focused on continuous improvement, through identification, implementation, and promotion of best testing practices.
- Provide ongoing mentoring, development, and coaching opportunities to the team; and proactively manage performance issues.
- Contribute to Branch/Division operations and planning and the development of people capability.
- Lead the Testing Community of Practice as required.

Eligibility

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

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

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

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

To be eligible for this position applicants must hold one or more of the following certificates (or equivalent/relevant practical experience).

- Degree in Information Technology
- ISTQB Foundation / Advanced Test Analyst
- ISTQB Test Manager
- ISTQB Agile Test Analyst

Notes

Applications close 11:30pm AEDT.

Applicants are asked to quote reference number 25-ITDIV-30037 to assist when making an enquiry.

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

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

About the Department of Health, Disability and Ageing

The Department of Health, Disability and Ageing 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	Pradeepa Nair, TBC
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0763710

Department of Health, Disability and Ageing

Closing Date: Wednesday 29 October 2025

Market and Workforce Division
First Nations Aged Care Branch First Nations Executive Section

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$81,954 - \$86,594
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible arrangements, candidate will be required to work from the office for some days of the week
Classification	APS Level 4
Position Number	25-MWDIV-30075
Agency Website	

Job Description

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

As an APS 4 Executive Assistant, you will be at the forefront of day-to-day operations, providing critical administrative, secretarial, and research services to help drive the success of the Agency. In this role you will be required to provide high-level executive and administrative support to Senior Executive Service (SES) officers and divisional staff working in a fast-paced environment.

Executive Assistants at Health, Disability and Ageing are highly valued employees and have access to support and opportunities such as mentoring, peer support, shared learning and ongoing professional development.

Duties

- Manage, coordinate and prioritise the workflow of your SES to ensure priorities and deadlines are met including diary management, email and phone enquiry handling and routine correspondence such as emails.
- Support your Executive to work effectively, including taking a digital first approach when managing their workflows and calendar. This includes using or introducing tools such as OneNote.
- Provide secretariat support including agendas and meeting minutes and maintain information resources. E.g. procedures, processes, documents and planning tools within your work area to foster and support the division's goals and objectives.
- Be confident and comfortable operating in an activity-based and hybrid environment - supporting your SES to work in a flexible way. This includes booking SES rooms as needed and discussing and understanding how to best support your Executive's working preferences.
- Play a key role in the branch by building connections and culture and providing logistical support including locker management and ordering stationery.
- Provide high level administrative and coordination support, including managing and organising meetings, briefings, events, procurement, accounts processing, project and research work or analysis and other tasks as required.
- Handle sensitive information, maintain confidentiality and model ethical behaviour and practices consistent with the APS Code of Conduct and APS Values.
- Work collaboratively with other Executive Assistants/Executive Officers including being an active member of Executive Assistant networks to ensure you're connected with your peers and can learn and share best practice in all things related to your role.
- Manage records and confidently use systems including SharePoint, Microsoft Office, PDMS and Microsoft Teams.
- Have confidence using and troubleshooting basic IT issues or be willing to upskill where necessary to ensure you can provide timely support for your SES when required.
- Understand how we 'work at Health', including working in a shared space, working in an activity-based environment, working with and supporting geographically dispersed teams and working hybrid.
- Look for ways to continuously improve and optimise how you support your SES and sharing these insights with your peers.
- Booking travel.
- Other duties, as directed and/or required.

Eligibility

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

- An applicant's suitability for employment with Health will also be assessed through a variety of pre-employment check processes, such as:
- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Obtaining and maintaining a security clearance at the required level.

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

Notes

Applications close 11:30pm AEDT.

Applicants are asked to quote reference number 25-MWDIV-30075 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health, Disability and Ageing 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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Health, Disability and Ageing

The Department of Health, Disability and Ageing 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	Andrew Kimber, 02 5162 1911
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0764040

Department of Health, Disability and Ageing

Closing Date: Wednesday 29 October 2025

Information Technology Division
Cyber and Assurance Branch Enterprise Testing and Quality Assurance
Section

Job Title	Automation Test Manager and Performance Test Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$120,842 - \$137,823
Future Merit Locations	Canberra, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated
Classification	Executive Level 1
Position Number	25-ITDIV-30031
Agency Website	

Job Description

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

At the Department of Health, Disability and Ageing (the Department), we are committed to creating a flexible and adaptable workforce building the capability of our staff, improving our culture and leadership, and investing in career opportunities. We offer an inclusive, flexible and healthy workplace with generous leave conditions and a competitive salary.

The Department is the steward of a world class health system. All our employees have a direct impact on shaping the policies and programs that lead Australia's health, disability and aged care priorities. As a departmental employee, your work will affect the lives of all Australians.

The Enterprise Testing and Quality Assurance Section, Cyber and Assurance Branch, Information Technology Division provides an enterprise testing service which is instrumental in the successful delivery of services into Production. At a minimum it is expected that all changes going into Health Production environments are assessed by the team prior to deployment and supported by the IT change process to ensure fitness for purpose.

Duties

Automation Test Manager and Performance Test Manager are required to:

- Contribute to strategy and innovation for testing capability to increase efficiencies in delivery of quality outcomes, and advocate for testing and its benefits across the organisation.
- Manage end-to-end governance of test delivery through test planning activities with stakeholders including estimates, creation of test artefacts, resource (people and environments) forwards planning and dependency management.
- Coordinate the full suite of testing as identified in the Test Strategy and post implementation production verification testing across all projects.
- Assess, design, review, execute, and report on test scripts and resulting defects, including identifying and creating complex requirements using an enterprise toolset.
- Estimate and obtain management support for the time, resources and budget required for automation testing.
- Highlight risks, issues and assumptions identified during test planning, design or execution and communicate them to the Project/Delivery Manager, taking preventative action when appropriate.
- Draft and review test artefacts and provide testing specific advice to projects as required.
- Perform reviews and quality assurance checks on artefacts and products delivered by the Enterprise Testing and Quality Assurance Section and/or service providers/third parties.
- Implement best practice automation testing techniques to lead multiple teams of professional testers, including management of work allocations, timesheets, and performance issues in line with department standards.
- Adhere to the Defect Management strategy to review and manage the resolution of any defects reported by the Test Team, collaborating with stakeholders to establish root cause of test defects and/or issues.
- Provide management reporting on test progress, outcomes, success rates, issues and risks to Project teams and Directors.
- Assist the Enterprise Testing and Quality Assurance section and other teams with testing activities and framework upliftment.
- Actively participate in change control of documentation, code, and environments to ensure change is delivered into production in accordance with agreed standards and timeframe with quality outcomes.
- Develop and review stakeholder communications resulting from change activities.
- Support the Test Leads in providing independent testing of all components of a project, work package or task and the resulting service.
- Responsible for final signoff of test activity prior to production implementation.
- Allocate and oversee test resources, manage daily workload, and provide direction where required.
- Manage, lead and mentor team members, ensuring performance discussions are prompt and well communicated.
- Ensure adoption of knowledge management and continuous improvement.
- Identify process improvements and assist in their implementation.
- Build and maintain effective working relationships with stakeholders, actively marketing the services that the section provides.

- Transfer skills and knowledge to departmental staff and ensure appropriate documentation is stored in accordance with the Department's recordkeeping policy and practices.

Automation Test Manager is also responsible for:

- Work closely with the Test Director to streamline automation test processes, framework, and section roadmap to implement automation across projects/programs of work.
- Configure continuous integration jobs and related scripts for overall test scenario orchestration, scheduling and reporting of automated test runs for multiple targeted environments.

Performance Test Manager is also responsible for:

- Manage the discovery phase, eg technical analysis of required scripting protocols and monitoring requirements.
- Report high-quality test artefacts such as application simulation models, cases, defects, complex test data, ensuring adherence to section standards and guidelines.
- Report on detailed performance analysis in a multi-technology, multi-platform environment.

Eligibility

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

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

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

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

For all roles one or more of the following certificates (or equivalent/relevant practical experience):

- Degree in Information Technology
- ISTQB Foundation / Advanced Test Analyst
- ISTQB Foundation / Advanced Technical Test Analyst
- ISTQB Test Manager
- ISTQB Test Automation Engineer

Notes

Applications close 11:30pm AEDT.

Applicants are asked to quote reference number 25-ITDIV-30031 to assist when making an enquiry.

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

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

About the Department of Health, Disability and Ageing

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To Apply

Position Contact	Pradeepa Nair, 0412157517
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Department of Health, Disability and Ageing

Closing Date: Wednesday 29 October 2025

Information Technology Division
Cyber and Assurance Branch Enterprise Testing and Quality Assurance
Section

Job Title	Functional Test Manager
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	\$120,842 - \$137,823
Future Merit Locations	Brisbane, Canberra, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	25-ITDIV-30031
Agency Website	

Job Description

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

At the Department of Health, Disability and Ageing (the Department), we are committed to creating a flexible and adaptable workforce building the capability of our staff, improving our culture and leadership, and investing in career opportunities. We offer an inclusive, flexible and healthy workplace with generous leave conditions and a competitive salary.

The Department is the steward of a world class health system. All our employees have a direct impact on shaping the policies and programs that lead Australia's health, disability and aged care priorities. As a departmental employee, your work will affect the lives of all Australians.

The Enterprise Testing and Quality Assurance Section, Cyber and Assurance Branch, Information Technology Division provides an enterprise testing service which is instrumental in the successful delivery of services into Production. At a minimum it is expected that all changes going into Health Production environments are assessed by the team prior to deployment and supported by the IT change process to ensure fitness for purpose.

Duties

- Contribute to strategy and innovation for testing capability to increase efficiencies in delivery of quality outcomes, and advocate for testing and its benefits across the organisation.
- Manage end-to-end governance of test delivery through test planning activities with stakeholders including estimates, creation of test artefacts, resource (people and environments) forwards planning and dependency management.
- Coordinate the full suite of testing as identified in the Test Strategy and post implementation production verification testing across all projects.
- Assess, design, review, execute, and report on test scripts and resulting defects, including identifying and creating complex requirements using an enterprise toolset.
- Estimate and obtain management support for the time, resources and budget required for automation testing.
- Highlight risks, issues and assumptions identified during test planning, design or execution and communicate them to the Project/Delivery Manager, taking preventative action when appropriate.
- Draft and review test artefacts and provide testing specific advice to projects as required.
- Perform reviews and quality assurance checks on artefacts and products delivered by the Enterprise Testing and Quality Assurance Section and/or service providers/third parties.
- Implement best practice automation testing techniques to lead multiple teams of professional testers, including management of work allocations, timesheets, and performance issues in line with department standards.
- Adhere to the Defect Management strategy to review and manage the resolution of any defects reported by the Test Team, collaborating with stakeholders to establish root cause of test defects and/or issues.
- Provide management reporting on test progress, outcomes, success rates, issues and risks to Project teams and Directors.
- Assist the Enterprise Testing and Quality Assurance section and other teams with testing activities and framework upliftment.
- Actively participate in change control of documentation, code, and environments to ensure change is delivered into production in accordance with agreed standards and timeframe with quality outcomes.
- Develop and review stakeholder communications resulting from change activities.
- Support the Test Leads in providing independent testing of all components of a project, work package or task and the resulting service.
- Responsible for final signoff of test activity prior to production implementation.
- Allocate and oversee test resources, manage daily workload, and provide direction where required.
- Manage, lead and mentor team members, ensuring performance discussions are prompt and well communicated.
- Ensure adoption of knowledge management and continuous improvement.
- Identify process improvements and assist in their implementation.
- Build and maintain effective working relationships with stakeholders, actively marketing the services that the section provides.
- Transfer skills and knowledge to departmental staff and ensure appropriate documentation is stored in accordance with the Department's recordkeeping policy and practices.

Eligibility

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

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

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

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

For all roles one or more of the following certificates (or equivalent/relevant practical experience):

- Degree in Information Technology
- ISTQB Foundation / Advanced Test Analyst
- ISTQB Foundation / Advanced Technical Test Analyst
- ISTQB Test Manager
- ISTQB Test Automation Engineer

Notes

Applications close 11:30pm AEDT.

Applicants are asked to quote reference number 25-ITDIV-30031 to assist when making an enquiry.

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

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

About the Department of Health, Disability and Ageing

The Department of Health, Disability and Ageing 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	Pradeepa Nair, 0412157517
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

This notice is part of the electronic Public Service Gazette PS41 Daily Gazette Wednesday - 15 October 2025.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

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Health

Vacancy VN-0764043

National Health and Medical Research Council

Closing Date:Tuesday 28 October 2025

Research Quality and Advice Clinical Guidelines

Job Title	Director
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$139,979 - \$165,728
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible Working Arrangements
Classification	Executive Level 2
Position Number	39-2025
Agency Website	https://www.nhmrc.gov.au/

Job Description

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

The National Health and Medical Research Council (NHMRC) is seeking an experienced and high performing candidate to fill the role of Director of the Clinical Guidelines Section. Our ideal candidate is a proven leader with deep expertise in clinical practice guidelines and evidence-based health policy. They will oversee NHMRC's guideline approval program, lead the development of key national clinical practice guidelines, and ensure through innovative practice that NHMRC remains on the leading edge of evidence assessment and guideline development.

Duties

The key responsibilities and duties of the position are to:

- provide strategic leadership and expert advice on clinical practice guidelines and methods
- establish and maintain productive relationships with external stakeholders and organisations in the not for profit, government and industry sectors
- work closely with the other evidence sections and other key areas within NHMRC
- oversee NHMRC's approval program for externally developed clinical practice guidelines
- oversee the development of complex and high profile clinical practice guidelines
- manage NHMRC's Standards for Guidelines, Guidelines for Guidelines, and Procedures and Requirements for guidelines seeking Council's approval
- manage the grant program for Cochrane activities in Australia
- demonstrate the APS Values and Code of Conduct and champion NHMRC's values and behaviours across the agency.

The successful candidate will demonstrate the following:

- proven leadership, coaching and direction to deliver outcomes and build staff capability
- proven ability to exercise judgement, identify and manage risks and make reasonable decisions on complex issues
- demonstrated experience in stakeholder engagement with a proven ability to represent, negotiate and influence to meet business outcomes
- excellent written communication skills, including the ability to write and review complex written work to a consistently high standard
- experience identifying and leading innovative solutions and promoting continuous improvement in the workplace

- a well-developed understanding of (or ability to quickly acquire an understanding of) the translation of evidence into advice and guidelines, and the stakeholders and consumers who use this information.

Refer to the job Description for more information about the role.

Eligibility

To be eligible for a position at NHMRC, you must be an Australian citizen and be able to provide evidence of this. If successful, will be required to obtain and maintain a Baseline security clearance and you will also be required to undertake a Nationally Coordinated Criminal History 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 and 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	Marita Sloan, 02 6217 9223
Agency Recruitment Site	https://www.nhmrc.gov.au/about-us/careers

Home Affairs

Vacancy VN-0763963

National Emergency Management Agency

Closing Date: Tuesday 28 October 2025

Data Analytics Data Engineering and Geospatial Analytics

Job Title	NEMA Data Engineering and Visualisation Developer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - QLD QLD
Salary	\$85,687 - \$91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 5
Position Number	JR 140196
Agency Website	https://nema.gov.au/about-us

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/140196/>

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

NEMA works closely with states and territories to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we:

- Fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters
- Have officers located across Australia, working in partnership with States and Territories to support disaster-affected communities to collectively build resilience, reduce risk and harm and effectively respond to and recover from disasters
- Provide national leadership to share knowledge, situational awareness and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local government level – including through policy development and strategy to improve risk reduction, resilience and recovery
- Provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

For further information on NEMA's purpose, vision and values, please see [About us | NEMA](#)

Overview of the Branch and Section:

The Data and Analytics Branch is the central data science and analytics team within the National Emergency Management Agency (NEMA), responsible for a broad range of critical agency functions. These include data leadership, governance, GIS capabilities and statistical analysis related to disaster events, recovery efforts and mitigation strategies. The branch is a hub of data innovation, with a focus on data visualisation and automation, GIS capability to support the transformation of place-based data into intelligence for decision-ready insights, data engineering to support strategic and operational objectives, and providing analytical advice to support agency decision-making. To support innovation and decision making, the branch is responsible for the development and implementation of the Data Strategy, Data Governance Framework and any related policies or procedures as well as supporting the broader agency with any data needs.

The branch manages a comprehensive program of quantitative data analysis and research, and supports the self-service of data and information across the agency. The branch also has a large focus on collaborating with stakeholders in the emergency management data field, this includes state and territory governments through forums like the Australia-New Zealand Emergency Management Committee (ANZEMC). By providing leadership in evidence-based decision-making, the branch plays a pivotal role in supporting NEMA's policy and programs, ensuring that data-driven insights inform strategic initiatives.

About the role:

The successful candidate will work in the Data Engineering & Visualisation team, which supports the wider agency by ingesting a diverse range of data to enable a broad spectrum of functions within NEMA. This dual-function team includes both data engineers and Power BI developers, and candidates may specialise in either area. Our ideal candidate will help solve complex data engineering challenges or create impactful data visualisations—such as Power BI dashboards—to support data delivery initiatives. Using strong testing and development skills, they will contribute to

both strategic and operational projects, helping to achieve meaningful business outcomes across NEMA.

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

Our ideal candidate:

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

We encourage applications from First Nations people, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds, mature age people and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential.

Duties

- Apply specialist skills to define, structure, and solve complex data engineering or visualisation challenges
- Contribute to strategic and operational projects by building scalable data solutions or insightful Power BI products
- Develop, test, and maintain data pipelines using Microsoft Fabric
- Design and deliver impactful data visualisations, including dashboards and reports, to support decision-making across NEMA
- Collaborate with various business areas to provide professional, trustworthy, and timely data support
- Work independently or as part of a cross-functional team to deliver high-quality outcomes aligned with NEMA's objectives.

Role requirements/qualifications:

- Tertiary qualification in a data stream will be highly desirable
- Practical work experience in a data team will be highly desirable.

Eligibility

To be eligible to work with the NEMA you must:

- Be an Australian Citizen
- Fulfil the Agency's minimum requirements by satisfactorily answering all screening questions during the application process and successfully undergo a National Police Check
- Obtain and maintain a Baseline Vetting (AGSVA) security clearance
- Satisfy a probation period (if applicable)
- Undergo a health assessment (if applicable).

Notes

Remuneration: The Agency offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

If you have identified as having a disability, please indicate whether you require any support throughout the selection process. For further information please contact Recruitment: recruitment@homeaffairs.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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the National Emergency Management Agency

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

To Apply

Position Contact	Zac Dodemaide, -
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/140196/

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

Industry, Science, Energy and Resources

Vacancy VN-0763979

Department of Industry, Science and Resources (DISR)

Closing Date: Wednesday 05 November 2025

Job Title	Director - Legal Practice Strategy & Support
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - SA SA, Various locations - TAS TAS, Various locations - WA WA
Salary	\$147,408 - \$158,710
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	Executive Level 2
Position Number	1905_10/25
Agency Website	https://www.industry.gov.au/

Job Description

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

About the department

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

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

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

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

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

About the team

The Legal Practice plays a vital role in delivering high-quality legal services across the department, supporting policy development, regulatory functions, and operational decision-making. The Practice is made up of skilled legal professionals who provide expert advice and contribute to the department's strategic objectives.

Instrumental in enabling the Practice to undertake this work is the Legal Practice Strategy & Support team, a dedicated group that ensures the smooth and effective operation of the Legal Practice. This team provides essential coordination, operational support, and administrative services, enabling legal teams to focus on their core work. From streamlining processes, implementing good governance and driving strategic initiatives to managing procurement and tracking budgeting to supporting practice compliance, the team is central to the success of the department's legal functions.

The Director of this team will lead a group of capable professionals, work closely with senior legal leaders, and play a key role in shaping how legal services are supported and delivered.

What's in it for you?

This is a unique opportunity to lead a dynamic and high-performing team that plays a pivotal role in supporting the delivery of legal services across the department. You'll work closely with senior legal leaders, contribute to strategic planning, and drive operational excellence, all while shaping how the Practice is supported and enabled.

You will enjoy:

- A leadership role with real impact and visibility across the department.
- A collaborative and supportive work environment.
- Opportunities to influence strategic direction and improve service delivery.
- A chance to work with talented legal professionals and contribute to public service outcomes.

Our ideal candidate

You are an experienced and confident leader who thrives in complex environments. You bring strong people management skills, strategic thinking, and a knack for getting things done. You don't need legal qualifications, but you do need to be comfortable working alongside legal professionals and managing up effectively.

You will have:

- Strategic leadership capability, with the ability to set direction, influence outcomes, and align operational support with broader organisational goals.
- Proven experience leading teams and delivering operational support in a professional setting.
- Excellent stakeholder engagement and communication skills, including with senior executives.
- Strong organisational and planning capabilities, with a focus on continuous improvement.
- Technology fluency, and the ability to translate business requirements to process improvement.
- The ability to manage competing priorities and drive outcomes in a fast-paced environment.
- A collaborative mindset and a commitment to building team capability and culture.

Duties

As Director of the Legal Practice Strategy & Support team, you will lead the strategic direction and operational delivery of support services that enable the department's Legal Practice branches to function effectively and ethically.

This is a leadership role that goes beyond administration. You will shape how legal services are supported, drive continuous improvement, and ensure the team's work aligns with broader departmental priorities. Key responsibilities include:

- Set and implement the strategic direction for legal practice support, ensuring alignment with departmental goals and legal service delivery needs.
- Apply principles of legal practice management to improve business operations, financial controls, technology integration, and risk management.
- Lead business planning, risk management, and service improvement initiatives that enhance the efficiency, reputation, and impact of the Legal Practice.
- Provide high-level advice and insights to senior legal leaders on operational strategy, workforce capability, and service delivery.
- Oversee the delivery of core support functions including procurement, coordination, resource management including budgeting, and administrative services.
- Ensure systems and processes are fit-for-purpose, compliant, and continuously improved to meet evolving needs.
- Lead and develop a high-performing team, fostering a culture of collaboration, accountability, and service excellence.
- Build strong relationships with legal leaders and other stakeholders, managing up effectively and influencing outcomes.
- Support staff capability through coaching, mentoring, and professional development.
- Champion ethical conduct, compliance, and innovation in how legal services are supported and delivered.

Eligibility

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

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

Notes

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

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

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

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

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

To Apply

Position Contact	Rachel Besley, 02 6102 9020
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

This notice is part of the electronic Public Service Gazette PS41 Daily Gazette Wednesday - 15 October 2025.pdf Published by Australian Public Service Commission.

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0763990

Department of Infrastructure, Transport, Regional
Development, Communications, Sport and the Arts

Closing Date:Wednesday 29 October 2025

Surface Transport Emissions and Policy
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Job Title	EL1 - Assistant Director (various positions)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Adelaide SA, Hobart TAS, Perth WA, Melbourne VIC, Sydney NSW
Salary	\$122,667 - \$139,534
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA.
Classification	Executive Level 1
Position Number	47226
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/departments/careers>

The opportunity we have available

We have a range of exciting opportunities at the Executive Level 1 - Assistant Director level across a number of branches in the Surface Transport Emissions and Policy Division.

Surface Transport Emissions and Policy Division contributes to the wellbeing of all Australians by developing and implementing national reforms in surface transport policy and regulation (maritime, shipping, rail and road transport reforms) to achieve efficient, productive, safe, and sustainable outcomes, which are environmentally friendly and enhance Australia's international competitiveness. The Division is responsible for Australian Government engagement with the states, territories, local government, industry and internationally in relation to shipping policy and maritime regulation, road and rail policy and regulation.

The Land Transport Policy Branch leads a broad range of work including implementation of the National Freight and Supply Chain Strategy, ongoing reforms in the areas of heavy vehicle policy, rail policy and safety. The branch is also working on developing road user charging arrangements for electric vehicles. The branch also develops policy responses to emerging freight and supply

chain issues to ensure Australia's supply chains are efficient and resilient. All sections work closely with external stakeholders, including states and territories, the National Heavy Vehicle Regulator and Office of National Rail Safety Regulation, industry and community representatives.

The **Maritime and Shipping Branch** leads on Australian shipping and ports policy and manages the associated legislative frameworks. It also advises Government on maritime safety, productivity and related issues where these impact on domestic or international shipping and ports. The Branch is responsible for coastal shipping, maritime supply chain resilience and environmental incident preparedness in the maritime context. The Branch is the administrator for international liner shipping, shipping tax incentives, coastal trading, and the Tasmanian shipping programs. It supports the Australian Maritime Safety Authority (AMSA) in delivering its obligations under the Australian Maritime Safety Authority Act 1990 and works closely with industry stakeholders and other Commonwealth agencies.

The **Strategic Fleet Branch** supports the implementation of the Government's key election commitment to establish a strategic fleet of up to 12 Australian flagged and crewed vessels that are to be privately owned and operate on a commercial basis, but could be requisitioned by the Government in times of national crisis such as natural disaster or conflict. The Branch provides policy advice on implementation of the recommendations provided by the Government's Strategic Fleet Taskforce relating to establishing and supporting an Australian strategic maritime fleet, including procurement of vessels, legislation changes and workforce growth required to support the fleet.

The **Transport Partnerships and Emerging Technology Branch** leads delivery of a complex set of reforms to prepare for the arrival of connected and automated vehicles and other transport innovations, manages engagement in a range of key international forums, provides the secretariat support to the Infrastructure and Transport Minister Meetings (ITMM) and related forums and provides oversight and support to several transport bodies.

In the division, there are opportunities to utilise your skills to make a real difference to the daily lives of all Australians, by developing and implementing reforms in surface transport policy and regulation that affect the movement of people and goods across Australia. Some of the benefits we offer include:

- Exposure within the division to a broad range of public service job roles to suit your skills and interests including policy, regulation, programs and legislation.
- The opportunity to develop and utilise a range of core public service skills.
- A respectful, inclusive and friendly working environment.
- Diverse career pathways through learning and development opportunities and a positive performance culture.
- Having a direct hand in supporting Australia's social and economic wellbeing.
- Engagement with international bodies to protect Australia's national interests.

We work hard in our division to ensure we have a positive and supportive workplace culture, where everyone can contribute and thrive.

Our division is not just a dynamic workplace, it is also a leading workplace for flexible working arrangements. Our managers work with staff to structure a work-week that works for both the employee and their team. It has an inclusive and enjoyable workplace culture, with regular social get-togethers, trivia, and senior executives who 'walk the talk', as just a few examples of what makes our division shine as a place to work.

Duties

What will you do?

There are multiple policy roles available across the Surface Transport Emissions and Policy Division (Executive Level 1). You will contribute to developing policy advice to the Australian Government through short-medium term projects determined by the department's Executive Leadership Team.

These roles are varied and dynamic, but typical duties include:

- research and analysis on priority issues (including general research or economic and data analysis, depending on your skills and experience)
- development of persuasive communications materials, including written reports and data visualisation
- project strategy, planning and coordination
- stakeholder engagement, including close collaboration with colleagues across the public service to ensure our advice has maximum value-add
- formal advice to the Executive and Government, such as Cabinet submissions and proposals for new policies and programs.

Who are we looking for ?

We are seeking proactive and skilled individuals who can demonstrate capabilities at the Executive Level 1 [Work level standards](#). This means you can manage very complex of sensitive work with broad direction, provide specialist advice, and consistently deliver high-quality outputs that contribute to our team and organisational goals.

Our ideal candidates are solutions focused, proactive, flexible and agile.

- Sound analytical skills and policy judgement, allowing them to consider information from a range of sources, synthesise information accurately, identify and analyse problems, adapt approaches and propose solutions.
- Clear and effective written and verbal communication, adapted to suit a range of audiences.
- Ability to develop and maintain productive relationships with internal and external stakeholders.
- A collaborative approach to working within the team, which takes into account a range of views and values different perspectives.
- While not essential, previous experience working in complex areas of policy, legal policy and/or intergovernmental reforms; instructing Parliamentary Counsel on the development of legislation; or working within a regulator/regulatory environment will be highly regarded

Eligibility

Eligibility requirements

Employment with the Department of Infrastructure, Transport, Regional Development, Communications, Sport 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 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 Vetting 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
- **Police check:** The successful candidate must satisfactorily complete an Australian Federal Police criminal history check.
- **Integrity and Performance check:** The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

**About the Department of Infrastructure, Transport, Regional Development,
Communications, Sport and the Arts**

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport 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 LGBTIQ+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership.

To Apply

Position Contact	Rithy Lim, 02 6136 6341
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0764001

Department of Infrastructure, Transport, Regional
Development, Communications, Sport and the Arts

Closing Date:Wednesday 29 October 2025

Surface Transport Emissions and Policy
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Job Title	APS6 - Senior Policy Officers (various positions)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Canberra ACT, Adelaide SA, Perth WA, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	\$95,501 - \$114,201
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA.
Classification	APS Level 6
Position Number	47225
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/department/careers>

The opportunity we have available

We have a range of exciting opportunities at the APS level 6 - Senior Policy Officer level across a number of branches in the Surface Transport Emissions and Policy Division.

Surface Transport Emissions and Policy Division contributes to the wellbeing of all Australians by developing and implementing national reforms in surface transport policy and regulation (maritime, shipping, rail and road transport reforms) to achieve efficient, productive, safe, and sustainable outcomes, which are environmentally friendly and enhance Australia's international competitiveness. The Division is responsible for Australian Government engagement with the states, territories, local government, industry and internationally in relation to shipping policy and maritime regulation, road and rail policy and regulation.

The **Land Transport Policy Branch** leads a broad range of work including implementation of the National Freight and Supply Chain Strategy, ongoing reforms in the areas of heavy vehicle policy,

rail policy and safety. The branch is also working on developing road user charging arrangements for electric vehicles. The branch also develops policy responses to emerging freight and supply chain issues to ensure Australia's supply chains are efficient and resilient. All sections work closely with external stakeholders, including states and territories, the National Heavy Vehicle Regulator and Office of National Rail Safety Regulation, industry and community representatives.

The **Maritime and Shipping Branch** leads on Australian shipping and ports policy and manages the associated legislative frameworks. It also advises Government on maritime safety, productivity and related issues where these impact on domestic or international shipping and ports. The Branch is responsible for coastal shipping, maritime supply chain resilience and environmental incident preparedness in the maritime context. The Branch is the administrator for international liner shipping, shipping tax incentives, coastal trading, and the Tasmanian shipping programs. It supports the Australian Maritime Safety Authority (AMSA) in delivering its obligations under the Australian Maritime Safety Authority Act 1990 and works closely with industry stakeholders and other Commonwealth agencies.

The **Strategic Fleet Branch** supports the implementation of the Government's key election commitment to establish a strategic fleet of up to 12 Australian flagged and crewed vessels that are to be privately owned and operate on a commercial basis, but could be requisitioned by the Government in times of national crisis such as natural disaster or conflict. The Branch provides policy advice on implementation of the recommendations provided by the Government's Strategic Fleet Taskforce relating to establishing and supporting an Australian strategic maritime fleet, including procurement of vessels, legislation changes and workforce growth required to support the fleet.

The **Transport Partnerships and Emerging Technology Branch** leads delivery of a complex set of reforms to prepare for the arrival of connected and automated vehicles and other transport innovations, manages engagement in a range of key international forums, provides the secretariat support to the Infrastructure and Transport Minister Meetings (ITMM) and related forums and provides oversight and support to several transport bodies.

In the division, there are opportunities to utilise your skills to make a real difference to the daily lives of all Australians, by developing and implementing reforms in surface transport policy and regulation that affect the movement of people and goods across Australia. Some of the benefits we offer include:

- Exposure within the division to a broad range of public service job roles to suit your skills and interests including policy, regulation, programs and legislation.
- The opportunity to develop and utilise a range of core public service skills.
- A respectful, inclusive and friendly working environment.
- Diverse career pathways through learning and development opportunities and a positive performance culture.
- Having a direct hand in supporting Australia's social and economic wellbeing.
- Engagement with international bodies to protect Australia's national interests.

We work hard in our division to ensure we have a positive and supportive workplace culture, where everyone can contribute and thrive.

Our division is not just a dynamic workplace, it is also a leading workplace for flexible working arrangements. Our managers work with staff to structure a work-week that works for both the employee and their team. It has an inclusive and enjoyable workplace culture, with regular social get-togethers, trivia, and senior executives who 'walk the talk', as just a few examples of what makes our division shine as a place to work.

Duties

What will you do?

There are multiple policy roles available across the Surface Transport Emissions and Policy Division (APS level 6). You will contribute to developing policy advice to the Australian Government through short/medium term projects determined by the department's Executive Leadership Team.

These roles are varied and dynamic, but typical duties include:

- research and analysis on priority issues (including general research or economic and data analysis, depending on your skills and experience)
- development of persuasive communications materials, including written reports and data visualisation
- project strategy, planning and coordination
- stakeholder engagement, including close collaboration with colleagues across the public service to ensure our advice has maximum value-add
- formal advice to the Executive and Government, such as Cabinet submissions and proposals for new policies and programs.

Who are we looking for?

We are seeking proactive and skilled individuals who can demonstrate capabilities at the APS level 6 [Work level standards](#). This means you can manage complex work with limited direction, provide specialist advice, and consistently deliver high-quality outputs that contribute to our team and organisational goals. Our ideal candidates are solutions focused, proactive, flexible and agile.

Our ideal candidates will have:

- Sound analytical skills and policy judgement, allowing them to consider information from a range of sources, synthesise information accurately, identify and analyse problems, adapt approaches and propose solutions.
- Clear and effective written and verbal communication, adapted to suit a range of audiences.
- Ability to develop and maintain productive relationships with internal and external stakeholders.
- A collaborative approach to working within the team, which takes into account a range of views and values different perspectives.
- While not essential, previous experience working in complex areas of policy, legal policy and/or intergovernmental reforms; instructing Parliamentary Counsel on the development of legislation; or working within a regulator/regulatory environment will be highly regarded

Eligibility

Eligibility Requirements

Employment with the Department of Infrastructure, Transport, Regional Development, Communications, Sport 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 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 Vetting 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
- **Police check:** The successful candidate must satisfactorily complete an Australian Federal Police criminal history check.
- **Integrity and Performance check:** The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

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To Apply

Position Contact	Matt Williams, 02 6136 8181
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764004

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Closing Date:Wednesday 29 October 2025

Job Title	APS5 - Policy Officers (various positions)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$86,291 - \$91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 5
Position Number	47224
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/department/careers>

The opportunity we have available

We have a range of exciting opportunities at the APS level 5 - Policy Officer level across a number of branches in the Surface Transport Emissions and Policy Division.

Surface Transport Emissions and Policy Division contributes to the wellbeing of all Australians by developing and implementing national reforms in surface transport policy and regulation (maritime, shipping, rail and road transport reforms) to achieve efficient, productive, safe, and sustainable outcomes, which are environmentally friendly and enhance Australia's international competitiveness. The Division is responsible for Australian Government engagement with the states, territories, local government, industry and internationally in relation to shipping policy and maritime regulation, road and rail policy and regulation.

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chain issues to ensure Australia's supply chains are efficient and resilient. All sections work closely with external stakeholders, including states and territories, the National Heavy Vehicle Regulator and Office of National Rail Safety Regulation, industry and community representatives.

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In the division, there are opportunities to utilise your skills to make a real difference to the daily lives of all Australians, by developing and implementing reforms in surface transport policy and regulation that affect the movement of people and goods across Australia. Some of the benefits we offer include:

- Exposure within the division to a broad range of public service job roles to suit your skills and interests including policy, regulation, programs and legislation.
- The opportunity to develop and utilise a range of core public service skills.
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Duties

What will you do?

There are multiple policy roles available across the Surface Transport Emissions and Policy Division (APS level 5). You will contribute to developing policy advice to the Australian Government through short medium term projects determined by the department's Executive Leadership Team.

These roles are varied and dynamic, but typical duties include:

- research and analysis on priority issues (including general research or economic and data analysis, depending on your skills and experience)
- development of persuasive communications materials, including written reports and data visualisation
- project strategy, planning and coordination
- stakeholder engagement, including close collaboration with colleagues across the public service to ensure our advice has maximum value-add
- formal advice to the Executive and Government, such as Cabinet submissions and proposals for new policies and programs.

Who are we looking for?

We are seeking proactive and skilled individuals who can demonstrate capabilities at the APS level 5 [Work level standards](#). This means you can manage moderately complex to complex work with limited direction, provide specialist advice, and consistently deliver high-quality outputs that contribute to our team and organisational goals. Our ideal candidates are solutions focused, proactive, flexible and agile.

Our ideal candidates will have:

- Sound analytical skills and policy judgement, allowing them to consider information from a range of sources, synthesise information accurately, identify and analyse problems, adapt approaches and propose solutions.
- Clear and effective written and verbal communication, adapted to suit a range of audiences.
- Ability to develop and maintain productive relationships with internal and external stakeholders.
- A collaborative approach to working within the team, which takes into account a range of views and values different perspectives.
- While not essential, previous experience working in complex areas of policy, legal policy and/or intergovernmental reforms; instructing Parliamentary Counsel on the development of legislation; or working within a regulator/regulatory environment will be highly regarded.

Eligibility

Eligibility requirements

Employment with the Department of Infrastructure, Transport, Regional Development, Communications, Sports 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 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 Vetting 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
- **Police check:** The successful candidate must satisfactorily complete an Australian Federal Police criminal history check.
- **Integrity and Performance check:** The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Catherine Beaven, 02 6136 7374
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Prime Minister and Cabinet

Vacancy VN-0763959

Department of the Prime Minister and Cabinet

Closing Date:Wednesday 29 October 2025

Defence and Veteran's Service Commision
Inquiries and Legal General Counsel

Job Title	Senior Lawyer, Inquiries and Legal, Defence and Veterans' Service Commission
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$126,342 - \$143,993
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements will be considered
Classification	Executive Level 1
Position Number	PMC/2025/123
Agency Website	

Job Description

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

About the Defence and Veterans' Service Commission

The [Defence and Veterans' Service Commission](#) (DVSC) provides independent oversight and evidence-based advice to government on reforms to improve suicide prevention and wellbeing outcomes for serving and ex-serving Australian Defence Force (ADF) members.

The Australian Government established the DVSC as a new Non-corporate Commonwealth Entity (NCE) on 29 September 2025 in response to the key recommendation of the Final Report of the Royal Commission into Defence and Veteran Suicide.

Key functions of the DVSC include: monitoring, inquiring and reporting on issues relevant to suicide and suicidality for serving and ex-serving ADF members; monitoring, inquiring and reporting on the implementation of the Government's response to the recommendations of the Defence and Veteran Suicide Royal Commission, improving supports for serving and ex-serving ADF members, working with coroners to understand issues contributing to Defence and veteran deaths by suicide, and promoting an understanding of suicide risks and wellbeing for Defence members and veterans, including through engaging with people with lived experience.

Working at the DVSC

As a new agency, the DVSC is now recruiting staff and capabilities and will continue to do so over the coming year. You have an opportunity to join us now where your expertise can help influence and shape our strategy in support of the Commissioner's independent oversight of wide-ranging reforms across the Defence and veteran ecosystem.

We are looking to recruit high performing and dedicated staff with a range of capabilities, who demonstrate integrity, independence and compassion.

A key focus of the DVSC's work is the prevention of suicide and suicidality. While the DVSC has a proactive wellbeing program, applicants are encouraged to consider their personal circumstances when applying for this role. Applicants can familiarise themselves with the findings and recommendations of the Final Report of the Royal Commission into Defence and Veteran Suicide for further information.

The DVSC is an independent agency. We are currently physically located in Canberra, within the Department of the Prime Minister and Cabinet under a shared service arrangement. While we transition our employment framework, the successful candidate may be on-boarded via the Department of the Prime Minister and Cabinet and subsequently transitioned to the DVSC.

Employment with the DVSC is offered under the Public Service (Terms and Conditions of Employment) (Defence and Veterans' Service Commission) Determination 2025.

About the Role

We are seeking an experienced and enthusiastic Senior Lawyer with a minimum of 5 years' relevant post-admission legal experience to join our small General Counsel team to advise on a range of legal matters, working in a dynamic and cohesive environment.

Working under limited direction from the General Counsel, you will use your professional knowledge and experience to contribute to the delivery of the team's services by providing high-quality legal advice and assistance on a range of inquiry-related, government and corporate legal matters.

As a Senior Lawyer, you will have an understanding of, and an ability to advise on, privacy and Freedom of Information (FOI) and Public Interest Disclosure (PID) law, administrative law and the Commonwealth's governance, risk management and financial frameworks. You will also have the capacity to acquire quickly a thorough knowledge of the Commission's enabling legislation and the Commissioner's functions, including in relation to the conduct of inquiries. You will actively manage competing requests and demands and invest in knowledge sharing. You will also work collaboratively with stakeholders, proactively contribute to process improvement and behave with integrity, enabling you to build trust and communicate with influence

In this position you will:

- Assist the General Counsel in the provision of accurate, practical and timely legal advice and assistance to the Commission's executive team and staff on a range of matters, including corporate, administrative and matters relating to the Commission's inquiry functions
- Manage issues surrounding the collection, management, use and disclosure of personal information and protected information under the Commission's enabling legislation and the Privacy Act
- Provide advice and assistance in relation to FOI and PID matters
- Draft and review Commission policies, procedures, forms, resource materials, contracts and other legal documents for internal and external use or publication.

Duties

Our ideal candidate

The occupant of this role demonstrates integrity, independence and compassion while delivering the work of the Commission and:

- The ability to manage sensitive and confidential matters with integrity and discretion
- Experience leading projects, developing policies and implementing compliance frameworks
- Strong legal research, analysis and advisory skills
- Excellent written and verbal communication skills, including the ability to prepare complex reports and legal documents
- Strong stakeholder engagement and negotiation skills.
- Demonstrated expertise including in FOI, PID and administrative law (or the ability to quickly acquire it)
- Capacity to manage competing priorities and deliver results under pressure.

Qualifications / Experience

The following is required:

- Bachelor of Laws or Juris Doctor
- Current Practising Certificate or ability to obtain one
- 5 years' post-admission experience.

The following is highly regarded:

- Experience drafting high quality legal advice, especially in the context of investigations or inquiries, statutory interpretation and/or administrative law
- Experience in legal policy and legislation review
- An understanding of the Commission's inquiry and oversight functions or the ability to quickly develop such understanding.

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 DVSC to be eligible for this position you should be an Australian Citizen by the completion of the recruitment process, except under exceptional circumstances.
- 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.
- Due to the nature of work the DVSC undertakes, some roles may require staff to obtain and maintain a [WWVP registration card](#), as per the Working with Vulnerable People (Background Checking) Act 2011.

Notes

Ongoing & Non-ongoing (for a period of up to 24 months)

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

Where a non-ongoing specified term is offered, this would be for a maximum period of two (2) years. If the initial contract is for less than 2 years, it may be extended or renewed once, up to the 2 year limit.

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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of 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	Claudia Garner, n/a
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0763973

Department of the Prime Minister and Cabinet

Closing Date: Wednesday 29 October 2025

Defence and Veterans' Service Commission
Inquiries and Legal Inquiries

Job Title	Senior Inquiries and Investigations Officer, Defence and Veterans' Service Commission
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$98,314 - \$110,483
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements will be considered
Classification	APS Level 6
Position Number	PMC/2025/124
Agency Website	

Job Description

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

About the Defence and Veterans' Service Commission

The [Defence and Veterans' Service Commission](#) (DVSC) provides independent oversight and evidence-based advice to government on reforms to improve suicide prevention and wellbeing outcomes for serving and ex-serving Australian Defence Force (ADF) members.

The Australian Government established the DVSC as a new Non-corporate Commonwealth Entity (NCE) on 29 September 2025 in response to the key recommendation of the Final Report of the Royal Commission into Defence and Veteran Suicide.

Key functions of the DVSC include: monitoring, inquiring and reporting on issues relevant to suicide and suicidality for serving and ex-serving ADF members; monitoring, inquiring and reporting on the implementation of the Government's response to the recommendations of the Defence and Veteran Suicide Royal Commission, improving supports for serving and ex-serving ADF members, working with coroners to understand issues contributing to Defence and veteran deaths by suicide, and promoting an understanding of suicide risks and wellbeing for Defence members and veterans, including through engaging with people with lived experience.

Working at the DVSC

As a new agency, the DVSC is now recruiting staff and capabilities and will continue to do so over the coming year. You have an opportunity to join us now where your expertise can help influence and shape our strategy in support of the Commissioner's independent oversight of wide-ranging reforms across the Defence and veteran ecosystem.

We are looking to recruit high performing and dedicated staff with a range of capabilities, who demonstrate integrity, independence and compassion.

A key focus of the DVSC's work is the prevention of suicide and suicidality. While the DVSC has a proactive wellbeing program, applicants are encouraged to consider their personal circumstances when applying for this role. Applicants can familiarise themselves with the findings and recommendations of the Final Report of the Royal Commission into Defence and Veteran Suicide for further information.

The DVSC is an independent agency. We are currently physically located in Canberra, within the Department of the Prime Minister and Cabinet under a shared service arrangement. While we transition our employment framework, the successful candidate may be on-boarded via the Department of the Prime Minister and Cabinet and subsequently transitioned to the DVSC.

Employment with the DVSC is offered under the Public Service (Terms and Conditions of Employment) (Defence and Veterans' Service Commission) Determination 2025.

About the Role

The Senior Inquiries and Investigations Officer will work as part of a small team, contributing to the Commissioner's statutory inquiry functions. The DVSC will inquire into matters relating to systemic reforms to improve suicide prevention and wellbeing for serving and ex-serving ADF members. The team will conduct inquiries, including special inquiries, that may be initiated by the Commissioner or requested by the Minister. The process of conducting an inquiry will involve information-gathering, hearings of the Commission in some cases, and the preparation of inquiry reports and recommendations.

Located in the Inquiries and Legal branch of the DVSC and reporting to the Assistant Director of Inquiries, the Senior Inquiries and Investigations Officer will undertake inquiries in line with agency procedures, support the operation of public and private hearings, use information-gathering

powers to collect and analyse evidence and data, engage with stakeholders and witnesses, maintain inquiry records and databases, and prepare high quality documents including papers, legal notices, voluntary and compulsory information requests, correspondence, reports, and briefs.

Duties

Our ideal candidate

We are looking for one or more motivated Senior Inquiries and Investigations Officers with:

- Demonstrated inquiry or investigations skills, or the capacity to quickly acquire them, who can apply technical knowledge and analytical skills in a dynamic environment
- Well-developed written and verbal communication skills, the ability to communicate with influence, and prepare high quality written correspondence, briefs and reports
- Ability to quickly acquire knowledge of, interpret and apply the Commission's enabling legislation and other relevant legislation
- Ability to undertake research and interpret and apply, policies and procedures in complex matters, with excellent attention to detail
- Ability to work flexibly and effectively, both independently and as part of a team, including during times of uncertainty and high pressure
- Commitment to uphold the APS Code of Conduct, APS Values, and to always ensure the independence and impartiality of the DVSC
- Demonstrated professional skills in engaging stakeholders and witnesses, with an understanding of trauma informed engagement and communication
- Ability to accurately maintain inquiry records and databases.

Qualifications / Experience

The following is required:

- Relevant professional experience and/or tertiary qualifications in one or more relevant capability areas, such as law, regulation, public policy, Cert IV in Government Investigations or similar.

The following is highly regarded:

At least 2 years' relevant professional experience. Relevant experience includes working:

- For a government entity that required conducting research, drafting, or contributing to the development of policy, or the interpretation or application of Australian legislation
- Within a regulatory or oversight context as an investigator or assisting with complex projects
- Professionally within a legal context that required undertaking legal analysis or drafting.

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 DVSC to be eligible for this position you should be an Australian Citizen by the completion of the recruitment process, except under exceptional circumstances.
- 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.
- Due to the nature of work the DVSC undertakes, some roles may require staff to obtain and maintain a [WWVP registration card](#), as per the Working with Vulnerable People (Background Checking) Act 2011.

Notes

Ongoing & Non-ongoing (Up to a period of 24 months)

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

Where a non-ongoing specified term is offered, this would be for a maximum period of two (2) years. If the initial contract is for less than 2 years, it may be extended or renewed once, up to the 2 year limit.

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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of 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	Claudia Garner, n/a
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0763992

Department of the Prime Minister and Cabinet

Closing Date:Wednesday 29 October 2025

Corporate Division
Defence and Veterans' Service Commission Oversight and Evaluation Branch

Job Title	Assistant Director, Oversight and Evaluation, Defence and Veterans' Service Commission
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$126,342 - \$143,993
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements will be considered
Classification	Executive Level 1
Position Number	PMC/2025/122
Agency Website	

Job Description

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

About the Defence and Veterans' Service Commission

The [Defence and Veterans' Service Commission](#) (DVSC) provides independent oversight and evidence-based advice to government on reforms to improve suicide prevention and wellbeing outcomes for serving and ex-serving Australian Defence Force (ADF) members.

The Australian Government established the DVSC as a new Non-corporate Commonwealth Entity (NCE) on 29 September 2025 in response to the key recommendation of the Final Report of the Royal Commission into Defence and Veteran Suicide.

Key functions of the DVSC include: monitoring, inquiring and reporting on issues relevant to suicide and suicidality for serving and ex-serving ADF members; monitoring, inquiring and reporting on the implementation of the Government's response to the recommendations of the Defence and Veteran Suicide Royal Commission, improving supports for serving and ex-serving ADF members, working with coroners to understand issues contributing to Defence and veteran deaths by suicide, and promoting an understanding of suicide risks and wellbeing for Defence members and veterans, including through engaging with people with lived experience.

Working at the DVSC

As a new agency, the DVSC is now recruiting staff and capabilities and will continue to do so over the coming year. You have an opportunity to join us now where your expertise can help influence and shape our strategy in support of the Commissioner's independent oversight of wide-ranging reforms across the Defence and veteran ecosystem.

We are looking to recruit high performing and dedicated staff from a range of capabilities, who demonstrate integrity, independence and compassion.

A key focus of the DVSC's work is the prevention of suicide and suicidality. While the DVSC has a proactive wellbeing program, applicants are encouraged to consider their personal circumstances when applying for this role. Applicants can familiarise themselves with the findings and recommendations of the Final Report of the Royal Commission into Defence and Veteran Suicide for further information.

The DVSC is an independent agency. We are currently physically located in Canberra, within the Department of the Prime Minister and Cabinet under a shared service arrangement. While we

transition our employment framework, the successful candidate may be on-boarded via the Department of the Prime Minister and Cabinet and subsequently transitioned to the DVSC.

Employment with the DVSC is offered under the Public Service (Terms and Conditions of Employment) (Defence and Veterans' Service Commission) Determination 2025.

About the Role

The Assistant Director, Oversight and Evaluation, will work as part of a small team to manage activities relating to the monitoring, evaluation and reporting of the implementation and outcomes of the Australian Government's response to the recommendations of the Royal Commission into Defence and Veteran Suicide. The Assistant Director will also assist the DVSC's work in identifying and advising on systemic factors in the administration of policies, programs, systems and practices in relation to the prevention of suicide and suicidality among serving and ex-serving ADF members.

Located in the Oversight and Engagement branch of the DVSC, and reporting to the Director of Oversight and Engagement, the Assistant Director will manage the development and implementation of robust oversight frameworks that support the Commissioner's statutory responsibilities, develop evidence-based advice and recommendations to improve the prevention of suicide and suicidality across the Defence and veteran ecosystem, prepare high quality reports and publications, including DVSC reports to be tabled in the Australian Parliament, collaborate within the DVSC to prepare well-researched information, and supervise staff.

Duties

Our ideal candidate

We are looking for a skilled and motivated Assistant Director with:

- High-level judgement, critical thinking and problem-solving ability, who can objectively seek, clarify, analyse and evaluate information from a range of sources.
- Advanced analytical, policy and/or research skills, with demonstrated experience, or the ability to acquire, skills in monitoring and evaluation methodologies or performance measurement.
- Ability to understand and support the Commissioner's statutory functions of monitoring, inquiring and reporting on systemic reforms to prevent suicide and suicidality, in accordance with the DVSC's enabling legislation ([Part VIII E of the Defence Act 1903](#)).
- Well developed stakeholder engagement skills, with the ability to engage effectively across government and with non-government stakeholders.
- Excellent written and verbal communication skills, including the ability to prepare, and lead the development of, complex briefings and reports for publication.

- Strong ability to personally uphold the DVSC's independence, impartiality, and professionalism at all times.
- Demonstrated leadership skills, including the ability to manage, develop and motivate staff, and to work effectively with other DVSC capability areas.

Qualifications / Experience

The following is required:

- Demonstrated experience or tertiary qualifications in one or more capability areas relevant to the role (such as, policy and program implementation, monitoring and evaluation, law, performance auditing, benefits realisation, program logic, communication and reporting, etc.).

The following will be highly regarded:

- Relevant tertiary qualifications
- Membership with a relevant professional body.

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 DVSC to be eligible for this position you should be an Australian Citizen by the completion of the recruitment process, except under exceptional circumstances.
- 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.
- Due to the nature of work the DVSC undertakes, some roles may require staff to obtain and maintain a [WWVP registration card](#), as per the Working with Vulnerable People (Background Checking) Act 2011.

Notes

Ongoing & Non-ongoing (for a period of up to 24 months)

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

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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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of the Prime Minister and Cabinet

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To Apply

Position Contact	Recruitment DVSC, N/A
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0764025

Job Title	IT Service Desk Analyst
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Brisbane QLD
Salary	\$78,720 - \$82,842
Future Merit Locations	Sydney, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	APS Level 3;APS Level 4;APS Level 5
Position Number	ASIC/1887329
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226383592

Duties

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

- Sydney and Brisbane locations
- From \$78,720 - \$82,842 (depending on experience) + 15.4% superannuation
- 12 Month Fixed Term Contract
- Applications will close at 11:59pm AEDT on Tuesday, 28 October 2025

The team

Information Technology Services delivers diverse IT facilities and support to ASIC, driving major technology projects in virtualisation, data analytics, mobility, and cloud to enhance operations. The

Oracle Systems Team develops, maintains, and supports key Registry Applications, including SOA and middleware, ensuring continuous improvement and stability across development, testing, and implementation.

The role

As an **IT Service Desk Analyst**, you will be working as the primary contact for ASIC staff who require support for technology related issues and. This is an excellent opportunity to grow your career with ASIC.

Your responsibilities will include:

- Provide telephone and email support to ASIC staff.
- Effectively communicate with empathy during periods of stress and high pressure.
- Provide ASIC staff with timely, effective assistance on a broad range of technology.
- Aim to solve customer's problems by using known troubleshooting approaches to identify a resolution as quickly as possible.
- Monitor and manage incoming work to drive positive customer outcomes within agreed service standards.
- Document customer issues and the resolution in our customer management system.
- Create and regularly review existing procedural documents for accuracy and relevance to solving customer issues.
- Escalate issues to the IT Customer Experience Team Leader to get traction on queries that are not progressing in a timely manner.

About you

Ideal Skills and Experience:

- Two years customer service experience with a commitment to finding ways to improve daily activities. Experience in responding, recording, and resolving customer queries within a structure and in a timely manner.
- Demonstrated written and oral communication skills that show empathy and compassion times of high pressure and stress.
- Ability to approach problem solving with logic and sensibility.
- An analytical aptitude that understands business critical issues and when to employ an escalation process.
- A passion for learning new processes and technology.
- The ability to work independently and be accountable for outcomes delivered.

- Experience providing customer service in a remote capacity, with the ability to quickly understand the person's situation.
- An understanding of Information Technology Infrastructure Library (ITIL) framework.
- An understanding of financial services organisations.
- Experience with a broad range of technology including: Windows 11 laptops and desktops, Virtualised desktops, Virtualised servers (VMWare / Hyper-V), Cloud technology (AZURE / AWS / GCP), Networking technology, Printing infrastructure, Windows Server, Active Directory knowledge, Microsoft 365 knowledge.

View the position description for more information or click 'apply' to start your application.

Applications will close at 11:59pm AEDT on Tuesday, 28 October 2025

About ASIC

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

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

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

- Attractive superannuation
- Additional leave entitlements
- Hybrid work-from home options
- Flexible work arrangements
- Assistance for study and professional development

Click [here](#) to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our [website](#) or review our [Corporate Plan](#).

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

Eligibility

Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Sarah Gawman, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=2

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Treasury

Vacancy VN-0763867

Australian Taxation Office

Closing Date:Monday 27 October 2025

Tax Practitioners Board
Complex Registration

Job Title	TPB Administration Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$90,596 - \$96,042
Future Merit Locations	Parramatta, Penrith, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 5
Position Number	EXT_TPB_714_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=C36A59EB-D159-FD93-5D98-E44A63B28A77>

Duties

We are seeking motivated and experienced Administration Officers to join our Complex Registration team in the Tax Practitioners Board.

As an Administration Officer, you will manage high volume complex registration workloads and provide advice to tax practitioners. You'll use your judgment and experience to interpret and apply legislation to determine if applicants meet registration eligibility.

You will provide confidence to consumers of tax practitioner services by ensuring the necessary educational, qualification, experience and personal attributes required for the tax practitioner profession.

You will build and maintain positive relationships with clients and make informed decisions when resolving enquiries. You'll work as part of a team, sharing your knowledge to collaboratively resolve issues and contribute to continuous improvements.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

[Tax Practitioners Board](#) provides more information about us and our work environment.

Eligibility
Notes

People with disability and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

This recruitment process is being used to fill non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

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

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	Christine Gordon, 0409 961 590
Agency Recruitment Site	https://ato.nga.net.au/?jati=C36A59EB-D159-FD93-5D98-E44A63B28A77

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Australian Taxation Office

Closing Date: Wednesday 22 October 2025

Smarter Data Program
Data Engineering

Job Title	IT Systems Analyst Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Box Hill VIC, Brisbane QLD, Canberra ACT, Dandenong VIC, Geelong VIC, Hobart TAS, Parramatta NSW, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Perth WA, Sydney NSW
Salary	\$150,784 - \$179,606
Future Merit Locations	Adelaide, Box Hill, Brisbane, Canberra, Dandenong, Geelong, Hobart, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Upper Mount Gravatt
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 2
Position Number	EXT_SDP_697_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=3471EE1C-576F-6E2F-EC42-E44B89AE994A>

Duties

We are seeking passionate and driven individuals to join our Data Engineering branch in the Smarter Data Program.

As an IT Systems Analyst Director, you will lead strategic analysis, technical design, and solution delivery to support change initiatives and the ongoing operation of data and analytics platforms. Working in a complex, high-impact environment, you'll identify and define viable system processes and technical specifications, enabling successful delivery by technical teams. You'll translate business needs into robust technical solutions, guiding implementation, and ensuring system health to support resilient, future-ready platforms.

You will oversee project delivery, managing timelines, resources, and risks to address complex technical and business challenges. Furthermore, you'll drive the development of governance frameworks and lead process improvement initiatives to enhance system reliability, compliance, and performance across a modern, cloud-agnostic data environment.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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

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We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	Smarter Data Program Business Operations Management, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=3471EE1C-576F-6E2F-EC42-E44B89AE994A

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Treasury

Vacancy VN-0763993

Job Title	Work Health and Safety (WHS) Officer
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	-
Future Merit Locations	Deakin
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated.
Classification	APS Level 5
Position Number	1424
Agency Website	https://www.ramint.gov.au

Job Description

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

About the Mint

The Royal Australian Mint is a small government agency working within the Commonwealth Government Portfolio of the Treasury. The Mint is a non-corporate Commonwealth Entity and is listed under the *Public Governance Performance and Accountability Act 2013* (PGPA Act). The Mint is also covered by the *Public Service Act 1999* (Cth) (PS Act).

The Royal Australian Mint makes coins and other minted products to serve the needs of the Australian economy, foreign countries, investors and collectors. We are stewards of a thriving national institution that showcases our Nations stories through the National Coin Collection, and a world class museum and gallery experience.

The Royal Australian Mint creates public value through a range of coining and minting-related activities. We play a key role in sharing the stories of Australia by recognising significant anniversaries, events, organisations and cultural perspectives through coins.

The Mint offers some of the most unique career opportunities within the public service, including roles such as:

- Coin making – polishing, laser frosting, 3D engraving, Physical Vapour Deposition hard coating, chrome plating, dies inspection and collars manufacture.
- Machinery – operate and maintain minting critical machines.
- Coin Sculpting – design coins, medals, medallions, and token, etc.
- Graphic Design – design coin packaging materials, exhibition graphics, etc.
- Engineering – technical support and manufacturing operations.

Branch Overview

The Mint Systems and Quality Branch supports the Mint's mission and purpose by optimising the interactions between systems, people and equipment in pursuit of health, safety, environment and quality (HSEQ) outcomes alongside organisational performance. We do this by developing and maintaining contemporary practices and support the organisation to apply them in their work activities.

We develop and maintain the Integrated Management System – a unified framework with the intent to streamline processes, focus on improving performance and achieving compliance. We apply our technical expertise to develop and maintain management practices, support the workforce in their use and analyse their performance for improvement. Our technical domains are risk health and safety, product quality and environment.

About the Role

Reporting to the Work Health and Safety (WHS) Manager, the Work Health and Safety (WHS) Officer supports the Mint's work, health and safety program. The Mint's workplace has a range of unique health and safety aspects such as hazardous chemicals and materials, public safety, plant and equipment, infrastructure, and psychosocial and physical hazards.

The WHS Officer supports the WHS team promote safe work practices across the Mint. They engage with internal and external stakeholders and build positive relationships to achieve the of the Health and Safety Work Plan.

The WHS Officer contributes to various committees, analysing data and presenting information across the Safety Management System, which includes incident reports, actions and compliance activities.

The WHS Officer applies their technical knowledge and judgement to contribute to initiatives of the Health and Safety Work Plan including programs on risk management, wellbeing, events, training, reporting, health monitoring and incident management.

Duties

1. Administering WHS policies and procedures, and providing technical advice on safety to managers and employees.
2. Assisting in the development of safe systems of work and assessment, and reviewing the control of risks.
3. Supporting the WHS Manager and the Senior WHS Officers deliver the team's work plan.
4. Supporting the functions of the Mint's Health and Safety Committee, other relevant committees and senior management meetings.
5. Reviewing actions as the outcome of incidents, and determining their appropriateness and effectiveness.
6. Performing safety management system tasks including incident reporting, corrective action monitoring and workplace inspections.
7. Performing data analysis and research to determine opportunities for improvement in the integrated management system, and compiling reports for compliance, management and relevant authorities.
8. Supporting the MSQ branch as required, including undertaking cross-functional tasks.

Eligibility

Security clearance

This position requires a **Baseline** security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Notes

How to apply

Applications will need to be submitted through our recruitment portal on the Employment Opportunities page of the Mint Website at [Employment Opportunities | Royal Australian Mint](#)

Please submit your application by **11:30pm on Wednesday 29 October 2025**. You will need to upload:

- A current resume
- A one-page-pitch that describes how your skills meet the requirements of the role as detailed in the position description.

Information on applying for a job in the Australian Public Service is available at the Employment page of our website.

About the Royal Australian Mint

To Apply

Position Contact	Maxine Alchin, 02 6202 3449
Agency Recruitment Site	https://www.ramint.gov.au/about-us/work-us

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764026

Bureau of Meteorology

Closing Date:Wednesday 29 October 2025

Data and Digital
Observing Systems and Operations

Job Title	Maintenance Support Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$94,563 - \$105,910
Future Merit Locations	Melbourne
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 6
Position Number	60001111
Agency Website	

Job Description

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

About the Bureau

We are Australia's weather, climate, water, oceans and space weather agency. Our work touches the lives of all Australians every day.

Our products and services include observations, forecasts, warnings, analysis and advice. They cover Australia's atmosphere, water, oceans and space environments.

The Bureau operates under the authority of the *Meteorology Act 1955* and the *Water Act 2007*. We also fulfill Australia's international obligations under the Convention of the World Meteorological Organization and related international meteorological treaties and agreements.

Read the [Bureau of Meteorology Strategy 2022–27](#) to find out more about our organisation and the work we do for all Australians.

Working at the Bureau

The Bureau represents a dynamic and exciting opportunity. At the Bureau you will:

- do meaningful work that brings real benefits to the Australian community, businesses and government.
- work with dedicated experts and professionals who constantly seek to improve the services we provide to our customers.
- work in excellent workplaces in a variety of great locations. You'll have access to the latest technology in a diverse, safe and inclusive environment for everyone.
- experience our commitment to learning, growth, training and clear career pathways. You'll receive competitive salary and benefits.

Position overview

The Maintenance Support Officer position ensures that the Bureau of Meteorology owned observing equipment is maintained, remains operational, and in correct working order. This is achieved through electrical and mechanical repair and overhaul on a broad range of equipment and technologies. The following sensors/networks are included:

- Radar and Wind Profilers
- Automatic Weather Stations
- Solar Radiation
- Upper Air
- Flood Warning
- Sea Level
- Aircraft Based Observations

The Maintenance Support Officer position operates as part of the Operational Technology and Engineering (OTE) section. The OTE section is made up of a diverse team of specialists and engineers who are responsible for the design, development and sustainment of the Bureau of Meteorology owned observing equipment. This position focuses on the activities to support the Bureau's current and future Observations Network equipment.

The technologies and disciplines covered include:

- Analogue electronics
- Digital electronics
- High power radar systems
- Electro-mechanical systems

To succeed in this role, you will have:

- Proven ability to work within a team environment.
- Demonstrated experience in prioritising and managing numerous concurrent tasks.
- Strong communication and liaison skills.
- Enthusiasm and drive.
- Experience in equipment testing, verification and operationalising and the ability to communicate these outcomes through written procedures/reports, presentations and phone support.

The job will involve considerable autonomy and inter-state travel is required.

Duties

The successful candidate will have responsibility to ensure networks meets the Bureau's current and future needs. To deliver this, the position holder will be broadly responsible to undertake the following duties:

1. Work within a Quality Management framework to assess, inspect and repair equipment.
2. Interface with asset management software to record and log work done.
3. Capability to manage Operational/Technical Staff to keep equipment maintained and operating in order to meet User Requirements.
4. Translate and apply high level goals and outcomes, identifying issues and uncertainties and incorporate these into advice, planning, decision making and implementation.
5. Availability to undertake extensive domestic travel (up to 25%) to facilitate onsite installation/upgrade/maintenance of observations equipment.
6. Work collaboratively, communicate effectively with internal and external stakeholders and influence the work of teams.
7. Exercise Financial Delegation in accordance with Bureau Policies including holding a Commonwealth Government Credit Card.
8. Motivate and Mentor technical staff, aligning complementary skills and allocate resources in a manner that delivers results.
9. Evaluate and ensure that the delivered equipment and systems meet requirements and legislative, policy and regulatory frameworks.
10. Evaluate activities to understand critical factors for success and engage in continuous improvement and innovation.
11. Lead and ensure safety aspects of Bureau equipment and systems are considered and incorporated.

12. Comply with all Bureau Work Health and Safety Policies and procedures. Take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your actions and systems of work.
13. Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 quality management Standard.

Eligibility

- Australian Citizenship
- Interstate travel is required

Notes

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

About the Bureau of Meteorology

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific. We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunami and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Cameron Elvey, cameron.elvey@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Bureau of Meteorology

Closing Date: Wednesday 29 October 2025

Data & Digital
Observing Systems & Operations

Job Title	Maintenance Support Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$84,228 - \$91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 5
Position Number	60001235
Agency Website	

Job Description <https://bomcareers.nga.net.au/?jati=BE18B9AE-F708-484A-1385-E44BC8C3ACF1>

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To succeed in this role, you will have:

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- Demonstrated experience in prioritising and managing numerous concurrent tasks.
- Strong communication and liaison skills.
- Enthusiasm and drive.
- Experience in equipment testing, verification and operationalising and the ability to communicate these outcomes through written procedures/reports, presentations and phone support.

The job will involve considerable autonomy and inter-state travel is required.

Duties

The successful candidate will have responsibility to ensure networks meets the Bureau's current and future needs. To deliver this, the position holder will be broadly responsible to undertake the following duties:

1. Work within a Quality Management framework to assess, inspect and repair equipment.
2. Interface with asset management software to record and log work done.
3. Availability to undertake extensive domestic travel (up to 25%) to facilitate onsite installation/upgrade/maintenance of observations equipment.
4. Work collaboratively, communicate effectively with internal and external stakeholders and influence the work of teams.
5. Exercise Financial Delegation in accordance with Bureau Policies including holding a Commonwealth Government Credit Card.
6. Motivate and Mentor technical staff, aligning complementary skills and allocate resources in a manner that delivers results.
7. Evaluate and ensure that the delivered equipment and systems meet requirements and legislative, policy and regulatory frameworks.
8. Evaluate activities to understand critical factors for success and engage in continuous improvement and innovation.
9. Lead and ensure safety aspects of Bureau equipment and systems are considered and incorporated.
10. Comply with all Bureau Work Health and Safety Policies and procedures. Take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your actions and systems of work.
11. Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 quality management Standard.

Eligibility

A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.

Notes

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

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To Apply

Position Contact	Grant Jeffrey, (03) 9355 3210
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=BE18B9AE-F708-484A-1385-E44BC8C3ACF1

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Climate Change, Energy, the
Environment and Water

Vacancy VN-0763931

Job Title	Senior Compliance Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Brisbane QLD, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$95,438 - \$108,360
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Arrangements to work on site, from home some days each week, or remotely may be negotiated.
Classification	APS Level 6
Position Number	2025/2753
Agency Website	https://www.dcceew.gov.au/

Job Description <https://dcceewjobs.nga.net.au/?jati=81881F81-5FFC-A555-D260-E44AD76B51EB>

The Energy Efficiency Compliance and Enforcement Section is committed to working with regulated entities to help them understand and comply with their obligations under the *Greenhouse and Energy Minimum Standards Act 2012* (GEMS Act) and *Building Energy Efficiency Disclosure Act 2010* (BEED Act). Our compliance approach focuses on engaging and educating regulated entities to maximise voluntary compliance, whilst implementing strategies and responses to identify, and then deter, non-compliance. The section is responsible for delivering compliance monitoring and responding to serious non-compliance by regulated entities who deliberately fail to comply with the GEMS and BEED Act.

Duties

- Engaging with, and educating, the regulated communities regarding the compliance requirements of the GEMS and BEED legislation.
- Monitoring, assessing, investigating and enforcing compliance with the GEMS and BEED acts in accordance with the legislation and all relevant internal and external standards, policies and procedures.
- Contributing to the development of compliance monitoring activities to detect suspected contraventions of the GEMS and BEED legislation.
- Building collaborative relationships with a diverse cohort of technical experts, compliance practitioners, and departmental officers to produce high quality briefs or intelligence product to enable decision makers to support enforcement recommendations and risk mitigation plans.
- Interpreting technical information, legislation and Australian Standards.

- Developing and maintaining internal processes and instructional material.
- Capturing emerging policy matters identified through compliance monitoring and enforcement activities and working collaboratively with policy teams to develop compliance related solutions where required.
- Working flexibly as part of the team and contributing to a positive team culture and work of the section including ad hoc tasks as required.
- The position would also support building the Section's intelligence capability to inform operational and strategic decisions.

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

Eligibility

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

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

Mandatory qualifications – Certificate IV in Government (Investigations) or a similar qualification.

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

Notes

We currently have one vacancy available for immediate filling in any Australian capital city. A merit pool for filling the same or similar position in any location in Australia may be established at the conclusion of this selection process.

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

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

To Apply

Position Contact	Holly Edmond, 0403 708 665
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=81881F81-5FFC-A555-D260-E44AD76B51EB

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Communications and the Arts

Vacancy VN-0763954

Australian Communications and Media Authority

Closing Date: Tuesday 28 October 2025

Communications Infrastructure Division
Licensing and Infrastructure Safeguards Branch Monitoring & Compliance
Section

Job Title	Compliance & Investigations Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$94,658 - \$106,898
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements such as working from home days may be considered.
Classification	APS Level 6
Position Number	1339-2025-1
Agency Website	http://www.acma.gov.au

Job Description

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

The Australian Communications and Media Authority (ACMA) is an independent Commonwealth statutory authority responsible for the regulation of broadcasting, radiocommunications, telecommunications and some online content.

This work underpins our vision for a connected, informed and entertained Australia.

Who we are

Communications Infrastructure Division

The **Communications Infrastructure Division** manages the planning and availability of radiofrequency spectrum. It manages the issue and renewal of licences for broadcasting, radiocommunications and telecommunications services, in addition to monitoring the compliance of services with technical standards and licence conditions.

Licensing and Infrastructure Safeguards Branch

The **Licensing and Infrastructure Safeguards Branch** is responsible for the issue and renewal of licences for broadcasting, radiocommunications and telecommunications services, monitoring and compliance activities for services and devices with technical standards and licence conditions. The Branch also oversees various telecommunications infrastructure matters, including technical regulation, carrier licensing, submarine cable and carrier infrastructure deployment arrangements.

About the role

We are looking to fill two APS 6 roles which offer the opportunity to work in the Monitoring & Compliance section of the Licensing and Infrastructure Safeguards Branch

This is an exciting opportunity to work in a multidisciplinary branch engaging directly with industry and end-users of communications services to manage the risk of spectrum interference and other harms to the Australian community.

Monitoring & Compliance section

Working in the Monitoring and Compliance Section you will investigate the risk of spectrum interference and other harms to the Australian community. Work to support community safeguards in relation to radiocommunications and telecommunications services and devices with technical standards and licence conditions. The Monitoring and Compliance section also has responsibility for the operation and management of ACMA's radiofrequency spectrum monitoring network. We play a key role in the development and delivery of the ACMA's compliance priority programs which target key areas which can cause harm or have a negative impact on the community for improved industry compliance.

Duties

In this role you will:

- undertake investigative activities including, complaints triage, gather and analyse evidence, use of statutory powers such as compulsory notices and warrants, and pursue escalated

compliance and enforcement outcomes including remedial directions, infringement notices, civil penalty proceedings and CDPP referral.

- preparation of advice, investigation reports, briefings, standard operating procedures and other materials.
- undertake desktop and/or field audit activities.
- manage own workload, with limited supervision and show resilience to achieve team objectives, including competing priorities; and
- contribute to the development of team objectives for short-term tasks and strategic planning for longer-term initiatives.

Eligibility

To be eligible for employment with ACMA, applicants must be an Australian citizen.

The successful candidate will also be required to obtain and maintain a **Baseline** level security clearance. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

Notes

Suitable candidates will be placed in a merit pool from this selection process and may be used to fill similar ongoing roles in other areas of ACMA. Non-ongoing opportunities may be offered as a specified term.

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

About the Australian 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 for more information on joining our team.

To Apply

Position Contact	Melissa Moroney, 03 99636782
Agency Recruitment Site	https://www.acma.gov.au/careers

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- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies