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APSJobs - Weekly Vacancy Notices

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The date of publication of this Gazette is PS42 Weekly Gazette Thursday (Vacancy Notices) - 23 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.

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Public Service Gazette - Vacancy Notices

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[Job No] ISSN 1835-2480

Vacancies

Vacancy VN-0764019

Australian Competition and Consumer Commission

Closing Date:Sunday 02 November 2025

Corporate Group
Finance

Job Title	Finance Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Sydney NSW, Darwin NT, Townsville QLD, Perth WA
Salary	$80,634 - $87,558
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	Candidates will be required to work 2 days a week onsite
Classification	APS Level 4
Position Number	EA2025/206
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to be a part of a small accounting team that is primarily responsible for processing accounts payables, receivables, banking, reconciliations and related reporting tasks?**

Then this is the place for you! At the ACCC, we're proud of the impact we can make together. We understand the responsibilities and challenges that come with a fast moving and

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

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

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

Duties

What you will do as the Finance Officer

As a member of a small Financial Accounting Team, the Finance Officer provides exceptional customer service delivering across financial processing, account reconciliations, journals, financial reporting and business support activities. This includes providing advice and support to internal and external stakeholders.

The role is primarily responsible for processing accounts payables, receivables, banking, reconciliations and related reporting tasks.

You will be self-motivated, demonstrate initiative, have high attention to detail and a commitment to timely delivery within mandated timeframes. You will also have demonstrated experience in accounts processing and be proficient in using computerised accounting systems.

Eligibility

In order to succeed in the role, you will:

- Recent relevant experience in financial processing (e.g. accounts payable and receivable) within government frameworks, including processing workflow management and e-invoicing.
- Critical thinking skills to ensure accuracy and compliance with frameworks.
- Competency in computerised accounting systems such as TechnologyOne and CBMS, and intermediate MS Excel skills.
- Strong written and oral communication skills, in particular, the ability to communicate in a clear and concise way with a range of people.
- Personal resilience and adaptability when faced with challenges and competing priorities.
- Assist with other daily operations of the team as necessary.

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

Notes

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

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

To Apply

Position Contact	Angela Geiser, (02) 6243 1372
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764050

Australian Competition and Consumer Commission

Closing Date:Sunday 02 November 2025

ACCC Coporate Division
Human Resources

Job Title	Assistant Director Renumeration and Workforce Insights
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Hobart TAS, Townsville QLD, Perth WA, Sydney NSW
Salary	$123,702 - $136,900
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	Candidates will be required to work 2 days a week onsite
Classification	Executive Level 1
Position Number	EA2025/209
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to work for a team that are deeply connected to the ACCC's purpose. This forms the basis for our culture which is strengthened by strong and productive working relationships and the opportunity to meaningfully apply professional skills?**

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

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

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

Duties

What you will do as the Assistant Director Remuneration and Workforce Insights

• Ensure that our ‘how to’ documentation is current and relevant for the annual cycle of reporting.

• Define business problems, gather technical and non-technical information and design propose fit for purpose solutions.

• Develop and implement the quality assurance reporting program and provide insights into based on the data.

• Review reporting and insights processes to identify efficiencies and ensure they meet reporting requirements.

• Identify and implement new datasets in Datasmart to meet new business needs to enable creation of new workforce dashboards.

• Develop capability in the People Connect and Payroll teams to undertake basic tasks/reports by providing training on the Aurion query tool (reporting) module.

• Assist the payroll team with the development of how to guides and Business Process Mapping to identify risks and implement contingency controls and treatments.

• Review Aurion data and identify areas for improvement in data quality.

• Assist with implementing workforce planning practices including job categorisation, establishment management and consistent position titles across the agency.

• Be the People Branch Senior Data Steward, primary contact point for queries related to data management and drive cultural change within the People branch.

• Work with the Data & Intelligence Branch to shape data-related policies and procedures in ways that will work for the People Branch.

• Understand the relationship between Aurion, ServiceNow and other corporate systems and proactively liaise with teams to share knowledge and encourage uptake of good practice based on learnings.

• Demonstrate leadership across the branch, and lead and develop the Workforce Insights team, ensuring succession plans are in place.

• Be the key contact point for Aurion system matters, building a strong relationship and connection with key Aurion personnel, ACCC ICT and Unify.

Eligibility

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

• Demonstrated ability to communicate technical information to non-technical people.

• Demonstrated experience leading a workforce insights team.

• Knowledge and technical understanding of Aurion and ServiceNow.

• Demonstrated experience leading and delivering HR projects.

• Demonstrated experience managing multiple stakeholders in a dynamic and fast-paced environment with the ability to manage competing priorities and demands.

Tertiary qualifications in data analytics and/or Human Resources are highly desirable but not essential.

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Maya Stefanou-Brown,, (02) 6243 1013
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

Vacancy VN-0764054

Australian Competition and Consumer Commission

Closing Date:Sunday 02 November 2025

Digital Division
Digital Delivery Branch/Digital ID Program

Job Title	Cyber Security Lead, Technical Lead, or Architecture Lead
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Hobart TAS, Perth WA, Darwin NT, Townsville QLD
Salary	$123,702 - $136,900
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	Candidates will be required to work 2 days a week onsite
Classification	Executive Level 1
Position Number	EA2025/208
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to be part of a team involved in The Digital ID System that is a key part of Australia's broader digital transformation and a system that will help strengthen Australia's growing digital economy?**

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

best version of you is the one that’s true to who you are – and that’s the you we want working alongside us.

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

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

Duties

What you will do within the Digital Delivery Branch

Within the Digital Delivery Branch, we are seeking to fill several EL1 leadership positions across key functional teams. These roles offer an opportunity to lead specialist areas that contribute to the design, development, and secure operation of technology services at the ACCC.

We are looking for candidates who are enterprising, strategic, and collaborative, with the ability to lead technical initiatives in line with contemporary practices. Success in these roles will require a strong customer-centric mindset, a commitment to continuous improvement, and the ability to work effectively across internal and external stakeholder groups.

Our ideal candidates will embody the ACCC’s values - integrity, accountability, excellence, and collaboration - while demonstrating high standards of professional conduct, resilience, and leadership. A strong commitment to ethical decision-making and trusted service delivery is essential.

Architecture Lead - Architecture & Cyber Security

- Develop and maintain high and low-level architectural designs that ensure scalability, performance and security.
- Provide technical leadership and mentorship, fostering an inclusive and collaborative team culture.
- Collaborate with cross-functional teams to align technical decisions with business objectives.
- Oversee technology stack selection, coding standards and best practices to ensure quality and consistency.
- Plan for scalability, performance optimisation and ongoing architectural refinement.
- Ensure designs incorporate robust security controls in partnership with the Cyber Security function.
- Manage architectural documentation, risks, compliance and resource planning to meet project goals.

Cyber Security Lead - Architecture & Cyber Security

- Lead and develop the cyber security function including operations, threat management and incident response.
- Identify and mitigate cyber risks impacting digital delivery and operations.
- Partner with development teams to integrate security practices throughout solution design and delivery.
- Define, maintain and communicate internal cyber security standards, policies and procedures.
- Manage cyber operations including threat intelligence, vulnerability management, and security tooling.
- Oversee relationships with external service providers, ensuring SLAs and performance targets are met.
- Maintain awareness of emerging threats, technologies, best practices and implement operational reporting on security metrics.

Technical Lead - Technology Development

- Provide technical guidance to development teams to deliver maintainable, scalable and high-quality solutions.
- Collaborate with stakeholders to design and implement solutions aligned with business and architectural objectives.
- Establish and enforce coding standards, design principles, and testing practices.
- Oversee quality assurance, documentation and incident management processes.
- Mentor and develop team members, fostering collaboration and a culture of continuous improvement.
- Support agile delivery practices, ensuring alignment with architectural and organisational goals.
- Drive automation, process optimisation and technical excellence across development and deployment activities.

Eligibility

About you:

This position requires candidates to demonstrate strong leadership, technical capability, and collaboration skills consistent with the ILS, along with the following core and role-specific skills and expertise.

Core Leadership and Professional Skills

- **Strategic and Analytical Thinking:** Demonstrated ability to understand complex environments, anticipate challenges, and develop innovative and practical solutions aligned with organisational priorities.
- **Results Orientation:** Proven track record of delivering high-quality outcomes through effective planning, prioritisation and stakeholder engagement.
- **Collaboration and Stakeholder Management:** Strong interpersonal and relationship-building skills, with the ability to work collaboratively across teams and engage effectively with internal and external stakeholders.
- **Effective Communication:** Highly developed communication skills, with the ability to present complex technical concepts clearly and persuasively to diverse audiences including senior executives, technical specialists and external partners.

In order to succeed in the specific roles, you will have:

Architecture Lead

- Demonstrated experience developing and governing enterprise and solution architectures across complex technology environments.
- Strong understanding of architectural frameworks, standards and design principles to support scalable, secure and maintainable solutions.
- Ability to translate business strategy into technical direction and drive alignment across multidisciplinary delivery teams.

Cyber Security Lead

- Proven expertise in cyber security leadership, including threat detection, incident response and vulnerability management.
- Experience managing and optimising security tools and platforms such as SIEM, endpoint detection and monitoring systems.
- Strong knowledge of cyber risk management, security governance and compliance with relevant frameworks and standards.

Technical Lead

- Demonstrated experience leading development teams using Microsoft technologies including Azure cloud services, Power Platform, Dynamics 365, SharePoint, React and .NET/C#.
- Strong understanding of the software development lifecycle, automation, coding standards and quality assurance practices.
- Proven ability to drive continuous improvement, technical excellence and innovation within agile delivery environments.

Highly Desirable Qualifications and Certifications

- Relevant tertiary qualifications in information technology, computer science, engineering or a related discipline.
- Microsoft Azure certifications or relevant Microsoft technology accreditations (e.g. Dynamics 365, Power Platform, Power BI).
- Certification or demonstrated knowledge of enterprise architecture or service management frameworks (e.g. TOGAF, ITIL), where applicable to the role.
- Familiarity with, or certification in, recognised security standards and frameworks (e.g. ISO/IEC 27001, NIST, ISM, ASD Essential Eight Maturity Model), where applicable to the role.

The successful candidate must also hold, or be able to attain and maintain, a minimum of a Baseline Security Clearance issued by the Australian Government Security Vetting Agency.

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Ashley Montagu, 0422 927 041
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764090

Australian Competition and Consumer Commission

Closing Date:Sunday 02 November 2025

Digital Delivery
Deigital ID

Job Title	Product Owner, EL1, Digital ID (EA2025/210)
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Sydney NSW, Townsville QLD, Perth WA
Salary	$123,702 - $136,900
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	Candidates will be required to work 2 days a week onsite
Classification	Executive Level 1
Position Number	EA2025/210
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Want to work with a high-impact team contributing to a critical component of Australia's digital transformation?**

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

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

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

Duties

What you will do as the Product Owner

The Product Owner is responsible for the plan and design of the Digital ID technology solution. As a Product Owner, you will be lead a team of Business Analysts, defining the vision and roadmap for the Digital ID Register and portals, collaborating closely with cross-functional teams and ensuring the successful delivery of this strategic product. You will be the key bridge between stakeholders, users, and the development team, working to prioritise features, gather requirements, and drive the product's evolution.

This position offers an excellent opportunity to leverage your analytical skills, industry expertise, and leadership abilities to make a significant impact on our business operations.

Key responsibilities for this role

As the Product Owner you will:

- Define a clear and compelling product vision that aligns with the organisation's goals and objectives. this will require you to communicate the vision to the development team and stakeholders to ensure everyone understands the product's direction.
- Lead a team of business analysts to elicit and document detailed requirements, ensuring the solution meets the needs of business stakeholders and is prioritised based on business value and user needs.
- Maintain and prioritise the product backlog, which is a list of tasks, user stories, and features that need to be implemented. You will need to continuously refine and adjust the backlog based on changing priorities and feedback.
- Act as the primary point of contact between the development team and stakeholders, providing regular updates to stakeholders on the progress of the project and gathering feedback.
- Collaborate with the development team to plan and prioritise releases, determining the scope of each release and set release goals.
- Work with quality assurance teams to ensure that the product meets the specified acceptance criteria, with accepting or rejecting completed work based on whether it meets the acceptance criteria.
- Make informed decisions regarding the product's features, functionality, and priorities. You will be required to resolve conflicts and make trade-offs when necessary to keep the project on track.
- Identify and mitigate risks that may impact the project's success, anticipate potential issues and develop contingency plans as required.
- Gather and analyse user feedback to inform future product improvements, continuously iterating on the product to enhance its usability and effectiveness.

- Design the appropriate operating model to support operations and continuous improvement, considering key operating model dimensions including Technology, Financials, Governance, Services, Capabilities, Processes and Roles & Responsibilities.
- Collaborate with technical teams and explore the customer element of the technology to appropriately map the customer journey considering key pain points and downstream IT support processes.

Eligibility

About you:

All candidates are expected to meet the APS Integrated Leadership Profile (ILS) for the classification advertised. Follow the link for more information on the ILS. This role in particular requires:

- Proven experience in product ownership or product management, including leading the development and delivery of digital products or services in complex environments.
- Demonstrated ability to define and communicate a clear product vision and strategy, aligned with organisational goals and user needs.
- Strong stakeholder engagement and communication skills, with the ability to translate business requirements into actionable product features and priorities for multidisciplinary teams.
- Experience managing product backlogs, prioritising work, and facilitating agile events (e.g. sprint planning, reviews, retrospectives) to ensure continuous delivery of value.
- Ability to make data-informed decisions, using user research, analytics, and feedback to guide product development and improve user outcomes.
- Demonstrated capacity to lead and influence cross-functional teams, including developers, designers, and business stakeholders, in a fast-paced and iterative delivery environment.
- Strong understanding of agile frameworks (e.g. Scrum, Kanban, SAFe) and ability to apply agile principles effectively.

The following job-specific criteria are also highly desirable:

- Certification in product ownership or agile delivery (e.g. CSPO, SAFe PO/PM, ICAgile) is desirable.
- Ability to obtain and maintain a minimum Baseline Security Clearance with AGSVA.
- Experience in government or large-scale enterprise environments, particularly in digital transformation or service delivery, is desirable.
- Familiarity with collaboration and delivery tools such as Confluence, Azure DevOps, or similar is desirable.

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

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To Apply

Position Contact	Kristy Moran, 07 38354627
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764097

Australian Competition and Consumer Commission

Closing Date:Sunday 02 November 2025

Australian Energy Regulator
Network Pricing Branch

Job Title	Analyst APS4 Reset Coordination
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$80,643 - $87,558
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	Candidates will be required to work 2 days a week onsite
Classification	APS Level 4
Position Number	EA2025/211
Agency Website	https://www.accc.gov.au/

Job Description

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

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- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to be part of a team that contributes to the AER's purpose to make all energy consumers better off?**

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

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

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

Duties

What you will do as an Analyst

We are looking for a team-oriented person to contribute to the AER's purpose to make all energy consumers better off. This position supports multiple projects, as we deliver determinations for a range of electricity transmission determinations and gas access arrangements.

The Analyst, Reset Coordination provides a pivotal role coordinating the AER's reset work program, including providing secretariat support to the AER's Networks Committee and the Consumer within the context of an evolving energy environment.

The Analyst, Reset Coordination reports to the Executive Director, Reset Coordination and Strategy and works under broad supervision of Directors to support the Reset Coordination Strategy team.

As the Analyst, you will:

- Provide secretariat support to the Network Committee and Consumer Challenge Panel, to advance the AER's reset work program.
- Maintaining constructive working relationships with team members and working collaboratively with other teams in relation to the delivery of AER network regulatory determinations, and other reviews and reports.
- Provide support to revenue determination and contingent project processes, as required, including undertaking compliance check of regulatory proposals/access arrangements, assisting in web publishing, coordinating public forums, and providing quality assurance on AER documents.
- Coordinate the Reset Coordination and Strategy Team Charter, including document control of internal operation procedures and template, monitoring and reporting on the team master plan and risk and issues register, coordinating and supporting executive briefs, coordinating regular catchups with Legal Service and Communication and supporting reporting on AER Business plan.
- Monitor the Reset Coordination and Strategy inbox and calendar, including responding to or triaging emails with relevant team member and coordinating team and other meetings.

Eligibility

All candidates are expected to meet the APS Integrated Leadership Profile (ILS) for the classification advertised. Follow the link for more information on the ILS. This role in particular requires:

- A general understanding, or ability to quickly acquire this understanding, of Australian energy sector and the role, purpose and objectives of the AER.
- Ability to:
    - coordinate and administer meetings including updating forward agenda, monitoring action items, preparation of the agenda and member packs and preparation of the meeting minutes.

- support teams to undertake compliance check of regulatory proposals/access arrangements, assist in web publishing, coordinate public forums, and provide quality assurance on AER documents for publication.
- research, investigate and analyse issues, to identify industry trends, and/or analyse policy issues.
- write a range of documents tailored to meet audience needs.
- plan, organise and prioritise workloads, and deliver tasks on time, and to a high quality.

- Professional qualifications in business, project management or economics or related fields
- Knowledge and experience of MS Office, and data manipulation techniques.

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

Notes

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

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

To Apply

Position Contact	Andreas Blahous, 0488 666 085
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764144

Australian Competition and Consumer Commission

Closing Date:Sunday 02 November 2025

Australian Energy Regulator
Market Performance

Job Title	Assistant Director - Multiple Roles
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Adelaide SA, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$123,702 - $136,900
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	Candidates are expected to work in office 2 days
Classification	Executive Level 1
Position Number	EA2025/213
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to lead a small team conducting analytical activities that contribute to AER's purpose to make all energy consumers better off?**

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

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

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

Duties

What you will do as the Assistant Director

Assistant Directors lead small teams conducting analytical activities that contribute to AER's purpose to make all energy consumers better off. Some positions within this general role require additional niche expertise or knowledge in order to operate effectively within their specific work context.

Assistant Directors report to a Director and operate with a reasonable level of autonomy. They will perform some or all of the following duties:

- Lead a small team conducting analytical activities, providing team members with clear direction, supervision and opportunities for development
- Research, investigate and analyse relevant information and data to develop insights, advice and recommended positions for consideration by the AER Board
- Design and facilitate processes for consultation with stakeholders, and assess submissions from stakeholders on energy sector matters
- Prepare and oversee the preparation of written material, for example: issues papers, regulatory determinations, reports, correspondence, briefings, guidelines, advices, speeches and submissions
- Contribute to the planning and management of projects in a geographically dispersed work environment and provide team members with clear direction and support
- Represent the interests of AER; develop and manage stakeholder relationships with industry bodies, Governments agencies (Commonwealth and State), consumer groups and internal stakeholders
- Manage the collection, use and storage of information associated with the AER's regulatory responsibilities in the energy sector.

Eligibility

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

All candidates are expected to meet the APS Integrated Leadership Profile (ILS) for the classification advertised. Follow the link for more information on the ILS. This role in particular requires a candidate with:

- Demonstrated experience leading a team in a fast-paced and large complex people-centered organisation that is geographically dispersed.
- Demonstrated experience in researching, investigating and analysing relevant information and data to develop and present insights, advice and recommended positions.
- Well-developed written communication skills with proven ability in managing and preparing reports, meetings and other correspondence.
- Well-developed interpersonal skills, including the ability to negotiate with and influence internal and external stakeholders to achieve outcomes.

- Well-developed project management skills, including the demonstrated ability to determine priorities and meet deadlines and work with high levels of autonomy.
- Well-developed understanding, or ability to quickly acquire an understanding of Australian energy markets and the role, purpose and objectives of the AER.
- Tertiary qualifications in economics, corporate finance, law, public policy, engineering or related fields.

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Miyuru Ediriweera, (02) 9230 9141
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764159

Australian Competition and Consumer Commission

Closing Date:Sunday 02 November 2025

Australian Energy Regulator
Consumers and Markets Division

Job Title	Analyst and Senior Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Sydney NSW, Melbourne VIC
Salary	$89,946 - $111,590
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	Candidates are expected to work 2 days per week in the office
Classification	APS Level 5;APS Level 6
Position Number	EA2025/215
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to be part of a team who will help to build and maintain policy expertise, strategy and constructive working relationships with AER staff, consumer groups and other stakeholders to identify issues and inform the AER's approach to those?**

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

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

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

Duties

What you will do as an Analyst/Senior Analyst

The Analyst/Senior Analyst reports to either an Assistant Director or Director within the Division. They operate with a high level of autonomy and contribute to the work of the Division, supporting the achievement of the AER's purpose to equip all energy consumers to participate effectively in the energy market and make them better off, now and in the future.

Importantly, the Analyst/Senior Analyst will help to build and maintain policy expertise, strategy and constructive working relationships with AER staff, consumer groups and other stakeholders to identify issues and inform the AER's approach to those.

As an **Analyst** (APS5) you will:

- Work flexibly as part of a team and independently, across multiple projects in a geographically dispersed and dynamic work environment.
- Collect and analyse data and energy market material to develop insights, identify trends and draw accurate conclusions.
- Demonstrate excellent written and verbal communication skills, particularly in communicating technical information related to the energy sector to a diverse range of internal stakeholders.
- Assist in the development of new and innovative metrics to ensure analysis meets requirements of the changing energy market.
- Build and maintain constructive working relationships with internal stakeholders and work collaboratively with other teams across the AER.
- Demonstrate the ability to work in a fast-paced environment, with competing priorities.
- Identify and contribute to initiatives to improve AER workflows and processes.

In addition to the above, as a **Senior Analyst** (APS6) you will:

- Lead the identification, collection, and comprehensive analysis of complex data sets and other relevant energy market material to develop insights and identify trends that inform the AER's market surveillance and market performance functions.
- Effectively present analysis and findings to the AER Board, Senior Managers and other staff.
- Review, investigate and develop innovative solutions to complex problems around market operation, market outcomes and the application of energy rules to participant behaviours.
- Craft high-quality written materials on energy sector matters, including proposals, correspondence, briefings, guidelines, presentations, speeches, reports and submissions, ensuring clarity and precision.
- Maintain constructive working relationships with staff, AER Board members, senior managers, external advisors, energy sector participants, Government agencies (Federal and State/Territory) and consumer groups.
- Supervise the work of junior staff and provide leadership and mentorship through clear direction and regular constructive feedback to support their professional development and ensure high-quality output.

Eligibility

About you

All candidates are expected to meet the APS Integrated Leadership Profile (ILS) for the classification advertised. Follow the link for more information on the ILS.

The **Analyst Role** (APS5) role requires:

- A well-developed understanding, or ability to quickly acquire an understanding, of the Australian energy sector and the role, purpose and objectives of the AER.
- The ability to undertake objective, systematic analysis and draw accurate conclusions based on evidence.
- Interpretation and application of legislation, policies and procedures.
- Communicating with internal stakeholders in a clear, concise and articulate manner.
- Work collaboratively with other people and help to build and sustain positive relationships with colleagues and stakeholders.
- A tertiary qualification in economics, corporate finance, law, public policy, engineering, data science or related fields.
- Apply technical skills in tools such as Power BI, Excel, Power Query, or R to conduct data analysis and create analytical reports.

In addition to the above, the **Senior Analyst** (APS 6) role requires a demonstrated ability to:

- Interpret data, identify industry trends and develop insightful narratives for reports, papers and advice to senior leaders.
- Communicate with clarity to internal and external stakeholders through written and oral communication with an understanding of the audience and tailoring communication styles accordingly.
- Drive initiatives to improve AER workflows and processes, championing continuous improvement and innovation within the team and across the organisation.
- Experience in collecting and analysing complex quantitative data sets.
- Proficiency in a range of data acquisition, processing, analysis and visualisation techniques, including the ability to review the use of these techniques by others.
- The ability to supervise the work of junior staff including by providing regular and appropriate feedback and direction.

The AER greatly values the contributions made by staff from diverse backgrounds. We are focussed on attracting the best talent and can support you through the use of flexible work practices such as working remotely, part-time and job share arrangements.

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

Notes

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

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To Apply

Position Contact	Miyuru Ediriweera, 02 9230 9141
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764163

Australian Competition and Consumer Commission

Closing Date:Sunday 02 November 2025

Australian Energy Regulator
Consumer and Markets Division

Job Title	Analyst/Senior Analyst APS5 - APS6
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$89,946 - $111,590
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	Candidates are expected to work 2 days in office
Classification	APS Level 5;APS Level 6
Position Number	EA2025/216
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to be part of a team who will help to build and maintain policy expertise, strategy and constructive working relationships with AER staff, consumer groups and other stakeholders to identify issues and inform the AER's approach to those?**

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

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

The filling of this vacancy is intended to constitute an affirmative measure under Section 31 of the Australian Public Service Commissioner's Directions 2022. This vacancy is open only to Aboriginal and/or Torres Strait Islander peoples.

Duties

What you will do as an Analyst/Senior Analyst

The Analyst/Senior Analyst reports to either an Assistant Director or Director within the Division. They operate with a high level of autonomy and contribute to the work of the Division, supporting the achievement of the AER's purpose to equip all energy consumers to participate effectively in the energy market and make them better off, now and in the future.

Importantly, the Analyst/Senior Analyst will help to build and maintain policy expertise, strategy and constructive working relationships with AER staff, consumer groups and other stakeholders to identify issues and inform the AER's approach to those.

As an **Analyst** (APS5) you will:

- Work flexibly as part of a team and independently, across multiple projects in a geographically dispersed and dynamic work environment.
- Collect and analyse data and energy market material to develop insights, identify trends and draw accurate conclusions.
- Demonstrate excellent written and verbal communication skills, particularly in communicating technical information related to the energy sector to a diverse range of internal stakeholders.
- Assist in the development of new and innovative metrics to ensure analysis meets requirements of the changing energy market.
- Build and maintain constructive working relationships with internal stakeholders and work collaboratively with other teams across the AER.
- Demonstrate the ability to work in a fast-paced environment, with competing priorities.
- Identify and contribute to initiatives to improve AER workflows and processes.

In addition to the above, as a **Senior Analyst** (APS6) you will:

- Lead the identification, collection, and comprehensive analysis of complex data sets and other relevant energy market material to develop insights and identify trends that inform the AER's market surveillance and market performance functions.
- Effectively present analysis and findings to the AER Board, Senior Managers and other staff.
- Review, investigate and develop innovative solutions to complex problems around market operation, market outcomes and the application of energy rules to participant behaviours.
- Craft high-quality written materials on energy sector matters, including proposals, correspondence, briefings, guidelines, presentations, speeches, reports and submissions, ensuring clarity and precision.
- Maintain constructive working relationships with staff, AER Board members, senior managers, external advisors, energy sector participants, Government agencies (Federal and State/Territory) and consumer groups.
- Supervise the work of junior staff and provide leadership and mentorship through clear direction and regular constructive feedback to support their professional development and ensure high-quality output.

Eligibility

About you

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

All candidates are expected to meet the APS Integrated Leadership Profile (ILS) for the classification advertised. Follow the link for more information on the ILS.

The **Analyst Role** (APS5) role requires:

- A well-developed understanding, or ability to quickly acquire an understanding, of the Australian energy sector and the role, purpose and objectives of the AER.
- The ability to undertake objective, systematic analysis and draw accurate conclusions based on evidence.
- Interpretation and application of legislation, policies and procedures.
- Communicating with internal stakeholders in a clear, concise and articulate manner.
- Work collaboratively with other people and help to build and sustain positive relationships with colleagues and stakeholders.
- A tertiary qualification in economics, corporate finance, law, public policy, engineering, data science or related fields.
- Apply technical skills in tools such as Power BI, Excel, Power Query, or R to conduct data analysis and create analytical reports.

In addition to the above, the **Senior Analyst** (APS 6) role requires a demonstrated ability to:

- Interpret data, identify industry trends and develop insightful narratives for reports, papers and advice to senior leaders.
- Communicate with clarity to internal and external stakeholders through written and oral communication with an understanding of the audience and tailoring communication styles accordingly.
- Drive initiatives to improve AER workflows and processes, championing continuous improvement and innovation within the team and across the organisation.
- Experience in collecting and analysing complex quantitative data sets.
- Proficiency in a range of data acquisition, processing, analysis and visualisation techniques, including the ability to review the use of these techniques by others.
- The ability to supervise the work of junior staff including by providing regular and appropriate feedback and direction.

The AER greatly values the contributions made by staff from diverse backgrounds. We are focussed on attracting the best talent and can support you through the use of flexible work practices such as working remotely, part-time and job share arrangements.

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

Notes

Contact Officer: Miyuru Ediriweera, miyuru.ediriweera@aer.gov.au, 02 9230 9141

First Nations Contact Officer: Anthea Mahoney: anthea.mahoney@aer.gov.au, 07 3835 4699

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

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

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To Apply

Position Contact	Miyuru Ediriweera, 02 9230 9141
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764166

Australian Competition and Consumer Commission

Closing Date:Sunday 02 November 2025

Australian Energy Regulator
Consumers & Markets

Job Title	Assistant Director, Affirmative Measures (multiple)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA, Brisbane QLD
Salary	$123,702 - $136,900
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	Candidates will be required to work 2 days a week onsite
Classification	Executive Level 1
Position Number	EA2025/214
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
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- **Do you want to lead a small team conducting analytical activities that contribute to AER's purpose to make all energy consumers better off?**

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Duties

What you will do as an Assistant Director

Assistant Directors lead small teams conducting analytical activities that contribute to AER's purpose to make all energy consumers better off. Some positions within this general role require additional niche expertise or knowledge in order to operate effectively within their specific work context.

Assistant Directors report to a Director and operate with a reasonable level of autonomy. They will perform some or all of the following duties:

- Lead a small team conducting analytical activities, providing team members with clear direction, supervision and opportunities for development
- Research, investigate and analyse relevant information and data to develop insights, advice and recommended positions for consideration by the AER Board
- Design and facilitate processes for consultation with stakeholders, and assess submissions from stakeholders on energy sector matters
- Prepare and oversee the preparation of written material, for example: issues papers, regulatory determinations, reports, correspondence, briefings, guidelines, advices, speeches and submissions
- Contribute to the planning and management of projects in a geographically dispersed work environment and provide team members with clear direction and support
- Represent the interests of AER; develop and manage stakeholder relationships with industry bodies, Governments agencies (Commonwealth and State), consumer groups and internal stakeholders
- Manage the collection, use and storage of information associated with the AER's regulatory responsibilities in the energy sector.

Eligibility

About you

All candidates are expected to meet the APS Integrated Leadership Profile (ILS) for the classification advertised. Follow the link for more information on the ILS. This role in particular requires a candidate with:

- Demonstrated experience leading a team in a fast-paced and large complex people-centered organisation that is geographically dispersed.

- Demonstrated experience in researching, investigating and analysing relevant information and data to develop and present insights, advice and recommended positions.
- Well-developed written communication skills with proven ability in managing and preparing reports, meetings and other correspondence.
- Well-developed interpersonal skills, including the ability to negotiate with and influence internal and external stakeholders to achieve outcomes.
- Well-developed project management skills, including the demonstrated ability to determine priorities and meet deadlines and work with high levels of autonomy.
- Well-developed understanding, or ability to quickly acquire an understanding of Australian energy markets and the role, purpose and objectives of the AER.
- Tertiary qualifications in economics, corporate finance, law, public policy, engineering or related fields.

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

Notes

Contact Officer: Miyuru Ediriweera: miyuru.ediriweera@aer.gov.au, 02 9230 9141

First Nations Contact: Anthea Mahoney: anthea.mahoney@aer.gov.au, 07 3835 4699

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To Apply

Position Contact	Miyuru Ediriweera, 02 9230 9141
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764191

Australian Competition and Consumer Commission

Closing Date:Sunday 02 November 2025

Consumer Data Right Division
Solution Delivery & Operations Branch

Job Title	Senior Cyber Security Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Sydney NSW, Perth WA, Townsville QLD
Salary	$99,562 - $111,590
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	Candidates are expected to work 2 days a week in office
Classification	APS Level 6
Position Number	EA2025/218
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to play a key role in administrative discipline and effectiveness of our Information Security Management System (ISMS) especially compliance with the Australian Government Information Security Manual (ISM)?**

Then this is the place for you! At the ACCC, we're proud of the impact we can make together. We understand the responsibilities and challenges that come with a fast moving and ever-changing environment. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge

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

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

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

Duties

The Senior Cyber Security Analyst will play a key role in administrative discipline and effectiveness of our Information Security Management System (ISMS) especially compliance with the Australian Government Information Security Manual (ISM). You will be responsible for security monitoring and reporting, user administration and support of security tools based on ISM standards, playing a pivotal role in the Consumer Data Right (CDR) initiative by promoting a secure, reliable, and trusted environment.

As an APS6 Senior Cyber Security Analyst, you will:

- Collaboratively work with vendors, service providers, other Commonwealth cyber security teams, and external specialists to implement and operationalise security controls and improve monitoring systems.
- Undertake daily operations activities including user administration of role-based access control (RBAC), extensive use of Azure security tools and dashboards, regular audits configurations to ensure compliance and appropriate assignment of privileges.
- Review security incident and event logs and monitor threat intelligence feeds and contribute to ongoing threat intelligence.
- Monitor, analyse, and report compliance against ISMS controls, identifying areas for improvement in data collection, assurance processes, and security procedures.
- Provide timely intelligence reporting on potential security risks and ISM compliance issues.
- Contribute to the development of tactical controls and contribute to strategic direction of cyber security operations.
- Prepare regular reports and presentations on cyber security for management and executives.

Eligibility

About you

When assessing applications, we will have regard to the APS Integrated Leadership Profile (ILS) for the APS classification. Follow the link for more information on the ILS. The APS6 role in particular requires:

- Demonstrated ability to work in a neurodiverse security team, fostering a psychologically safety and productive work environment. Commitment to confidentiality and secure handling of sensitive information.
- Demonstrated experience in dealing with enquiries and managing stakeholder relations in a composed and structured manner.
- Demonstrated ability to work autonomously within a team environment and independently with minimal supervision.
- Strong interpersonal skills and ability to present information clearly and concisely.

- Broad knowledge of contemporary cyber security eco-system and an ability to identify solution that improve assurance processes.
- Solid understanding of cyber security monitoring and reporting operations particularly against standards like the Australian Government Information Security Manual (ISM).
- Applied knowledge and understanding of Australian Government Information Security Manual (ISM).
- Applied knowledge and experience with key cyber security technologies and solutions including Azure tools (e.g., Sentinel and Defender), SPLUNK and Airlock.
- Strong background in Azure Cloud Security environments and proficiency in Microsoft.
- Experience using Azure, Microsoft 365 and DevOps tools.

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

Security clearance

This role requires a minimum of Negative Vetting 1 security clearance to be obtained and maintained, whilst in the role.

Notes

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

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

To Apply

Position Contact	Jasmine Mosenich, 0466 839 776
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

This notice is part of the electronic Public Service Gazette PS42 Weekly Gazette Thursday (Vacancy Notices) - 23 October 2025.pdf Published by Australian Public Service Commission.

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Vacancy VN-0764121

Australian Electoral Commission

Closing Date:Monday 03 November 2025

Funding and Disclosure Reform Program
Program Management Office Program Support

Job Title	Senior Labour Hire Procurement Officer, Program Management Office
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$94,603 - $106,034
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	The AEC supports flexible workplace arrangements as per operational requirements.
Classification	APS Level 6
Position Number	2025-191 16969
Agency Website	https://www.aec.gov.au/

Job Description

https://candidate.aurion.cloud/aec/production/vacancies/2912519656015498~1/edit

You will join a team of highly motivated and collaborative professionals that work in the Funding and Disclosure Reform (FAD) Program. The FAD Program was established to enable the AEC to implement and administer legislative amendments to the Commonwealth Funding and Disclosure Scheme (the Scheme) as set out in Part XX of the Commonwealth Electoral Act 1918 (Electoral Act) to increase transparency and accountability in Australia's electoral system.

The FAD Program is made up of three branches – the Program Management Office Branch, the Policy, Engagement and Design Branch, and the Technology Delivery Branch – that will work together to uplift the AEC's regulatory capability and capacity; and design, build and implement a new agile ICT system to support the Scheme.

The FAD Program is committed to establishing and maintaining a high performing and positive workplace culture that values respectful leadership. You will operate in a fast paced, dynamic environment, working directly to the Senior Responsible Officer (SRO) and ensuring that strategic objectives are met.

The Program Support Section sits within Program Management Office Branch and is responsible for critical enabling functions for the FAD Program, including:

- **Talent management** – recruitment, labour hire procurement, onboarding, contract management and offboarding of FAD Program resources.
- **Program support** – information architecture development and maintenance, labour hire invoice processing and reporting, property planning and management, FAD Program vendor onboarding and offboarding, and travel booking.

Duties

The Senior Labour Hire Procurement Officer works alongside the Assistant Director to manage the operations of the FAD Labour Hire Procurement Team and provide exceptional procurement services and Labour Hire contract management for the FAD Program. This includes managing the daily operational functions of the team, setting priorities, distributing and tracking the team's workload and ensuring complex and sensitive issues are managed, escalated and resolved in a timely manner.

The Senior Labour Hire Procurement Officer may also assist with the management of onboarding tasks during peak recruitment periods. This is a great opportunity to contribute to regulatory reform and help shape the future workforce of the AEC.

To excel you'll have:

- Demonstrated experience in effectively managing high volumes of work and competing priorities, with the ability to manage the day-to-day operations of a team and supervise junior staff.
- Ability to quality check procedural, governance and procurement documentation prior to submission.
- Excellent written and verbal communication skills, with the ability to effectively synthesise information and communicate to people from different backgrounds and levels of seniority.
- Demonstrated ability to provide advice and guidance on procurement and contract management to internal stakeholders.
- Ability to manage relationships with vendors in conjunction with the Assistant Director.
- Experience in coordinating and facilitating procurement related meetings and workshops, including but not limited to industry briefings and evaluation sessions.
- Demonstrated experience in preparing complex and/or sensitive correspondence, briefings, papers, report and other written artefacts, with strong attention to detail.
- Exceptional stakeholder management skills, with the ability to build positive relationships and communicate decisions using professional judgement.
- High degree of initiative, integrity and discretion when dealing with confidential and sensitive matters.
- Demonstrated ability to work autonomously and a strong commitment to working harmoniously within a team to achieve high quality outcomes and support the AEC's strategic direction.
- Demonstrated experience in APS and labour hire recruitment and procurement in the Federal Government context.

Desirable

- Relevant qualifications and / or industry certification. For example, Diploma of Government and/or Certificate IV in Government (Procurement and Contracting) or equivalent.

Eligibility

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

Notes

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

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

To Apply

Position Contact	Tammie Lidster, tammie.lidster@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/vacancies/291251965601

Vacancy VN-0764275

Australian Signals Directorate

Closing Date:Sunday 09 November 2025

Capability & Transformation Group
Mission Capability

Job Title	ASD EL1 Systems Engineers
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC
Salary	$126,857 - $143,093
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	
Position Number	ASD/08467/25
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

ASD is seeking highly motivated Systems Engineers from all backgrounds with experience in various forms of engineering to deliver ICT systems that enable the conduct of intelligence, cyber security and offensive cyber operations in support of the Australian Government and Australian Defence Force (ADF).

About the Role

As a Systems Engineer, you will be responsible for guiding complex systems through the entire capability lifecycle, from capturing initial requirements and architecting the design, to overseeing integration, testing, and sustainment. You will be the technical 'glue' that ensures all pieces fit together to solve critical mission needs. Working within talented multi-disciplinary teams, your role

will be to integrate a diverse range of technologies which will include radio frequency systems, secure networking, large scale computing, cloud, and advanced software deployments. The capabilities you deliver will range from small-scale, bespoke solutions to some of Australia's largest and most complex enterprise systems.

Key Duties:

- Provide authoritative systems engineering advice and strategic guidance to program leadership, ensuring technical solutions are aligned with ASD's mission and enterprise architecture.
- Lead and coordinate systems engineering activities for major programs, ensuring the application of rigorous, tailored, and defensible engineering processes.
- Establish and manage technical baselines, including overall system requirements, major interfaces, and key performance parameters.
- Direct the resolution of critical system-level issues and manage complex trade-offs between cost, schedule, and technical performance.
- Be accountable for the overall technical integrity of the system, including exercising technical regulatory authority delegations where required.
- Responsible for leading systems engineering activities in support of the delivery of major programs and projects across ASD.
- Responsible for planning and management of verification and validation activities across the capability lifecycle.
- Development of key engineering artefacts and plans, including engineering management, V&V, configuration management, technical assurance, and requirements traceability and management.

Further information can be found at: Engineering and Technical | Australian Signals Directorate (asd.gov.au)

Duties

Our Ideal candidate should possess one or more of the following traits and skills for a Systems Engineer:

- Seven years of industry experience, formal training or a particular domain of expertise.
- The ability to design, build and operationalise systems according to the high standard expected throughout ASD and in accordance with industry best practise.
- Ability to tailor your communication style to effectively engage various audiences.
- Ability to work flexibly and independently, as well as within a team.
- Experience in producing formal systems engineering artefacts.

ASD is seeking applicants to fill current and anticipated vacancies and to create a merit pool for future vacancies. In line with the Australian Public Service Commissioner's

Direction 2022, upon completion of the recruitment activity, the merit pool will be available to locations across Australia.

Eligibility

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

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

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

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

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

Notes

In addition to the core responsibilities of the role, the following attributes which are aligned to ASD's needs will be viewed favourably as applicable:

- Experience working in Defence or Defence industry.
- Experience working on Defence Major IIP Programs.
- Recognition by a Professional Engineering Body.
- Experience working within a Technical Assurance Framework.
- Experience managing test and evaluation programs.
- Leadership skills and experience, including mentoring.
- Experience developing and testing critical software systems, networks and integrating with complex systems.
- Cloud skills including monitoring and alerting, security and compliance, networking knowledge and disaster recovery.
- RF knowledge including transmission technologies.

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 Signals Directorate

To Apply

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

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Vacancy VN-0764281

Australian Signals Directorate

Closing Date:Sunday 09 November 2025

Capability & Transformation Group
Mission Capability

Job Title	ASD 6 Systems Engineers
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC
Salary	$103,723 - $116,169
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 6
Position Number	ASD/08471/25
Agency Website	https://www.asd.gov.au/careers

Job Description *https://www.asd.gov.au/careers*

About the Team

ASD is seeking highly motivated Systems Engineers from all backgrounds with experience in various forms of engineering to deliver systems that enable the conduct of intelligence, cyber security and offensive cyber operations in support of the Australian Government and Australian Defence Force (ADF).

About the Role

As a Systems Engineer, you will be responsible for guiding complex systems through their entire lifecycle, from capturing initial requirements and architecting the design, to overseeing integration, testing, and sustainment. You will be the technical 'glue' that ensures all pieces fit together to solve a critical mission need. Working within talented multi-disciplinary teams, your role will be to integrate a diverse range of technologies which will include radio frequency systems, secure networking, large scale computing, cloud, and advanced software deployments. The capabilities you deliver will range from small-scale, bespoke solutions to some of Australia's largest and most complex enterprise systems.

Key Duties:

- Lead the systems engineering effort for complex systems, ensuring all technical requirements are met throughout the entire project lifecycle.
- Develop and manage the System Architecture and design, ensuring a balanced and robust solution that considers security, performance, and sustainability.
- Oversee all Integration, Verification and Validation (IV&V) activities, including the development of the test and evaluation plans.
- Proactively identify, analyse, and manage technical risks, providing mitigation strategies to project leadership.
- Mentor and provide technical guidance to ASD 4 & 5 engineers, fostering good engineering practice within the team.
- Operate independently with minimal direction to perform and achieve complex systems engineering work within an integrated workforce.
- Accountable for organising their workflow and making independent decisions relating to their area of responsibility.
- Accountable for exercising assigned engineering authorities and any Technical Regulatory Authority delegations.
- Apply technical engineering knowledge and experience, understand priorities, define issues, and implement corrective actions.
- Assess technical and design packages including scoping, planning, reviewing and provide recommendations for consideration.
- Apply best practices for engineering quality, performance, security.
- Contribute to allocation of work, priority setting and development of strategies for small team.
- Provide guidance and mentoring to more junior team members on systems engineering.

- Build productive working relationships with internal stakeholder teams.

Further information can be found at: Engineering and Technical | Australian Signals Directorate (asd.gov.au)

Duties

Our Ideal candidate should possess one or more of the following traits and skills for Systems Engineer:

- Five years of industry experience, formal training or a particular domain of expertise.
- The ability to design, build and operationalise systems according to the high standard expected throughout ASD and in accordance with industry best practise.
- Ability to tailor your communication style to effectively engage various audiences.
- Ability to work flexibly and independently, as well as within a team.
- Experience in producing formal systems engineering artefacts.

ASD is seeking applicants to fill current and anticipated vacancies and to create a merit pool for future vacancies. In line with the Australian Public Service Commissioner's Direction 2022, upon completion of the recruitment activity, the merit pool will be available to locations across Australia.

Eligibility

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

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

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

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

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

Notes

In addition to the core responsibilities of the role, the following attributes which are aligned to ASD's needs will be viewed favourably as applicable:

- Experience working in Defence or Defence industry.
- Experience working on Defence Major IIP Programs.
- Recognition by a Professional Engineering Body.
- Experience working within a Technical Assurance Framework.
- Experience in test and evaluation programs.
- Experience developing and testing critical software systems, networks and integrating with complex systems.
- Cloud skills including monitoring and alerting, security and compliance, networking knowledge and disaster recovery.
- RF knowledge including transmission technologies.
- Ability to tailor communication style to effectively engage various audiences.

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 Signals Directorate

To Apply

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

Australian Signals Directorate

Closing Date:Sunday 09 November 2025

Capability & Transformation Group
Mission Capability

Job Title	ASD 4 & 5 Systems Engineers
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC
Salary	$83,489 - $100,702
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	
Position Number	ASD/08480/25
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

ASD is seeking highly motivated Systems Engineers from all backgrounds with experience in various forms of engineering to deliver systems that enable the conduct of intelligence, cyber security and offensive cyber operations in support of the Australian Government and Australian Defence Force (ADF).

About the Role

As a Systems Engineer, you will be responsible for guiding complex systems through their entire lifecycle, from capturing initial requirements and architecting the design, to overseeing integration, testing, evaluation and sustainment. You will be the technical 'glue' that ensures all pieces fit together to solve critical mission needs. Working within talented multi-disciplinary teams, your role will be to integrate a diverse range of technologies which will include radio frequency systems,

secure networking, large scale computing, cloud, and advanced software deployments. The capabilities you deliver will range from small-scale, bespoke solutions to some of Australia's largest and most complex enterprise systems.

ASD 4 & 5 System Engineer duties under the guidance of senior engineers are:

ASD 4 Systems Engineers:

- Contribute to the development and management of system requirements by performing analysis and documenting findings.
- Assist in the creation of systems engineering documentation including system requirements and specifications, interface descriptions, verification and validation plans.
- Execute predefined test procedures and document results to support system verification and validation activities.
- Accountable under routine direction to perform and achieve moderately complex systems engineering work within an integrated workforce.
- Accountable for organising their workflow and seeking advice where required to make decisions relating to their area of responsibility.
- Apply technical engineering knowledge and experience, understand priorities to research, define issues, and suggest corrective actions.

ASD 5 Systems Engineers:

- Take ownership of system design and analysis, ensuring requirements are met and interfaces are clearly defined.
- Develop and manage key systems engineering artefacts, including requirements specifications, design documents, and Verification and Validation (V&V) plans.
- Conduct trade studies on competing technical solutions and present findings to support decision-making.
- Accountable under limited direction to perform and achieve complex systems engineering work within an integrated workforce.
- Accountable for organising their workflow and making independent decisions relating to their area of responsibility.
- Apply technical engineering knowledge and experience, understand priorities to research, define issues, and implement corrective actions.

Further information can be found at: Engineering and Technical | Australian Signals Directorate (asd.gov.au)

Duties

Our Ideal candidate should possess one or more of the following traits and skills for Systems Engineer:

- Industry experience, formal training or a particular domain expertise.
- Ability to tailor your communication style to effectively engage various audiences.
- The ability to be work flexibly and independently, as well as within a team.
- Capacity and discipline to build and manage systems in accordance with ASD's high standards.
- Have some experience in producing project documentation.
- Have some experience in producing formal systems engineering documentation.

ASD is seeking applicants to fill current and anticipated vacancies and to create a merit pool for future vacancies. In line with the Australian Public Service Commissioner's Direction 2022, upon completion of the recruitment activity, the merit pool will be available to locations across Australia.

Eligibility

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

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

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

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

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

Notes

In addition to the core responsibilities of the role, the following attributes which are aligned with ASD's needs will be viewed favourably as applicable:

- Experience working in Defence or Defence industry.
- Experience working on Defence Major IIP Programs.
- Recognition by a Professional Engineering Body.
- Experience working within a Technical Assurance Framework.
- Experience developing and testing critical software systems, networks and integrating with complex systems.
- Cloud skills including monitoring and alerting, security and compliance, networking knowledge and disaster recovery.
- RF knowledge including transmission technologies.

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 Signals Directorate

To Apply

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

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Vacancy VN-0764291

Australian Signals Directorate

Closing Date:Sunday 09 November 2025

Capability & Transformation Group
Portfolio & Transformation

Job Title	ASD 5, 6 & EL1 Solution Architects
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC
Salary	$92,387 - $143,093
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 5;APS Level 6;Executive Level 1
Position Number	ASD/08483/25
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

We will provide you with an environment where you can develop and push the limits of your technical abilities to keep pace in an evolving technological environment.

You will be working with leading-edge technologies across dynamic and evolving environments. You will work collaboratively alongside a highly committed technical workforce to provide optimal performance, security and integrity of our systems, as well as trouble-shooting issues.

About the Role

We are looking for applicants with the ability to think critically, those who are able to communicate with both technical and non-technical people, and who are motivated to learn and develop their skills.

An ASD 5 and ASD 6 Solutions Architect is accountable under broad direction to perform and achieve complex business architecture work within an integrated workforce. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures to provide detailed architecture solutions to business problems.

Key duties may include:

- Contribute to the development of systems views and architectures using logical models of components and interfaces to meet business requirements.
- Assist the development and production of solutions designs and systems and component specifications, to meet the user requirements and business needs.
- Demonstrate detailed research and analysis skills in support of the solutions design activities and the development of options to achieve the required business outcomes.
- Understand and apply knowledge of Defence's systems and their functionality to deliver detailed solutions designs and architectures.
- Build and sustain effective working relationships with team members and actively participate in team work and group activities.
- Work collaboratively with internal and external stakeholders to meet business needs and expectations.
- Resolve problems using knowledge and expertise, taking the initiative to identify alternative courses of action.
- Design and recommend solutions to address issues impacting on the achievement of desired outcomes.
- Interpret and comply with whole of government legislative, policy and regulatory frameworks during the development of solutions to meet business needs.

An EL1 Solutions Architect may be a team coach or lead a project and will be accountable for the outcomes of the teams work through appropriate use of resources to produce and achieve outcomes. An EL1 Solutions Architect will also be responsible for actively managing key stakeholder relationships.

Key Duties may include:

- Work collaboratively with delivery divisions to develop designs, policies, standards and frameworks to support a broad range of business use cases, ensuring consistency across the organisation, and compliance with security standards.
- Ensures appropriate tools and methods are identified, understood and employed in architecture development.

- Facilitate the review and evaluation of proposals against existing architectural standards, guidelines, principles, design patterns and technical reference models.
- Act as a subject matter expert and a source of guidance for projects to ensure architectural designs and solutions align with ASD's emerging Enterprise Architectures.
- Demonstrate detailed research and analysis skills in support of the solution design activities and the development of options to achieve the required business needs.
- Represent the interests of the ASD on a range of internal and external forums and committees.
- Draw upon project management knowledge to contribute to project plans and documentation.
- Actively manage key stakeholder relationships and be required to identify relevant stakeholders' expectations and concerns to develop and communicate methodologies and practices to achieve outcomes.

Further information can be found at: Information and Communications Technology | Australian Signals Directorate (asd.gov.au)

Duties

Our Ideal candidates will:

- Have the ability to be innovative, team orientated and have a passion for building or supporting strategically important ASD capability.
- Be able to exercise good judgement, demonstrate initiative and have a focus on continuous improvement.
- Be team players, great communicators and have a high level of emotional intelligence to work within our growing team and bring others on the journey as we mature ASD's enterprise architecture practice.
- Have a passion for providing excellent support to business stakeholders, senior leadership and the organisation as a whole.
- Value the importance of being part of a diverse and inclusive team to deliver results in support of broader organisational goals and aims in a fast-paced environment.
- Have the ability to think critically, communicate with both technical and non-technical people, and who are motivated to learn and develop their skills.
- Embrace the challenge of joining an organisation undergoing rapid growth and transformation, and supporting outcomes to further Australia's national interest.

ASD is seeking applicants to fill current and anticipated vacancies and to create a merit pool for future vacancies. In line with the Australian Public Service Commissioner's Direction 2022, upon completion of the recruitment activity, the merit pool will be available to locations across Australia.

Eligibility

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

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

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

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

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

Notes

In addition to the core responsibilities of the role, the following attributes which are aligned to ASD's needs will be viewed favourably as applicable:

- Relevant tertiary degree in an ICT, business, organisational change management, information systems, computer science, computer engineering, data engineering, software engineering, cyber security or related fields.
- Industry certifications in relevant architectural and security frameworks, methodologies or notations. (e.g. TOGAF 9.2/10, Archimate 3, Business Process Modelling Notation, SABSA, CISSP, BCS Enterprise Architecture)
- Industry Architecture certifications related to large scale cloud providers. (AWS, Azure)
- Certifications in portfolio, program and project methodologies. (Agile, Prince 2, PMP, Lean Six Sigma)
- Demonstrated ability to perform against relevant SFIA 8 skill categories STPL, ARCH.

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 Signals Directorate

To Apply

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

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Vacancy VN-0764252

Australian Sports Commission

Closing Date:Monday 03 November 2025

Finance & Governance
Governance & Risk

Job Title	Records and Information Governance Manager
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	$106,019 - $122,233
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 5
Position Number	EXT/25-270
Agency Website	https://www.sportaus.gov.au/

Job Description

https://ausport.nga.net.au/?jati=0DC82DC6-4247-E3C7-D7EA-E44D302C62BE

Duties

Applications close at **11:30pm** AEST **3 November 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, including the Men's and Women's Rugby World Cup, and culminating in the Brisbane 2032 Olympic and Paralympic Games. We have an ambitious new Strategic Vision and we need the best players on our team to help us deliver real results for the sporting sector and all Australians.

Are you up for the challenge?

About the team –

The Records Management team, within the Governance & Risk branch is responsible for managing the lifecycle of ASC records and compliance with legal requirements. The team also has an obligation to support the broader governance and management of ASC information to ensure it supports business operations and strategic goals.

About the role –

You will be responsible for supporting a broad range of internal support services and technical activities which include, but not limited to, records and information governance in our modernised record-keeping system, Microsoft SharePoint. You should exhibit solid knowledge of Mircosoft SharePoint and Purview and the ability to create a positive digital platform experience for ASC staff.

About you –

- Work with the Senior Records Officer to formulate and execute best practice records and information management in SharePoint and Purview.
- Design and develop information governance solutions for SharePoint contributing to the growth of the platform's capability.
- Troubleshooting and resolving SharePoint issues around the management of records and information, and providing solutions, to assist ASC staff.
- Support end-users by providing technical support and training, in consultation with Technology Group.

This position is offered as a ***FIXED TERM*** position until **1 May 2026** *with the possibility of being extended or made ongoing.*

Why work with us?

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

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

Additionally, our Canberra campus offers:

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

Eligibility

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

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

Notes

- As part of this position, the role occupant may have access to sensitive, and potentially distressing information in the areas of sexual misconduct and child safeguarding.
- 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	Rebecca Callaway, Senior Adviser – Statutory Oversight and Records, (02) 6214 1261
Agency Recruitment Site	https://ausport.nga.net.au/?jati=0DC82DC6-4247-E3C7-D7EA-E44D302(

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Vacancy VN-0764337

Australian Sports Commission

Closing Date:Wednesday 05 November 2025

Enterprise & IT Support Services
Technology

Job Title	ICT Support Technician
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	$72,342 - $86,063
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4
Position Number	Multiple - 1987, 1984, 1986 and 2461
Agency Website	https://www.sportaus.gov.au/

Job Description

https://ausport.nga.net.au/?jati=66A6735E-DB45-2353-EB61-E44DA4A53E37

Duties

Applications close at **11:30 pm AEDT 5 November 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, including the Men's and Women's Rugby World Cup, and culminating in the Brisbane 2032 Olympic and Paralympic Games. We have an ambitious new Strategic Vision and we need the best players on our team to help us deliver real results for the sporting sector and all Australians.

Are you up for the challenge?

About the team: The Enterprise & IT Support Services Teams provide a central point of contact, and support model, for all ASC End Users within the Technology Group and collaborate closely across all Service Towers within the group.

Effective management, support and maintenance are essential for a well-functioning IT ecosystem that enables effective use and durability across the organisation. The teams high level functions and capabilities include:

- **Service Desk**: Level 1 and VIP support managing ASC End User interactions from initiation through to logging, tracking, triage, diagnosis and eventual resolution of IT Incidents or Problems and/or the fulfilment of IT Service Requests
- **Systems and Applications:** Level 2 system and application administration, support and maintenance managing ASC End User interactions that have been elevated to the team from the Services Desk or other teams within Technology Group to facilitate a heightened level of support through diagnosis to resolution of IT Incidents or Problems and/or the fulfilment of IT Service Requests.
- **Infrastructure and Networks:** Level 3 administration, engineering, support and maintenance managing ASC End User interactions that have been elevated to the team from the Services Desk, Level 2 Support or other teams within Technology Group to facilitate additional SME level of support through diagnosis to resolution of IT Incidents or Problems and/or the fulfilment of IT Service Requests. I&N will additionally manage Event Management including proactive monitoring and alerting on ASC Infrastructure and Networks.

About the role: Reporting to the Service Desk Manager within Enterprise and IT Support Services you will be required to provide responsive, professional and client-focused front-line technical assistance to ASC technology users, answering queries on common technical issues, tracking and escalating more complex incidents and requests. Work with all areas of ICT to ensure technology services align to defined performance standards and procedures.

Key duties include:

- Provide professional, reliable and responsive telephone, written and face-to-face support for ASC ICT services.
- Draft written responses to clients using agreed formats and structured guidelines including providing technical support in specific areas of program/project work.
- Work effectively and cohesively with team members, share knowledge, and look for opportunities to improve business processes.
- Drawing on advice from supervisors, use problem solving skills and attention to detail to troubleshoot issues and find workarounds.
- Maintain service and procedure documentation.
- Develop and maintain customer knowledge-bases supporting self-service support outcomes.
- Help improve the digital literacy of the organisation by offering comprehensive advice, links to corporate resources, and guidance on ASC supported technology.
- Effectively manage client and partner relationships.
- Escalate issues through the correct channels in a timely manner.
- Perform typical technical support tasks such as computer deployments, IT installations, account creations & management, Active Directory management, work-station set up and office moves.
- Assist in the management of corporate assets and IT equipment.
- Provide support to non-standard requests on short notice as well as supporting executive staff.
- Actively participate in the implementation and delivery of policies, guidelines and other resources to achieve business outcomes for ASC.
- Actively promote and role model the ASC values of Excellence, Integrity, Respect and Teamwork, and contribute to positive organisational change, effective communication, and continuous improvement at ASC.
- Work collaboratively as part of a high performing team/organisation, establishing and maintaining effective partnerships with key internal and/or external stakeholders to deliver high quality business outcomes.

About you: We are seeking a motivated individual with strong attention to detail and a willingness to learn and grow within a technology-focused environment. The successful candidate will support and help maintain ICT infrastructure, networks, systems, and applications, while gaining experience in ITSM support practices and industry standards.

A can-do attitude, solid problem-solving skills, and effective communication are key to this role. The candidate should be able to work collaboratively across the Technology Group and broader ASC, building positive relationships and contributing to team success.

The successful candidate will demonstrate the following **essential criteria**:

- Completed or currently studying a Certificate III in Information Technology; or degree or certification in Digital Media and/or Technology; or equivalent demonstrated experience in an Information Technology field.
- Experience in customer service or relevant experience working with a range of different stakeholders.
- Ability to take ownership of escalated issues and coordinate with appropriate resources to resolve them in a timely manner.
- Ability to document, track, monitor, follow up and prioritise customer support requests to ensure a timely resolution and transfer information to knowledge base.
- Good knowledge of consumer technology environments, common hardware, common office productivity applications including O365, and Active Directory.

We have multiple positions available, **Fixed term**, *with the possibility of being extended or made ongoing.*

Why work with us?

These positions are offered at ASC headquarters in Canberra, located at the Australian Institute of Sport. Our staff are entitled to the following conditions and benefits:

- 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:** Prasanth Veeramachaneni
- **Contact Phone:** 02 6214 1314
- **Contact Email:** prasanth.veeramachaneni@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 People & Culture 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	Prasanth Veeramachaneni, 02 6214 1314
Agency Recruitment Site	https://ausport.nga.net.au/?jati=66A6735E-DB45-2353-EB61-E44DA4A5

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Vacancy VN-0763966

Australian Submarine Agency

Closing Date:Sunday 02 November 2025

Australian Submarine Agency
Infrastructure Planning & Co-ordination

Job Title	Project Director Infrastructure
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Henderson WA
Salary	$139,681 - $167,659
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	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	ASA/08117/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=B0DDC91A-E5DC-8260-D7C2-E44B8A5E63DD

Duties

The Role

The acquisition of conventionally-armed, nuclear-powered submarines is an historic and transformative endeavour for Australia. The whole-of-nation effort to safely and securely deliver the cutting edge nuclear-powered submarine program will transform Australia’s economic and national security landscape for decades to come.

The acquisition of conventionally-armed, nuclear-powered submarines is an historic and transformative endeavour for Australia. The whole-of-nation effort to safely and securely deliver the cutting edge nuclear-powered submarine program (NPS Program) will transform Australia’s economic and national security landscape for decades to come. The EL 2 Project Director Infrastructure will work with considerable independence is accountable to perform and achieve very complex development and delivery activities and tasks for facilities and infrastructure project work within an integrated workforce. The incumbent of this role will be required to have extensive knowledge of and compliance with legislative frameworks, government decision-making and the Australian Submarine Agency’s (ASA) mission and policies requirements.

The EL 2 Project Director Infrastructure will be responsible for:

- Influencing and developing strategies, policies, priorities and operational practices in support of ASA objectives based on high-level decision-making and judgement.
- Providing strategic advice to Senior Leadership group (SLG) and ASA stakeholders; as well as leading and assuming accountability for very complex work or work programs that have strategic, political or operational significance.
- Leading a team and providing strategic direction to the branch, which can include developing business plans, strategies, priorities and monitoring workflow and performance.
- Evaluating and endorsing infrastructure projects to understand critical factors for success and lead activities to achieve continuous improvement.
- Analysing ASA, Defence and government policy and objectives; and providing strategic advice in relation to infrastructure projects.

About our Team

As part of the Australian Submarine Agency, you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities. Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people. We offer flexible working arrangements and a range of formal and informal professional development opportunities. You will be leading a team to cohere requirements across stakeholders, including across Government, industry and our international partners. As a small team of delivery experts, the team works collaboratively across the ASA to form integrated project teams.

Our Ideal Candidate

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

effective leadership and people skills as well as superior written and verbal communication. We are seeking candidates with sound judgement with an open and innovative approach to problem solving. Candidates must be able to demonstrate stakeholder relationship skills, as this is fundamental to the success of the Agency.

Our Ideal Candidate will demonstrate the following skills and attributes:

- The ability to lead and develop a high performing team.
- A strong commitment to Australia's national interest.
- Adaptability, resilience and flexibility in the face of changing and competing priorities.
- Strong commitment to teamwork and collaboration.
- Outstanding time management and organisational skills, while remaining resilient and adaptable to changing plans and priorities.
- Strong analytical and research skills, and an ability to interpret and apply legislation in defining business requirements.
- Experience in project management and an understanding of project management processes and methodologies is essential.
- Sound judgement with an innovative approach to problem-solving.
- Excellent written, interpersonal and verbal communication skills.
- Ability to develop, maintain and strengthen strategic relationships, engage and liaise across a broad range of stakeholders including government representatives, officials, other diplomatic missions, academics and industry/private sector representatives to support the work of the Australian Submarine Agency.

Eligibility

Security Clearance:

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

Notes

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

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

To Apply

Position Contact	ASA Recruitment, asa.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B0DDC91A-E5DC-8260-D7C2-E

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Vacancy VN-0764070

Australian Submarine Agency

Closing Date:Thursday 06 November 2025

Job Title	Senior Executive Service Band 1 - Assistant Director-General Combat & Human Systems
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Majura ACT
Salary	-
Future Merit Locations	Various locations - ACT
Office Arrangement	On Site;Flexible
Office Arrangement Details	Office arrangement maybe discussed with successful candidate.
Classification	Senior Executive Service Band 1
Position Number	ASA/08302/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=C553F627-FA52-CB57-E3BD-E44BC7032C2A

Duties

Introduction

Australia’s acquisition of conventionally-armed, nuclear-powered submarines is historic and transformational. The Optimal Pathway announced on 14 March 2023, will deliver Australia a world-class capability that will see our nation become one of only seven countries that operate nuclear-powered submarines. This game changing capability will enhance Australia’s capacity to deter conflict and support security, peace and economic prosperity in the Indo-Pacific. This significant undertaking presents an exciting opportunity for dedicated, committed and aspirational leaders to lead, develop and shape the Australian Nuclear Submarine Program.

Your Role

As the Assistant Director General (ADG) Combat & Human Systems, you will lead the integration, assurance, and governance of advanced naval combat systems across the Nuclear-Powered Submarine (NPS) enterprise, ensuring they are safe, effective, and strategically aligned with Australia’s national security objectives. Reporting to the Head of Engineering and Technology, you will oversee the design intent, integration, and technical performance of combat systems across platforms, infrastructure, and associated activities. This role is responsible for building and leading a technically credible organisation capable of exercising centralised control over combat system safety, design governance, and through-life assurance.

You will work in close partnership with internal delivery teams and key external stakeholders — including Defence, Navy, the Naval Shipbuilding and Sustainment Group (NSSG), industry, and tri-lateral international partners — to deliver results.

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.

About the Australian Submarine Agency

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

people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people. We offer flexible working arrangements and a range of formal and informal professional development opportunities.

To Apply

Position Contact	Deedee Allison at Relatbl Recruiting, 0459 985 117
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C553F627-FA52-CB57-E3BD-E4

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Vacancy VN-0764096

Australian Submarine Agency

Closing Date:Thursday 06 November 2025

Australian Submarine Agency
Engineering & Technology

Job Title	Chief of Staff
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$139,681 - $167,659
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	ASA is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	ASA/08286/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description *https://defencecareers.nga.net.au/?jati=F36A2992-82A7-E761-CCA1-E44C052AED8B*

Duties

The Role

The acquisition of conventionally-armed, nuclear-powered submarines is an historic and transformative endeavour for Australia. The whole-of-nation effort to safely and securely deliver the cutting edge nuclear-powered submarine program will transform Australia's economic and national security landscape for decades to come.

We are seeking a dynamic, experienced leader to serve as our next Chief of Staff (CoS) to the SES Band-3 Deputy Director General – Technical (DDG-T). The CoS operates with a high degree of autonomy and serves as an advisor, driving organisational communication, collaboration, and alignment.

The role is ideally suited to a proactive, detail-oriented and well-organised strategic thinker with a high level ability to communicate across all levels of the organisation.

The key functions performed by the CoS include:

- Providing strategic advice to DDG-T on current and emerging issues relevant to the Technical Group, and the Australian Submarine Agency (ASA).
- Advising the DDG-T and the Technical Group's senior leadership team and divisional staff on matters relating to governance, risk and public sector accountabilities,
- Undertaking internal and external engagement and representation to advance the DDG-T's strategic intent and business objectives.
- Attending with, or representing, DDG-T at internal committees and meetings.
- Maintaining an awareness of, and delivering support to, agency priorities including through media enquiries, ministerial briefs, and cabinet submissions.
- Overseeing tasking and correspondence requiring the DDG-T's input or clearance. This involves engaging appropriately with across the Agency, Defence, and senior executives both within and outside of the Defence Portfolio.
- Leading a small and dynamic team to provide high level executive support and advice
- Oversight and management of the DDG-T's office and support staff, ensuring that diary management, travel, guest management, etc. are professionally delivered, including the reprioritisation of arrangements at short notice due to emerging issues.
- Being adaptable, resilient, and a model of ASA and Australian Public Service (APS) values to deliver timely and excellent results.

About our Team

The Office of the DDG-T provides high-level strategic and executive support to the DDGT. It is a fast paced and dynamic office that requires the team to remain adaptable and flexible whilst delivering high quality outcomes for the DDG-T.

The team need to work in a highly collaborative environment where clear and concise communication is integral. The team engages with the other Senior Offices across the Agency and external partners/stakeholders on a regular basis.

Due to the nature of the role and access to information, limited work from home arrangements can be arranged on a case by case basis.

Our Ideal Candidate

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

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

- A very high level of government, risk, governance and ministerial acumen as well as a sound understanding of the machinery of Government; and a proven ability to achieve results in a Government setting.
- Ability to work effectively with a full range of senior stakeholders across multiple fields to drive results. They will be capable of independently identifying where business improvements can be made regardless of where they may exist.
- Exceptional analytical, written and oral communication skills (with experience with key briefing formats) and a proven ability to manage relationships. They must be flexible and able to multi-task in a busy environment.
- Strong strategic thinking skills, capable of managing competing priorities, in a high tempo environment with sound judgement.

Eligibility

Security Clearance

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

Notes

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

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

To Apply

Position Contact	Kavitha Purcell, 02 5109 6199
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F36A2992-82A7-E761-CCA1-E4

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Vacancy VN-0764236

Defence Housing Australia

Closing Date:Tuesday 04 November 2025

Service Operations
Service Delivery Regional Ops NSW

Job Title	Property Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Parramatta NSW
Salary	$84,157 - $90,998
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;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	APS Level 4
Position Number	493742
Agency Website	https://www.dha.gov.au/

Job Description

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

Are you ready to embark on an exciting journey in a customer-facing role with no weekend work?

Do you dream of kickstarting your career in the Australian Public Service?

Do you thrive on making a real difference in people's lives?

If so, we have the perfect opportunity for you!

Defence Housing Australia (DHA) is on the lookout for a passionate and dedicated Property Manager. In this role, you will play a crucial part in supporting Australia's Defence personnel and their families by providing exceptional housing and housing-related services. Join us and be a part of something truly meaningful!

About us

DHA was established in 1988 following passage of the Defence Housing Australia Act 1987 (DHA Act) to provide adequate and suitable housing for, and housing related services to, members of the Australian Defence Force (ADF) and their families. We remain committed to our purpose of providing housing, and housing related services, to ADF members and their families to support Defence's operational needs.

DHA manages an expanding portfolio of housing solutions and provides housing for over 17,200 ADF members and their families and administers rent allowance for more than 16,000 ADF members and their families in private rental accommodation. DHA provides housing related services advising on eligibility, providing posting support, and managing bookings and allocation services for all DHA provisioned housing and on-base accommodation to approximately 60,000 ADF members.

To find out more about DHA, please refer to our website or read our latest Annual Report.

Duties

About your team

The Service Delivery Group manages the housing portfolio for DHA, including housing allocations and administration, asset and tenancy management, heritage and upgrade projects, construction, and development activities. Within this Group, the Service Operations team is responsible for contributing to property management services, including inspections and maintenance, and housing benefits for ADF members and their families.

About the role

Reporting to the Assistant Regional Operations Manager, the Property Manager (DHA Level 4) contributes to the business outcomes of their regional office by undertaking a number of property management activities, including inspections, maintenance, reporting and tenant interactions. The role coordinates with various stakeholders, ensuring that properties meet required standards and that tenants' ongoing needs are met. Additionally, it is responsible for monitoring expenses and achieving performance goals in line with relevant legislation and standards. To achieve these core outcomes, the role requires strong skills in organisation, communication, stakeholder engagement, and information analysis and interpretation. Its ability to develop business knowledge quickly and operate within a high-pressure environment are also critical to its success.

Eligibility

Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen, meeting the required medical standards, and obtaining and maintaining a security clearance at the required level.

Notes

Benefits for working at DHA include:

- 15.4% superannuation
- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year
- Work-life balance and flexible working options
- A positive workplace culture where you can bring your whole self to work
- Opportunities to broaden your industry knowledge and experience
- Career progression and opportunities
- ADF partner employment conditions when posting to a new location

For information on DHA's Employee Value Proposition, visit our website.

This is a Non-ongoing Engagement for a period of up to 12 months with possibility of extension or permanency.

Note: All successful applicants are required to hold a valid Driver Licence and be eligible to complete a Baseline Vetting security clearance for consideration of the Australian Government Security Vetting Agency (AGSVA)

How to apply

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

For further information on the position, please refer to the Candidate Information Pack through the online careers site.

Applications close: 11:55pm AEST 04 November 2025.

Any questions? Please contact Renae Jury - Regional Operations Manager

renae.jury@dha.gov.au / 0466 843 584

Order of Merit

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

Inclusion and Diversity

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

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 Defence Housing Australia

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

To Apply

Position Contact	Renae Jury, 0466 843 584
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0764145

Department of Finance

Closing Date:Sunday 02 November 2025

Ministerial and Parliamentary Services
PBR Framework Capital Works and Security

Job Title	Assistant Director MaPS Capital Works
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Perth WA, Sydney NSW, Brisbane QLD, Adelaide SA
Salary	$126,885 - $153,655
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	Based in Canberra, Perth, Sydney, Brisbane and Adelaide
Classification	Executive Level 1
Position Number	2025/155
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE TEAM & BRANCH

Ministerial and Parliamentary Services (MaPS), a division of Department of Finance (Finance), provides parliamentarians, their staff, and others as required by the Australian Government, with a range of facilities and services to assist them in undertaking their duties.

The Parliamentary Business Resources (PBR) Framework Branch provides advice and support services on a range of matters pertaining to Parliamentarians in accordance with federal legislation. These include but are not limited to, property and facilities management, project delivery and administration of work expenses.

The PBR Branch consists of four teams:

- Capital Works and Security
- PBR Policy and Assurance
- PBR Service Delivery
- State Office and Property Support.

The Capital Works and Security team, in collaboration with key stakeholders, leads key divisional initiatives to deliver major capital works and security enhancements to Commonwealth Parliament Offices (CPOs) and Electorate Offices (EOs).

The team is responsible for project delivery and oversight across a number of projects that have a national impact and/or are defined as medium or major public works projects.

CPOs are located in the capital city of each state and the Northern Territory and provide:

Permanent office accommodation to some senators, federal ministers or other office holders.

Visiting suites, meeting rooms and conference facilities available on a short-term basis for use by parliamentarians (and accompanying staff).

EOs are provided by the Commonwealth to Parliamentarians for the conduct of parliamentary business and are located in metropolitan and regional locations across Australia. EOs are leased, furnished, equipped, and maintained by MaPS and their contracted providers.

Duties

ABOUT THE OPPORTUNITY

The Assistant Director Capital Works role involves leading and developing a small, geographically dispersed team, leading multiple projects from initiation through to delivery and completion, budget management, undertaking of complex procurement, contract management and associated administration.

The Assistant Director Capital Works must be capable of providing robust and well written briefs and minutes seeking approvals and authorisation. The role plays a critical role in essential stakeholder engagement working to build consensus and foster continuous improvement.

The key duties of this role are:

- Management and leadership of staff, supporting development and performance.
- Leading complex procurement processes and contract management critical to project delivery.
- Confidently navigating change and ambiguity to deliver outcomes.
- Support the provision of funding arrangements to enable the capital works program.
- Fostering productive and effective working relationships with key internal and external stakeholders to establish and meet project objectives.

- Monitoring and track project deliverables and outcomes including detailed reporting and briefs.
- Undertake negotiations with key stakeholders and consultants/suppliers on complex issues and communicate with influence.
- Apply sound judgement and use evidenced based decision making to provide recommendations to decision makers/delegates.

Practically apply a well-rounded understanding of the relevant legislation and internal guidelines, including, but not limited to:

- *Parliamentary Business Resources Act 2017*
- *Public Governance, Performance and Accountability Act 2013*
- *Commonwealth Procurement Rules*
- *Protective Security Policy Framework.*

DETAILED VACANCY INFORMATION

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

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated. All Finance staff are required to have a minimum baseline security clearance prior to commencement.
- RecruitAbility applies to this vacancy. Under the RecruitAbility scheme, you will be invited to participate in further assessment activities for the vacancy if you choose to opt-in to the scheme, declare you have a disability and meet the minimum requirements for the vacancy. All requests for reasonable adjustments will be considered and managed in consultation with you. Further information can be found at https://www.apsc.gov.au/recruitability.

Notes

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

About the Department of Finance

As a central agency of the Australian Government, the Department of Finance (Finance) plays an important role in assisting government across a wide range of policy areas to ensure its outcomes are met. Finance supports the government's ongoing priorities through the Budget process and fosters leading practice through the public sector resource management, governance and accountability frameworks. Finance plays a leading role in advising the government on many of its strategic priorities. We do this

through our professional and considered approach to providing advice, developing policy, delivering services and engaging with our clients and stakeholders. Finance's key areas of focus are: - Budget - Business Enabling Services - Commercial - Governance and Resource Management

To Apply

Position Contact	Victoria Palmer, 6215 2193
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0764213

Department of Finance

Closing Date:Tuesday 04 November 2025

Commercial Investments
SIVs, Funds and Governance GBE & SIVs Policy

Job Title	Senior Policy Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$98,022 - $119,634
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	Canberra and Melbourne Based
Classification	APS Level 6
Position Number	2025/159
Agency Website	www.finance.gov.au

ABOUT THE TEAM & BRANCH

We are seeking to immediately fill an APS 6 level role in the Specialist Investment Vehicles, Funds and Governance Branch (SFGB) within Commercial Investments Division (CID). In this role, you will have the chance to work across the following exciting functions:

Government Business Enterprise (GBE) Policy

CID is responsible for oversight of the Government's GBE Portfolio and supporting the Minister for Finance's interest as a shareholder minister for these entities. SFGB is responsible for the GBE policy function, which includes providing policy advice to GBE oversight teams on commercial and governance issues as well as maintaining Resource Management Guite (RMG) 126 Government Business Enterprises. SFGB is managing a review of RMG 126.

Specialist Investment Vehicles (SIVs) Policy

SFBG is responsible for SIV policy and oversight of the SIVs Portfolio, which is responsible for more than $90 billion in capital. SIVs are Commonwealth entities that invest public funds across various sectors across the economy to achieve government policy objectives. The Minister for Finance is responsible for commercial performance and corporate governance issues for all 8 of the Government's SIVs, and SFGB assists by managing the day-to-day oversight and policy functions for the SIV Portfolio. This includes maintaining RMG 127 Specialist Investment Vehicles.

SIV Portfolio Reporting Framework

SFGB's SIV oversight responsibilities include managing the SIV Reporting Framework, which delivers a half-yearly dashboard to the Minister for Finance. The Dashboard provides an aggregated view of the SIV Portfolio

Duties

THE OPPORTUNITY

We are looking for people with a mix of public policy, commercial, financial, legal and/or project management skills and experience across diverse industry contexts. The ability to work collaboratively as part of multidisciplinary teams to provide influential advice to the Government and achieve win-win outcomes is highly desirable. It is important our staff support developing whole-of-government investment policies and delivering programs in support CID and the Department's broader strategic priorities.

Responsibilities will include:

- Drafting high quality and timely briefs and correspondence for the Minister for Finance, including on strategic policy, project delivery and commercial matters
- Confidence to working closely and collaboratively with a range of stakeholders, including other government departments, including central agencies, management and staff of GBEs and SIVs
- Preparing and providing policy advice to Commonwealth agencies and entities
- Monitoring media and industry developments relevant to the area of work with the capacity to identify opportunities and risks
- Preparing Cabinet Submissions for Government consideration
- Using strong communication skills to liaise with the Minister for Finance's Office and the office of senior staff to provide information as required and to support their regular attendance at meetings with senior management of the respective entities
- Undertaking financial analysis of annual reports, quarterly reports and corporate planning documents
- Assisting with input to Budget and other economic updates and liaising with subject matter experts from across the Department
- Undertaking detailed analysis of business cases for new projects, commercial opportunities, and broader policy related issues such as competition matters
- Managing junior staff to build team culture, support development and to ensure the effective delivery of team outputs.
- Analysing financial data to develop advice for key government decision makers

DETAILED VACANCY INFORMATION

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

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.
- We encourage and welcome applications from Aboriginal and Torres Strait Islander peoples, people with Disability, LGBTQI+ people, people from culturally and linguistically diverse.

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 Finance

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To Apply

Position Contact	Patrice Fitzpatrick, 6215 1960
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0764338

Department of Finance

Closing Date:Thursday 13 November 2025

Financial Analysis, Reporting and Management
Executive Branch FARM Executive team

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$89,098 - $99,973
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	Canberra Based
Classification	APS Level 5
Position Number	2025/164
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH & SECTION

A role in Financial Analysis, Reporting and Management (FARM) presents an exciting opportunity to be part of a team at the forefront of shaping financial management and accounting policy advice to the Australian Government including on its multibillion dollar superannuation and investment funds and the management of the Commonwealth's Official Public Account (the Commonwealth's central bank account). This is a unique opportunity to apply and develop a set of skills which are highly valued and sought after in the government as well as in the private sector.

FARM is a dedicated team of professionals who are passionate about what we do. We are a diverse and supportive team that works collaboratively, are willing to go the extra mile to help others, celebrate our differences and value each other's contributions. Our work is performed across the following three branches:

Accounting and Frameworks Branch

The Accounting and Frameworks Branch is responsible for supporting Commonwealth entities to meet their statutory budgetary and financial reporting obligations, including responsibility for updating legislative instruments and providing guidance materials and accounting related technical advice to support Commonwealth reporting entities to prepare their annual financial statements.

We also drive the accounting and finance profession across the APS, focussing on recruitment, attraction, talent and professional development for accounting and finance professionals.

Estimates and Reporting Branch

The Estimates and Reporting Branch is responsible for the preparation of and advice to the Finance Minister and Government on whole-of-government financial statements and other financial information for all annual estimates and actuals updates, including for budget publications. The Branch also produces the annual Consolidated Financial Statements and the Australian Government's General Government Sector Monthly Financial Statements and provides advice on the Australian Bureau of Statistics' Government Finance Statistics.

Financial Management Branch

The Financial Management Branch is responsible for appropriation management including arranging annual and special appropriations and maintaining of their records, Commonwealth Cash Management, provision of advice and oversight on appropriations and retainable receipts, foreign exchange risk management, coordination of the development of Budget Paper No. 4, and provision of advice and support for Machinery of Government Changes.

Duties

THE OPPORTUNITY

The Executive Assistant position reports directly to the First Assistant Secretary (FAS).

The Executive Assistant acts as the first point of contact for the Division Head of Financial Analysis, Reporting and Management, and their duties include:

- Liaising with a variety of internal and external stakeholders.
- Monitoring and managing the FAS email inbox and calendar.
- Tracking and coordinating incoming and outgoing FAS tasks.
- Screening telephone calls and referring matters to relevant business areas.
- Arranging travel bookings and approvals for FAS as required.
- Conducting quality assurance checks of documents that require FAS clearance.
- Financial management activities (e.g. credit card reconciliation and stationery orders).
- Records management.
- Assisting with the group/divisional executive office and group/divisional tasks as required (e.g. urgent administrative tasks to support group/divisional priorities).
- Ad-hoc administrative tasks.

DETAILED VACANCY INFORMATION

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

Eligibility

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.
- This role is being advertised as both ongoing and non-ongoing. Roles may be offered as either ongoing or non-ongoing subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months. Specified term vacancies may be extended up to a maximum period of 18 months.
- We encourage and welcome applications from Aboriginal and Torres Strait Islander peoples, people with Disability, LGBTQI+ people, people from culturally and linguistically diverse backgrounds and mature aged people.

Notes

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

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

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To Apply

Position Contact	Caitlin Bennetts, 02 6215 2908
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0764066

Department of Home Affairs

Closing Date:Thursday 30 October 2025

Critical Infrastructure Risk and Reg
Auscheck Background Checking & Credential Services

Job Title	Assessment Officer - Background Checking & Credential Services
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - SA SA
Salary	$76,863 - $82,906
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 4
Position Number	139770
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139770/

About our team

The Background Checking and Credential Services (BCCS) section is the operational hub of AusCheck, including:

- Issuing Body (IB) team and
- Background Checking (BC) team.

The IB team conducts identity verification interviews for the ASIC and MSIC schemes, as well as manual reviews for all schemes administered by AusCheck, to ensure all information and documentation provided by applicants is accurate and correct before details of the applicant are lodged with the BC team. The IB team also prints and dispatches ASICs and MSICs for eligible applicants.

The BC team facilitate background checks for applicants of schemes administered by AusCheck, the team makes an assessment to determine if the offences are Security Relevant Offences (SRO) (the criteria for SROs vary for each scheme).

Our ideal candidate

- Will be a team player who enjoys working in a dynamic and evolving environment
- You must possess strong written and verbal communication skills and have the ability to work under pressure whilst remaining calm in stressful situations
- You must be able to positively contribute in a team environment, displaying integrity and high ethical standards
- You must possess good judgement and pay careful attention to detail in order to make lawful decisions confidently, while undertaking analysis and drawing accurate conclusions based on evidence
- You must also work collaboratively with others in order to deliver efficient and accurate workplace outcomes. You must be competent with Microsoft Office Suite and have the ability to quickly learn departmental IT systems, legislation and policy.

Duties

- Contribute to the development of high quality templates and operational documents to support the function of the team when required
- Complete operational functions of the section such as:
    - Conducting in-person and virtual identity verification interviews
    - Processing application submissions across the various AusCheck schemes
    - Process remediation of applications, including submission to troubleshooting when paused in the AusCheck portal
    - Assist with integration errors where required
    - Assessment of criminal histories against security-relevant offences
    - Production and distribution of security identification cards
- Manage enquiries via written correspondence or verbally, including in the context of non-routine circumstances. Seek advice and escalate issues and refer these to appropriate channels when necessary

- Work under general guidance with some level of autonomy
- Develop sound subject matter knowledge and professional judgement.

Additional information

- A broad understanding of relevant legislative and policy frameworks and service delivery and of the external factors influencing departmental or whole of government policies relative to role (or the ability to quickly develop this understanding)
- Be creative, innovative and resilient and enjoy working in a high-pressure environment
- Demonstrate self-awareness and a commitment to learning and personal development
- Must be able to obtain and hold aviation and maritime security identification cards (ASIC and MSIC)
- Must have a myID account registered to 'standard' identity strength or higher (requires personal smart phone device)
- Capacity to communicate effectively both orally and in writing (sound writing skills required and ability to take and make verbal/audible phone calls) with both internal and external stakeholders
- Demonstrate a strong attention to detail
- Strong experience and knowledge in using the Microsoft Office Suite
- Ability to complete a document and facial examination course and other internal mandatory training for the Department.

Eligibility

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

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

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

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

Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

The Department may provide relocation assistance to eligible APS employees required to relocate. The level of assistance will vary depending on the reason for relocating and your

personal circumstances. For further information please enquire with the contact officer listed in the advertisement.

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

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

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

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To Apply

Position Contact	Jayden Fisher, 0472 623 940
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139770/

Department of Home Affairs

Closing Date:Wednesday 26 November 2025

ABF Operational Capability
ABF College Foundational Capability Faculty

Job Title	Border Force Officer Recruit (BFORT) Generalist
Job Type	Full-Time, Ongoing
Location	Various locations - WA WA
Salary	$66,839 - $76,792
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	Due to the classroom based training and operational requirements of the role flexible working arrangements are not available.
Classification	APS Level 3
Position Number	139241
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139241/

Strategy & Capability | ABF Operational Capability | ABF College | Foundational Capability Faculty

Join the Australian Border Force - Protecting Australia's Future

Looking for a career that makes a real impact

The Australian Border Force (ABF) is at the frontline protecting Australia's borders and supporting national security. As part of the Department of Home Affairs, the ABF plays a critical role in safeguarding our nation's interests by enabling legitimate trade and travel while detecting and disrupting threats to Australia's safety, economy, and way of life.

Joining the ABF means becoming part of a dynamic, professional and mission-focused workforce. Whether you're working on the frontline at airports or seaports, investigating illicit activities, or supporting operations behind the scenes, your contribution helps protect Australia and uphold our national interests.

Become a Border Force Officer

Successful applicants will undertake the Border Force Officer Recruit Training (BFORT) program. It is a 12-month training program, with 6-months in the classroom and 6-months on-the-job training, that prepares you for operational duties across Australia's border environments.

Why choose a career with the ABF

We recognise the dedication of our officers and offer a range of benefits to support your career and wellbeing:

- Earn while you train through the Border Force Officer Recruit Training (BFORT) program at the APS3 classification ($66,839 - $76,792) + 15.4% superannuation, with additional shift penalties and allowances applicable during operational placements
- Permanent employment as a Border Force Officer upon successful completion of training
- Enjoy generous leave and allowance entitlements, with further benefits available depending on your placement and career pathway
- Opportunities for career progression and ongoing professional development
- Once you have graduated, you could apply to work across Australia in diverse environments, from major cities to remote locations
- Access to health and wellbeing services to support your journey
- A dynamic and team-orientated culture, built on integrity, respect, and service.

Our ideal candidate

Who are we looking for?

We are seeking individuals who can:

- Act with honesty and integrity
- Communicate respectfully and work well in teams
- Are adaptable, disciplined, and committed to public service
- Think critically and can apply rules to situations

- Understand the importance of professional presentation, including dress, grooming, and conduct, as part of maintaining the ABF's public-image and reputation.

Duties

What will you do?

As a BFORT, you will:

- Participate in classroom and on-the-job training across various locations
- Undertake work placements in both standard and shift-work environments, including weekends and nights
- Use protective equipment and advanced technology
- Operate vehicles and vessels in varied environments
- Work as part of a team, learn how to process travellers at air and seaports, search cargo and much more!

Additional information

Mandatory requirements are required under legislation or policy and include:

- Obtain and maintain relevant medical and fitness requirements
- Completing all elements of the training and probationary requirements

Training Locations

Training locations are determined by ABF operational requirements. Courses may not always be available in your preferred state or region.

If you apply for a BFORT role that is located outside your current city or region, you will be responsible for any relocation costs. You must be available to commence training on the specified start date when you are offered a BFORT role. You will remain in this location for the duration of the training program as well as after you successfully complete and graduate. Classroom-based training is currently offered at the following locations: Perth and Darwin.

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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Notes

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To Apply

Position Contact	BFORT Recruitment, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139241/

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Vacancy VN-0764103

Department of Home Affairs

Closing Date:Wednesday 26 November 2025

ABF Operational Capability
ABF College Foundational Capability Faculty

Job Title	Border Force Officer Recruit (BFORT) Affirmative Measures (First Nations)
Job Type	Full-Time, Ongoing
Location	Various locations - WA WA
Salary	$66,839 - $76,792
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	Due to the classroom based training and operational requirements of the role flexible working arrangements are not available.
Classification	APS Level 3
Position Number	139242
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139242/

Strategy & Capability | ABF Operational Capability | ABF College | Foundational Capability Faculty

Join the Australian Border Force - Protecting Australia's Future

Looking for a career that makes a real impact

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Why choose a career with the ABF

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- Permanent employment as a Border Force Officer upon successful completion of training
- Enjoy generous leave (including NAIDOC and Ceremonial leave) and allowance entitlements, with further benefits available depending on your placement and career pathway
- A dedicated Indigenous Staff Support Network, with mentoring, training, events and additional development opportunities
- Opportunities for career progression and ongoing professional development
- Once you have graduated, you can apply to work across Australia from major cities to remote locations
- Access to health and wellbeing services to support your journey
- A team-orientated culture, built on integrity, respect, and service.

Our ideal candidate

Who are we looking for?

We are seeking individuals who can:

- Act with honesty and integrity
- Communicate respectfully and work well in teams
- Are adaptable, disciplined, and committed to public service
- Think critically and can apply rules to situations
- Understand the importance of professional presentation, including dress, grooming, and conduct, as part of maintaining the ABF's public-image and reputation.

Duties

What will you do?

As a BFORT, you will:

- Participate in classroom and on-the-job training across various locations
- Undertake work placements in both standard and shift-work environments, including weekends and nights
- Use protective equipment and advanced technology
- Operate vehicles and vessels in varied environments
- Work as part of a team; you will learn how to process travellers at air and seaports, search cargo and much more!

Additional information

Mandatory requirements are required under legislation or policy and include:

- Obtain and maintain relevant medical and fitness requirements
- Completing all elements of the training and probationary requirements.

Applicants must provide confirmation of heritage prior to interview. A confirmation must specify that you:

- Are of Aboriginal and/or Torres Strait Islander descent
- Identify as an Aboriginal and/or Torres Strait Islander person
- Are accepted as such by the community in which you live or formerly lived.

Suitable evidence of Aboriginal or Torres Strait Islander status may include:

- Letter signed by the Chairperson of an incorporated Indigenous organisation confirming that you are recognised as an Aboriginal and/or Torres Strait Islander person
- Confirmation of Aboriginal and/or Torres Strait Islander descent document executed by an Indigenous organisation.

Training Locations

Training locations are determined by ABF operational requirements. Courses may not always be available in your preferred state or region.

If you apply for a BFORT role that is located outside your current city or region, you will be responsible for any relocation costs. You must be available to commence training on the specified start date when you are offered a BFORT role. You will remain in this location for the duration of the training program as well as after you successfully complete and graduate. Classroom-based training is currently offered at the following locations: Perth and Darwin.

Eligibility

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

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Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

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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.

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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.

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

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To Apply

Position Contact	BFORT Recruitment, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139242/

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Vacancy VN-0764118

Department of Home Affairs

Closing Date:Wednesday 26 November 2025

ABF Operational Capability
ABF College Foundational Capability Faculty

Job Title	Border Force Officer Recruit (BFORT) Generalist
Job Type	Full-Time, Ongoing
Location	Various locations - NT NT
Salary	$66,839 - $76,792
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	Onsite - Due to the classroom based training and operational requirements of the role flexible working arrangements are not available.
Classification	APS Level 3
Position Number	139244
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139244/

About our team

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- Earn while you train through the Border Force Officer Recruit Training (BFORT) program at the APS3 classification ($66,839 - $76,792) + 15.4% superannuation, with additional shift penalties and allowances applicable during operational placements
- Permanent employment as a Border Force Officer upon successful completion of training
- Enjoy generous leave and allowance entitlements, with further benefits available depending on your placement and career pathway
- Opportunities for career progression and ongoing professional development
- Once you have graduated, you could apply to work across Australia in diverse environments, from major cities to remote locations
- Access to health and wellbeing services to support your journey
- A dynamic and team-orientated culture, built on integrity, respect, and service.

Our ideal candidate

Who are we looking for?

We are seeking individuals who can:

- Act with honesty and integrity
- Communicate respectfully and work well in teams
- Are adaptable, disciplined, and committed to public service

- Think critically and can apply rules to situations
- Understand the importance of professional presentation, including dress, grooming, and conduct, as part of maintaining the ABF's public-image and reputation.

Duties

What will you do?

As a BFORT, you will:

- Participate in classroom and on-the-job training across various locations
- Undertake work placements in both standard and shift-work environments, including weekends and nights
- Use protective equipment and advanced technology
- Operate vehicles and vessels in varied environments
- Work as part of a team, learn how to process travellers at air and seaports, search cargo and much more!

Additional information

Mandatory requirements are required under legislation or policy and include:

- Obtain and maintain relevant medical and fitness requirements
- Completing all elements of the training and probationary requirements

Training Locations

Training locations are determined by ABF operational requirements. Courses may not always be available in your preferred state or region.

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Eligibility

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

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Notes

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To Apply

Position Contact	BFORT Recruitment, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139244/

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Vacancy VN-0764124

Department of Home Affairs

Closing Date:Wednesday 26 November 2025

ABF Operational Capability
ABF College Foundational Capability Faculty

Job Title	Border Force Officer Recruit (BFORT) Affirmative Measures (First Nations)
Job Type	Full-Time, Ongoing
Location	Various locations - NT NT
Salary	$66,839 - $76,792
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	Onsite - Due to the classroom based training and operational requirements of the role flexible working arrangements are not available.
Classification	APS Level 3
Position Number	139244
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139245/

About our team

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Training Locations

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Eligibility

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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	BFORT Recruitment, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139245/

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Vacancy VN-0764240

Department of Home Affairs

Closing Date:Monday 27 October 2025

All Divisions
Various Various

Job Title	Various Roles
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - NT NT, Various locations - QLD QLD, Various locations - SA SA, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - WA WA
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 can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 5
Position Number	140145
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/140145/

The Department of Home Affairs is responsible for central coordination, 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.

We implement a strategically coordinated approach to the cyber security and resilience of all Australians. We enable rapid responses to threats of foreign interference. Additionally, we contribute to Australia's prosperity and unity through the management and delivery of the migration, humanitarian and refugee programs. We also promote social cohesion through multicultural programs, settlement services and by managing and conferring citizenship.

Our ideal candidate

We're looking for passionate, curious, and driven individuals who want to make a real impact.

Our ideal candidate will demonstrate the following capabilities:

- Deliver quality results, adapt to change, and use initiative
- Align work to organisational goals and contribute positively to team decision making.
- Collaborates well, builds positive relationships, and value diversity
- Shows integrity, accountability, resilience, and commitment to APS values
- Strong Communicators: Confident in written and verbal communication, communicates clearly, tailors' messages, and engages stakeholders effectively
- Capable of assessing information, good record keeping capabilities and managing tasks efficiently
- Experience in managing teams, developing capabilities, and streamlining workflows to achieve impactful results
- Exercise sound judgement and handle complex decisions with independence and integrity.

We value transferrable skills, including policy experience, leadership, complex decision-making, Legislative interpretation, cyber, security and IT.

Duties

The duties and responsibilities of the role will be dependent on the section that successful applicants are placed into, but broadly the duties and responsibilities of an APS 5 may include:

- Assist with the performance management of the program, project and/or service including reviewing problems, recognising potential issues and investigating practical solutions.
- Assist with quality assurance activities, identifying trends and providing feedback to the relevant stakeholders
- May manage and/or oversee the management of mailboxes and triage of communications to appropriate team members
- Coordinate and respond to moderately complex to complex client enquiries and requests, review applications/decisions, provide advice and record information as applicable
- Undertake continuous improvement, including reviewing own work for process and procedural efficiency, to ensure the quality of a program, project and/or service and that stakeholder expectations are met
- Manage resources in accordance with legislation, delegation limits and departmental policy
- Store records according to departmental policy and legislative requirements
- Conduct thorough analysis and research across all relevant information sources to meet reporting requirements
- Provide advice to colleagues and other staff to assist with business improvement
- Understand the roles, responsibilities and obligations of stakeholders within the program, project and/or service
- May assist with planning, coordinating and running meetings and provide secretariat responsibilities or functions as required.

Additional information

We are seeking motivated candidates to fill multiple vacancies across the department.

Applicants will be considered for available roles across different business areas to help meet workforce priorities and departmental needs.

Eligibility

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

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

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

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

Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

The 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	Entry Programs, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/140145/

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Vacancy VN-0764187

Department of the House of Representatives

Closing Date:Sunday 02 November 2025

Committee Office Committee Office

Job Title	First Nations Liaison Officer
Job Type	Full-Time, Ongoing
Location	Capital Hill ACT
Salary	$101,356 - $115,028
Future Merit Locations	Capital Hill
Office Arrangement	On Site
Office Arrangement Details	Onsite with the possibility to flexible working arrangements if required.
Classification	APS Level 6
Position Number	1087
Agency Website	https://www.aph.gov.au/About_Parliament/Employment/Depa

Job Description

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

The Department of the House of Representatives is seeking applications from those that identify as Aboriginal and/or Torres Strait Islander people and are interested in directly supporting the work of the House of Representatives and members of Parliament at Parliament House in Canberra.

This is an ongoing ‘Identified’ position which signifies that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander people. The successful applicant must have an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander People.

Located within the Committee Office. The Committee Office supports parliamentary committees in their work of examining policy and legislation, and of scrutinising the executive government, through the provision of procedural, research, analytical, drafting and administrative support. Working in the Committee Office gives a close-up perspective on a unique aspect of the parliamentary environment. Judgement, professionalism and a willingness to learn are essential.

The Office of the Clerk Assistant (Committees) provides resourcing, policy and administrative support to the wider Committee Office.

About the role

The First Nations Liaison Officer will support work across the department but focusing on the Committee Office to improve the way secretariats and committees engage with Aboriginal and Torres Strait Islander communities, networks and organisations. The First Nations Liaison Officer may also be called upon to support community outreach activities and provide advice on social media posts issued by the Information Management Office and other activities such as the Welcome to Country when Parliament first meets following a general election.

The First Nations Liaison Officer will establish and maintain effective professional networks with a diverse range of stakeholders, particularly Aboriginal and Torres Strait Islander communities and organisations. The First Nations Liaison Officer will promote and facilitate culturally appropriate interactions and communication between committees supported by the department and Aboriginal and Torres Strait Islander communities and provide advice on cultural protocols and matters affecting those communities. All tasks require the First Nations Liaison Officer to exercise sound judgement, manage a range of stakeholder expectations, and navigate politically and culturally sensitive issues.

The role is Canberra based and will require some travel to regional and remote areas.

Duties

The First Nations Liaison Officer will be responsible for:

1. Liaise with a diverse range of stakeholders and establish effective professional relationships with Aboriginal and Torres Strait Islander communities, networks and organisations.
2. Provide expert oral and written advice in relation to Aboriginal and Torres Strait Islander cultural protocols, practices and issues related to the work of committees, departmental community outreach activities and ceremonial events.
3. Assist with the management of administrative tasks to support the participation of members of Aboriginal and Torres Strait Islander communities in committee inquiries including public hearings and other parliamentary activities.
4. Undertake research, analysis and reporting activities including to support the development of resources to guide and support engagement and interaction between committees supported by the department and Aboriginal and Torres Strait Islander communities.
5. Develop and maintain sound knowledge of House of Representatives procedures and parliamentary law and practice, particularly as they relate to the work of committees.

NOTE: *The Parliamentary Service employee assigned these duties may be required to rotate to other areas of the department.*

Eligibility

Selection Criteria

1. Excellent communication, negotiation and liaison skills with a proven ability to communicate sensitively and effectively with a diverse range of stakeholders, in particular, Aboriginal and Torres Strait Islander communities.
2. A highly developed understanding of Indigenous culture and the issues affecting Aboriginal and Torres Strait Islander people.
3. Excellent interpersonal skills and a proven ability to provide accurate, clear, and concise advice, using sound judgement.
4. A willingness to assist colleagues and other stakeholders to build their knowledge and skills relevant to effective liaison with Aboriginal and Torres Strait Islander people and their communities.

Notes

Further Information:

This position will generally require the employee to gain and maintain a character and/or security check including, but not limited to, a nil response to a Police Record Check. Character and/or security checks will occur at engagement and may also be conducted at regular intervals during employment depending on the nature of the position.

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

Applications for part time work will be considered.

Further information about the department is available on the DHR website.

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

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

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

To Apply

Position Contact	Rebeka Mills, 02 62774259
Agency Recruitment Site	https://candidate.aurion.cloud/dohr/production/

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Vacancy VN-0764210

Department of the House of Representatives

Closing Date:Monday 03 November 2025

Committee Office Committee Office

Job Title	Statistics and Resourcing Officer
Job Type	Full-Time, Ongoing
Location	Capital Hill ACT
Salary	$93,685 - $99,132
Future Merit Locations	Capital Hill
Office Arrangement	On Site
Office Arrangement Details	Onsite with the possibility to flexible working arrangements if required.
Classification	APS Level 5
Position Number	1087
Agency Website	https://www.aph.gov.au/About_Parliament/Employment/Depa

Job Description

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

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

The Statistics and Resourcing Officer role is an ongoing role within the Committee Office. The Committee Office supports parliamentary committees in their work of examining policy and legislation, and of scrutinising the executive government, through the provision of procedural, research, analytical, drafting and administrative support. Working in the Committee Office gives a close-up perspective on a unique aspect of the parliamentary environment. Judgement, professionalism and a willingness to learn are essential.

The Office of the Clerk Assistant (Committees) provides resourcing, policy and administrative support to the wider Committee Office.

About the role

The Statistics and Resourcing Officer, Office of the Clerk Assistant (Committees), works in a small team under the general direction of the Director, Committee Support, to support the broader Committee Office's activities, including on training, development and workforce planning, and provide input into governance assurance and reporting functions of the Committee Office.

This position collates and maintains statistics on parliamentary committees and provides research and project support to the Office of the Clerk Assistant (Committees). This position supports workforce planning and the management of recruitment, induction, and training and development within the Committee Office. This position is expected to take leadership in training and developing administrative staff in the Committee Office, including on information technology systems, parliamentary procedure and statistical reporting. The work of the office is variable, including periods of heavy workload and short deadlines.

The department is committed to leadership at all levels and there is an expectation that all staff are able to demonstrate leadership in their professional experience.

Duties

The Statistics and Resourcing Officer will be responsible for:

1. Support the Director, Committee Support, and liaise with relevant stakeholders regarding Committee Office staffing and recruitment, including:

- Providing advice and relevant Committee Office data to support workforce planning
- Coordinating support for new and returning Committee Office employees;
- Enhancing processes, systems and information to improve the induction of new staff and support the work of the Committee Office.

2. Support Committee Office learning and development by liaising with internal and external stakeholders to:

- Coordinate the development and implementation of the Committee Office Training Program
- Liaise with the Information Management Office, People Strategies Office, Procedure Office and other areas of the department or externally to coordinate the provision of learning and development initiatives
- Where appropriate, lead small groups of staff across the Committee Office in training and development activities.

3. Oversee and coordinate the preparation of Committee Office information for publication and internal use by:

- Assisting the Director, Committee Support, to ensure that internal guidance material for Committee Office staff is accessible, up to date and fit for purpose.
- Maintaining accurate Committee Office statistics for inclusion in publications including the Department of the House of Representatives Annual Report, the Speaker's Schedule on Outstanding Government Responses to Committee Responses, and other internal reporting purposes as required
- Assisting the Director, Committee Support, to develop procedural materials and resources to support the work of the Committee Office and for public consumption.

4. Providing research and administrative support to the Office of the Clerk Assistant (Committees), including on matters relating to parliamentary procedure in committees and ICT systems and projects.

Eligibility

Selection Criteria

The successful candidate will have:

1. Proven research and analytical skills, including the ability to collate and examine data and contribute to the preparation of advice and publications while exercising a high degree of attention to detail

2. Excellent organisational and administrative skills, including the ability to set priorities and work to deadlines with minimal supervision

3. Well-developed communication, liaison and interpersonal skills and a demonstrated ability to work collaboratively as a member of a small team, and with departmental and interdepartmental colleagues

4. sound judgement, including maintaining confidentiality and discretion in a sensitive environment

5. Demonstrated understanding of Parliament and its committees, or the ability to quickly acquire such an understanding.

Notes

NOTE: The Parliamentary Service employee assigned these duties may be required to rotate to other areas of the department.

This position will require the employee to gain and maintain a character and/or security check including, a clear police check.

Further information about the department is available on the DHR website.

About the Department of the House of Representatives

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

To Apply

Position Contact	Ophelia Tynan, 02 6277 4092
Agency Recruitment Site	https://candidate.aurion.cloud/dohr/production/

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Vacancy VN-0764165

Department of the Senate

Closing Date:Sunday 09 November 2025

Committee Office
Committee Office

Job Title	Committee Secretary
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	$163,215 - $174,515
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	Employees are entitled to request flexible working arrangements under the department's enterprise agreement
Classification	Executive Level 2
Position Number	702
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_De

Job Description

https://recruitmentsenate.nga.net.au/cp/index.cfm?event=jobs.listJobs&jobListid=22fc4f47-e994-46a3-b8c9-9bc90

The Department of the Senate is seeking applications from those interested in joining the Committee Office in the role of Committee Secretary.

The Committee Office provides secretariat support and advice to the Senate's legislative and general purpose standing committees, and select committees, and joint committees for which the Senate has secretariat responsibility. Committee Office staff also play a key role in facilitating the public's awareness of, and involvement in, the work of committees.

The Committee Secretary leads a secretariat team that supports committees in the conduct of inquiries into policy issues, legislation and the scrutiny of departments and agencies. They apply high-level intellectual, managerial and communication skills to lead secretariat teams, undertake complex research, analyse evidence and draft committee reports.

The Committee Secretary also advises the committee chair and committee members on committee practice and procedure and interacts effectively with senators, senior level private and public sector representatives, citizens and the media.

Duties

1. Lead a committee secretariat in carrying out the business of one or more Senate (or joint) committees, in accordance with inquiry and other plans adopted by the committee, and by organising and supporting committee meetings and hearings in accordance with standing and other orders.
2. Undertake and supervise complex research and analytical work for committee inquiries, in particular the drafting of committee reports.
3. Advise the chair and other committee members on committee proceedings, in consultation with the Clerk Assistant (Committees).
4. Manage employees of the committee secretariat in accordance with departmental policies and relevant guidelines and in consultation with the Clerk Assistant (Committees).
5. Develop and lead secretariat employees to maximise their research and writing effectiveness and extend their knowledge of parliamentary practice and procedure.
6. Participate in corporate activities to support the senior management of the Committee Office and the Department in achieving its outcomes.
7. Develop and maintain a comprehensive knowledge of Senate procedures and parliamentary law and practice, particularly in relation to the work of committees.
8. Provide information about the committee system to interested groups and the community generally, and assist citizens to participate effectively in Senate inquiry processes.

Eligibility

Desirable: Tertiary qualifications (or progress towards tertiary qualifications) and/or significant relevant experience.

Notes

To apply, you are asked to provide a statement of claims against each selection criteria, detailing your suitability to perform the duties of the position, along with a copy of your CV or résumé.

For any inquiries relating to the duties of the advertised position, please contact Rachel Callinan, Clerk Assistant (Committees) on (02) 6277 3370.

The Department of the Senate is committed to being an inclusive employer. We aim to provide a supportive, flexible, and fair workplace that recognises the diversity within the Australian community, where all employees feel respected, valued and supported to best contribute to our work. We encourage applications from First Nations' people, people with disabilities, neurodivergent people, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQA+, mature aged employees and people with caring responsibilities.

We can provide support and adjustments to assist candidates to participate equitably in the recruitment process, such as assistance with access, an alternative format for completing an application, or additional time for a skills assessment or interview. If you have any questions, or require support or adjustments, please contact HR on (02) 6277 5924 or by email at HRM.Sen@aph.gov.au.

Further information about support and adjustments, including the availability of flexible working arrangements we can offer to facilitate equitable participation in the workplace will be provided on commencement.

About the Department of the Senate

The Department of the Senate provides the secretariat to the Senate – enabling its legislative and accountability activities – and to dozens of parliamentary committees, whose work encompasses the Senate's scrutiny functions and its exercise of Parliament's broad inquiry powers. In doing so, departmental officers provide the Senate, its committees, the President and other senators expert, impartial advice about Senate and committee operations. We publish the Senate's records, and produce an array of information resources so that people may understand and engage in its work. With our colleagues across the Parliamentary Service we also provide specialised advice and logistical support to senators so they may undertake their duties.

To Apply

Position Contact	Rachel Callinan, Clerk Assistant (Committees), 02 6277 3370
Agency Recruitment Site	https://recruitmentsenate.nga.net.au/cp/index.cfm?event=jobs.listJobs&jo

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Vacancy VN-0764091

Department of the Treasury

Closing Date:Sunday 02 November 2025

Corporate Division
Communications Branch

Job Title	EL1 Events Lead, Events and Department Communication Team
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$132,786 - $152,319
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with Treasury's Enterprise Agreement and the operational needs of the role.
Classification	Executive Level 1
Position Number	29-2025
Agency Website	www.treasury.gov.au

Job Description

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

The Events and Department Communication Team plays a vital role in shaping how Treasury communicates internally and externally.

From crafting compelling communication plans to delivering high-impact events, the team brings creativity and evidence-based strategy to everything they do. Whether it’s a ministerial briefing or a department-wide forum, they ensure every event aligns with Treasury’s broader policy and program goals.

Duties

The EL1 Events Lead will lead the planning and delivery of ministerial and departmental events. You'll be responsible for:

- Efficiently and effectively designing and delivering events that directly support Treasury’s objectives.
- Offering expert advice and creative solutions while building strong relationships across the board, from Ministers and their offices to the Executive and Policy Divisions within Treasury.
- Leading major ministerial and department events like, Budget lock-ups, stakeholder forums, and virtual conferences.
- Managing projects end-to-end and understanding how it all fits together, especially those tied to the Federal Budget process.
- Collaborating with your team, ensuring events are well-planned, well-executed, and thoroughly evaluated.

The Events and Department Communication Team plays a vital role in shaping how Treasury communicates internally and externally.

From crafting compelling communication plans to delivering high-impact events, the team brings creativity and evidence-based strategy to everything they do. Whether it’s a ministerial briefing or a department-wide forum, they ensure every event aligns with Treasury’s broader policy and program goals.

The EL1 Events Lead will lead planning and delivery of ministerial and departmental events. You'll be responsible for:

- Efficiently and effectively designing and delivering events that directly support Treasury’s objectives.
- Offering expert advice and creative solutions while building strong relationships across the board, from Ministers and their offices to the Executive and Policy Divisions within Treasury.
- Leading major ministerial and department events like, Budget lock-ups, stakeholder forums, and virtual conferences.
- Managing projects end-to-end and understanding how it all fits together, especially those tied to the Federal Budget process.
- Collaborating with your team, ensuring events are well-planned, well-executed, and thoroughly evaluated.
- Juggling priorities with confidence, you’ll use your skills and experience to stay flexible when things shift, and tackle issues head-on.
- Taking the lead in a small team, mentoring junior staff and helping colleagues grow in their roles.

This role includes some weekend and after-hours work during peak periods, and for the delivery of events.

This position is for a **12-month non-ongoing role**, with a merit pool to be established to fill future non-ongoing or ongoing vacancies.

The successful applicant:

- You’re someone who thrives on connection and loves building relationships, knowing how to network with purpose.
- You’re a clear communicator, both in writing and in person and you listen just as well as you speak.
- You’re an experienced event professional who understands that meticulous planning is crucial to delivering successful events.

- Details matter to you, and you spot the small things others might miss. You're adaptable, innovative, and comfortable managing multiple projects at once.
- More importantly, you're a team player and you know that collaboration leads to the best outcomes.

Desirable Qualifications / Experience

Candidates with tertiary qualifications and/or at least five years of relevant work experience in communications, events or a related field.

Eligibility

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

Notes

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

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

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

To Apply

Position Contact	Kylie Holly, 02 6263 3803
Agency Recruitment Site	https://treasury.gov.au/the-department/recruitment-and-careers

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Vacancy VN-0764119

Department of the Treasury

Closing Date:Monday 03 November 2025

Job Title	SES Band 1, General Counsel
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Position will be onsite
Classification	Senior Executive Service Band 1
Position Number	30-2025
Agency Website	www.treasury.gov.au

Job Description

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

The Treasury is seeking an experienced senior legal executive with exceptional leadership, technical expertise and stakeholder engagement skills for the position of General Counsel.

Reporting to the Chief Counsel and First Assistant Secretary, you will lead a dynamic Branch delivering legal advice services across Treasury, and contribute to the strategic management of Treasury’s legal function from a whole-of-Treasury and Commonwealth perspective.

You will shape a maturing in-house legal advisory function. You will lead the Branch’s transition from a reactive, demand-based model to a proactive, capacity-based approach — aligning legal services with departmental priorities and delivering with foresight and agility.

You will brief Treasury's Executive Board on issues, such as legal risk management, statutory integrity and legislative coherence. You will work with other Law Division branch heads, and represent Treasury and the Commonwealth in complex and sensitive legal matters.

With broad legal experience — ideally across areas such as administrative law, constitutional law, commercial law, employment law, litigation, statutory interpretation, FOI, foreign investment, grants or regulatory compliance — you will provide expert legal advice and build strong relationships with internal stakeholders, regulators and portfolio agencies.

In return, you'll have the opportunity to contribute meaningfully to the largest legislative program in the Commonwealth. You'll join a team with a genuinely supportive culture, where collaboration and curiosity are valued, and where your growth is actively invested in — with a clear pathway to develop your capability and build your career.

Duties

Desirable Qualifications / Experience

Ideal candidates are experienced in providing legal services in government or similarly complex legal environments. As the General Counsel, you will have:

Strategic Legal Thinking

Ability to provide authoritative counsel that anticipates risk and shapes forward looking legal solutions that enable enduring reform. Ability to apply deep expertise and sound judgment in complex, high-pressure contexts. Proven experience as a trusted escalation point for sensitive matters, ensuring robust, defensible and strategically aligned decisions.

Leadership and Stewardship

Ability to lead with integrity and clarity, fostering collaboration, accountability, and continuous improvement. Proven experience driving sustainable service models, moving legal practice from reactive, demand-driven approaches to proactive, capacity-based stewardship. Ability to integrate legal, policy, and operational insights to solve complex issues. Ability to uphold the AGLS General Counsel Charter modelling ethical practice, collegiality and stewardship.

People and Capability Development

Proven track record in investing in people through mentoring, coaching and role-modelling, developing resilient, high-performing and future-focused teams. Ability to foster inclusion, professional excellence and shared accountability, enabling staff to thrive under pressure and deliver high-impact outcomes. Ability to build capability beyond the immediate function, strengthening connections with the broader organisation.

Influence and Communication

Ability to distil complex legal and policy concepts into persuasive, solutions-focused narratives for senior stakeholders. Ability to influence across organisations, building trust and credibility through transparency, responsiveness and strategic framing. Ability to provide thought leadership on law reform, governance and accountability frameworks, aligning legal advice and reform with long-term public value.

Relevant Education and Qualifications

A Bachelor of Laws or Juris Doctor from an Australian tertiary institution (or a comparable overseas qualification) is essential. Candidates must be admitted as a legal practitioner in the High Court and/or the Supreme Court of a State or Territory of Australia, and eligible to hold an unrestricted practising certificate in the ACT. At least 10 to 15 years of experience as a legal practitioner, in-house counsel, or in an equivalent senior legal role is required.

Eligibility

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

Notes

This recruitment process is being used to fill an ongoing position. Treasury may also use this process to establish a merit pool that may be used to fill other potential vacancies across the Australian Public Service.

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 Treasury

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

To Apply

Position Contact	Erin Wells, 02 6263 4809
Agency Recruitment Site	https://treasury.gov.au/the-department/recruitment-and-careers

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Vacancy VN-0764202

Department of the Treasury

Closing Date:Sunday 16 November 2025

Job Title	Chair of the Australian Securities and Investments Commission
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA, Brisbane QLD, Hobart TAS, Darwin NT
Salary	-
Future Merit Locations	Canberra, Sydney, Melbourne, Adelaide, Perth, Brisbane, Hobart, Darwin
Office Arrangement	On Site
Office Arrangement Details	Position will be onsite
Classification	Statutory Appointment
Position Number	31-2025
Agency Website	www.treasury.gov.au

Job Description

ASIC-Chair2025@kornferry.com

The Australian Securities and Investments Commission (ASIC) is seeking exceptional candidates to fill the role of Chair.

About The Australian Securities and Investment Commission

The Australian Securities and Investments Commission (ASIC) is Australia's integrated corporate, markets, financial services and consumer credit regulator.

ASIC makes a critical contribution to Australia’s economy by ensuring transparent, fair, and efficient financial markets that attract investment and foster innovation. Its regulation of corporate conduct and consumer protection builds trust and stability. By enabling better financial decision-making and supporting inclusion and innovation in financial markets, ASIC helps create a resilient foundation for long-term economic performance.

ASIC is an independent Australian Government statutory authority and its role, functions and powers are set out in the Australian Securities and Investments Commission Act 2001 (ASIC Act). Please refer to ASIC’s Organisational Chart and website for further information.

Duties

About the role:

The ASIC Chair leads the Commission in maintaining the integrity of Australia’s financial system and supporting economic growth. As Accountable Authority under the Public Governance, Performance and Accountability Act 2013, the Chair oversees ASIC’s strategic direction, governance, resource management, and regulatory performance. This includes working with the Chief Executive Officer on financial, people, and operational oversight, as well as accountability frameworks.

The Chair sets ASIC’s strategic direction and governance, ensuring the organisation remains responsive to emerging risks and evolving market dynamics. Through capable oversight of regulatory and enforcement functions the Chair helps shapes a financial system that fosters investor and consumer confidence, economic stability, and long-term national prosperity.

The Chair provides principled, transparent leadership aligned with the public interest, promoting a culture of integrity and ethical standards. The role involves representing ASIC in public forums and leading delivery of regulatory and enforcement functions in complex, dynamic environments.

ASIC members are appointed for a period up to five years, with the possibility of reappointment. Remuneration is determined by the Remuneration Tribunal and subject to the Remuneration Tribunal Act 1973.

Professional Experience:

Qualifications and experience relevant to ASIC's mandate including:

- A respected profile in a relevant field, including the financial system, regulation and/or government with a proven track record of senior executive experience.
- A strong understanding of the commercial, financial, regulatory and public policy issues in financial system regulation, the operation of financial markets and services and the role of ASIC.
- Demonstrated ability to lead an organisation of significant scale and complexity, and experience in managing cultural and technological transformation.
- Proven ability to advocate for complex organisational goals in public forums with integrity, fostering trust and confidence among stakeholders.

How to apply:

Your application should be lodged with **Korn Ferry** at ASIC-Chair2025@kornferry.com.

Applications close at precisely **11:59pm** (AEDT) on **Sunday, 16 November 2025.**

If you are experiencing any difficulties lodging your application, please contact **Korn Ferry** at ASIC-Chair2025@kornferry.com.

As part of your application, you will need to provide:

- the name and contact details of at least two referees;
- your current resume of no more than four pages; and
- your 'two-page pitch' describing how your skills and experience contribute to the role.

Eligibility

The successful applicant must meet the statutory requirements set out in the ASIC Act and will need a security clearance. The appointment of a Chair is made by the Governor-General upon advice from the Treasurer.

Notes

This recruitment process is being used to fill a statutory appointment position.

About the Department of the Treasury

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

To Apply

Position Contact	Korn Ferry, asic-chair2025@kornferry.com
Agency Recruitment Site	ASIC-Chair2025@kornferry.com

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Vacancy VN-0764206

Department of the Treasury

Closing Date:Sunday 16 November 2025

Job Title	Deputy Chair of the Australian Prudential Regulation Authority
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	-
Future Merit Locations	Sydney, Melbourne
Office Arrangement	On Site
Office Arrangement Details	Position will be onsite
Classification	Statutory Appointment
Position Number	32-2025
Agency Website	www.treasury.gov.au

Job Description

APRA-DeputyChair2025@kornferry.com

The Australian Prudential Regulation Authority (APRA) is seeking exceptional candidates to fill the role of Deputy Chair.

About the Australian Prudential Regulation Authority

The Australian Prudential Regulation Authority (APRA) is an independent statutory authority responsible for supervising institutions across banking, insurance, and superannuation and is accountable to the Australian Parliament. Its core role in prudential regulation is to ensure the financial soundness and stability of regulated institutions, so the community can have confidence in their ability to meet their financial commitments under all reasonable circumstances.

Please refer to APRA's Organisational Chart and website for further information.

Duties

About the role:

The Deputy Chair of APRA plays a critical leadership role in safeguarding Australia's financial system. This includes shaping strategic direction and operational oversight of APRA's regulatory and supervisory functions across banking, insurance, and superannuation sectors. This senior role engages with government, industry stakeholders, and international regulatory bodies to promote financial stability, sound governance, effective risk management and efficient regulation. The Deputy Chair also represents APRA in high-level forums and public discourse with authority and transparency.

In addition to contributing to APRA's overall goals, priorities and strategies, the Deputy Chair may lead oversight for specific areas of APRA's operations.

APRA Members are appointed for a period of up to 5 years, with the possibility of re-appointment.

Professional Experience:

Qualifications and experience relevant to APRA's mandate, including:

- Credibility in the financial services industry and demonstrated success in senior roles in a related field, including management, financial services, regulatory bodies and/or government.
- Knowledge of, or experience in, one or more of the following fields - banking, insurance or superannuation
- A strong working knowledge of the dynamics of financial system regulation and the role of APRA. Knowledge of prudential regulation and enforcement experience is highly desirable.
- Recognised expertise and presence to lead high-level discussions with industry leaders, government, regulatory agencies and other stakeholders, earning respect through insight and professionalism.
- The ability to contribute to the leadership of an organisation of significant scale and complexity and experience in managing organisational change.
- The ability to lead and manage important engagement with domestic peer agencies and the Council of Financial Regulators.
- International perspectives and/or experience and the ability to engage in international fora is desirable.

How to apply:

Your application should be lodged with **Korn Ferry** at APRA-DeputyChair2025@kornferry.com.

Applications close at precisely **11:59pm** (AEDT) on **Sunday, 16 November 2025**.

If you are experiencing any difficulties lodging your application, please contact **Korn Ferry** at APRA-DeputyChair2025@kornferry.com.

As part of your application, you will need to provide:

- the name and contact details of at least two referees;
- your current resume of no more than four pages; and
- your 'two-page pitch' describing how your skills and experience contribute to the role.

Eligibility

The successful applicant must meet the statutory requirements set out in the APRA Act and will need a security clearance. The appointment is made by the Governor-General upon advice from the Treasurer.

Notes

This recruitment process is being used to fill a statutory appointment position.

About the Department of the Treasury

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

To Apply

Position Contact	Korn Ferry, apra-deputychair2025@kornferry.com
Agency Recruitment Site	APRA-DeputyChair2025@kornferry.com

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

Vacancy VN-0764340

Future Fund Management Agency

Closing Date:Thursday 06 November 2025

Job Title	Senior Analyst, Remuneration and Performance
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Three days in office (must include Tuesdays and Wednesdays) and two days work from home
Classification	APS Level 5
Position Number	JR100256
Agency Website	www.futurefund.gov.au

Job Description

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

Investing for the benefit of future generations of Australian's requires the world's best talent. Our commitment to securing a prosperous future hinge on attracting and retaining individuals who embody the spirit of forward thinking and innovation. As part of the People, Culture & Inclusion business unit, the HR Governance, Remuneration & Analytics team plays a pivotal role in managing remuneration and performance processes, delivering actionable workforce insights, ensuring the development and governance of people-related policies and aligning with external regulations.

Reporting to the Manager, Total Reward Strategy, the role will be a trusted source of accurate, timely remuneration and performance data, analysis and insight, and support the running of annual cyclical activities. The role will collaborate closely with individuals from across the People, Culture & Inclusion (PC&I) team, HR Governance, Remuneration & Analytics team, as well as internal and external stakeholders.

Duties

The Senior Analyst, Remuneration & Performance, will primarily support the Agency in managing annual remuneration and performance lifecycle activities, through the timely and accurate application of policies and processes. This includes facilitating annual remuneration and performance reviews, short and long-term incentive administration and inputting into Board papers. The role also involves other operational activities including conducting salary benchmarking, managing salary surveys, administering tools for operational remuneration and performance programs and other continuous improvement initiatives, as relevant.

The Senior Analyst will leverage and manage internal systems such as Workday, ensuring data accuracy, updating remuneration and performance modules, and maintaining annual remuneration spend and budgets. Creating insightful analytics and preparing reporting for the Senior Leadership Team and Board are other critical aspects. The role also includes providing relevant remuneration information for submissions such as WGEA reporting, Annual Report, and other external briefings, ensuring stakeholders inside and outside the Agency have access to high quality and accurate data and insights.

Eligibility

Candidates for this role should have experience in supporting, or consulting on, end-to-end remuneration and performance cycles in mid-size to large organisations, including annual cyclical activities, job matching, salary survey benchmarking, and incentive plan management. Advanced knowledge of Excel is essential, with proficiency in Workday, PowerPoint, Word, and Outlook beneficial. An organised and detail-oriented mindset is required, along with strong interpersonal and communication skills for liaising with diverse stakeholders. Experience managing remuneration data accurately and delivering insightful analytics to drive decision-making will be highly regarded.

We will consider applicants from a range of industries and sectors, not limited to financial services. This role is ideal for professionals looking to advance their careers within remuneration strategy, HR analytics or related paths in data or people policy. Applicants should demonstrate core competencies such as integrity, teamwork, innovation, excellence, partnership, and the ability to challenge constructively to support the Future Fund’s purpose.

Please note the position is open to Australian Citizens.

Notes

About the Future Fund Management Agency

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

To Apply

Position Contact	John Campanaro, +61 3 8656 6400
Agency Recruitment Site	https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

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Vacancy VN-0764343

Future Fund Management Agency

Closing Date:Thursday 06 November 2025

Job Title	Senior Associate - Talent Acquisition
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Three days in-person (must include Tuesday and Wednesday)
Classification	APS Level 5
Position Number	JR100252
Agency Website	www.futurefund.gov.au

Job Description

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

Investing for the benefit of future generations of Australian's requires the world's best Talent. Our commitment to securing a prosperous future hinge on attracting and retaining individuals who embody the spirit of forward thinking and innovation.

As part of the People, Culture & Inclusion business unit, our Talent team is responsible for building and sustaining a future-ready workforce for diverse, values aligned and high performing individuals who shape and enable investment outcomes, organisational culture, and Australia's future prosperity.

Reporting to the Talent Acquisition Lead, the Senior Associate, Talent Acquisition will lead and execute end-to-end recruitment processes across investment and non-investment business units, ensuring the identification, attraction, and onboarding of high-quality and diverse talent. The role partners closely with hiring managers to implement sourcing strategies, administer recruitment processes, and deliver a superior candidate experience—all aligned to the Agency's mission of investing for future generations of Australians. Additionally, the position is key in embedding the Agency's "Future Minded" employee value proposition throughout all stages of talent acquisition and early careers programs, supporting organisational culture, diversity, and ongoing strategic workforce goals.

Duties

The Senior Associate, Talent Acquisition will lead and execute the end-to-end recruitment lifecycle for roles across the Agency, targeting both experienced and early career talent within investment and non-investment business units. This includes developing and implementing innovative and targeted sourcing strategies (e.g., leveraging LinkedIn Recruiter, sector-specific boards, and talent pools), partnering closely with hiring managers to define roles and apply consistent selection criteria, and embedding structured, data-driven assessment methods. The role also administers recruitment logistics, ensures accurate and compliant candidate records in Workday, manages the onboarding processes, and supports the pipelining of talent for hard-to-fill positions—all to secure high-quality and diverse hires aligned with the Agency's mission and organisational culture.

Additionally, the Senior Associate manages early careers talent attraction—including developing university and professional organisation partnerships, running assessment centres, and coordinating early-career recruitment campaigns—and supports strategic initiatives like employer branding and diversity programs. The position tracks and reports on recruitment metrics (e.g., time-to-fill, candidate source effectiveness, and diversity of hiring pipelines), ensures compliance with APS merit protection and audit requirements, contributes to continuous improvement of talent policies, and actively embeds the Agency's "Future Minded" employee value proposition across all candidate touchpoints in partnership with People, Culture & Inclusion colleagues.

Eligibility

We're seeking an experienced Talent Acquisition professional, ideally with a tertiary qualification in a relevant field such as Human Resources, Business or Psychology and demonstrable experience managing the full recruitment lifecycle across varied roles, from initial briefings with leaders, direct sourcing of candidates to end-to-end onboarding. Some experience in designing, delivering, and

evaluating early career programs, building partnerships with educational institutions, and using best practices in candidate assessment and onboarding is desirable.

Strong advisory skills, including partnering with leaders on diverse talent needs and maintaining compliance with policies and employment legislation, are essential. The role demands proven capability in leveraging recruitment technology (such as LinkedIn Recruiter) analysing recruitment data to drive continuous improvement and applying core employer branding principles to develop effective Employee Value Proposition (EVP) artefacts. High emotional intelligence, strong communication skills, a proactive approach to diversity and inclusion, adaptability, and attention to detail are also key requirements, along with a collaborative working style within and across functional teams.

Please note the position is open to Australian Citizens.

Notes

About the Future Fund Management Agency

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

To Apply

Position Contact	John Campanaro, +61 3 8656 6400
Agency Recruitment Site	https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

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Vacancy VN-0764126

Great Barrier Reef Marine Park Authority

Closing Date:Thursday 06 November 2025

Marine Park Operations Field Management Operations

Job Title	Compliance Systems and Data Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD, Cairns QLD
Salary	$85,072 - $93,353
Future Merit Locations	Townsville, Cairns
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	APS Level 5
Position Number	886
Agency Website	

Job Description

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

The Great Barrier Reef Marine Park Authority (the Reef Authority) is a Commonwealth non-corporate entity, and a statutory agency established by the Great Barrier Reef Marine Park Act 1975 (Marine Park Act), reporting to the Minister for the Environment and Water. Our objective is the long-term protection, ecologically sustainable use, understanding and enjoyment of the Great Barrier Reef for all Australians and the international community through the care and development of the Marine Park.

Managing a reef roughly the size of Italy demands many skills and talents, so you don't have to be a marine biologist to contribute to our mission. From finance to marketing roles, we have a team almost as diverse as the ecosystem we protect. Our commitment and dedication to the Great Barrier Reef and the Australian public have a long-lasting impact, and we are looking for individuals who can bring their unique skills, experience, and knowledge to our high-performing and inclusive organisation.

The Position

We are seeking a systems and data analyst to work within the Compliance Planning team to develop and manage business systems and data that improve field management of the Marine Parks and Island National Parks for the Great Barrier Reef World Heritage Area. You will have

skills in understanding data analysis solutions broadly. You will have experience in integrating technology solutions with business systems, data management and data visualisation.

You will have a focus on implementing and maintaining robust data management systems that keep the Reef Joint Field Management Program's compliance operations running effectively for example the Compliance Management System and the Field Reporting System. You will also assist in the software implementation and data management of innovative technology projects, for example vessel tracking systems, remote monitoring drone operations, artificial intelligence, satellite imagery and remotely operated cameras and radar systems. You will be able to consider how technology can augment staff capabilities to deliver efficiency gains.

To achieve this, you will need to work closely with colleagues in the Reef Authority, Queensland Parks and Wildlife Service and external collaborators and providers to deliver technology and business system improvements. You will further need to work with a cross section of Reef Joint Field Management Program staff to support the uptake and continued operability of technologies and business systems used by the Program.

About You

- You are proficient in data architecture, integration and management, skilled in data analysis and interpretation.
- You have an attention to detail in visual design and data accuracy.
- You have experience with databases, data analysis, visualisation and reporting tools (e.g. SQL, Databricks, Power BI, Azure DevOps).
- You have strong problem-solving skills and an ability to identify opportunities for system improvements.
- Can effectively work across teams with differing levels of technical understanding to share knowledge and deliver aligned system and data solutions.

Duties

- Develop and manage integrated data systems and architecture that supports the ongoing operability of compliance technologies and systems used by the Reef Joint Field Management Program.
- Extract, transform, and analyse data from multiple sources to provide actionable insights and evidence-based recommendations to support strategic and operational goals.
- Design, develop, and maintain interactive dashboards and reports that communicate key performance indicators to support Field Management Operations.
- Act as a liaison between technical and operational teams to understand reporting, data management and software needs and facilitate technical solutions.
- Identify opportunities to improve existing systems and support the implementation of new technologies or enhancements to increase efficiency, data quality and data management.
- Provide advice and support the implementation of key initiatives, activities, and priority projects within the Program, or take responsibility for specific components of these projects as needed.

Eligibility

The successful candidate will have demonstrated experience with databases, data analysis, visualisation and reporting tools (e.g. SQL, Databricks, Power BI, Azure DevOps).

To be eligible for employment candidates must be an Australian citizen at the time of application.

The position requires a Baseline security clearance. Successful candidates will be required to obtain and maintain a clearance at this level.

The successful candidate will be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service.

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 Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Rachel Janes, rachel.janes@gbrmpa.gov.au
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0764138

Great Barrier Reef Marine Park Authority

Closing Date:Thursday 06 November 2025

Strategic Policy and Partnerships Strategic Policy

Job Title	Project Manager Traditional Owner Strategies and Partnerships
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Townsville QLD, Cairns QLD
Salary	$94,563 - $106,775
Future Merit Locations	Canberra, Townsville, Cairns
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	APS Level 6
Position Number	516
Agency Website	

Job Description

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

The Great Barrier Reef Marine Park Authority (the Reef Authority) is a Commonwealth non-corporate entity, and a statutory agency established by the Great Barrier Reef Marine Park Act 1975 (Marine Park Act), reporting to the Minister for the Environment and Water. Our objective is the long-term protection, ecologically sustainable use, understanding and enjoyment of the Great Barrier Reef for all Australians and the international community through the care and development of the Marine Park.

Managing a reef roughly the size of Italy demands many skills and talents, so you don't have to be a marine biologist to contribute to our mission. From finance to marketing roles, we have a team almost as diverse as the ecosystem we protect. Our commitment and dedication to the Great Barrier Reef and the Australian public have a long-lasting impact, and we are looking for individuals who can bring their unique skills, experience, and knowledge to our high-performing and inclusive organisation.

The Position

We are seeking an experienced project professional with demonstrated engagement experience working with Aboriginal and Torres Strait Islander peoples to join our small team to contribute to the development of contemporary strategic policy and partnership initiatives.

The position will also support the development and alignment of the Reef Authority's strategic direction, contributing to and drafting, developing, implementing and reviewing policies and work in partnership with key stakeholders to maintain the resilience of the Reef and includes issues affecting the Traditional Owners and Aboriginal and Torres Strait Islander people of the Great Barrier Reef.

Note: this position is an **identified position** and is one in which the duties involve extensive engagement with Aboriginal and Torres Strait Islander Peoples, Traditional Owners, Indigenous communities or their representatives (further information is provided in the eligibility requirements section below).

About You

- You will have a strong understanding of the issues affecting Aboriginal and/or Torres Strait Islander people.
- You are resilient and enjoy being part of a cohesive team.
- You are an experienced project manager with the ability to negotiate, to work collaboratively with individuals, groups and management.
- You have proven experience in building and maintaining strategic relationships.
- You are a natural problem solver, practical and sees projects through to completion.
- You are a team player, who successfully maintains relationships with internal staff and external clients.
- You will be an excellent communicator, both in the written and verbal forms across all agency levels.

Duties

- Support the development and delivery of the Reef Authority's Traditional Owner strategy and partnerships work including policy and plans and the Reef Authority's contributions to those associated and related forums, policy direction, positioning and initiatives.
- Contribute to the development, coordination and implementation of key deliverables including Reconciliation Action Plan, Engagement and Participation Framework across the Reef Authority and Traditional Owner Partnerships Framework.
- Provide project management capability to support successful outcomes and delivery in a strategic and dynamic environment, with the application of knowledge and compliance with legislative, financial, and administrative frameworks, government decision-making processes and agency guidelines and regulations.
- Work collaboratively to deliver and implement strategies and policies, manage associated projects, and contribute to management solutions that provide for the protection and conservation of the Reef, and that contribute to the delivery of work programs for the Strategic Policy section and Reef Authority more broadly.
- Consultation and partnering across governments and with stakeholders on Traditional Owners and other matters relevant to the Reef Authority, including representing the Agency as required.

Eligibility

This position is an identified position and is one in which the duties involve extensive engagement with Aboriginal and Torres Strait Islander Peoples, Traditional Owners, Indigenous communities or their representatives. The successful applicant **must have**:

- an understanding of the issues affecting Aboriginal and/or Torres Strait Islander Peoples, and
- an ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander Peoples.

Aboriginal and Torres Strait Islander Peoples are encouraged to apply. Non-Indigenous applicants applying for this Identified position may be asked to supply a reference from an Aboriginal or Torres Strait Islander person, group or organisation supporting their skills and ability in the areas identified.

The successful candidate will have qualifications in project management, policy administration and/or equivalent experience.

To be eligible for employment, candidates must be an Australian citizen at the time of application.

The position requires a Baseline security clearance. Successful candidates will be required to obtain and maintain a clearance at this level.

The successful candidate will be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service.

Notes

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

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

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Brooke Owens, 0499 277 840
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0764355

Great Barrier Reef Marine Park Authority

Closing Date:Thursday 06 November 2025

Marine Park Operations Field Management Operations

Job Title	Investigator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD, Cairns QLD, Airlie Beach QLD
Salary	$94,563 - $106,775
Future Merit Locations	Townsville, Cairns, Airlie Beach
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	APS Level 6
Position Number	1089
Agency Website	

Job Description

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

The Great Barrier Reef Marine Park Authority (the Reef Authority) is a Commonwealth non-corporate entity, and a statutory agency established by the Great Barrier Reef Marine Park Act 1975 (Marine Park Act), reporting to the Minister for the Environment and Water. Our objective

is the long-term protection, ecologically sustainable use, understanding and enjoyment of the Great Barrier Reef for all Australians and the international community through the care and development of the Marine Park.

Managing a reef roughly the size of Italy demands many skills and talents, so you don't have to be a marine biologist to contribute to our mission. From finance to marketing roles, we have a team almost as diverse as the ecosystem we protect. Our commitment and dedication to the Great Barrier Reef and the Australian public have a long-lasting impact, and we are looking for individuals who can bring their unique skills, experience, and knowledge to our high-performing and inclusive organisation.

The Position

We are seeking an investigator to manage investigation cases, including the preparation of briefs of evidence in relation to State and Commonwealth offences that relate to the protection of the Great Barrier Reef Marine Park. The position will involve working as part of a multi-agency team, liaising with the Commonwealth Director of Public Prosecutions and the Great Barrier Reef Marine Park Authority’s legal team regarding assigned cases.

About You

- You are an investigator with experience in the preparation of briefs of evidence for submission for litigation, for instance to the Commonwealth Director of Public Prosecutions.
- You will have excellent negotiation skills and have the proven ability to work collaboratively with individuals, groups and management.
- You have experience in managing competing priorities and workloads to meet strict deadlines.
- You have an eye for detail and are experienced in the application of legislation and the use of legislative instruments in an investigative context.
- You have experience in environmental and/or maritime compliance.

Duties

- Investigate and manage cases for offences that relate to the State and Commonwealth jurisdictions of the Great Barrier Reef Marine Park and Island National Parks.
- Prepare case recommendations to finalise matters in a manner that is consistent with established compliance strategies, investigative procedures and in the best interest of the protection of the Great Barrier Reef Marine Park.
- Prepare and submit briefs of evidence to The Commonwealth Director of Public Prosecutions and State Litigation Teams and assist in managing the prosecutions as directed.
- Establish and maintain relationships with internal and partner agency staff that enables efficient and effective case work. This includes standing up joint agency investigative teams where there is cross jurisdictional interest.

- Be an independent problem-solver and research complex legislative issues to provide accurate advice and ensure investigations and enforcement actions are legally sound and defensible.
- Board recreational, commercial and shipping vessels to exercise powers and undertake investigative tasks.

Eligibility

- The successful candidate will obtain and maintain appointment as an Inspector and Authorised Officer under the Great Barrier Reef Marine Park Act, within the relevant probationary period.
- To be eligible for employment , candidates must be an Australian citizen at the time of application.
- The position requires a Baseline security clearance. Successful candidates will be required to obtain and maintain a clearance at this level.
- The successful candidate will be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service.

Desirable qualifications or equivalent experience

- Experience in investigation activities within law enforcement or regulatory agencies.
- Certificate IV in Government Investigations or Diploma of Government Investigations or equivalent.
- Ability to obtain and maintain a Queensland’s Marine Parks and Nature Conservations Acts appointment within 12 months of commencement.

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 Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Richard Hinrichsen, 0407 785 437
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0763860

National Native Title Tribunal

Closing Date:Monday 20 April 2026

National Native Title Tribunal
Geospatial Services

Job Title	Senior Geospatial Specialist
Job Type	Full-Time, Non-Ongoing
Location	Brisbane QLD, Perth WA, Cairns QLD, Sydney NSW, Melbourne VIC
Salary	$94,563 - $105,910
Future Merit Locations	Brisbane, Perth, Cairns, Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangement subject to operational requirements.
Classification	APS Level 6
Position Number	0857-10-25
Agency Website	https://www.nntt.gov.au/Pages/Home-Page.aspx

Job Description

https://fcajobs.nga.net.au/?jati=8B51AD64-92A8-DA9F-D499-E44A6344A101

APS 6 – Senior Geospatial Specialist

The National Native Title Tribunal (NNTT) is seeking interested candidates for a Senior Geospatial Specialist (APS 6). Knowledge of Indigenous Peoples and the issues impacting them and a commitment to the organisational vision is important. The position is available to start now for a period of 12 months with then the possibility of extension.

Duties

What will you do?

The Senior Geospatial Specialist reports to the geospatial Manager Geospatial Solutions, and is responsible for the architecture, administration and maintenance of the Tribunal's geospatial datasets and online services.

The key duties of the position may include but are not limited to:

- Administer the provision of spatial data management, storage, and dissemination solutions
- Undertake the development, testing, documentation, maintenance, and sustained provision of ArcGIS Enterprise including online map and analysis services
- Administration and maintenance of custodial and non-custodial geospatial datasets and metadata to assist the delivery of geospatial products and analysis associated with native title matters
- Provide support related to the technical architecture and solution design projects within Geospatial Services
- Undertake complex geospatial analysis associated with native title matters
- Actively contribute to opportunities for business improvements

Eligibility

Who are we looking for?

We are looking for individuals who enjoy working in a geospatial team environment and will be adaptable to geospatial technologies and administrative changes.

We are seeking candidates who:

- Have experience in Geographic Information Systems and associated software including ESRI desktop and Enterprise GIS solutions, FME and SQL databases
- Experienced in data management, analysis and mapping in relation to native title, land and resources tenure
- Possess and demonstrate an ability to communicate sensitively with stakeholders
- Possess relevant tertiary qualifications, or recognised equivalent.

Notes

How to apply

Interested candidates are encouraged to submit an application to the Temporary Employment Register.

Please Note: This vacancy is advertised as an 'identified position' as both the role and the work of the National Native Title Tribunal have a strong involvement in issues relating to Aboriginal and/or Torres Strait Islander people. Successful applicants are required to have knowledge and understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and the ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.

This is register of interest only. There is no guarantee that an offer of employment will be made whilst your application remains on the register. You will only be contacted regarding your application if a vacancy arises that matches your skills and experience.

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

About the National Native Title Tribunal

The National Native Title Tribunal (NNTT) is an authority established by the Native Title Act 1993 (Cth) (NTA) which has offices in four Australian States. The NNTT comprises a President and members, who are appointed by the Governor General under the NTA to make decisions, conduct inquiries, reviews, and mediations, and assist various parties. The NNTT is supported by the Native Title Registrar (Registrar), who has separate and specific functions and responsibilities to perform under the Native Title Act, including considering native title claimant applications (claims) and indigenous land use agreements (ILUAs) for registration. 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.

To Apply

Position Contact	Andrew Spencer, (08) 6317 5369
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=8B51AD64-92A8-DA9F-D499-E44A6344A

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Vacancy VN-0764352

National Portrait Gallery of Australia

Closing Date:Thursday 30 October 2025

Corporate Services

Job Title	ICT Manager
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	$119,560 - $140,814
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	Working from home available for up to 2 days per week.
Classification	Executive Level 1
Position Number	6779
Agency Website	https://www.portrait.gov.au/

Job Description

https://portrait.gov.au/content/employment/

Reporting directly to the Chief Operating Officer, the occupant of this position acts with autonomy and self-reliance, responsible for the smooth operation of the Gallery's information and communications technology operations. A capacity to manage ICT related projects, analyse business problems and provide sound solutions through innovative techniques within a public administration framework is an essential part of this role. Through confident communication and negotiation skills, the ICT Manager is responsible for the delivery of Gallery's ICT related third party agreements.

This role is critical for ensuring the effective and efficient use of ICT resources within the Gallery, driving digital technological advancements, and supporting overall business goals.

Duties

Key Responsibilities:

· **Monitor ICT Operations:** Provide strategic oversight and leadership for the organisation's ICT ecosystem, ensuring the reliability, scalability, and performance of all digital infrastructure across Windows, macOS, networks, and enterprise applications.

· **Vendor Management:** Lead the negotiation, management, and optimisation of vendor relationships and service-level agreements (SLAs), ensuring alignment with organisational objectives, risk mitigation, and value for investment.

· **Technology Solutions:** Partner with cross-functional teams to identify, architect, and implement transformative technology initiatives that streamline operations, enhance user experience, and support the Gallery's long-term digital strategy

· **Project Management:** Direct the planning, execution, and governance of complex ICT programmes and projects, including infrastructure modernisation, cloud adoption, and enterprise system deployments, ensuring delivery within scope, time, and budget.

· **Security and Compliance:** Drive a security-first culture by integrating comprehensive risk management frameworks and ensuring adherence to national cybersecurity standards, data protection legislation, and internal governance protocols.

· **Policy Development:** Establish and continuously refine ICT policies, standards, and operational frameworks that promote resilience, accountability, and operational excellence across the organisation.

· **Continuous Improvement:** Stay up-to-date with the latest technology trends and best practices and evaluate and recommend modern technologies to improve business operations.

Eligibility

· **Experience:**

o Minimum of 10 years of experience in ICT management.

o Experience working within a museum or gallery would also be beneficial.

· **Skills:**

o Advanced knowledge of ICT infrastructure, including multi-platform hardware, software ecosystems, and network architecture.

o Strong experience in Microsoft 365 administration, including SharePoint governance, Teams Calling configuration, and Azure Active Directory management.

o Experience with VoIP technologies, including configuration, support, and lifecycle management of VoIP systems and associated licensing.

o Basic knowledge of IP management, routing, switching, and wireless infrastructure.

o Comprehensive understanding of the Essential Eight strategies, with the ability to apply these frameworks to maintain a secure and compliant ICT environment aligned with Australian Cyber Security Centre standard.

o Excellent interpersonal and communication skills, with the ability to engage effectively across technical and non-technical stakeholders.

o Proven ability to translate business requirements into scalable technology solutions and contribute to strategic ICT planning.

Notes

In no more than two A4 pages, please tell us how your skills, knowledge, experience and qualifications make you the best person for this job.

Email your application, a current CV and the application coversheet to hrservices@npg.gov.au by the deadline listed below.

Appointment may be made of application only.

About the National Portrait Gallery of Australia

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

To Apply

Position Contact	Trent Birkett, 02 6102 7190
Agency Recruitment Site	https://portrait.gov.au/content/employment/

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Vacancy VN-0764274

Office of National Intelligence

Closing Date:Wednesday 05 November 2025

Job Title	Senior Executive Band 1 (Various Roles)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	-
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Senior Executive Service Band 1
Position Number	Various
Agency Website	

Job Description

https://www.oni.gov.au/vacancies

ONI is recruiting a number of current and possible future vacancies in its senior executive service (SES) at the Band 1 level. These are outstanding opportunities for leaders with initiative, drive, integrity, a depth of experience and a motivation to do work of national significance.

To be eligible for these roles, you will have a highly developed understanding of Australia's international political, strategic and economic interests, and a proven record in one or more of several fields including national security, foreign policy, intelligence, international economics, cyber and critical technology or corporate and enabling services. See "Key Attributes" below for further information about the qualifications, experience and calibre of candidates ONI is seeking.

Successful candidates may be responsible for delivering intelligence products to government or delivering enterprise services and coordinating national intelligence efforts across ONI, the National Intelligence Community (NIC) and government more broadly.

Duties

We are looking to fill the following current vacancies:

Assistant Director-General Mission Management: Mission Management Division coordinates, integrates and evaluates the NIC's efforts across a key set of intelligence issues and has carriage

of several critical relationships. The Division works closely and collaboratively with teams across ONI and with NIC agencies, policy customers and international partners to provide Government with the intelligence products and services it requires.

Assistant Director-General Economy Branch: The Economic Analysis Branch produces insightful, timely and forward-looking assessments on economic security and climate change issues to help government make informed policy decisions. The branch identifies and frames emerging issues and integrates analysis across a range of complex issues. It frequently engages the policy community and undertakes wider outreach.

Assistant Director-General Quality Assurance Office (QAO): The QAO is responsible for assuring the quality, consistency and transferability of Top Secret-Privileged Access (TS-PA) security clearances and supports the development of insider threat capabilities across the Australian Government.

We are also looking to create a merit pool to fill possible future roles in:

Intelligence Assessments: delivering timely, relevant and rigorous analysis which is clear and engaging, and readily accessible across a range of customers, overseeing the production of intelligence assessments including in specialist areas such as cyber and critical technology, or specific areas of geographic or thematic focus.

NIC Intelligence Missions: leading and managing the NIC's effort in fulfilling intelligence missions.

Corporate and Enabling: developing capability and managing corporate enabling and governance functions to support ONI in meeting its objectives, including executive communications and government, human resources, finance, legal, facilities and security functions.

Intelligence Production: directing the development and publication of robust intelligence products delivered in effective, technologically sophisticated and innovative ways.

Innovation, Science and Research: leading the NIC's engagement with the innovation, science and research sectors, and managing and delivering related projects and investments.

Analytical Capability: leading and directing ONI and NIC analytical capability modernisation, including delivering innovative training in analysis and tradecraft, and leading and coordinating ONI's outreach efforts.

NIC Enterprise: leading and coordinating effective engagement and collaboration across the NIC and government, including capability and performance evaluation and quality assurance functions.

Key Attributes

Successful candidates will demonstrate the following broad attributes:

- Strong understanding of Australia's international political, strategic and economic interests.
- Capacity to exercise influence across the National Intelligence Community and government more broadly.
- Exceptional representational skills including the ability to identify, establish and nurture new relationships and maintain cooperative interactions within the agency and externally.
- Experience in integrating diverse activities spanning multiple agencies to achieve whole-of-government outcomes.
- Strong people management skills and the ability to lead high-performing, diverse teams who are empowered to succeed.
- Integrity in making informed decisions which consider risk and value different perspectives, contributions and backgrounds.
- Ability to identify and embrace innovative methods and improved practices to achieve excellent outcomes that align with organisational objectives and anticipated future requirements.

Qualifications:

- Tertiary level qualifications or equivalent experience in international relations, national security, public policy, economics or another relevant field is desirable.

Eligibility

You must be an Australian citizen.

Note: if you do not have a birth certificate issued by an Australian State or Territory Government, you must submit a copy of your Australian Citizenship Certificate with your job application.

You must have a checkable background.

Note: we must be able to practically verify, from independent and reliable sources, [cumulative] periods of 12 months or more spent outside Australia.

You must be willing to undergo a comprehensive security clearance suitability assessment.

Note: 'willing to undergo' means fully cooperating in the assessment process, including the timely provision of information and documentary evidence.

Notes

This recruitment process is intended to fill both current vacancies and those that may arise in the future.

About the Office of National Intelligence

To Apply

Position Contact	ONI Recruitment, recruit@oni.gov.au
Agency Recruitment Site	https://www.oni.gov.au/vacancies

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Agriculture, Water and the Environment

Vacancy VN-0763622

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 10 November 2025

Biosecurity Plant and Science Services
Science & Surveillance Indigenous Rangers & Business Management Section

Job Title	Senior Program Officer - Finance
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Canberra ACT, Adelaide SA, Perth WA, Darwin NT, Brisbane QLD
Salary	$95,438 - $108,360
Future Merit Locations	Melbourne, Canberra, Adelaide, Perth, Darwin, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	subject to negotiation
Classification	APS Level 6
Position Number	2025/3290
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Science and Surveillance Group (SSG) is comprised of scientists, operations and support staff responsible for regulatory advice and training, technical input to biosecurity policy, regulation activity in the Torres Strait and diverse surveillance and diagnostic services around Australia, including animal and plant health surveillance measures under the Northern Australia Quarantine Strategy.

The Business Management Unit (BMU) provides strategic, governance and finance support across the SSG Branch. The Senior Program Officer - Finance sits within the BMU, reports to the Assistant Director – Finance, and undertakes finance functions across the Science and Surveillance Group branch

Duties

The Job

Working under limited direction, the key duties of the candidate will include:

- monitoring branch forecast, assisting with building budgets, and finance functions such as journals, accruals, re-classification - with all funding sources - administered, appropriation, cost recovery, treasury and section 74,
- monitoring revenue / section 74 arrangements,

- assisting with cost recovery funding arrangements and drivers,
- drafting end of month finance reports, variance commentary and providing finance input into broader briefing materials,
- responding to finance requests,
- producing finance reports from TechnologyOne and analysing finance position,
- assisting with procurement/contracts advice,
- assisting with other functions in Business Management Unit such a workforce data.

Eligibility

What we are looking for

Knowledge and experience

Successful applicants will be able to demonstrate the following knowledge or experience:

- Knowledge in Commonwealth Financial practices would be highly desirable.
- Demonstrated financial/budget management experience.
- Strong corporate support experience across a wide range of enabling functions.
- Experience in TechnologyOne CiA (desirable).
- Experience of working in geographically dispersed teams.
- Experience undertaking research and analysis and come to well-reasoned and substantiated (evidence-based) conclusions

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	Renae Todd, 0418610917
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0763987

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 03 November 2025

People, Property and Security
Property & Security Property Services South

Job Title	Assistant Director - Property Services (PEQ)
Job Type	Full-Time, Ongoing
Location	Mickleham VIC
Salary	$124,861 - $134,295
Future Merit Locations	Mickleham
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	2025/3376
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

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

The Assistant Director of Property Services – Post Entry Quarantine (PEQ) is responsible for managing the delivery of critical preventative and reactive maintenance activities and capital works

at the department's Post Entry Quarantine site at Mickleham, Victoria. The facility is a key asset for the department and facilitates the post-arrival quarantine of high-risk imports such as horses, avian, plants, cats and dogs. The role requires significant engagement and collaboration with stakeholders, including staff, the landlord, and industry. The preferred candidate will have experience in property and facilities management, with strong stakeholder engagement skills.

Duties

The Job

The duties of the role include, but are not limited to:

- managing delivery of the PEQ's facilities management services, ensuring safety and compliance, and biocontainment,
- working in collaboration with the department's Property Service Provider on the development and delivery of preventative maintenance activities,
- managing the delivery of PEQ capital and sustainability works to time, budget and stakeholder requirements,
- engaging and collaborating with key stakeholders to identify opportunities, achieve outcomes and facilitate cooperation,
- maintaining process, governance, records management and contribute to continual improvement,
- contributing to the identification, development, and implementation of opportunities to improve business management practices and processes at the PEQ,
- providing issue resolution and communication for internal and external stakeholders and escalate issues that have a wider impact on staff or business continuity,
- contributing to the ongoing management of property and sustainability data as it relates to the PEQ,
- providing leadership to PEQ Property Services staff, including coaching, capability development and problem solving,
- providing strategic advice and assistance to the Senior Executives and stakeholders on relevant legislation, risk management, and financial management relevant to the PEQ,
- contributing to the strategic direction and forward planning of the Property Services Branch, including delivery against annual branch plans in alignment with broader organisational objectives.
- communicate and make balanced decisions using professional judgement, evaluating available information, factoring in risks and being sensitive to the context

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

Eligibility

What are we looking for

knowledge and experience

Successful applicants will be able to demonstrate the following knowledge or experience:

- Experience with the Public Governance, Performance and Accountability Act 2013, and associated rules.

- Experience with the Commonwealth Property Management Framework.
- Knowledge of APS Net Zero in Government Operations Strategy 2030.
- Experience with Legislation and industry standards relating to property, particularly the National Construction Code and relevant Australian Standards.
- Knowledge of client-side facilities and project management, working collaboratively through Property Service Provider arrangements.

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	Darren White, 0412 744 432
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0764055

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 03 November 2025

Security, Integrity and Assurance Strategy and Engagement

Job Title	Engagement Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, 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 - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 6
Position Number	2025/3469
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **People, Property and Security** Division works in partnership to deliver strategic and operational workforce services that enable and enhance organisational capability. The division provides stewardship, support and services across integrity; conduct; property; fraud and corruption; security; performance management; rehabilitation management; recruitment; learning and development; inclusion and diversity; workforce planning and analytics; workplace relations; people support; culture and health, safety and wellbeing.

The **Security, Integrity and Assurance** branch is responsible for the delivery of the department's integrated protective security and integrity frameworks. We prevent, detect, and respond to security incidents, suspected misconduct, fraud and corruption, and develop unique insights to proactively identify and mitigate risks to the department and its operations. Responsible for the provision of independent, objective and risk-based internal audit, assurance and advisory services, we also provide independent support to the Inspector-General of Biosecurity and Inspector-General of Animal Welfare and Live Animal Exports.

The **Strategy and Engagement** Section is responsible for leading a program of internal and external engagement to strengthen the department's integrity and security culture and supporting frameworks. The section ensures that the department has a contemporary, robust and tailored integrity and security frameworks in place together with supporting policies and processes, and

leads regular reviews of the department's integrity maturity, addressing identified gaps as required. It delivers a program of internal education and awareness campaigns on integrity and security matters (including on workplace behaviours, misconduct, fraud and corruption) and works with counterpart agencies to share lessons-learned to ensure strong integrity practice.

Duties

The Job

Key duties will include, but are not limited to:

- supporting the delivery of integrity and security awareness campaigns, roadshows and presentations for the department on integrity and security matters, including arranging and coordinating presentations, sessions and attendance
- contributing to the development of communication materials such as newsletters, factsheets and webinars
- arranging, participating in and supporting internal and external meetings, committees and Communities of Practice in relation to integrity and security matters and programs, including developing professional relationships with key stakeholders inside and outside the department
- coordinating and preparing input to integrity and security reports, briefs, and papers to showcase the work of the branch

Eligibility

What we are looking for

Knowledge and experience

- Excellent written and verbal communication skills, including the ability to provide concise, accurate, and timely input to briefs, reports, communication products and written correspondence.
- Experience and skills in stakeholder engagement, including the ability to work with internal and external stakeholders.
- Strategic thinking and analytical skills, including the ability to work autonomously with sound judgement and the ability to prioritise effectively.
- Flexibility and ability to adapt to a highly dynamic work environment.
- Implement, document, and evaluate outreach and engagement projects and initiatives as assigned.
- Ability to manage sensitive information with discretion and confidentiality.
- Proficiency in using a range of software applications and digital tools to manage tasks efficiently. This includes experience with the Microsoft Office suite (e.g. Word, Excel, PowerPoint), data management systems, and collaboration platforms such as Microsoft Teams.
- The candidate should also show the ability to quickly learn new systems, adapt to emerging technologies, and apply these skills to support their team's objectives and improve work processes.

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	Emma Benfatto, Emma.Benfatto@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-0764077

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 03 November 2025

Digital Business
Digital Systems Solutions and Sustainment Biosecurity Systems Development and Support

Job Title	Senior Developer
Job Type	Full-Time;Part-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	Flexible
Office Arrangement Details	subject to negotiation
Classification	Executive Level 1
Position Number	2025/3297
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 Farmers 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 **Digital Systems, Solutions and Sustainment (DSSS) Branch** provides retail digital and data services for a range of different business areas across the Biosecurity and Compliance Group. The branch operates in an agile and continually evolving digital and data environment, which has unique challenges and opportunities. The branch is highly connected and integrated with relevant business areas in Biosecurity and Compliance Groups.

The **Biosecurity Systems and Development Support (BSDS)** section is responsible for the system administration, ongoing improvement and training functions for digital systems critical for the management of biosecurity risk into Australia. These systems facilitate industry and the public to import animals and goods into the country effectively, efficiently, and to biosecurity standards. BSDS also manages branch wide processes such as communications for system outages.

Duties

The Job

This role involves collaborating closely with subject matter experts (SMEs) and business teams to align work with organisational goals. A Senior Developer is responsible for developing software components that deliver value to stakeholders and for implementing the necessary processes, systems, and functions to make new and enhanced services and features available for use.

Key duties and responsibilities for this role include:

- lead the design, development, and customisation of Dynamics 365 applications to meet business requirements
- continuously optimise existing Dynamics 365 solutions for performance, scalability, and maintainability
- design and implement seamless integrations between Dynamics 365 and other systems and cloud services
- provide technical leadership and mentorship to junior developers, guiding them in best practices and efficient development methodologies
- collaborate with cross-functional teams to understand business needs and ensure technology solutions align with organisational goals
- effectively work in a multi-disciplinary team with an ability to communicate in plain language about technology
- maintain comprehensive documentation of application architectures, designs, and development processes

The successful applicant must:

- may be required to perform occasional out-of-hours and weekend work.

Please note:

- This recruitment process will initially be used to **fill two vacancies 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:

- Experience in Microsoft Dynamics 365 technologies.
- Experience in Dynamics 365 and cloud application development and customisation.
- Experience with DevOps practices and CI/CD pipelines.
- Excellent problem-solving and analytical skills.
- Effective communication and teamwork abilities.
- Experience in delivering projects on time and to a high-quality standard.
- Experience working in an Information Communication Technology (ICT) service support environment (desirable but not essential).
- Experience with cloud application development using platforms like Microsoft Azure, Amazon Web Services (AWS), or Google Cloud.
- Experience with front-end frameworks such as React, JavaScript, TypeScript, GraphQL and Next.js
- Proficiency in programming languages such as C#, JavaScript, and PowerShell.
- Strong knowledge of database design and SQL.
- Qualifications in Computer Science or a related field or related experience.

Notes

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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	Cameron Decruz, 0434 937 974
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

Agriculture, Water and the Environment

Vacancy VN-0764128

Department of Agriculture, Fisheries and Forestry

Closing Date:Sunday 26 October 2025

Biosecurity Operations
Various Various

Job Title	Biosecurity Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Brisbane QLD, Cairns QLD, Perth WA, Sydney NSW
Salary	$77,728 - $84,619
Future Merit Locations	Darwin, Brisbane, Cairns, Perth, Sydney
Office Arrangement	On Site;Flexible
Office Arrangement Details	subject to negotiation
Classification	APS Level 4
Position Number	2025/3500
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Biosecurity Operations Division delivers biosecurity and imported food regulatory activities to ensure goods, conveyances, travellers and mail meet Australia's import requirements. We are responsible for operational policy and front-line regulatory control settings to manage biosecurity and imported food risk, through the delivery of screening, assessment and inspection activities, and stakeholder engagement and client contact services. The division is made up of a number of different pathways including:

Cargo Operations Assessments assess documentation to determine and manage, biosecurity risks related to cargo entering Australia. Commodities requiring assessment include food, plant, live animals, animal products and bulk commodities. The team are also responsible for providing high-level assessment related client support services. Assessments operate as a national team, working across various regional locations, with the opportunity for working from home

arrangements to be considered after completion of probation, training and accreditation. Assessments is a highly engaging and dynamic work area. Those suited to the role will enjoy working as part of a highly skilled team, applying critical thinking and decision making to manage biosecurity threats. Cargo Operations Assessments are office-based roles.

Air/Sea Cargo Inspections are responsible for the inspection of imported food, goods, vessels, aircraft, animals and animal genetic material and the assessment of documentation to confirm compliance with Australia's biosecurity and export market requirements. The team are also responsible for managing goods that do not comply with import/export requirements and capturing information to support evidence-based decisions. Cargo Inspections mainly operate within core business hours between 06:30 and 18:30, with overtime available outside of these hours where required. Additional wage allowances are provided for working outdoors and at wharf environments. Cargo Operations Inspections are combination office and field based roles.

Client Contact Group (CCG) is the central contact point for external clients to the department. The team responds to a diverse range of phone and email enquiries and accesses information about a broad range of topics to fulfil client expectations. Furthermore, CCG is responsible for actioning client requests for inspection of goods imported to Australia by booking appointments for biosecurity officers. CCG operate as a national team, working across various capital city locations, and consideration of flexible working arrangements to support your work/life balance will be considered after completion of probation, training, and accreditation. The jobs are based in a call centre environment and are office-based roles.

Travellers Operations delivers regulatory screening and inspections of travellers and their goods, at the border to verify compliance with Australia's biosecurity requirements. Travellers Operations works with policy and risk owners within the department to influence and inform operational policy and deliver regulatory functions in accordance with legislative requirements, national standards, and a risk-based operating model. The operations group has a national footprint with a presence at international airports and seaports in all capital cities.

Please note that for Travellers Operations, these are shift based roles and the ability to perform shift work is a requirement when applying for this position(s). Darwin, Brisbane and Cairns Travellers positions are part-time.

Maritime and Regional Ports delivers regulatory assessment and inspections of arriving international vessels to ensure compliance with Australia's biosecurity requirements. This pathway works with policy teams within the department to influence and inform operational policy and deliver regulatory functions in accordance with legislative requirements. The pathway has a national footprint with a presence in all capital cities and major regional ports. Maritime Operations are combination office and field based roles.

Military Operations are responsible for conducting inspections and assessments related to the movement of military cargo, conveyances, and personnel across both onshore and offshore

environments. A significant portion of this work is carried out under the framework of Combined Military Activities, which often leads to increased operational demands at specific ports. The team is agile and responsive, with staff expected to deploy to locations beyond their home port as needed to support surges in activity. Military Operations work typically occur during core business hours, from 06:30 to 18:30, with overtime available outside these hours when required. Staff receive additional wage allowances for working in outdoor and wharf environments. Roles within Military Operations involve a combination of office-based and field-based duties, requiring flexibility and adaptability from team members.

Duties

The Job

The duties of a Biosecurity Officer may include, but are not limited to:

- Performing a range of screening, inspection and assurance related activities associated with cargo, conveyances and people entering Australia.
- Assessing documentation to confirm compliance with Australia's biosecurity requirements.
- Managing goods that do not comply with import/export requirements and capturing information to support evidence-based decisions.
- Providing timely and accurate advice on biosecurity matters to stakeholders/clients, employees and senior managers via telephone and email.
- Identifying trends in biosecurity risks and escalating these to assist in targeting intelligence and risk-based activities.
- Managing, modelling and monitoring compliance with appropriate standards of behaviour in line with departmental expectations and including the APS Code of Conduct and Values.
- Promoting and complying with departmental WHS and Rehabilitation policies and guidelines and being alert for and reporting risks to local management and WHS.
- Providing on-the-job coaching and assisting and supporting other employees on biosecurity issues.

For more information on the day in the life of a Biosecurity Officer, please click here.

Please note that this selection process will be used to fill multiple vacancies, both ongoing and non-ongoing, in operations. Non-ongoing contracts will be offered for an initial period of 12 months with the possibility of extension up to a maximum of two years in total. Some of these non-ongoing position(s) may become ongoing. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy on an ongoing basis. Not all locations have vacancies and the merit pool that is developed will be used to fill expected vacancies. 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 Gazette, may also be used to fill future ongoing and non ongoing vacancies in the division where the duties are of a similar nature.

Positions may be full-time or part-time depending on business needs and requirements. You will be required to attend full time for an initial training period if you are offered a part time position.

Wherever possible, positions will be offered based on your location and pathway preference as indicated in your application.

Eligibility

What we are looking for

Knowledge and experience

Successful applicants will contribute to the division meeting its regulatory goals of managing biosecurity threats by demonstrating the following key attributes:

Integrity

- Demonstrate sound moral and ethical principles across all areas of work.
- Undertake duties in line with the Biosecurity Act 2015 and decision support materials.
- Maintain biosecurity and personal integrity at all times.

Independence

- Ensure activities are performed without interference or undue influence from those being regulated or those who have a vested interest.
- The ability to make decisions within the scope of your authority through sound judgement and decision making whilst working independently with minimal supervision.

A clear purpose and level of curiosity

- Articulate a clear purpose by understanding your role and the role of the department as a regulator.
- Attention to detail whilst remaining open and inquisitive to consider elements outside the task at hand.

Appropriate use of authority

- A good understanding of legislative powers (or the ability to acquire) and the ability to use them in a professional manner.
- The ability to make evidence-based decisions using sound judgement in line with legislation.
- The confidence and willingness to challenge, even where doubt exists.
- The ability to manage conflict.

Accountability

- Accountable for your actions and be able to make and explain informed defensible decisions.
- Take responsibility to see activities through to completion.
- Work effectively in a team environment, building and sustaining collaborative relationships.

Resilience

- Manage change and maintain focus on strategic objectives.
- Display agility and flexibility to adapt and deliver regulatory functions and operational outcomes in evolving circumstances.

Transparency

- Fair, impartial and open to scrutiny.

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	DFP Recruitment, 1300 888 033
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0764188

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 03 November 2025

Approved Arrangements Program Multiple

Job Title	Senior Policy Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, 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 - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 6
Position Number	2025/3430
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Australia has a unique environment that supports our multi-billion-dollar agricultural industries, trade and our way of life. In this role, you will directly contribute to protecting our vital industries, environment and Australia's economic growth.

The Compliance & Enforcement Division delivers regulatory outcomes that protect Australia from risks to our biosecurity and trade systems. Informed by science and intelligence, we set controls and deliver assurance activities to increase compliance with legislation; and respond appropriately and proportionately to any breaches. We work with internal and external stakeholders, domestically and internationally, across the regulatory continuum, responding to known and emerging risks to safeguard Australia's agriculture, economy, trade and way of life.

The Approved Arrangements Program administers biosecurity approved arrangements that support the department in delivering against legislative and regulatory responsibilities. We establish legislation, policy, conditions, systems and processes that enable biosecurity industry participants to carry out activities to manage biosecurity risk in accordance with legislative and departmental requirements. We operate within a dynamic environment that is influenced by global economic and supply chain issues and the increased biosecurity risks that threaten Australia through the global spread of pests and diseases, placing a focus on effectiveness and compliance levels associated with approved arrangements.

The Approved Arrangements Program is comprised of three sections

- Assessment and Technical Support (ATS) section,
- Policy, Legislation and Projects (PLP) section
- Process and Conditions Reform (PCR) sections.

Duties

The Job

We are seeking to fill several Senior Policy Officer positions across multiple teams:

- **Containment Team (Assessment and Technical Support Section)**
  - The Containment Team develops and maintains import conditions for approved arrangements involving microbiological, animal, aquatic, plant and invertebrate goods under biosecurity control.
  - These conditions are grouped into four levels of biosecurity containment (BC1–BC4), reflecting increasing levels of risk and control.

- **Technical Assessment and Support Team (Assessment and Technical Support Section)**
  - The Technical Assessment and Support Team provides technical and policy advice on non-standard approved arrangements—arrangements that require tailored conditions or activities outside of standard classes.
  - These arrangements are co-designed with stakeholders to meet specific needs, whether initiated by industry or the department. The team ensures that unique circumstances can be effectively managed while maintaining compliance and biosecurity protections.

- **Legislation and Governance Support Team (Policy, Legislation and Projects Section)**
  - This team leads collaboration with the department's Legal Division and program areas to progress legislative amendments and provide high-level legal and governance support for the Approved Arrangements Program.
  - They also implement key organisational priorities such as the practice statement framework and governance arrangements.

- **External Systems – Integration & Review Team (Policy, Legislation and Projects Section)**
  - The External Systems team designs, implements and enhances digital solutions that support self-service and reporting by industry participants.
  - The team manages user support tools, identifies system improvements, and develops specifications for enhancements, including user testing throughout the design and implementation process.

- **Conditions Team (Process and Conditions Reform Section)**
  - The Conditions Team develops and maintains approved arrangements that set out controls for import-related activities.
  - Their work draws on Biosecurity Import Risk Assessments, analysis of compliance and import data, and consultation with stakeholders.
  - The team plays a key role in adapting conditions to emerging pathways and industry practices, ensuring risks are managed effectively while supporting operational efficiency and trade.

Depending on the team, key duties for the position(s) available include, but are not limited to:

- Designing and developing regulatory frameworks, conditions, policies, systems and processes to manage biosecurity and regulatory risks.
- Conducting research and analysis to inform regulatory policy and risk management systems. Interpreting legislation and compliance frameworks, preparing policy advice and recommendations. Leading or contributing to projects, including planning, delivery and monitoring of tasks.
- Designing, testing and implementing electronic systems that support import arrangements.
- Drafting regulatory conditions, requirements and technical documentation.
- Responding to complex enquiries and engaging proactively with stakeholders.
- Preparing high-quality written products, such as decision-making material, briefings and communications.
- Analysing records and data for compliance and reporting purposes.
- Supporting and leading stakeholder engagement activities, including workshops and meetings.
- Supervising and collaborating with staff to deliver quality outcomes.
- Providing project management, coordination and secretariat support.
- Upholding APS Values, Employment Principles and Code of Conduct.
- Promoting a culture of safety, inclusiveness, diversity and high performance.

Please note:

- This recruitment process will initially be used to fill 5 vacancies on an **ongoing and non-ongoing** basis (non-ongoing employment will not exceed 2 years), and the role is open to all the cities including regional areas.
- 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.
- The positions available are full-time, however part time applicants will be considered.

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 are we looking for

knowledge and experience

Successful candidates will have some or all of the following:

- Experience consulting, negotiating and engaging with a broad range of stakeholders.
- Experience in compliance, audit, or regulatory functions.
- Technical writing or policy drafting experience, particularly in regulatory or compliance settings.
- Experience developing policy, instructional materials, or process improvements.
- Ability to apply legislation, policy and guidelines to complex or sensitive situations requiring interpretation and analysis.
- Knowledge of import logistics pathways and regulation of goods subject to biosecurity control.
- Experience in operational roles assessing, managing or inspecting biosecurity goods.
- Familiarity with the Biosecurity Act 2015 and approved arrangements framework.

Notes

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Caroline Gibson, 0409 677 989
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0764192

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 03 November 2025

Finance and Investment
Financial Operations System Support and Accounting

Job Title	System Support and Accounting Assistant Director (Senior System Administrator)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$124,861 - $134,295
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	subject to negotiation
Classification	Executive Level 1
Position Number	2025/3456
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

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

The **Systems Support and Accounting Section** is responsible for the administration, configuration, and maintenance of several financial systems, including TechnologyOne (FMIS) and the Activity Based Costing (ABC) System. A key focus of the team is fostering strong relationships with a diverse range of stakeholders and delivering compliant, efficient solutions that support the department's financial responsibilities and enhance business processes.

Duties

The Job

The responsibilities of the position will include, but are not limited to:

- administer, configure, and maintain the TechnologyOne CiA environments, ensuring stability, security, and optimal performance
- manage user access, security roles, and permissions in accordance with departmental policies and compliance standards
- coordinate and execute system upgrades, patches, and version releases in partnership with TechnologyOne and internal stakeholders
- monitor and troubleshoot system performance, integrations, and interfaces with other business systems
- design and build complex reports and dashboards in TechnologyOne
- develop and maintain scripts, automation, and monitoring tools to streamline administration and reporting
- maintain system documentation, technical procedures, and configuration records in line with department standards
- ensure compliance with departmental ICT policies, cyber security standards, and government audit requirements
- provide high-level support to business users, including helpdesk services for simple to complex system issues, and escalate as required
- develop and deliver training programs for system users
- collaborate with project teams on TechnologyOne enhancements and new module implementations
- define, document, and coordinate system enhancements and integrations
- manage user acceptance testing and quality assurance processes
- lead and mentor team members and junior system administrators to achieve high performance and service delivery
- set work area priorities, manage workflows, and evaluate business outcomes to ensure team cohesion and effectiveness
- engage and collaborate with internal and external stakeholders to drive continuous business improvements
- undertake high-level analysis and evaluation of current business processes to identify and implement improvements
- review and prepare high-quality briefs, procedures, and guidance materials related to system administration, ensuring they remain relevant and contemporary
- develop productive relationships across the division and department, using influencing skills to support project deliverables and manage stakeholder expectations
- represent the team at internal and external meetings, as required
- contribute to team capability development and continuous improvement initiatives
- escalate matters of concern or sensitive issues to the Director as appropriate
- provide support to the Director of System Support and Accounting
- undertaking other duties as required and directed.

Please note:

- This recruitment process will **initially be used to fill one vacancy on an ongoing (permanent) 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 in providing high-level system support and accounting services within a complex financial systems environment, preferably using TechnologyOne
- strong understanding of financial management principles, accounting processes, and system integration, with the ability to translate business requirements into effective system solutions
- proven ability to manage and maintain financial system interfaces, including troubleshooting, configuration, and enhancement of modules such as CiA
- experience in leading or contributing to system upgrades, testing cycles, and post-implementation support, ensuring minimal disruption to business operations
- sound knowledge of data governance, system controls, and compliance requirements in a public sector or large organisational context
- ability to collaborate effectively with stakeholders across finance, IT, and operational teams to deliver system improvements and resolve issues
- proficiency in analysing system performance, identifying opportunities for automation, and implementing process efficiencies
- experience in preparing documentation, training materials, and providing user support to ensure consistent and effective system usage
- familiarity with change management principles and their application in system-related projects and initiatives.

The successful applicant must:

- May be required to perform occasional out-of-hours and weekend work.

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	Christopher Dulgerov, 0466 935 413
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0764299

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 05 November 2025

Biosecurity Operations
Cargo Operations South & Detector Dogs Detector Dog Capability

Job Title	Policy Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	$84,794 - $93,020
Future Merit Locations	Adelaide, Brisbane, Canberra, Darwin, Melbourne, Perth, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 5
Position Number	2025/3317
Agency Website	https://www.agriculture.gov.au

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

Why YOU are important to us and what impact will you have on the Biosecurity Operations Division and the departments' goal.

We deliver biosecurity and imported food regulatory activities to ensure goods, conveyances, travellers and mail meet Australia's import requirements. We are responsible for operational policy and front-line regulatory control settings to manage biosecurity and imported food risk, through the delivery of screening, assessment and inspection activities, and stakeholder engagement and client contact services.

Cargo Operations South and Detector Dogs Branch delivers regulatory assessment and inspections of goods across the biosecurity continuum (offshore, at the border and onshore) to verify compliance with Australia's biosecurity and imported food requirements and has a presence in Victoria and Tasmania. The branch is also responsible for national delivery of client contact services, along with biosecurity detector dog program policy, training, and operations.

Detector Dog Capability is responsible for the delivery of policy, technical training, operational capability support and general program support for the Biosecurity Detector Dog Program. The section works closely with Detector Dog Operations, travellers, mail, and cargo pathway operations and policy teams, to optimise effectiveness and proficiency of the department's detector dog capability. The team is also responsible for dog and handler selection, training and verification, program policy and standards and canine welfare, kennelling and transport.

Duties

This is where you play an important role.

As an APS5 Policy Officer in the Detector Dog Policy and Program Support Team within the Detector Dog Capability Section, you will report to the APS6 Senior Policy Officer and work under limited supervision to contribute to the delivery of high-quality policy and program support for the Biosecurity Detector Dog Program.

We are seeking a motivated and proactive team member with a keen interest in the Detector Dog Program. The ideal candidate will be a constructive contributor with a growth mindset—someone who is open to feedback, able to self-reflect, solve problems and communicate with impact. You will be working closely with program, operational, policy and corporate teams to help ensure the program's effectiveness and alignment with departmental objectives. This is a collaborative and hands-on role that requires strong communication, organisation and analytical skills along with the ability to manage competing priorities in a dynamic regulatory environment.

Key responsibilities of a Policy Officer include but are not limited to:

• contributing to the review, development and implementation of policy and guidance and procedural materials that support the Biosecurity Detector Dog Program

• assisting in the preparation of high-quality communication products including internal updates, internal and external communication products and public-facing content that supports program objectives

• drafting Ministerial and departmental correspondence, executive updates, briefings, decision minutes and reports with support and direction from senior staff

• providing administrative support for program committees and working groups, including scheduling meetings, taking minutes and coordinating action items

• supporting your manager and Assistant Director with stakeholder engagement, and program coordination activities

• communicating and collaborating effectively with internal (operational, policy and corporate teams) and external stakeholders

• contributing to the resolution of operational issues and promoting program objectives in a professional manner

• exercising sound judgement and applying initiative in managing day to day tasks, including escalating complex or sensitive matters as required

• providing accurate and timely advice on matters relating to policy development and delivery for the program drawing on program knowledge and operational insights.

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

Eligibility

Our ideal candidate will have:

• experience in supporting policy development, including consultation, drafting and reviewing materials

• operational biosecurity awareness - knowledge of, or the ability to quickly acquire knowledge of, the department’s role in delivering national biosecurity operations and/or their systems

• familiarity with government processes, particularly in relation to governance, reporting or regulatory program delivery

• a proactive and constructive mindset, including the ability to self-reflect, contribute to problem-solving and respond positively to feedback

• experience working with cross functional teams to support program outcomes

• strong attention to detail to ensure accuracy and consistency as well as a commitment to producing high-quality accurate work

• well-developed organisational skills with the ability to manage both competing priorities and deadlines

• strong written and verbal communication skills together with the ability to tailor style and approach to engage effectively with diverse stakeholders in a regulatory environment

• the ability to apply sound judgement, identify issues and escalate matters appropriately

• the ability to maintain and apply a comprehensive understanding of relevant legislation, policy frameworks and their operational implications

• a strong ability to foster a cooperative and supportive working environment and build effective relationships across teams and stakeholder groups to support program delivery.

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	Terese Clear, 02 6272 3273
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0764319

Department of Agriculture, Fisheries and Forestry

Closing Date:Sunday 09 November 2025

Biosecurity Operations Division
Cargo Operations North and Response

Job Title	Assistant Secretary, Cargo Operations North and Response
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, 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	On Site
Office Arrangement Details	Flexible working arrangements may be considered based on operational requirements.
Classification	Senior Executive Service Band 1
Position Number	2025/3544
Agency Website	https://www.agriculture.gov.au

Job Description

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

Step into a pivotal leadership role protecting Australia’s borders and biosecurity. As Assistant Secretary, Cargo Operations North and Response, you’ll lead national regulatory operations, drive strategic change, and shape outcomes that safeguard our industries and communities.

Duties

As the Assistant Secretary you will be responsible for:

- building a capable and strong operational workforce that delivers on organisational priorities
- collaborating with internal and external stakeholders to shape services and solutions in line with the evolving needs of the organisation and drive excellent customer service to deliver outcomes
- fostering a high-performance culture, whilst focusing on continuous improvement of employee performance and maintaining continuous communication
- promoting integrity practices by displaying high level of ethical behaviour in accordance with the APS Code of Conduct, APS Values and APS Employment Principles
- identifying and developing strategies, in partnership with the Strategic HR Business Partner, to address future organisational workforce needs
- implementing policy, programs, systems and consistent services to address organisational and whole-of-government priorities

- representing the organisation at high-level discussions and negotiations with key stakeholders and external organisations
- providing high quality advice and support to senior executive within the organisation
- promoting collaboration within the organisation, with central agencies and across government.

To be successful in the role you will need to meet the Senior Executive Service capability for the SES Band 1 level, and you will have the following:

- Ability to demonstrate your collaboration and agility with a proven record of delivering high quality and innovative outcomes in a complex, politically sensitive, and operationally diverse environment.
- Ability to drive broad transformational change, both internal and external to the department.
- Outstanding leadership skills, a substantial record of achievement and a reputation for innovation and delivery of results.
- Excellent stakeholder relationship skills and experience in engaging with internal and external stakeholders at all levels to explore opportunities and solve complex problems.
- Demonstrating a strategic perspective in a regulatory context, including the ability to formulate regulatory policies to address complex issues, and sound ability to optimise business management capabilities in a large workplace while managing competing demands and working to tight deadlines.
- Highly developed management and stakeholder engagement skills and ability to represent the department at a range of forums.
- Ability to communicate effectively with all audiences, be articulate and persuasive and capable of guiding negotiations to a point of resolution in a facilitative way
- Demonstrated public service professionalism and probity.

Note: 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 vacancies in the department where the duties are of a similar nature.

Eligibility

Location

Please note this position is located in either Brisbane, QLD or Sydney, NSW.

Security clearance

This position requires a Negative Vetting Level 2 security clearance. The successful applicant will be required to obtain and maintain a clearance at the appropriate level for this position.

Notes

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Monica Collins, 0481 451 594
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0764350

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 03 November 2025

Biosecurity Operations
Traveller Operations and Policy

Job Title	Program Manager
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	$146,942 - $170,725
Future Merit Locations	Sydney
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	Executive Level 2
Position Number	2025/3529
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

We deliver biosecurity and imported food regulatory activities to ensure goods, conveyances, travellers and mail meet Australia's import requirements. We are responsible for operational policy and front-line regulatory control settings to manage biosecurity and imported food risk, through the delivery of screening, assessment and inspection activities, and stakeholder engagement and client contact services.

The Traveller Operations & Policy (TO&P) branch develops and implements regulatory policy for traveller biosecurity and human health, delivers biosecurity regulatory screening and inspections of goods at air and seaports, manages non-compliant travellers including by issuing infringement notices, and drives modernisation and reform initiatives. The branch is responsible for leading the planning and design of the department's requirements for the new Western Sydney International Airport.

Duties

The Job

As a Program Manager, your duties will include:

• leading the department's engagement on the Western Sydney International Airport program of work including managing and influencing the department's strategic planning and design elements

• managing a diverse, multi-disciplinary team to deliver critical milestones against an agreed planning, design and construction schedule

• engaging with and co-opting relevant subject matter expertise across the department to ensure legislative authority, guidelines and policies underpin the department's statutory and regulatory responsibilities

• managing multiple complex projects with critical milestones and deliverables

• being the department lead interacting with senior government officials and external stakeholders to deliver fit-for-purpose facilities

• developing New Policy Proposals and costings to deliver the department's business operations and managing the financial health of the program

• providing high-level briefing, business critical and expert advice on issues with significant autonomy

• managing the department's business, financial and reputational risks.

Please note that the task of finalising the design and construction of the airport for biosecurity purposes is estimated to take approximately two years. The successful applicant will be engaged as a non-ongoing employee for the duration of this specified task.

For further information on the work of our department please click here.

Eligibility

What we are looking for

Knowledge and experience

The successful applicant will have:

• extensive experience and knowledge in program and operational biosecurity service delivery

• extensive experience building and maintaining effective working relationships with a range of government and non-government stakeholders

• experience in the development, implementation and management of policy and program reform

• experience working under pressure together with the ability to work to critical deadlines, take initiative and exercise sound judgment

• extensive departmental representation experience

• experience working in, and an understanding of, regulatory policy and service delivery

• significant airport development experience/management (not mandatory but highly desirable).

Eligibility and other requirements

The successful applicant must hold and maintain a valid Australian motor vehicle drivers licence.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Vikki Fischer, 0438 735 480
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0764268

Attorney-General's Department

Closing Date:Sunday 09 November 2025

Office of the Australian Anti-Slavery Commissioner

Job Title	Director, Legal Strategy and Programs
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Darwin NT, Perth WA, Adelaide SA, Hobart TAS
Salary	$144,964 - $165,112
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 2
Position Number	0332/25_AASC-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=15752958-75DC-5214-CBFE-E44D68539ADA

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

Duties

Employment Opportunity

The Director, Legal Strategy and Programs supports the Anti-Slavery Commissioner to fulfill his functions and responsibilities under the *Modern Slavery Act 2018* (Cth) by applying wide knowledge of modern slavery policy and legislation and advanced organisational and project management skills.

The Australian Anti-Slavery Commissioner further strengthens Australia's efforts to address modern slavery by providing an independent pillar to Australia's response. For more information about the Commissioner please follow the link here: https://www.antislaverycommissioner.gov.au.

As part of a small team, the Director, Legal Strategy and Programs will work closely with the Commissioner and other staff on a range of duties, including:

- coordinating and assuming responsibility for complex projects and work programs
- overseeing and drafting legal and policy papers and briefings related to proposed changes to policies and programs
- assessing changes in international and national legislative developments and lead the Office's response
- monitoring developments in international best-practice legislative approaches to modern slavery
- maintaining extensive stakeholder networks across the legal and research sectors and government agencies
- managing and developing high-quality reports, guidance materials and other publications on behalf of the Office
- oversee and manage the use of service providers, including contractors and consultants
- contribute to the strategic planning of the Office and providing strategic advice and guidance to the Commissioner
- undertake other duties that contribute to the continuous improvement of policies, programs and procedures, and the efficient and effective functioning of the Office.

How you can help us make a difference

The ideal candidate will be able to use their extensive policy and legal experience in addressing modern slavery risks to support the Commissioner in his role under the Modern Slavery Act. They will need to demonstrate drive and initiative and be able to adapt and respond to events and developments in the fight against modern slavery. A technical understanding of criminal justice responses to modern slavery is highly desirable.

The ideal candidate will have:

- highly developed written and oral communication skills, including a demonstrated ability to communicate information coherently and concisely to audiences with a range of backgrounds
- demonstrated ability to liaise widely and develop productive working relationships with a range of external stakeholders
- demonstrated success in management and/or organisational strategy

- demonstrated understanding of international best practice and evidence-based law and policy frameworks in response to modern slavery issues
- capacity to work in a busy environment, working with competing priorities and ability to effectively manage and prioritise workload to deliver outcomes
- ability to work with a high level of autonomy under broad direction
- demonstrated calm, flexible, friendly and professional approach.

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.

Certain positions require formal legal qualifications. For these positions, 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 in Australia as a legal practitioner.

Notes

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

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

We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQA+ 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	Office of the Australian Anti-Slavery Commissioner, N/A
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=15752958-75DC-5214-CBFE-E44D685

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Attorney-General’s

Vacancy VN-0764272

Attorney-General's Department

Closing Date:Sunday 09 November 2025

Office of the Australian Anti-Slavery Commissioner

Job Title	Director, Policy and Research
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Hobart TAS, Melbourne VIC, Canberra ACT, Brisbane QLD, Darwin NT, Perth WA, Adelaide SA
Salary	$144,964 - $165,112
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 2
Position Number	0334/25_AASC-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=32DCC96F-DC82-D44E-725B-E44D68BBE1B2

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

Duties

Employment Opportunity

The Director, Policy and Research supports the Anti-Slavery Commissioner to fulfil his functions and responsibilities under the *Modern Slavery Act 2018* (Cth) by liaising with government agencies, managing research and policy approaches, and collaborating with lived experience advisers on behalf of the Office.

The Australian Anti-Slavery Commissioner further strengthens Australia's efforts to address modern slavery by providing an independent pillar to Australia's response. As part of a small team, the Director, Policy and Research will work closely with the Commissioner and other staff on a range of duties, including:

- leading engagement with the Attorney-General's Department, other relevant government agencies and members of Parliament and leading the research engagements of the Office, undertaking high-level policy research and analysis to develop guidance and policy solutions
- developing high-quality submissions, guidance materials, briefings and other publications on modern slavery policy matters

- keeping abreast of developments in modern slavery research and policy, and maintaining extensive stakeholder networks across civil society, academics and government agencies
- supporting lived experience advisers to influence the design and instrument of engagement and consultation mechanisms
- incorporating feedback from people with lived experience into the development of policy solutions, programs, and strategies
- plan, manage and monitor a financial budget for a particular program of work while overseeing and managing the use of service providers, including contractors and consultants
- contribute to the strategic planning of the Office and providing strategic advice and guidance to the Commissioner
- undertake other duties that contribute to the continuous improvement of policies, programs and procedures, and the efficient and effective functioning of the Office.

How you can help us make a difference

The ideal candidate will be able to use their experience in advanced modern slavery research and policy, government relations, and collaborating with people with lived experience, to support the Commissioner in his role under the Modern Slavery Act. They will need to demonstrate drive and initiative and be able to manage high workloads under tight timeframes. A technical understanding of Australia's response to modern slavery is highly desirable.

The ideal candidate will have:

- highly developed written and oral communication skills, including a demonstrated ability to communicate information coherently and concisely to audiences with a range of backgrounds
- demonstrated success in shaping policy outcomes
- strong analytical skills with experience in conducting modern slavery research and an understanding of evidence-based modern slavery policy solutions
- demonstrated ability to liaise widely and develop productive working relationships with a range of external stakeholders
- demonstrated experience in working with people with lived experience and implementing trauma-informed approaches to consultation and engagement
- capacity to work in a busy environment, working with competing priorities and ability to effectively manage and prioritise workload to deliver outcomes
- ability to work with a high level of autonomy under broad direction
- demonstrated calm, flexible, friendly and professional approach.

For more information about the Commissioner please follow the link here: https://www.antislaverycommissioner.gov.au.

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

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To Apply

Position Contact	Office of the Australian Anti-Slavery Commissioner, N/A
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=32DCC96F-DC82-D44E-725B-E44D68

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Attorney-General's

Vacancy VN-0764276

Attorney-General's Department

Closing Date:Sunday 09 November 2025

Office of the Australian Anti-Slavery Commission

Job Title	Director, Strategy and Business Engagement
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Perth WA, Adelaide SA, Brisbane QLD, Darwin NT, Hobart TAS, Melbourne VIC
Salary	$144,964 - $165,112
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, Adelaide, Melbourne, Perth, Hobart, Brisbane, Darwin
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 2
Position Number	0335/25_AASC-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=3214F4E5-4AD3-BC37-394D-E44D68D75488

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

Duties

Employment Opportunity

The Director, Strategy and Business Engagement supports the Anti-Slavery Commissioner to achieve his functions and responsibilities under the *Modern Slavery Act 2018* (Cth) by liaising with senior stakeholders and developing strategies to promote compliance with the Act.

The Australian Anti-Slavery Commissioner further strengthens Australia's efforts to address modern slavery by providing an independent pillar to Australia's response. For more information about the Commissioner please follow the link here: https://www.antislaverycommissioner.gov.au/.

As part of a small team, the Director, Strategy and Business Engagement will work closely with the Commissioner and other staff on a range of duties, including:

- leading the development and implementation of the Commissioner's business and industry stakeholder engagement strategy
- coordinating and negotiating with external stakeholders to reconcile policy objectives and develop shared positions on policy issues
- managing and developing high-quality speeches, guidance materials, publications and other communications materials intended for a business audience on behalf of the Office
- keeping abreast of developments in modern slavery supply chain transparency and due diligence trends and approaches
- maintaining extensive stakeholder networks across industry and overseeing and managing the use of service providers, including contractors and consultants
- contribute to the strategic planning of the Office and providing strategic advice and guidance to the Commissioner while undertaking other duties that contribute to the continuous improvement of policies, programs and procedures, and the efficient and effective functioning of the Office.

How you can help us make a difference

The ideal candidate will be able to use their experience in implementing supply chain due diligence, senior stakeholder management, and modern slavery policy and research to support the Commissioner in his role under the Modern Slavery Act. They will need to demonstrate drive and initiative and be able to manage high workloads under tight time frames. A technical understanding of the reporting requirements under the Modern Slavery Act is highly desirable.

The ideal candidate will have:

- demonstrated ability to develop and implement successful stakeholder engagement strategies with senior stakeholders
- demonstrated technical understanding of the requirements of entities under the Modern Slavery Act and effective due diligence processes
- highly developed written and oral communication skills, including a demonstrated ability to communicate information coherently and concisely to audiences with a range of backgrounds
- demonstrated experience in modern slavery research and policy

- strong analytical skills and problem-solving skills
- capacity to work in a busy environment, working with competing priorities and ability to effectively manage and prioritize workload to deliver outcomes
- ability to work with a high level of autonomy under broad direction.

Eligibility

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

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

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

Notes

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

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

We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQA+ 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	Office of the Australian Anti-Slavery Commissioner, N/A
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=3214F4E5-4AD3-BC37-394D-E44D68I

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Attorney-General's

Vacancy VN-0764285

Attorney-General's Department

Closing Date:Sunday 09 November 2025

Office of the Australian Anti-Slavery Commission

Job Title	Executive Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
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	0336/25_AASC-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description https://agcareers.nga.net.au/?jati=3B154C05-1C1F-8240-A5F3-E44D6992D04F

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

Duties

Employment Opportunity

The Executive Officer directly supports the Australian Anti-Slavery Commissioner to fulfil his functions and responsibilities under the *Modern Slavery Act 2018* (Cth).

The Australian Anti-Slavery Commissioner further strengthens Australia's efforts to address modern slavery by providing an independent pillar to Australia's response. For more information about the Commissioner please follow the link here: https://www.antislaverycommissioner.gov.au.

As part of a small team, the Executive Officer will work closely with the Commissioner and other staff on a range of duties, including:

- managing the procurement of services through Commonwealth processes
- managing the annual budget of the Commissioner's Office and related financial reporting
- assisting with the Commissioner's year-round engagement in Senate Estimates processes
- assisting the Commissioner and senior leadership on policy initiatives and modern slavery research
- managing a portfolio of modern slavery policy issues
- leading or supporting the development of other strategic projects as directed by the Commissioner
- providing strategic advice and day-to-day support to the Commissioner and Directors on operational and policy matters
- managing employees performing diverse tasks and supporting the performance and culture of the team.

How you can help us make a difference

The ideal candidate will be able to use their experience in Commonwealth Government policies and processes to support the Commissioner in fulfilling his duties under the Modern Slavery Act. They will need to demonstrate drive and initiative and be able to manage high workloads under tight timeframes. An understanding of modern slavery policy is also highly desirable.

The ideal candidate will have:

- strong communication skills, including the ability to liaise widely and develop productive working relationships in the Department and with external stakeholders
- strong time management skills, including the ability to prioritise workloads and meet tight deadlines
- ability to lead streams of work to a high quality, working independently and demonstrating accountability for outcomes
- sound judgment, common sense and ability to exercise discretion, particularly in relation to sensitive information
- willingness to adapt to feedback and appetite to strive for continuous improvement
- ability to cope in a high-pressure environment and implement self-care and resilience strategies to effectively manage busy periods
- demonstrated calm, flexible, friendly and professional approach.

Eligibility

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

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

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

Notes

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

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

We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQA+ 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.

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To Apply

Position Contact	Office of the Australian Anti-Slavery Commissioner, N/A
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=3B154C05-1C1F-8240-A5F3-E44D699

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Attorney-General’s

Vacancy VN-0764112

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Sunday 02 November 2025

Chief Operating Officer
Policing Information and Checking Services National Policing Information (NPI)

Job Title	Director, Governance - National Firearms Register Program (NFR)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$147,006 - $165,631
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	To be negotiated
Classification	Executive Level 2
Position Number	6262_10/25_PICS
Agency Website	https://www.acic.gov.au/

Job Description

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

The National Firearms Register Program (NFR) is delivering the most significant reform to Australia's firearms management in thirty years. The four-year Program will deliver the National Firearms Register by July 2028, through the technical uplift of Australia's firearms management systems, improvements to data quality, reforms to legislation and policy reform, and support though change management and stakeholder engagement.

This fast-paced, complex reform program will be delivered through the National Firearms Register Program (NFR Program), which is led by ACIC on behalf of all partners.

As Director, Governance you will play a pivotal leadership role in supporting the successful delivery of the NFR program, through working with a diverse range of stakeholders across multiple government departments, and contributing to the NFR's governance.

To succeed in this role, you will demonstrate exceptional leadership skills and proven secretariat, governance and program reporting experience.

Duties

Role responsibilities

- Provide sophisticated governance, reporting and secretariat for senior boards and multi-jurisdiction and multi-agency committees.
- Oversee the Business Support Unit, including procurement, contract management, financial reporting and general administration
- Ensure delivery against each governance body's Terms of Reference, ensure that Program and project governance is in line with established frameworks and apply a continuous improvement approach.
- Build and lead three high-performing EL1-led teams, ensuring quality outcomes that are aligned to stakeholder and organisational needs.
- Develop and maintain productive working relationships with key stakeholders including colleagues across the division, staff in the ACIC and partner agencies.
- Foster a culture of innovation, collaboration, and continuous improvement aligned with the APS values.

Your skills and capabilities

- Minimum ten years of executive-level experience in program management, with a significant portion in the public sector. Demonstrated EL2 experience is essential and experience in complex programs is an advantage.
- The ability to navigate political and bureaucratic landscapes effectively as a senior leader.
- Proven ability to support the delivery of a sensitive regulatory reform, with multiple stakeholders in a public sector context, through best-practice program governance, reporting and secretariat.
- Strong, responsible and flexible team leadership skills at the EL2 level. Capable of building capacity in others and leading by example.
- Excellent stakeholder engagement, negotiation, liaise effectively with Senior Executive officers to reach an agreement on complex matters.
- Resilience, commitment to delivery and quality, sound judgement and the ability to solve problems quickly and effectively.
- Strategic thinking with excellent analytical and planning skills.
- Exceptional and proven verbal and written communication skills, with the ability to articulate and present complex concepts to a diverse audience, including ministerial and Cabinet submissions.

Eligibility

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

Notes

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

More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our website.

About the Australian Criminal Intelligence Commission (ACIC)

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

To Apply

Position Contact	Angela, 0408 642 571
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0764256

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Wednesday 29 October 2025

Chief Operating Officer
Corporate, Governance and Communication Governance and Communication

Job Title	Assistant Director, Internal and External Committees
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$117,662 - $141,853
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;Hybrid
Office Arrangement Details	To be negotiated
Classification	Executive Level 1
Position Number	6271_10/25_CGC
Agency Website	https://www.acic.gov.au/

Job Description

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

The Internal and External Committees section provides high-level support to the ACIC Board and National Policing Systems Subcommittee, for board member agencies, and internal and external governance committees.

The Assistant Director, Internal and External Committees plays a pivotal role in driving effective governance and collaboration across the agency's internal and external committees. Your responsibilities will include coordinating high-level support to internal and external committees, providing strategic advice to senior executives and ensuring decision-making is well-supported with accurate briefing materials. You will be highly organised, able to adapt to a dynamic workload, comfortable working independently and as part of a team, operate effectively under pressure to meet deadlines, and preserve the confidentiality of sensitive information.

Duties

- Provide high-level Secretariat support to internal and external committees, including the management and coordination of committee operations.
- Develop accurate and effective briefing materials to support the delivery of committee objectives and remit.
- Ensure adherence to appropriate internal secretariat processes and governance arrangements.
- Review, develop and update team standard operating procedures to ensure committee operations are transparent, repeatable and efficient, while also effectively supporting strategic governance outcomes.

- Lead and develop staff through training and coaching, performance feedback and career development.

Your skills and capabilities

We invite applications from people with the following experience, skills and attributes:

- Exceptional communication skills, both written and verbal, to support agency decision-making and maintain productive relationships.
- Proven negotiation, liaison, representation and stakeholder management abilities across various internal and external audiences.
- Strong organisational and prioritisation skills with excellent attention to detail.
- Demonstrated ability to adapt to dynamic workloads, work independently and meet deadlines.
- Demonstrated analytical and problem-solving skills, with the ability to handle sensitive information confidentially.
- Experience in managing a small team to achieve successful outcomes.

Desirable skills and experience

- Recent experience delivering governance and secretariat support

Eligibility

- **Citizenship** – To be eligible for employment with the ACIC, applicants must be an Australian citizen.
- **Security Clearance** - The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain a minimum Negative Vetting 1 security clearance.
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Notes

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We also deliver nationwide background checking services to support employment or entitlement decisions to keep the Australian community safe. The ACIC Board provides strategic direction to the ACIC and represents Commonwealth, state and territory law enforcement and other regulatory agencies. Our purpose is to protect Australia from criminal threats through coordinating a strategic response and collecting, assessing and disseminating intelligence and policing information.

To Apply

Position Contact	Helen, 02 6268 7260
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0764115

Australian Federal Police

Closing Date:Friday 31 October 2025

Job Title	Logistics Team Member - 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	15390
Agency Website	https://careers.afp.gov.au

Job Description https://careers.afp.gov.au/job-invite/15390/

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 full-time position of Team Member Supply Chain Management Team within the AFP Logistics Command.

The Supply Chain Management Team is a corporate support area operating in a warehouse environment and is responsible for the lifecycle management of assets such as ballistic vests, batons and handcuffs as well as facilitating freight movements both domestically and internationally.

As a Team Member, you will be expected to assist the Team Leader in achieving the goals and outcomes of the Logistics Command Strategic Plans 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?

- Facilitate the preparation of freight consignments and accompanying documentation and, where applicable, ensuring adherence to Dangerous Goods Regulations (DGR) and WHS requirements
- Perform physical warehouse stock movements via forklift or manual handling methods
- Effectively maintain inventory/assets in AFP corporate systems utilising the Inventory Management System (IMS) and asset modules in SAP
- Conduct physical and systematic stocktakes and disposal activities
- Ensure compliance with AFP Governance instruments and standard operating procedures
- Provide consistent high quality customer service to internal AFP and external stakeholders that builds a positive reputation and trust in the business area
- Contribute to the development and refinement of current Logistics procedures to enhance workplace efficiencies
- Adapt readily to changing processes and apply innovative thinking to solve problems effectively
- Support the Team Leader in making sound decisions to achieve successful outcomes
- Other duties as required, consistent with AFP Band 4 Work Level Standards

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application
- Minimum Cert III in Logistics or equivalent industry experience
- Forklift licence or ability to obtain one
- Experience with Microsoft Office suite including Outlook, Excel and Word
- NV1 Security clearance or ability to obtain one

Desirable Requirements

- Dangerous Goods Shippers Qualification or ability to obtain
- Experience in stock management principles
- Ability to analyse data and problem solve using critical thinking

Notes

- This role is located in Canberra and applicants are expected to be based in Canberra
- 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.

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	Jason Southey, 02 5126 7199
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15390/

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Attorney-General's

Vacancy VN-0764142

Australian Federal Police

Closing Date:Friday 31 October 2025

Job Title	Drug Testing Team Member - Professional Standards
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 possibility of WFH
Classification	APS Level 4
Position Number	15374
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15374/

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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- 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

What is the role?

Applications are sought from suitably qualified applicants wishing to be considered for the role of Team Member - Drug Testing with the Professional Standards (PRS) Integrity Compliance Team. The Integrity Compliance team contributes to and promotes organisational integrity compliance through the management and delivery of the AFP's mandatory drug testing program.

What will you do?

- Scheduling and management of day-to-day drug testing within the AFP
- Monitoring and responding to correspondence and requests received in the Drug Program Project Office mailbox
- General administrative duties including data entry and maintenance of drug testing records
- Interrogation and use of several AFP systems
- Establishing and maintaining collaborative relationships with internal and external stakeholders
- Maintaining currency in subject matter expertise through on-going professional development and learning opportunities
- Contributing to a positive and energetic team culture.

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.
- Demonstrated ability to work effectively and cooperatively within a small team
- Contemporary knowledge and experience relevant to the role.
- High level written and verbal communication skills with excellent attention to detail

Notes

- This role is based in Canberra, ACT only and the successful applicant must be located in Canberra or relocate at own expense
- This role is an AFP Band 4 level

Commitment to Diversity and Inclusion

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To Apply

Position Contact	Sally Amato, 02 5126 4969
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15374/

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Attorney-General’s

Vacancy VN-0764218

Australian Federal Police

Closing Date:Tuesday 04 November 2025

Job Title	Desktop Support Team Leader - Eastern Command
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$118,673 - $127,101
Future Merit Locations	Sydney
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	15391
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15391/

Did you know?

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra 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 as a Team Leader within the Desktop Support section. This position sits within the Chief Technology Officer (CTO) Branch of the Chief Information Officer (CIO) Command.

The CIO Command is a key enabling group that provides technology solutions to combat crime, and support operational members through innovative solutions that impact upon the criminal environment. The CTO Branch provides end to end support for all AFP Networks, ICT Infrastructure and Operations, Cloud Services and Customer Support.

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

What will you do?

- Being accountable for managing and leading a Desktop Support team, including managing allocated resources, setting work area priorities, workflows, developing strategies and evaluating business outcomes.
- Developing team members and fulfilling a guiding, mentoring and advisory role.
- Providing HR and management support to team members.
- Building and sustaining relationships and liaising with a range of stakeholders including other teams, peers and colleagues across AFP and other organisations.
- Supplying advice and services to business areas seeking to improve or enhance their business processes.
- Assisting in maintaining regular and timely communication with both business and technology stakeholders.
- Ensuring that appropriate action is taken to anticipate, communicate, investigate and resolve problems in systems and services.
- Ensuring outputs are achieved within the strategic direction of the AFP.
- Leading a range of corporate support tasks.

- Maintaining currency in information technology processes and technical knowledge through ongoing professional development.

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
- Minimum of 3+ years relevant IT experience in a senior or leadership role.
- Demonstrated leadership experience in a customer-facing IT support team.
- Relevant qualification or extensive experience and expertise in Information Technology or closely related field
- Demonstrated ability to lead a team of technical professionals providing front line support services
- Excellent written and verbal communication skills, with an ability to translate between business and technical people
- Excellent organisational, negotiation and conflict management skills.

Desirable Requirements

Contemporary experience providing technical support or leading a team of technical professionals across the following technologies:

- Windows 10/11
- MS SCCM/Intune
- Active Directory
- MS Exchange
- Citrix M365

Notes

- Domestic or International travel may be required for this role, depending on AFP business needs.
- This role is an AFP Band level 7.
- This role is located Sydney, successful applicants are expected to be based in Sydney.

Commitment to Diversity & Inclusion

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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

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To Apply

Position Contact	Craig Tolliday, 02 5126 1566
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15391/

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Attorney-General’s

Vacancy VN-0764224

Australian Federal Police

Closing Date:Tuesday 04 November 2025

Job Title	Integration Specialist
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Darwin NT, Brisbane QLD, Adelaide SA, Hobart TAS, Melbourne VIC, Perth WA
Salary	$127,101 - $138,349
Future Merit Locations	Canberra, Sydney, Darwin, Brisbane, Adelaide, Hobart, Melbourne, Perth
Office Arrangement	Work From Home;On Site
Office Arrangement Details	This position is based in Canberra; however remote and hybrid work arrangements from Australian capital cities may be considered.
Classification	Executive Level 1;Executive Level 2
Position Number	15398
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15398/

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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%
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- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

The Chief Information Officer (CIO) Command is a trusted frontline partner that enables policing through problem solving and technical expertise and excellence. The CIO Command provides corporate application, ICT end to end solutions, advice, cyber security and infrastructure that underpin AFP activities. The CIO Command aims to be a highly collaborative, innovative, reliable and trusted enabler for all Commands across the AFP. The products and services delivered are user focused, secure and fit for purpose, while supported by a highly skilled, agile and resilient workforce.

An exciting opportunity is available for an experienced and dynamic individual to join the AFP in an Integration Specialist role within the Technology, Strategy and Data branch. A key focus of this role will be modernising our integration approach to enhance our data capabilities.

You will be part of a growing team focused on delivering business value and driving continuous improvement through innovative integration solutions using the IBM Cloud Pack for Integration.

In this position you will 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 everyone.

What will you do?

- Driving an Automation first approach, developing and documenting best practices and strategies for platform.
- Troubleshoot incidents, identify root cause, fix and document problems, and implement preventive measures.
- Collaborating across multiple teams within CIO and the business to evaluate and identify optimal integration solutions.
- Maintain and monitor Logs and portals ensuring integration is running as expected.
- Interacting with internal and external stakeholders to determine the best solution for the proposed requirements.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Has contemporary knowledge and experience relevant to the role.
- Minimum of 5 years' experience in a like or related field.
- Tertiary qualifications in relevant field and/or extensive experience and knowledge in area of expertise.
- Demonstrated ability to lead a team.

Desirable Requirements

- Experience in IBM Cloud pack for integration – ACE, APIG
- Familiarity with APIs, automation tools, and understanding of CI/CD pipelines
- Knowledge of Azure, Red hat
- Biztalk knowledge.

Notes

- This position is based in Canberra; however remote and hybrid work arrangements from Australian capital cities may be considered.
- This role is an AFP Band 8 level.
- This advertisement is to create a merit list for future ongoing or non-ongoing vacancies arising over the next 12 months.

Commitment to Diversity & Inclusion

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To Apply

Position Contact	Andrew Campbell, 02 5126 8906
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15398/

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Attorney-General's

Vacancy VN-0764264

Australian Federal Police

Closing Date:Wednesday 12 November 2025

Job Title	Cyber Security Technical Specialists
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	$127,565 - $214,356
Future Merit Locations	Canberra, Sydney, Melbourne
Office Arrangement	Work From Home;On Site
Office Arrangement Details	The role is based in Canberra, however remote arrangements from another AFP office may be considered.
Classification	IT Specialist
Position Number	15352
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15352/

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- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

The Chief Information Officer (CIO) Command is a trusted frontline partner that enables policing through problem solving and technical expertise and excellence. The CIO Command provides corporate application, ICT end to end solutions, advice, cyber security and infrastructure that underpin AFP activities. The CIO Command aims to be a highly collaborative, innovative, reliable and trusted enabler for all Commands across the AFP. The products and services delivered are user focused, secure and fit for purpose, while supported by a highly skilled, agile and resilient workforce.

The CIO Command comprises of four branches; Technology Strategy and Data, Enterprise and PolicingSystems, Chief Technology Officer and Cyber Security and Risk. The Cyber Security and Risk branch currently has the following vacancies:

- Adversary Emulation Specialist
- Cyber Security Architect
- Cyber Risk and Certification Analyst
- Cyber Security Systems Specialist

Although specific skill sets for the above positions are required, the process may also be used to create a merit pool for future opportunities in the branch.

Technical Specialists provide expert consultancy within their area of specialism. They develop and promote technical solutions which support the business requirements of the AFP, within their area of expertise. As a member of Cyber Security and Risk branch you will ensure the achievement of outcomes are in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments. A Technical Specialist role does not hold any leadership or financial delegation. We strongly believe in investing in our employees training and development opportunities and will support you to develop your technical capabilities.

What will you do?

As an **Adversary Emulation Specialist** you will:

- Plan, coordinate and lead enterprise complex penetration testing and adversary emulation activities in both domestic and international settings
- Ensure appropriate standards (industry, national and international) and regulatory requirements are met during engagements
- Provide expert advice and reporting on cyber security vulnerabilities in the AFP environment
- Build and maintain key relationships and professional networks with internal and external partners and stakeholders
- Develop and conduct briefings on technical cyber security matters to technical and non-technical audiences
- Drive improvements and decision-making on frameworks, tooling, methods and techniques used in Adversary Emulation and Red-Team Operations.

As a **Cyber Security Architect** you will:

- Design optimal security solutions for large and complex transformation programs
- Provide guidance to project teams and system owners to achieve necessary endorsement and approvals
- Provide expert cyber technical security advice to other AFP business units
- Build and sustain strong relationships with a range of stakeholders including other teams, peers and colleagues across AFP and other organisations
- Ensure that appropriate action is taken to anticipate, communicate, investigate and resolve problems in systems and services

As a **Cyber Risk and Certification Analyst** you will:

- Conduct cybersecurity risk assessments and develop system security plans in alignment with the ISM and PSPF.
- Perform certification and accreditation activities for government systems, ensuring compliance with agency requirements.
- Analyse vulnerabilities, threats, and security controls to determine residual risk against protective security obligations.
- Develop and maintain accreditation documentation, including risk assessments, security plans, and compliance evidence.
- Support audits, IRAP assessments, and security reviews to validate compliance with government security frameworks.

As a **Cyber Security Systems Specialist** you will:

- Deliver hands-on technical expertise across a range of cyber security platforms, ensuring secure and resilient enterprise systems.
- Support the implementation and operation of the AFP Secure Service Edge (SSE) solution, working closely with security architects and infrastructure teams.
- Lead the integration and operationalisation of security technologies, ensuring alignment with architectural standards and business requirements.
- Provide technical leadership in Enterprise Security solutions, including identity systems, cloud and Operating Systems, ensuring security systems are deployed effectively, securely and meet business expectations.

In addition to their primary accountabilities, these roles will cultivate technical excellence across Cyber Security and Risk branch and will offer guidance and support to foster skills enhancement and professional growth for staff within the branch.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- An AFP Negative Vetting 1 (SECRET) security clearance or the ability to obtain one.
- Relevant qualification or extensive experience and knowledge in area of expertise.
- Contemporary knowledge and experience relevant to the role.
- Minimum of 5 years (TSF1), 7 years (TSF2), 10 years (TSF3) and 15 years (TSF4) experience in a like or related field.

Desirable Requirements

- Tertiary qualifications in relevant field/s.
- Industry certifications in area of expertise.
- Demonstrated experience delivering secure technology outcomes in complex environments, including cloud, hybrid, or operational ecosystems.
- Strong communication and stakeholder engagement skills, with the ability to translate technical concepts for non-technical audiences.

Notes

- National or International travel may be required (international travel is subject to AFP medical clearance)
- There is a preference for these roles to be based in Canberra, however remote working arrangements or the opportunity to work from another AFP office in Australia will be considered.
- This role is an AFP Technical Specialist Bands 1-4.

Commitment to Diversity & Inclusion

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To Apply

Position Contact	CSR Recruitment, N/A
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15352/

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Attorney-General's

Vacancy VN-0764292

Australian Federal Police

Closing Date:Thursday 06 November 2025

Job Title	Talent Acquisition Partner / Sworn Recruitment Operational Team Leader (AFP Band 6)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$107,559 - $118,673
Future Merit Locations	Canberra, Melbourne
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Hybrid & Flexible work arrangements
Classification	APS Level 6;Executive Level 1
Position Number	15421
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15421/

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Duties

The Recruitment Team is part of the broader People Command within the Australian Federal Police and consists in the following functions:

Talent Acquisition Services

Recruitment of professional and operational support staff, including talent attraction and the provision of strategic advice and support to internal clients.

Sworn Recruitment

The Sworn Police and Protective Service Officers Recruitment team is tasked with administering national bulk recruitment processes year round, and supports candidates through their journey towards becoming a Police, or Protective Service Officer. The team also manage sworn promotional recruitment rounds and lateral recruitment.

Emerging Talent

Tasked with managing the recruitment of our Graduates, First Nations and internship programs.

All teams also provide expert recruitment advice and services to our internal clients, represents the AFP brand as the first point of customer service for candidates, and ultimately supports the strategic intent of the AFP by recruiting the people we need, both now and for the future.

Two exciting opportunities are available for experienced and dynamic recruitment professionals to help shape the agency's future workforce, and contribute to the recruitment of talent in the AFP. A merit pool will also be created and used to fill future vacancies across the Recruitment function.

Sworn Operational Team Leader (this position can be worked from Canberra or Melbourne)

This role is responsible for leading a small team within the sworn recruitment team and providing clear direction and support ensuring the team manage priorities and deadlines efficiently and to a high standard. You will have a relatively high level of autonomy and will be responsible for workload allocation and exercise sound judgement to ensure efficient outputs. Along side managing a small team you will be involved in projects to enhance the sworn recruitment experience for our candidates and stakeholders. Ideally you will have relevant experience and knowledge of bulk recruitment processes, the current labour market and possess excellent communication and interpersonal skills. Collaboration, strong attention to detail and a sense of urgency will be important personal traits. Duties of the role include:

- Provide day-to-day supervision of a small team, monitor work performance and workloads and foster teamwork to ensure deadlines are met
- Oversee on-going bulk recruitment processes, ensuring timely progression of candidates through our ‘pipeline’ and placing candidates on scheduled recruit courses throughout the year
- Lead and mentor staff in the delivery of best-practice recruitment processes
- Identify and lead projects and continuous improvement that support the AFP, its vision, and its strategic priorities
- Facilitate and assess at Assessment Centres face to face and virtually
- Participate in strategic discussions and support leaders in forward planning
- Prepare recruitment performance metrics, reports and provide statistical data and insights on recruitment related activities for our executive that enable effective decision making
- Contribute to the review and evaluation of recruitment policies and processes to enhance the delivery of recruitment to the AFP

Talent Acquisition Partner (this position can be worked from Canberra only)

As a Talent Acquisition Partner you will work closely with our Commands to understand their talent needs, develop attraction strategies and guide them through the recruitment process with advice and processing support. This is an exciting time to join the recruitment team with major reform projects taking place to enhance the stakeholder experience and introduce recruitment best practices. As a Talent Acquisition Partner, you are a strategic influencer and collaborative partner to the business who understands the importance of relationships. You will play an advisory role to your portfolio of stakeholders for a range of recruitment and HR related queries, and use data to help inform decisions relating to talent attraction. Duties of the role include:

- Researching and providing strategic advice to Hiring Managers on appropriate sourcing and candidate attraction strategies to achieve desired recruitment outcomes
- Maintain oversight of the full recruitment process and provide advice on appropriate selection methodologies
- Creating, modifying and refining recruitment processes, procedures and guidelines to ensure efficiency and legislative compliance
- Collaborate with Marketing Teams on larger campaigns and develop and implement employee value propositions in consultation with business areas
- Case management of sensitive and complex recruitment matters
- Overseeing financial administration including drafting procurement proposals (when required)
- Monitoring and managing your teams priorities, including planning activities, allocation of workload and ensuring high quality outcomes within required deadlines

- Collating and analysing data for recruitment reporting purposes and contributing to other strategic project work

Eligibility

Essential Requirements

- You must be an Australian Citizen at time of application
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one
- Demonstrated ability to think strategically and apply a high level of attention to detail
- You will possess excellent communication and interpersonal skills
- Minimum 3 years previous experience working in an internal recruitment position or within an agency recruitment environment
- Experience working in a ‘bulk’ or volume recruitment environment and contemporary understanding of Assessment Centres (applies to Sworn Operational Team Leader role only)
- Experience using recruitment systems / applicant tracking systems

Desirable Requirements

- Possession of, or working towards, a qualification in Human Resources
- Previous experience of creating bespoke recruitment strategies for hard to fill roles including the use of Social media (LinkedIn) to source and attract candidates
- Previous experience using SAP Success Factors recruitment system
- Ability to travel to attend Assessment Centre (applied to Sworn Operational Team Leader role only)

Notes

- These positions are at the AFP Band 6 level.

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To Apply

Position Contact	Courtney Wright, .
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15421/

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Attorney-General's

Vacancy VN-0764306

Australian Federal Police

Closing Date:Thursday 06 November 2025

Job Title	Service Transition Manager (Service Management)
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Darwin NT, Brisbane QLD, Adelaide SA, Hobart TAS, Melbourne VIC, Perth WA
Salary	$118,673 - $127,101
Future Merit Locations	Canberra, Sydney, Darwin, Brisbane, Adelaide, Hobart, Melbourne, Perth
Office Arrangement	Work From Home;On Site
Office Arrangement Details	On site and work from home arrangements avaliable
Classification	Executive Level 1
Position Number	15393
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15393/

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Duties

As the Service Transition Process Manager, you will be responsible for ensuring that service transitions are planned, communicated, and executed in a way that meets the expectations of the business, customers, and users. You will work to refine existing policies, processes, and procedures to ensure our transition approach remains efficient, effective, and aligned with business needs.

We are looking for a driven and collaborative professional with a strong foundation in IT Service Management and a passion for continual improvement. You will have excellent communication and stakeholder management skills and thrive in dynamic and sometimes ambiguous environments. You are proactive, resilient, and always looking for ways to contribute to both team and organisational goals.

You will:

- Lead the planning and deployment of services into the production environment
- Define and maintain service transition processes and associated documentation
- Act as a central point of coordination for service transition activities
- Build and manage relationships with a wide range of stakeholders, including technical teams, business areas, and executive leadership
- Provide expert advice to ensure services are operable, supportable, and deliver measurable value

What will you do?

Your key responsibilities as the Service Transition Manager will be to:

- Take ownership and accountability for your area of responsibility
- Ensure all work is performed in alignment with agreed and documented standards
- Support activities across the full-service transition lifecycle
- Identify and drive continual improvement initiatives
- Develop and lead service management forums to support process awareness and compliance
- Liaise at a senior level within and outside the CIO Branch
- Prepare reports and conduct research as required
- Facilitate open communication between stakeholders and maintain engagement plans
- Contribute technical knowledge to support business decision-making
- Collaborate with geographically dispersed teams to deliver outcomes.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of applying
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one
- ITIL Qualification
- Minimum 12 months experience in a process management or service transition role
- Demonstrated experience in developing, implementing, and refining processes
- Strong written and verbal communication skills, including the ability to present reports to executive stakeholders
- Proven ability to deliver high-level customer service
- Strong analytical and statistical reporting capabilities
- Experience producing management reports and insights
- Ability to switch contexts confidently and manage multiple priorities
- Self-motivated with a commitment to achieving business objectives
- Demonstrated experience working remotely, if applying from interstate (relocation costs will not be provided)

Desirable Requirements

- Formal qualifications from a recognised tertiary institution or extensive demonstrated equivalent skills and experience in one or more ITIL processes
- Proven experience in ServiceNow or similar Service Management Toolsets

Notes

We offer:

- A collaborative and supportive team environment
- Opportunities to broaden your skills across ITSM practices
- Exposure to leadership responsibilities if desired
- Autonomy and trust to deliver outcomes
- The chance to be part of a team driving real, positive change in ICT service delivery
- Flexibility in location. The Service Management Team comprise of a mix of Canberra HQ and regional based members all who take advantage of flexible working from home and office arrangements.

Additional Information

- This role is an AFP Band 7 level.

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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	Olivia Stefek, (02) 5126 4314
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15393/

This notice is part of the electronic Public Service Gazette PS42 Weekly Gazette Thursday (Vacancy Notices) - 23 October 2025.pdf Published by Australian Public Service Commission.

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Attorney-General's

Vacancy VN-0764310

Australian Federal Police

Closing Date:Thursday 06 November 2025

Job Title	ICT Test Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Darwin NT, Brisbane QLD, Adelaide SA, Hobart TAS, Melbourne VIC, Perth WA
Salary	$107,559 - $118,673
Future Merit Locations	Canberra, Sydney, Darwin, Brisbane, Adelaide, Hobart, Melbourne, Perth
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 6
Position Number	15311
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15311/

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 applications wishing to be considered for the role of ICT Test Analyst to further strengthen the Policing and Operational Systems team.

CIO Command's mission is to be a trusted frontline partner, enabling policing through problem solving, technical expertise and excellence. The CIO Command provides corporate application, ICT end to end solutions, advice, cyber security, and infrastructure that underpins AFP activities. The products and services delivered are user focused, secure, fit for purpose, and supported by a highly skilled, agile, and resilient workforce.

The AFP's Police and Operational Systems section, as part of CIO is responsible for the technical delivery, development and sustainment to key application that directly supports AFP frontline members.

The Test Analyst is responsible for Testing an in-house built modern Web Application. It uses modern technology including an Angular 18 User Interface that communicates with an Oracle Database using REST API’s. The position is in a small Agile Team that conduct all aspects of its development.

What will you do?

- Create Test Strategies and Test Plans.
- Create, review and execute manual and automated test cases (functional and non-functional), test scenarios, compose defect reports and manage failed test backlogs.
- Create, execute and maintain test scripts to ensure quality control standards are achieved.
- Review and report test activities and results.
- Familiarity with automated testing software.
- Coordinate with stakeholders to review requirements and define test conditions.
- Have an understanding of the Software Development process including Agile and DevOps.
- Work effectively in a small team.
- Maintain currency in information technology processes and technical knowledge through ongoing professional development.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Has contemporary knowledge and experience as a Test Analyst
- Experience testing modern web applications.
- Proficiency using tools like Azure DevOps Server or similar.

Desirable Requirements

- Experience working in Agile Development Teams
- Experience with testing REST API’s using Postman or similar
- Ability to write SQL queries for CRUD operations
- Tertiary qualifications in an ICT discipline

Notes

- This role is located in Canberra, however remote working options may be negotiated.
- An additional practical assessment will be used as part of this Recruitment process. You will complete this if you are found suitable to progress to interview.
- This advertisement is to create a merit list for future ongoing or non-ongoing vacancies arising over the next 12 months.
- This role is an AFP Band 6 level.

Commitment to Diversity & Inclusion

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About the Australian Federal Police

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

To Apply

Position Contact	Vivian Kreunen, 02 5126 0229
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15311/

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Attorney-General's

Vacancy VN-0764332

Australian Federal Police

Closing Date:Thursday 06 November 2025

Job Title	Mental Health Clinicians
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Adelaide SA, Melbourne VIC, Perth WA
Salary	$118,673 - $127,101
Future Merit Locations	Canberra, Sydney, Brisbane, Adelaide, Melbourne, Perth
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	15367
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15367/

Did you know?

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra 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

Are you a Psychologist, Social Worker, and/or Mental Health Nurse looking to work within a unique, fast-paced environment? Are you driven by fairness, integrity and service to the community? Are you looking to make a meaningful difference and help keep Australia safe? The AFP is seeking registered Psychologists, Social Workers, Mental Health Nurses and mental health endorsed Occupational Therapists to fill vacancies and establish a merit pool for Canberra and our regional offices in Sydney, Melbourne, Brisbane, Adelaide and Perth.

Applications are sought from suitably qualified applicants wishing to be considered for the role of Mental Health Clinician – SHIELD. Applicants with experience in the following Mental Health Fields are highly desirable:

- Mental Health endorsed Occupational Therapy
- Psychology
- Social Work
- Mental Health Nursing

In this role you will be working collaboratively as part of an integrated team of health professionals to deliver psychological and mental health services to AFP employees from a range of operational areas; from the bomb squad, to the tactical response group to the international and transnational deployment team and unsworn members.

You will gain a greater understanding of the complex and expansive work undertaken at the AFP and have the opportunity to provide your input in how we can best support AFP employees to assist them in performing at the highest level. Successful applicants will be contributing to meaningful and rewarding work by supporting AFP employees who tackle threats to the safety and security of Australia.

The Mental Health Clinician role provides professional mental health support services to AFP employees on both an individual, team and organisational level with the goal of enhancing individual, team and organisational health and wellbeing, therefore optimising operational readiness and success. The role is committed to maintaining a high standard of care and contributes to the delivery of AFP business through the provision of a variety of health initiatives.

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

What will you do?

- Work collaboratively within the SHIELD multi-disciplinary team to provide a stepped care approach to promoting optimal mental health through engagement in proactive interventions as well as clinical treatment interventions.
- Development and delivery of training and psychoeducation presentations in a variety of wellness-related areas.
- Providing routine mental health assessments and clearances.
- The provision of focused psychological strategies in a short-term counselling/brief intervention framework to AFP members.
- Providing AFP employees referral options for available AFP, Government and community resources.
- Effectively and formally monitor client progress and maintaining all required documents.
- Performing the role of primary practitioner by engaging with, understanding, and supporting high risk business areas, including rapport building, gaining an in-depth knowledge of specific demands, and consulting and liaising with senior management.
- Contributing to the ongoing monitoring, evaluation and development of psychological services being delivered by SHIELD to the AFP.
- Effectively managing critical incident responses and follow-up, including collaborating with commands, SHIELD executive, and external agencies as necessary.

- Conducting pre and post-deployment assessments/debriefs, and providing virtual support to AFP members deployed across the world.
- Active participation and contribution in multidisciplinary team meetings.
- Case coordination and management of clients.
- On call support services 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.
- General registration as a psychologist – in Australia this requires a minimum six-year sequence of education and training. This typically includes a four-year Board-approved accredited sequence of study in psychology, followed by one of the below pathways:
    - The higher degree pathway, which is an approved postgraduate degree accredited at the fifth and sixth year level (eg. two-year Masters) or higher (eg. three or four year Doctorate)
    - The 5+1 internship pathway. This requires you to pass the national psychology exam before applying for general registration.
- 3 or more years' experience working as an unconditionally registered psychologist, social worker, mental health nurse or mental health endorsed occupational therapist.
- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) or Australian Association of Social Workers.
- Ability to travel when required.

Notes

- Occupational Therapists must possess a mental health endorsement to be eligible to apply.
- Applicant must be able to undertake regular on call activities as directed/required.
- When applying via the AFP website you will be asked to nominate your preferred location.
- This role is an AFP Band level 7.
- This role is located in Canberra, Sydney, Melbourne, Brisbane, Adelaide and Perth. Applicants are expected to be based in these regions

Commitment to Diversity & Inclusion

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To Apply

Position Contact	Renae Hayward, 02 5126 8714
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15367/

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Attorney-General's

Vacancy VN-0764335

Australian Federal Police

Closing Date:Thursday 06 November 2025

Job Title	Finance Officer - 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	On site with the possibility of WFH
Classification	APS Level 4
Position Number	15423
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15423/

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Duties

Applications are invited from suitably qualified applicants wishing to be considered for the role of Band 4 Finance Officer – Accounts and Client Services (ACS).

ACS forms part of Shared Services within the Business Services Branch and is responsible for Debt Management, Treasury and Accounts Payable and Receivable functions to the broader AFP.

The ACS team is looking for skilled members to join the Account Payable and Accounts Receivable teams.

- Work as part of a small team providing accurate Accounts Payable and Receivable services.
- Contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and AFP Governance Instruments.
- Demonstrate a willingness and ability to learn, take ownership of their role and responsibility for their work.

What will you do?

Duties performed in the Team Member role may include but is not restricted to:

- Accurately process customer invoices
- Accurately match payments to customer accounts and reconcile relevant GL accounts
- Review outstanding invoices and commence the customer debt recovery process
- Provide technical help, support and advice relating to account receivable activities to stakeholders
- Provide accurate accounts payable services
- Process a high volume of vendor invoices
- Quality assure goods receipts/confirmations
- Provide advice relating to accounts payable activities
- Display excellent customer service skills whilst communication with stakeholders via phone and email

Eligibility

Essential Requirements

- Demonstrated experience in accounts payable and accounts receivable processing
- High level customer service and communication skills
- Knowledge of Microsoft Office suite
- Willingness and ability 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

- Experience using SAP accounts processing
- SAP payroll experience highly desirable
- Prior experience within Federal/State/Local Government will be viewed favourably.

Notes

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

Commitment to Diversity and Inclusion

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To Apply

Position Contact	Eija Meins, 02 5126 4553
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15423/

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Attorney-General's

Vacancy VN-0764351

Australian Financial Security Authority

Closing Date:Thursday 30 October 2025

People, Finance and Operations
Enabling Services Group Strategic Communications

Job Title	Employee and Change Communications Advisor
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$88,123 - $95,173
Future Merit Locations	Adelaide, Brisbane, Canberra, Sydney, Melbourne
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	On Site, Flexible and Hybrid arrangements available
Classification	APS Level 5
Position Number	31637
Agency Website	

Job Description

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

About the role

Reporting to the Assistant Director Employee and Change Communications (ECC), the **Employee and Change Communications Advisor** uses specialist knowledge and skills to manage AFSA's internal communication channels. They use their excellent writing skills to produce content tailored for specific purposes, including creative and engaging material. AFSA is a geographically dispersed organisation, and our communications and channels are pivotal to supporting and connecting our employees across the country - to help drive engagement and understanding of our strategic priorities.

Duties

- Manage the AFSA intranet, including how information looks and feels for users, support ongoing content governance, development, continuous improvement, and maintenance.
- Support and educate business line content owners to ensure AFSA intranet provides up to date information that is easily available to staff.
- Prepare and publish engaging employee newsletters and executive communications, and Chief Executive emails
- Develop and maintain an internal digital channels editorial calendar in alignment with the PF&O strategy, employee and change communication plans and strategic initiatives.
- Manage the ECC mailbox to respond to queries and requests from staff and executives.
- Contribute to ECC team outcomes through supporting events, developing, and implementing employee communication plans, and writing, editing, designing and distributing content.

- Develop metrics and evaluate the effectiveness of internal digital channels by conducting research as needed and contributing to regular team reports.
- Build and maintain effective networks and relationships with AFSA staff at all levels.
- Assist with effectively managing resources and continuous improvement of work processes to ensure an ongoing high standard of performance and governance.
- Display, uphold and adhere to the APS Values, Code of Conduct and Employment Principles, and AFSA's Workplace Diversity Program.
- Comply with WHS obligations and take responsibility for own health and safety and that of others.
- Comply with AFSA's risk management framework and relevant legislation and contribute to identification, reporting and mitigation of risks in your area.

All duties will be performed in accordance with:

- the APS Values, Code of Conduct and Employment Principles
- WHS obligations, taking responsibility for own health and safety and that of others
- AFSA’s risk management framework and relevant legislation, including guiding others to identify and mitigate foreseeable risks.

Qualifications and experience

- Tertiary qualification and/or demonstrated equivalent experience in communications, content writing, copywriting, editing or similar
- Experience with M365 tools including Exchange, SharePoint, Teams, Forms and Stream.
- Knowledge of graphic design and digital photography.
- Experience with Adobe Creative Cloud suite or other professional tools, web applications and content management systems desirable.

Why AFSA?

- You will enjoy excellent conditions including:
- Generous superannuation (15.4%)
- A modern work environment
- Access to Employee Assistance Provider
- Flexibility to balance work and personal life (including working from home arrangements and flexible start and finish times where applicable).

We are a workplace committed to providing an environment that values diversity and supports staff to reach their full potential. We encourage applications from Indigenous Australians, people from culturally diverse backgrounds and people with disability. At AFSA we encourage every employee balance their family commitments and personal interests with flexible working options.

Eligibility

Please note that this opportunity is open only to Australian Citizens. The successful applicant must have or be willing to undergo a security clearance to the level of Baseline as a condition of employment. To satisfy character requirements all AFSA employees must undergo a police records check.

Where a person has received a redundancy benefit from APS agency employment and their corresponding redundancy benefit period has not expired, they may be ineligible for employment. We encourage applications from peoples from culturally diverse backgrounds and people with disability.

How to apply

Applications close **Thursday 30 October 2025 at 11:59 PM AEDT**.

To apply for this role, please click the ‘Apply’ button located on the job advertisement listed on the AFSA vacancies page. You’ll be relocated to our application portal which also provides step-by-step instructions to guide you through the application process.

Notes

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

About the Australian Financial Security Authority

To Apply

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

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

Attorney-General's

Vacancy VN-0764270

Fair Work Commission

Closing Date:Sunday 02 November 2025

Member Support team
Tribunal Support

Job Title	Associate
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA
Salary	$89,645 - $95,005
Future Merit Locations	Adelaide
Office Arrangement	Hybrid
Office Arrangement Details	Commission staff have access to hybrid working arrangements where they can work a combination of in the office and from home.
Classification	APS Level 5
Position Number	Various
Agency Website	https://www.fwc.gov.au/about-us/careers

Job Description

https://fwc.bigredsky.com/page.php?pageID=106

Associates perform a full range of professional support services to Commission Members. An Associateship at the Commission is a unique opportunity to learn firsthand about Australia's workplace relations system and to work closely with Commission Members.

This process will be used to create a merit pool to fill current and future vacancies as they arise.

Duties

- As an Associate, and consistent with the Commission's performance planning and management arrangements, flexibly undertake responsibilities associated with the administration/operation of a Member's chambers
- Perform general administrative/executive assistant duties, including:

    - Preparation and publication of official documents following Commission guidelines such as listed matters, orders and decisions
    - Legal research in the field of labour law and workplace relations
    - Diary coordination, preparation and maintenance of Commission files, proofreading and travel bookings.
- Effective management of Commission hearings (in-person and online)
- Use Commission information technology and communications facilities and systems, including for the management of files.
- Liaise with Commission Members and staff, workplace relations practitioners, legal practitioners and other parties (including unrepresented parties).
- Travel with a Member when required.
- When not allocated to a specific Member, or in any other circumstances, as directed, assist other Associates or Commission staff with work including providing relief associate support to other Members as needed.
- Perform other duties as directed by the Director, Member Support, Assistant Director, Member Support and/or the Member Support Coordinators across the Tribunal Support Branch.

Eligibility

Citizenship: The Fair Work Commission requires Australian citizenship as a condition of engagement.

National Police Check: To be eligible for employment with the Commission, the successful applicant must undergo and satisfy a National Police Check.

How to apply: Applications must be lodged online through the Commission's web-based e-recruitment system and include a current CV and a statement of claim of no more than **one A4 page**, outlining your skills and/or experience relevant to the advertised role using the **‘Our ideal candidate’** section as your basis. For further information about 'Our ideal candidate' and how to apply, please click on 'Apply now' and follow the prompts.

Notes

This recruitment process is being used to fill both ongoing and non-ongoing positions.

A merit pool of suitable applicants may be created from this process and will be active for 18 months from the date of this advertisement. We may choose to use this merit pool to fill further ongoing and non-ongoing vacancies.

Non-ongoing vacancies may be filled for maximum period of 2 years.

TheFair WorkCommission has a broad range of functions relating to the workplace and seeks to discharge these functions in a way that best meets the needs of our community with a focus on access to justice. As an employer, the Commission values diverse views and backgrounds,

including First Nations Australians, mature age workers, people from culturally and linguistically diverse backgrounds, carers, LGBTQIA+, people with disability and people who are neurodiverse.Our aim is to create a workforce that reflects the community in which we live.We also welcome conversations about working flexibly.

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 Fair Work Commission

The Fair Work Commission (Commission) is the national workplace relations tribunal. It is an independent body with power to carry out a range of functions relating to: • The safety net of minimum wages and employment conditions • Enterprise bargaining • Industrial action • Dispute resolution • Anti-bullying • Termination of employment • Registered Organisations. The Commission is a statutory authority with offices in each State and Territory. The majority of staff are based in Melbourne, Sydney and Brisbane. Commission staff are employed under the provisions of the Public Service Act 1999, which means they must uphold the APS Values and abide by the APS Code of Conduct. Employment conditions are set out in the Fair Work Commission Enterprise Agreement 2024-2027.

To Apply

Position Contact	Deanna La Rocca, (08) 8193 5572
Agency Recruitment Site	https://fwc.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0764170

Federal Court of Australia

Closing Date:Thursday 06 November 2025

Federal Court of Australia
Library & Information Services Corporate Services

Job Title	Manager, Library & Information Services
Job Type	Full-Time, Ongoing
Location	Perth WA
Salary	$115,443 - $125,832
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	Executive Level 1
Position Number	0886-10-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

https://fcajobs.nga.net.au/?jati=2EA87593-F1B8-E4CC-F88A-E44C78A7E2A4

Position Overview

The Manager, Library & Information Services WA works as part of the Federal Court of Australia Library Network to provide a high-level information and research library service to Judges and all other staff of the Federal Court of Australia, the Federal Circuit and Family Court of Australia and the National Native Title Tribunal. They are responsible for maintaining and enhancing the Western Australian library collections and services within budget; providing library training and induction to Judges, legal and other staff; and contributing to current awareness services produced by the Library Network.

Duties

1. Provide high level information and research library services to Judges and all other staff

- Respond to requests for information from Judges and all other staff
- Consult on and identify purchasing priorities and library issues
- Alert Judges and staff to new publications and developments in the library
- Keep abreast of the latest legal developments of importance to the jurisdiction of the Courts and the NNTT
- Contribute to the current awareness services produced by the Library Network

2. Maintain and enhance the Western Australian library collection and services within budget

- Manage the maintenance of the Library collection, Judges' chambers and Registries collections
- Monitor the financial expenditure of the collections and ensure they are within the annual allocation
- Select and acquire new publications in accordance with the Collection Development Policy and within budget allocation

3. Provide Library training and induction for Judges and legal and other staff

- Develop and deliver training sessions for Judges, Associates, Registrars, Members
- Keep abreast of developments in legal research tools and facilitate training from outside providers/vendors

4. Leadership skills including the ability to guide and support the development of others, sharing knowledge and experience

- Lead and motivate staff in the Library and Information Services Team and within the Entity

5. Contribute to the strategic and business objectives of the organisation

- Complete important projects and tasks within the agreed time frames
- Participate in regular national Library team meetings
- Regularly report to the Director, Library and Information Services on the operation of the Western Australian Library
- Evaluate new technology for potential as a mechanism for improving the delivery of library and information services and better utilisation of resources nationally
- Maintain regular liaison with relevant professional bodies and associations in the library and information sector e.g. ALIA, ALLA, AIJA Court Librarians.

Eligibility

Other Requirements

- Possession of an appropriate Library qualification recognised for professional membership of the Australian Library & Information Association
- A Law Degree is desirable
- Some interstate travel is required

Selection Criteria

1. Thorough knowledge of standard law library practices and procedures.
2. Excellent knowledge of legal research tools and their application to particular types of legal research.
3. Ability to develop, manage and monitor budgets and other financial records.
4. Ability to prepare reports, manuals, guides/training materials and deliver training.
5. Good working knowledge of the Australian publishing and library marketplace including suppliers, distributors/agents and document delivery services.

6. Leadership skills including the ability to guide and support the development of others,

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 one-page response outlining your suitability for this position having regards to the selection criteria and duties of the position which are described in the position description (maximum word limit 500). 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, LGBTIQA+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

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

RecruitAbility

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

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About the Federal Court of Australia

The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the Federal Court of Australia Act 1976, the Federal Circuit and Family Court of Australia Act 2021 and the Native Title Act 1993, constitute a single Statutory Agency for the purposes of the Public Service Act 1999. Employees are engaged to work in support of the following courts or tribunal: • Federal Court of Australia, • Federal Circuit and Family Court of Australia, and • National Native Title Tribunal. Employees are covered by the Federal Court of Australia Enterprise Agreement 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	Georgia Livissianos, (08) 7201 6016
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=2EA87593-F1B8-E4CC-F88A-E44C78A7

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Attorney-General's

Vacancy VN-0764229

Federal Court of Australia

Closing Date:Thursday 06 November 2025

Corporate Services Information Management

Job Title	Assistant Director, Information Management
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$115,443 - $125,832
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	A hybrid working arrangement will be available where the candidate may be required to work onsite 2-3 days a week.
Classification	Executive Level 1
Position Number	0888-10-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

https://fcajobs.nga.net.au/?jati=826859E5-FB0D-7617-3F7B-E44D2C14152D

The Assistant Director, Information Management leads the Information Management team in support of the Court's strategic corporate goals in information management and governance, and digital transition. The position is responsible for setting strategic direction for the delivery of information management services, including records management and archives, for the Court entity in line with whole of government policies and the Courts' Corporate and Risk Management plans.

Duties

- Sets the strategic direction of the Information Management team.
- Provides advice on relevant whole of government policies and strategies that apply to information management.
- Manages the Information Management team, including defining team objectives and work programs.
- Oversees staff development and training to ensure staff skills meet organisational requirements.
- Supports the Court's Chief Information Governance Officer and coordinates information governance activities as requested by the Information Governance Committee.
- Liaises with internal and external business and IT stakeholders, and proactively builds positive working relations with other staff.
- Manages the Court's Information Management platform for managing the entity's information assets and provides information management administration for the platform.
- Leads and manages information management projects.

- Monitors corporate priorities and the business context of the organisation; keeps self and others well informed on issues that may affect work progress.
- Develops and implements strategies for educating and training staff in relation to the entity's information management practices and systems.
- Oversees the entities future storage needs in relation to physical and digital records.

Eligibility

Selection Criteria

1. Demonstrated high level leadership skills required to undertake the leadership role of the Court's information governance including the management of competing priorities and high customer expectation.
2. Demonstrated experience in managing information including Commonwealth records relevant to a geographical diverse Commonwealth agency.
3. Demonstrated experience administering an information and records management system having regard to the requirements of the Archives Act 1983 and its subordinate legislation and relevant records authorities.
4. Demonstrated experience managing a team including the mentoring and development of staff.
5. Demonstrated experience in planning and leading information management projects and initiatives.
6. High level interpersonal skills including oral and written communication skills and the ability to communicate to a wide range of people including both internal and external stakeholders.

Other requirements

Tertiary qualifications in Information or Records Management recognised by RIMPA Global, Australian Library and Information Association or the Australian Society of Archivists or equivalent experience.

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 one-page response outlining your suitability for this position having regards to the selection criteria and duties of the position which are described in the position description (maximum word limit 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;

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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, LGBTIQA+ 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	Georgia Livissianos, 08 7201 6016
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=826859E5-FB0D-7617-3F7B-E44D2C141

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Attorney-General's

Vacancy VN-0764282

National Anti-Corruption Commission

Closing Date:Sunday 09 November 2025

Legal

Job Title	Special Counsel
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$145,737 - $164,217
Future Merit Locations	Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 2
Position Number	103_10/25
Agency Website	https://nacc.gov.au/

Job Description

https://nacc.nga.net.au/

About the National Anti-Corruption Commission

The NACC enhances integrity in the Commonwealth public sector by deterring, detecting, and preventing corrupt conduct involving Commonwealth public officials. It does this through education, monitoring, investigation, reporting and referral.

Working with us

This is an exciting time to join the NACC. We are looking for outstanding individuals to embed robust systems and processes, deliver exciting and diverse projects and demonstrate innovation and commitment to integrity in the public service.

NACC staff work in a complex and dynamic setting where exceptional judgement and an ability to achieve results is critical.

Successful candidates will have the ability to cooperate, manage, lead and perform successfully across corporate and operational functions.

About the role:

The successful candidate will report to the General Manager Legal working collaboratively with the General Counsels Corporate and Operations.

Special Counsel will contribute to the effective and efficient performance of the Commission and foster a positive culture and innovation as a member of the Commission's leadership team.

Duties

- Under broad direction provide high quality legal advice in response to the most complex and significant issues dealt with by the Branch and/or particularly urgent requests arising out of:
    - preliminary investigations and corruption investigations, including the use of investigative and coercive powers under the National Anti-Corruption Commission Act 2022 (Cth) (NACC Act) and related laws, including the Crimes Act 1914 (Cth), Telecommunications (Interception and Access) Act 1979 (Cth) and the Surveillance Devices Act 2004 (Cth),
    - corporate legal services, including relating to jurisdictional issues, workplace relations, governance, administrative law, and commercial law,
    - Parliamentary Privilege, confidentiality and information sharing provisions under the NACC Act, and memorandums of understanding.
- Advising on the Commission's delegations, authorisations and reporting obligations.
- Supervising the Commission's Freedom of Information function (on a rotational basis), and processing FOI requests as necessary.
- Assisting with responding to requests from the Inspector of the National Anti-Corruption Commission.
- Assisting with clearing/settling advice from junior lawyers supporting General Counsel and General Manager Legal as required.
- Contributing to the development of legal policy and legislative reform.
- Contributing to legal knowledge within the NACC and jurisdictional agencies through a commitment to legal education and delivery of internal and external training.

- Leading project and policy development and development of Branch resources and knowledge management, including the preparation and revision of processes, procedures and guidance material to facilitate the work of the Commission.
- Assisting with capability building within the Branch and in the Commission.
- Representing the interests of the NACC and helping to manage the NACC's relationships with relevant stakeholders, internally and externally.

The NACC is a small agency. In addition to these activities, from time to time you may be asked to undertake tasks outside your usual span of duties but within the range of your capabilities. Supporting one another in the way provides opportunities for exposure across the agency and is an integral part of the NACC's positive workplace culture.

Eligibility

Employment with the NACC is subject to the following conditions:

Citizenship – applicants must be an Australian Citizen.

Security clearance – this is a Designated Security Assessment Position. The occupant of this position will be required to undergo and maintain a security clearance to Negative Vetting 1.

Suitability assessment - the NACC must be satisfied that successful applicants are of suitable character. They must undergo a rigorous pre-employment suitability screening process that can be intrusive in nature including (but is not limited to) detailed background, character, employment, police and financial checks.

Probation - a probation period will apply to a new ongoing engagement in the Australian Public Service.

We encourage applications from the Australian community including Aboriginal and Torres Strait Islander people, people of all ages, people from culturally and linguistically diverse backgrounds, and people with a disability.

Notes

We offer attractive rewards and benefits to eligible employees, including:

- competitive rates of pay and 15.4% superannuation.
- generous paid parental leave for primary and secondary caregivers.
- an additional 3 days paid leave between Christmas and New Year.

- flexible working arrangements such as part-time work, flexible work hours, and technology to support working from home and similar arrangements.
- an option to purchase additional leave, up to 4 weeks per year.
- access to salary sacrificing, and
- access to studies assistance.

The NACC provides a service allowance of $1,972 per annum (pro-rata for part-time) to non-SES employees which acknowledges the special requirements of working at the NACC. This includes the need for high-level personal security assessments; the intrusion associated with notifying private financial and social interests and the necessity to engage in practices to prevent targeting by unlawful elements.

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 Anti-Corruption Commission

The National Anti-Corruption Commission (NACC) is an independent Commonwealth agency that commenced in 2023. The NACC mission is to enhance integrity in the Commonwealth public sector by deterring, detecting and preventing corrupt conduct involving Commonwealth public officials through education, monitoring, investigation, reporting and referral.

To Apply

Position Contact	Franz, (03) 9393 8928
Agency Recruitment Site	https://nacc.nga.net.au/

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Attorney-General's

Vacancy VN-0763321

Office of Parliamentary Counsel

Closing Date:Sunday 02 November 2025

Corporate Services

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$89,573 - $94,986
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible
Classification	APS Level 5
Position Number	5082
Agency Website	https://www.opc.gov.au

Job Description

https://www.opc.gov.au/careers

OPC drafts Bills and legislative instruments for the Commonwealth government.

This position provides high-level administrative and executive support on the Legislative Program, drafting teams, and the First Parliamentary Counsel (FPC). We seek an individual with exceptional communication, organisational, and coordination skills, as well as a proven capacity to foster effective working relationships and demonstrate agility and practical problem-solving abilities. The ideal candidate will be a master of time management, communication, and confidentiality, with the ability to anticipate needs and handle a wide range of tasks in a fast-paced environment.

Duties

Responsibilities include, but are not limited to:

- Providing executive support to the First Parliamentary Counsel (FPC), Second Parliamentary Counsels (2PCs), and the Drafting cohort.
- Performing day-to-day tasks, including meeting room set up, greeting visitors, inbox and diary management, answering phone calls, data entry and tracking, and records management.
- Supporting the coordination of events, including conferences, forums and professional development programs.
- Financial reconciliation of credit cards, invoice acquittals and support procurement activities.

- Organising and overseeing travel arrangements, including booking flights, accommodations, and transportation, while managing travel-related expenses in accordance with whole of government standards.
- Preparing reports, presentations, and correspondence, ensuring all materials are accurate and professionally formatted.
- Supporting coordination of the Cabinet process, including the distribution of Cabinet materials and minutes, and the preparation of briefing packs.
- Providing ad hoc administrative support to the broader office as required.
- Providing secretariat support to meetings, committees and working groups, as required.

Eligibility

To be eligible for the role, you must:

- be an Australian Citizen;
- be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Negative Vetting Level 1.

Notes

About the Office of Parliamentary Counsel

The Office of Parliamentary Counsel (OPC) is a small Commonwealth government agency which provides clear, effective and accessible Commonwealth law for all Australians. We do this by drafting Bills for the Commonwealth government, and a significant proportion of Commonwealth legislative instruments. We also provide comprehensive, free access to Commonwealth legislation through the Federal Register of Legislation website, preparing compilations of Commonwealth legislation, and registering Commonwealth Acts and instruments on behalf of more than 70 agencies.

To Apply

Position Contact	Emma Modric, 0261201408
Agency Recruitment Site	https://www.opc.gov.au/careers

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Attorney-General's

Vacancy VN-0764114

Office of the Inspector-General of Intelligence and Security

Closing Date:Sunday 02 November 2025

Job Title	Director, Security
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$140,938 - $167,436
Future Merit Locations	Various locations - ACT
Office Arrangement	On Site
Office Arrangement Details	Canberra Based flexible working arrangements negotiable
Classification	Executive Level 2
Position Number	0314/25_OIGIS-EXT
Agency Website	https://www.igis.gov.au/

Job Description

https://agcareers.nga.net.au/?jati=CA48D2B6-4DF9-AA41-C4FA-E44A9BF6BFF6

Who are we?

The Office of the Inspector-General of Intelligence and Security (IGIS) is central to the independent oversight of the Australian intelligence and security agencies. The Inspector General is an independent statutory office holder with oversight of the activities of Australia's intelligence and security agencies to ensure they act legally and with propriety, comply with ministerial guidelines and directives, and respect human rights. The work of the Inspector-General and his staff provides assurance to ministers, the parliament and the public that these agencies are using their powers as intended.

We are a small portfolio agency, proud of our contribution to the national interest. We recognise that our people are our greatest asset – we recruit and retain highly capable, motivated professionals with high levels of integrity and personal drive; and we invest in, and value, their development. Further, we offer a rewarding, positive, and inclusive environment, empowering staff to work flexibly in their contribution to the achievement of agency goals.

It is an exciting time for our office, as we undergo a period of change and growth. As a result of an expected expansion in our jurisdiction and new powers granted to intelligence agencies in recent years, the office is expected to grow to strengthen our capabilities.

Duties

The Opportunity

The Director, Security leads multi-disciplinary teams covering all aspects of security as well as the Office's ICT and Information Governance functions. The role is also responsible for providing corporate leadership and advice to the Office's Executive.

The Director, Security, is an experienced EL2 who plays a critical role in managing the Office's Security practices to meet organisation and strategic objectives. As a senior leader, the Director, Security provides strategic advice and direction, translates strategy into operational goals and engages peers and team members to deliver service excellence and continuous improvement.

Please note, this position is Canberra-based with opportunity to negotiate flexible working arrangements, including hybrid working arrangements; however, the majority of the work will need to be conducted at the Canberra office.

Key responsibilities of Director, Security include:

- Provide strategic leadership of the Office's protective security program including the provision of advice on the Office's personnel and physical security risks and the insider risk program as well as implementing appropriate and proportionate strategies to effectively manage security risks.
- Lead the development and implementation of a range of security policies to meet PSPF and other government compliance requirements across personnel and physical security functions.
- Maintain a contemporaneous understanding of the counter-intelligence threat and broader security environment in which the Office operates.
- Oversee the development and delivery of the Office's insider threat capability including security-related training to staff.
- Foster an effective security culture through education and engaging personnel in accordance with the evolving security environment.
- Identify, investigate, analyse and respond to security incidents, advice and support to the leadership and staff.
- Supervise psychological services and the inter-related factors for insider threat considerations.
- Oversee specialists in ICT to ensure a user-friendly ICT ecosystem that meets and anticipates the Office's needs and meets all required ICT standards.
- Oversee the Information Governance function and its supporting architecture across the breadth of the Office's information management responsibilities.

To be successful in this role you will have:

- a demonstrated ability to guide, mentor and develop team members
- high-level management skills, to manage a complex workload and lead a small team with multiple work streams
- a desire to work in a productive, values-driven organisation and to achieve results
- a positive attitude, energy and commitment to the objectives of the IGIS
- a collaborative and respectful approach to all aspects of your work
- the ability to conduct your work in an organised and flexible manner

- a demonstrated ability to exercise sound judgment, show initiative and work effectively in a small team
- a demonstrated ability to work in a highly sensitive workplace and to resolve complex problems
- an aptitude for relationship building, and the ability to influence and build relationships with senior executives and a network of stakeholders
- strong interpersonal skills, including excellent written and verbal communication.

Desirable skills

- a highly developed understanding of the national security environment and intelligence legislative frameworks including the PSPF
- a strong ability to accurately interpret and analyse information to inform decision making and/or deliver outcomes
- high levels of discretion and professionalism as they pertain to all aspects of security.

Eligibility

Security, suitability and integrity requirements

- **Citizenship** - you must be an Australian citizen
- **Employment Suitability Assessment (ESA)**– appointment to our Office depends on the outcome of an ESA.
- **Security Clearance** – appointment and ongoing employment at the Office are subject to a Top-Secret Positive Vetting/Privileged Access clearance being granted and maintained. You must be willing to undergo a security clearance vetting process at the Top-Secret Positive Vetting/Privileged Access clearance level and must be willing to fully cooperate in the assessment process, including the timely provision of information and documentary evidence. Security vetting may take many months to complete and requires candidates to provide significant personal information to the vetting authority.

Positions at IGIS are positions of trust. In addition to the above, all IGIS staff are required to make annual conflict of interest declarations to support the independence and integrity of the Office.

The successful candidate must be located in Canberra or willing to relocate. The IGIS offers relocation assistance to new employees relocating to Canberra from interstate.

Notes

How to apply

Applicants must be submitted through IGIS Recruitment Portal on our website by 11:30pm AEDT on the closing date.

NOTE: All applications must be provided at the OFFICIAL level. Classified applications will not be accepted.

As part of your application you will need to provide:

- your current resume;
- contact details of two referees (one of these must be your current supervisor/manager)
- a written statement explaining why you are interested in IGIS and how your education, skills, knowledge and experience make you suitable for the position (maximum 750 words)

When framing your response, you should also refer to the Integrated Leadership System (ILS) and the capabilities required to be successful at the Executive Level 2. Information about the ILS is available on the Australian Public Service Commission website.

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About the Office of the Inspector-General of Intelligence and Security

The Inspector-General of Intelligence and Security is an independent statutory office holder who reviews the activities of six intelligence agencies within IGIS jurisdiction: • Australian Security Intelligence Organisation - ASIO • Australian Secret Intelligence Service - ASIS • Australian Signals Directorate - ASD • Australian Geospatial-Intelligence Organisation – AGO • Defence Intelligence Organisation - DIO • Office of National Intelligence - ONI The purpose of this review is to ensure that these agencies act legally and with propriety, comply with ministerial guidelines and directives and respect human rights. The functions of the Inspector-General are prescribed under sections 8, 9 and 9A of the Inspector-General of Intelligence and Security Act 1986 (Comlaw). The Inspector-General can undertake a formal inquiry into the activities of an agency in response to a complaint or a reference from a minister. The Inspector-General can also act independently to initiate inquiries and conducts regular inspections and monitoring of agency activities. In conducting an inquiry, the Inspector-General has significant powers which include requiring the attendance of witnesses, taking sworn evidence, copying and retention of documents and entry into the premises of an agency within jurisdiction. The Inspector-General can also conduct preliminary inquiries into matters in order to decide whether to initiate a full inquiry.

To Apply

Position Contact	OIGIS Recruitment Team, (02) 6141 4490
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=CA48D2B6-4DF9-AA41-C4FA-E44A9E

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Attorney-General's

Vacancy VN-0764148

Office of the Inspector-General of Intelligence and Security

Closing Date:Sunday 02 November 2025

Job Title	Assistant Director, Intelligence Oversight
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$121,089 - $134,987
Future Merit Locations	Various locations - ACT
Office Arrangement	On Site
Office Arrangement Details	Canberra based, onsite
Classification	Executive Level 1
Position Number	0328/25_OIGIS-EXT
Agency Website	https://www.igis.gov.au/

Job Description

https://agcareers.nga.net.au/?jati=94D7A6BC-189B-A33D-CD51-E44C3FE6CB8C

Who are we?

The Office of the Inspector-General of Intelligence and Security (IGIS) is central to the independent oversight of the Australian intelligence and security agencies. The Inspector General is an independent statutory office holder with oversight of the activities of Australia's intelligence and security agencies to ensure they act legally and with propriety, comply with ministerial guidelines and directives, and respect human rights. The work of the Inspector-General and his staff provides assurance to ministers, the parliament and the public that these agencies are using their powers as intended.

We are a small portfolio agency, proud of our contribution to the national interest. We recognise that our people are our greatest asset – we recruit and retain highly capable, motivated professionals with high levels of integrity and personal drive; and we invest in, and value, their development. Further, we offer a rewarding, positive, and inclusive environment, empowering staff to work flexibly in their contribution to the achievement of agency goals.

It is an exciting time for our office, as we undergo a period of change and growth. As a result of an expected expansion in our jurisdiction and new powers granted to intelligence agencies in recent years, the office is expected to grow to strengthen our capabilities.

Duties

The Opportunity

An Assistant Director Intelligence Oversight drives the core work of IGIS – delivering efficient and effective oversight of the agencies within the IGIS's jurisdiction. Fundamentally, an Assistant Director Intelligence Oversight demonstrates analytic and critical thinking skills to understand agency activities, identify issues, formulate an informed view, identify and make recommendations. They also possess the skills to provide guidance and direction to APS level Intelligence Oversight Officers to do the same.

An Assistant Director will most commonly lead, but also contribute expertise to the delivery of the oversight activities of the Office. An Assistant Director will establish and maintain relationships with stakeholders across a broad range of intelligence agencies, and actively contribute to the broader functions of the IGIS, to ensure it delivers effective oversight, as required.

Please note, this position is office-based in Canberra.

Key responsibilities of Assistant Director, Intelligence Oversight include:

- plan, lead and execute reviews (including inspections and inquiries) of intelligence agency activities by conducting research and data analysis, examining documentation, meeting with agency staff to discuss issues or resolve contested views, and finalising inspection outcomes
- foster, build and maintain productive, but independent, working relationships with colleagues in the agencies IGIS oversees and broader Government as required to further the work of the Office
- critically analyse complex issues and documents by applying sound judgement to draw conclusions, including contesting other views and enabling junior officers to do the same
- communicate (verbally and in written form) to a wide variety of audiences to varying degrees of complexity, including to Senior Executive level staff
- interpret and apply legislation, policies and procedures, in relation to agency activities
- mentor and develop staff
- handle highly classified and sensitive information on a daily basis
- exercise professional discretion
- contribute to the learning and professional development activities of the Agency Oversight Branch.

To be successful in this role you will have:

- a desire to work in a productive, values-driven organisation and to achieve results
- a positive attitude, energy and commitment to the objectives of the OIGIS
- a collaborative and respectful approach to all aspects of your work

- a demonstrated ability to analyse an issue or activity and, with guidance, developing clear views and recommendations
- an inquisitive mind and desire to apply your critical thinking skills to interesting and complex issues and activities
- the ability to conduct your work in an organised and flexible manner.

Desirable skills

- highly developed analytical and critical thinking skills to tackle complex issues
- excellent written and verbal communication skills
- ability to work within, and provide guidance during, a period of change
- ability to build and maintain relationships with a network of stakeholders in a responsive and flexible way
- ability to lead individual oversight activities within a team environment
- ability to work independently and under minimal direction and supervision, in a highly sensitive workplace
- have a professional curiosity to both proactively examine issues and develop new ways of conducting business.

Highly desirable skills

- understanding of, and/or experience in, the National Intelligence Community (NIC)
- experience undertaking inspections, audits or other types of administrative reviews or analytical work
- leadership experience, including experience managing individuals or a small group of staff.

Eligibility

Security, suitability and integrity requirements

- **Citizenship** - you must be an Australian citizen
- **Employment Suitability Assessment (ESA)**– appointment to our Office depends on the outcome of an ESA.
- **Security Clearance** – appointment and ongoing employment at the Office are subject to a Top-Secret Positive Vetting/Privileged Access clearance being granted and maintained. You must be willing to undergo a security clearance vetting process at the Top-Secret Positive Vetting/Privileged Access clearance level and must be willing to fully cooperate in the assessment process, including the timely provision of information and documentary evidence. Security vetting may take many months to complete and requires candidates to provide significant personal information to the vetting authority.

Positions at IGIS are positions of trust. In addition to the above, all IGIS staff are required to make annual conflict of interest declarations to support the independence and integrity of the Office.

The successful candidate must be located in Canberra or willing to relocate. The IGIS offers relocation assistance to new employees relocating to Canberra from interstate.

Notes

How to apply

Applicants must be submitted through IGIS Recruitment Portal on our website by 11:30pm AEDT on the closing date.

NOTE: All applications must be provided at the OFFICIAL level. Classified applications will not be accepted.

As part of your application you will need to provide:

- your current resume;
- contact details of two referees (one of these must be your current supervisor/manager)
- a written statement explaining why you are interested in IGIS and how your education, skills, knowledge and experience make you suitable for the position (maximum 750 words)

When framing your response, you should also refer to the Integrated Leadership System (ILS) and the capabilities required to be successful at the Executive Level 1. Information about the ILS is available on the Australian Public Service Commission website.

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

The Inspector-General of Intelligence and Security is an independent statutory office holder who reviews the activities of six intelligence agencies within IGIS jurisdiction: • Australian Security Intelligence Organisation - ASIO • Australian Secret Intelligence Service - ASIS • Australian Signals Directorate - ASD • Australian Geospatial-Intelligence Organisation – AGO • Defence Intelligence Organisation - DIO • Office of National Intelligence - ONI The purpose of this review is to ensure that these agencies act legally and with propriety, comply with ministerial guidelines and directives and respect human rights. The functions of the Inspector-General are prescribed under sections 8, 9 and 9A of the Inspector-General of Intelligence and Security Act 1986 (Comlaw). The Inspector-General can undertake a formal inquiry into the activities of an agency in response to a complaint or a reference from a minister. The Inspector-General can also act independently to initiate inquiries and conducts regular inspections and monitoring of agency activities. In conducting an inquiry, the Inspector-General has significant powers which include requiring the attendance of witnesses, taking sworn evidence, copying and retention of documents and entry into the premises of an agency within jurisdiction. The Inspector-General can also conduct preliminary inquiries into matters in order to decide whether to initiate a full inquiry.

To Apply

Position Contact	OIGIS Recruitment Team, (02) 6141 4490
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=94D7A6BC-189B-A33D-CD51-E44C3F

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Defence

Vacancy VN-0763762

Department of Defence

Closing Date:Monday 27 October 2025

Joint Capabilities Group
Defence Space Command

Job Title	Unit Security Officer
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	$95,187 - $108,734
Future Merit Locations	Fairbairn
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	JCG/08111/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=86876B35-3D77-DC86-B5EF-E449EADBC9BF

Duties

The Role

Space Command (SPACECOMD) is seeking a Unit Security Officer to work within the Chief of Staff Directorate, who will provide general administration support and manage Space Command security requirements.

Key duties of this role include:

- Provision of security support and record keeping for the management of security clearances and other security related activities.
- Maintaining, drafting and reviewing security plans and orders.
- Support the Chief of Staff and Business Manager with security incident reporting.
- Promote best practice security knowledge and awareness across the Branch by providing updates on policy changes.
- Undertake Communications Intelligence Security Officer (COMSO), Sensitive Compartmented Information Facility (SCIF) manager and facility upgrade duties.

About our Team

SPACECOMD is a multidisciplinary workforce across Navy, Army, Air Force Australian Public Service, and industry. SPACECOMD has been established to prepare space power to secure Australia's interests in peace and war. Its vision is to assure Australian civil and military access in space, integrated across Government, and in concert with allies, international partners and industry.

The Chief of Staff Directorate in SPACECOMD manages a range of Command wide business functions and is looking for a high performing APS 6 Security Officer to join our team, in this integrated and high tempo environment. On-the-job and formal training will be provided.

Our Ideal Candidate

Our ideal candidate will be able to demonstrate strong skills and experience in:

- Writing and reviewing plans and processes.
- Understanding of the need to know principle and dealing with sensitive information.
- Stakeholder engagement.

The candidate will have the following demonstrated attributes:

- Building/maintaining positive stakeholder relationships.
- Strong planning/time management skills, particularly prioritisation and critical thinking.

- Judgement and a bias for action in driving outcomes, including problem solving and flexibility.
- Skilful communicator (both written and verbal).

Knowledge of Space is highly desirable but not mandatory. Some domestic travel may be required.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Rachael Clarkson, 02 6192 7272
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=86876B35-3D77-DC86-B5EF-E4

Defence

Vacancy VN-0763876

Department of Defence

Closing Date:Sunday 02 November 2025

Capability Acquisition and Sustainment Group
Aerospace systems

Job Title	Business & Workforce Manager
Job Type	Full-Time, Ongoing
Location	Richmond NSW
Salary	$120,303 - $135,701
Future Merit Locations	Richmond
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	CASG/08189/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=7CDDD2DA-423D-CDE1-22D7-E44A9B337CB5

Duties

The Role

Defence is seeking an Executive Level 1 Business and Workforce Manager to join a focused and informed multidisciplinary team at Airlift Systems Program Office (ALSPO) to bring and apply best practice business management acumen in support of Medium Air Lift aircraft and their supporting systems for Air Force. The Business & Workforce Manager holds a pivotal, multi-faceted role, overseeing strategic planning, resource allocation and cultural development within a large and complex Program Office.

This position is accountable for integrated strategic personnel planning, ensuring the organisation has the right structure and a skilled, knowledgeable team to achieve its goals. A significant aspect of this role involves sponsoring and managing the operationalisation of the Defence Culture Blueprint.

This includes developing and implementing the ALSPO Cultural Intent and leading activities aligned with the blueprint's seven strategic pillars and compliance to Defence Values and Behaviours.

Key Responsibilities include:

- Leadership and coordination to manage and oversee effective reporting for workforce, administration and business management services compliance including budget and personnel contract management.
- Applying workforce intelligence through analysis, planning and compliance in support of effective recruitment processes, on-boarding and training programs.
- Implementing strategies aligned to psychosocial health and well-being for Australian Public Service (APS) staff and collaborates with the Commanding Officer (CO) for Australian Defence Force (ADF) members.
- Developing innovative solutions to resourcing constraints inclusive of change management activities.
- Building and maintaining a library of business intelligence workforce and resource artefacts and data sets to help senior management to make informed decisions.
- Acting as a liaison with other functional Groups across Defence to understand and implement broader strategic intent and ensure compliance and optimal performance across ALSPO.

About our Team

ALSPO delivers air mobility capabilities that support combat, humanitarian, diplomatic and peacekeeping operations. We provide sustainment services for the C-130J Hercules and C-27J Spartan aircraft, ensuring mission readiness for the Air Force.

With a proud Air Force legacy, ALSPO is staffed by ADF, APS and contracted personnel. Our inclusive service delivery model reflects Defence Values and fosters a resilient, adaptive and culturally capable team. Every member contributes with purpose to Defence and the nation.

This position is based at RAAF Richmond and supports flexible work arrangements. However, due to operational requirements, remote working is not suitable. The role requires a consistent on-site presence in Western Sydney to ensure effective service delivery and stakeholder engagement.

As an APS employee, you will access leading wellbeing initiatives and enjoy base amenities including a gym, pool, cinema, courts and childcare.

Join a capable, committed and diverse team shaping the future of Defence air mobility.

Our Ideal Candidate

To be successful in the role, you will:

- Be qualified, experienced and highly motivated, with a demonstrated ability to operate effectively within a capability-driven organisation that leverages strategic workforce planning and advanced business intelligence solutions.
- Apply your expertise in data collection, consolidation, analysis and reporting to design and deliver efficient business processes, generate performance insights, and drive outcomes that support Defence's strategic and operational priorities.
- Demonstrate high levels of behavioural mastery by building effective partnerships with senior stakeholders, identifying adaptive solutions to emerging challenges, and leading implementation with agility and precision.
- Demonstrate strategic awareness and planning capability by interpreting organisational drivers and translating strategic intent into actionable, workforce-aligned business outcomes.
- Lead initiatives that require sound judgement, cross-functional coordination and stakeholder engagement, and deliver outcomes shaped and managed under your direction.
- Communicate with clarity and influence, using excellent verbal and written skills to convey nuanced information, foster collaboration, and support informed decision-making at senior levels.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Meagan Cicognani, 02 4579 3454
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7CDDD2DA-423D-CDE1-22D7-E

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Defence

Vacancy VN-0763881

Department of Defence

Closing Date:Sunday 02 November 2025

Security and Estate Group
Infrastructure Group

Job Title	Director, ACT Accommodation Strategy
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$139,681 - $167,659
Future Merit Locations	Brindabella Business Park
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	SEG/07416/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=4F56C644-5442-5EC7-BD94-E44A9BC9167E

Duties

The Role

As Director ACT Accommodation Strategy, you will lead a team to develop and implement a long-term strategy to optimise Defence's office accommodation in the ACT. This strategy aligns to the Department of Finance Commonwealth Property Management Framework, Defence's National Accommodation Management Policy and Defence Office Accommodation Guidelines.

Your team will use existing plans and data to assess risks and opportunities across Defence owned and leased estate in the ACT, working closely with stakeholders and service providers.

Your role involves driving enterprise-wide engagement, improving business processes, and using evidence to influence decisions. You will identify ways to modernise accommodation, reduce leased footprint, and maximise building use.

This role provides a great opportunity to deliver your strategy as tangible outcomes!

The ACT Accommodation Strategy is being delivered in stages, with Stage 2 currently underway (out to the end of 2027) and Stage 3 currently in development (beyond 2028).

About our Team

Estate Transformation Division (ETD) supports collaboration across Defence to strengthen the Defence Estate. Property Management Branch works closely with groups and services from across our organisation to support the delivery of a safe, secure, fit for purpose and resilient Defence estate in the ACT. We engage broadly across the Commonwealth to ensure compliance with property related legislation and policy, and to ensure transparency in our mandated reporting. Our team are passionate about improving working environments for Defence personnel and enjoy working in a fast paced, challenging and rewarding environment.

We promote an inclusive culture based on mutual respect and encourage diversity of thought and professional curiosity to deliver exciting and challenging work. We offer flexible work arrangements, a great work-life balance and access to the best nationally recognised training and development programs in the market. We pride ourselves on creating a professional environment that enables upskilling and career advancement opportunities.

Our Ideal Candidate

Our ideal candidate will have experience in property and estate related matters, including delivering strategic outcomes in a large and complex environment. Ideally, you will have experience developing and delivering a long-term office accommodation strategy.

Your key attributes will be strong communication and negotiation skills, analytical skills, and the ability to develop and implement strategy. Candidates should have experience leading teams, influencing senior decisions, and translating strategy into action. Our ideal candidate will be resilient in order to lead their team to deliver outcomes for the enterprise. You will be accountable for the development and implementation of a strategy that uplifts and optimises Defence's use of office accommodation and reduces overall cost to Defence into the future. Legislative, financial and policy drivers will shape the direction, and you will work closely with Defence's Property Services Provider, internal and external stakeholders to improve business process.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Adrian Kovacs, 0478 302 063
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4F56C644-5442-5EC7-BD94-E4

Defence

Vacancy VN-0763948

Department of Defence

Closing Date:Sunday 02 November 2025

Joint Capabilities Group
Cyber Operations Division

Job Title	Senior Cyber Security Analyst
Job Type	Full-Time, Ongoing
Location	Harman ACT, Macleod VIC
Salary	$95,187 - $108,734
Future Merit Locations	Harman, Macleod
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	JCG/08227/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=EA637C87-6E1A-17D2-AD67-E44ADA537977

Duties

The Role

As an APS 6 within DSOC's Monitoring, Detection and Response capability, you will be responsible for monitoring and analysing security events from multiple systems and sources. This position may be required to commit to shift work, which would attract additional shift loading payment.

Duties may include but are not limited to:

- Using tools such as SIEM, SOAR and other network monitoring tools, to monitor and analyse security events and alerts within a high-tempo operational environment;
- Exercising knowledge of legislative frameworks (PSPF, DSPF and ISM), and Defence's mission and priorities in order to effectively respond to cyber security incidents;

- Engaging in complex technical problem solving which may be of sensitive nature that impacts strategic, political, or operational outcomes for Defence;
- Managing team workflows, setting priorities and training team members;
- Maintaining positive working relationships within an integrated workforce, and manage internal and external stakeholders;
- Preparing internal reports and other formal communications;
- Contributing to the continuous improvement of DSOC processes, SOPs and Work Instructions.

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

About our Team

DSOC is the strategic centre for Cyber Security Operations within Defence. DSOC provides mission focused services across the Defence enterprise through a range of Cyber Security Operations functions. The team have access to contemporary tools, training, and support to enable high quality achievement, responsive, and dynamic outcomes in support of Defence and its mission.

DSOC is a collaborative and agile team, committed to providing opportunity for professional development whilst also contributing to key strategic outcomes. DSOC consists of a diverse workforce of complementary skillsets, inclusive of APS, ADF, and contractors. We routinely engage with a wide range of stakeholders across the Department, Whole-of-Government, and Defence Industry, to identify new opportunities for improvement and collaboration.

Our Ideal Candidate

Our ideal candidate will:

- Have demonstrated experience in one or more of:
- Cyber security operations real-time alert monitoring and triage;
- Cyber security incident analysis and response;
- Cyber security risk management;
- SIEM and SOAR technologies and processes.
- Possess an understanding of defensive cyber security operations, and/or cyber security incident response as the front line in defensive capability within a Security Operations Centre;
- Possess strong communication, interpersonal and collaboration skills to work effectively with internal and external stakeholders, in-order-to understand and contextualise the threat to Defence and support decision making;
- Have a proven ability to manage competing priorities to a high standard of accuracy within allocated timeframes;
- Have experience in coordinating and leading operational cyber security teams;

- Possess good attention to detail while being able to prioritise and reprioritise task within a high tempo environment;
- Possess of a well-rounded ability to think critically, be inquisitive, whilst diligently and pragmatically driving at results and comprehensive analytical skills are highly valued.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Joel Palmer, 02 5109 4570
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EA637C87-6E1A-17D2-AD67-E4

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Defence

Vacancy VN-0763969

Department of Defence

Closing Date:Monday 03 November 2025

Joint Operations Command
Headquarters Joint Operations Command

Job Title	Assistant Director, Exercises and Plans
Job Type	Full-Time, Ongoing
Location	Queanbeyan NSW
Salary	$120,303 - $135,701
Future Merit Locations	Queanbeyan
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	JOC/08232/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=DC06C2E8-0A79-64AB-EC3E-E44B8ACA953C

Duties

The Role

The Assistant Director, Exercises and Plans, is a pivotal position within the ACMC's civil-military-police preparedness activities. The position is responsible for managing, developing and delivering ACMC input into Australian Defence Force and other-government agency exercises and activities in accordance with the ACMC Exercise Support Strategy. The successful candidate will be expected to bring their experience in, and knowledge of, civil-military police coordination and engagement, to the following activities:

- Identification, assessment and prioritisation of exercises
- attendance at exercise planning activities as part of the Joint Exercise Life Cycle (JELC)
- Advocacy for / facilitation of other-government agency and external/non-government organisation involvement (as appropriate) and inclusion of interagency and whole-of-government themes and objectives into the exercise design
- Coordination and/or input to the development of exercise documents and artefacts
- Support to preparatory training for exercise participants, including Interagency Seminars
- Coordination of external subject matter expert support and/or provision of briefings, presentations and panel discussions in support of an exercise or activity.
- Support to Exercise Control (EXCON), Higher Control (HICON) and/or the training audience during conduct of the exercise

- Participation in exercise or activity related After Action Reviews and input to / development of associated Post Activity Reports

Additionally, this position is responsible for managing, developing and delivering ACMC input to High Risk Weather Season (HRWS) preparedness, in coordination with portfolio leads, and contributing to operational and contingency planning, with a particular focus on domestic and regional plans likely to involve civil-military interaction. The position also supports other ACMC training and engagement activities, and broader defence and whole-of-government training and exercising programs within the civil-military-police domain.

The position works in a team alongside one other Assistant Director, and reports to the Director of Partnerships and Preparedness.

About our Team

The Australian Civil-Military Centre's (ACMC) mission is to strengthen Australian and regional civil-military-police capacity and capability to respond more effectively to crises and contingencies. In implementing its mission, the ACMC promotes better practice civil-military-police coordination and interactions to achieve operational objectives.

ACMC is a small dynamic organisation with approximately 25 staff drawn from permanent staff from the Department of Defence augmented by secondees from Australian Government departments and agencies, the New Zealand Government, and the Australian Council for International Development (Australia’s peak non-government sector body).

The Partnership and Preparedness Directorate (P&P) mobilises and delivers ACMC’s civil-military-police (CMP) knowledge and content. By developing and maintaining networks throughout relevant government, non-government and regional channels, P&P enables ACMC to design and deliver CMP knowledge and content in line with its overarching ambition to strengthen Australian and regional civil-military-police capacity and capability to respond more effectively to crises and contingencies.

Our Ideal Candidate

To be successful in this role, the applicant will be able to demonstrate familiarity with training and exercise design and delivery of practically focused planning and preparedness outcomes. The Assistant Director, Exercises and Plans will require high level critical thinking and analysis skills and excellent communication skills (both oral and written). They will have well-developed partnership brokering, team building and stakeholder engagement skills. Finally, they will be able show considerable initiative, be self-motivated, resilient and able to work with limited direction. The role requires regular travel, both domestic and international.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Peter Giugni, 0487 582 702
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DC06C2E8-0A79-64AB-EC3E-E4

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Defence

Vacancy VN-0763977

Department of Defence

Closing Date:Sunday 02 November 2025

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Engineering Manager
Job Type	Full-Time, Ongoing
Location	Fyshwick ACT
Salary	$120,303 - $135,701
Future Merit Locations	Fyshwick
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	CASG/08215/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=8C6DECBF-C739-BBB3-376C-E44B8C8B55E8

Duties

The Role

This recruitment seeks to fill the EL 1 Engineering Manager role in the Active Electronically Scanned Array Systems Program Office (AESA SPO) within the Electromagnetic Warfare and Intelligence Systems (EWIS) Branch. AESA SPO manages the introduction of innovative Active Electronic Scanned Array radar technology and is the single point of contact for domestic and international arrangements regarding this capability. The EL 1 Engineering Manager in AESA SPO will have the opportunity to apply their skills to a highly exciting portfolio of work while leading a multidisciplinary team of engineers and maintaining all engineering responsibility for the assigned program of work. The role is located in Fyshwick, Canberra, with occasional domestic and international travel required.

The right person for this role will show the flexibility to respond to the changing context and shifting priorities of the Defence environment and the agility to realign resourcing to meet new demands. In this leadership role, you will provide support and guidance to your team to ensure they are sensitive to Defence Strategic direction and to excel, while exercising a significant degree of independence.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCP). This enables Defence to provide a premium, in addition to the base

salary otherwise payable under the Defence Enterprise Collective Agreement (DECA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

Charged with the responsibility of acquiring and sustaining a broad range of electronic warfare and signals intelligence systems in both tactical and strategic domains, the EWIS Branch provides its team with a wide range of exciting career opportunities. Within the EWIS Branch, the AESA SPO manages engagements between the Department of Defence and CEA Technologies – a supplier of world-leading radar technologies that are designed, developed and manufactured in Australia. If you are looking for a challenging and stimulating career in a role that makes a real difference, look no further than a role in CASG.

At CASG, you will have the opportunity to work on some of the biggest and most complex projects in Australia. CASG partners with industry to deliver capability to Defence, managing a multi-billion dollar portfolio of complex, high-profile acquisitions and sustainment activities to support Australia’s armed forces.

CASG manages an integrated, matrixed workforce to deliver projects and programs efficiently and effectively, with opportunities across a wide variety of disciplines including Engineering, Project Management, Commercial, Logistics and Corporate Enabling Services. You will be at the cutting edge of innovation in Defence, supported by tailored Professionalisation Pathways to support your development and unique and varied career opportunities.

Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration. Defence will support you in balancing work life with family and other priorities, offering you access to a variety of flexible working arrangements.

Our Ideal Candidate

Are you experienced in Systems Engineering and Engineering Management?

Interested in joining project work that will revolutionise radar systems and the electronic warfare environment? Want to work in a dynamic team with the opportunity to shape and influence the outcomes of a high technology program?

Eligibility

Security Clearance:

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

Mandatory Qualifications:

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

Notes

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

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To Apply

Position Contact	WGCDR Malcolm Gould, 02 5109 6625
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8C6DECBF-C739-BBB3-376C-E

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Defence

Vacancy VN-0764006

Department of Defence

Closing Date:Monday 03 November 2025

Security and Estate Group
Service Delivery Division

Job Title	Assistant Base Manager Exmouth
Job Type	Full-Time, Ongoing
Location	Exmouth WA
Salary	$95,187 - $108,734
Future Merit Locations	Exmouth
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	SEG/08250/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=75DD8C8D-3F05-B973-EB34-E44BC4CEA8B8

Duties

The Role

Your career is limitless as a public servant in the Department of Defence. With over 16,000 civilians, Defence offers dynamic public service careers across our diverse and unique internal groups and agencies. Administration and Customer Service Specialists are employed Australia-wide, enabling our three services Army, Navy and Air Force to do their job.

If you are looking for an exciting workplace where no two days are the same, the Assistant Base Manager role in Exmouth may be the perfect opportunity for you!

Base Management:

Our Bases vary significantly depending on the Services that they support. As an Assistant Base Manager, you will build strong relationships with various military, civilian and contractor stakeholders with a shared focus on the sustainable management of the Base to support operational, training and other specialist functions. You could work in and around weapon ranges, airfields, wharves, laboratories, heritage buildings and contemporary corporate offices. Assistant

Base Managers require agility, resilience, and a proactive mindset. You'll often be juggling multiple tasks—liaising with stakeholders, resolving logistical challenges, and ensuring compliance with safety and security protocols—all while maintaining a high standard of service delivery.

It's an exciting role and environment where no two days are the same, but on a typical day as an Assistant Base Manager in Exmouth, you will:

- Engage with Defence stakeholders and assist with their operational enquiries.
- Work closely with industry partners focusing on Defence projects and estate outcomes.
- Ensuring Base Security, WHS, and Emergency Management procedures comply with relevant standards.
- Participate in fora providing input into operational support of base activities.
- You will assist, where required, Defence's aid to the civil community in times of crisis.

About our Team

The East & West Zone (EWZ) is a branch of the Service Delivery Division within the Department of Defence Security and Estate Group (SEG). EWZ provides essential, on-the-ground services and support to Defence personnel at locations across New South Wales, South Australia, Western Australia and the Australian Capital Territory.

Base Management Teams are responsible for effectively securing, managing and maintaining Defence Bases across Australia. This work is a critical business enabler of Defence capabilities, prioritising base resources and ensuring service delivery standards across the Defence estate.

You will be part of a proactive and dynamic team that is trusted and proven, contributing to a positive service delivery culture.

Our Ideal Candidate

Successful candidates will have a proven record of achieving organisational goals whilst contributing to a high-performance service delivery culture.

The skills that we seek in you:

- Demonstrated people leadership or team management experience in an operational or service delivery environment.
- Highly developed communication, organization, and negotiation skills with the ability to influence a broad range of stakeholders.

- Is able to confidently work collaboratively with various military, civilian and contractor stakeholders.
- Demonstrated ability to think critically, identify issues and drive continuous improvement activities.
- The ability to research policy and procedure and determine practical outcomes that achieve objectives.
- Proven experience in providing detailed professional and policy advice about complex work.
- Proven experience identifying and anticipating stakeholders' needs and expectations to achieve outcomes.
- The ability to forward plan a workload and the agility to reprioritise at short notice.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Alex Beerli, 0431 649 545
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=75DD8C8D-3F05-B973-EB34-E4

Defence

Vacancy VN-0764007

Department of Defence

Closing Date:Sunday 02 November 2025

Security and Estate Group
East & West Zone

Job Title	Base and Estate Management Officers and Managers (WA)
Job Type	Full-Time, Ongoing
Location	East Fremantle WA, Rockingham WA
Salary	$86,887 - $93,066
Future Merit Locations	East Fremantle, Rockingham
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	SEG/08253/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=4E2A476E-C913-918D-3ADD-E44B8F24FC4C

Duties

The Role

Base Management

As a Base Management team member, you will build strong relationships with various military, civilian and contractor stakeholders with a shared focus on the sustainable management of the Base to support operational, training and other specialist functions. You could work in and around weapon ranges, airfields, wharves, laboratories, heritage buildings and contemporary corporate offices. Base management roles require agility, resilience, and a proactive mindset.

You will often be juggling multiple tasks—liaising with stakeholders, resolving logistical challenges, and ensuring compliance with safety and security protocols—all while maintaining a high standard of service delivery.

It is an exciting role and environment where no two days are the same, but on a typical day as a member of a Base Management team, you will:

- Engage with Defence stakeholders and assist with their operational enquires.
- Work closely with industry partners focusing on Defence projects and estate outcomes.
- Ensuring Base Security, WHS, and Emergency Management procedures comply with relevant standards.
- Participate in fora providing input into operational support of base activities.
- You will assist, where required, Defence’s aid to the civil community in times of crisis. Base Management opportunities include the Assistant Base Manager role and the Base Support Officer role.

Base Management opportunities include the Assistant Base Manager role and the Base Support Officer role.

Estate Management & Planning

As an Estate Management & Planning team member, you will build strong relationships with various military, civilian and contractor stakeholders with a shared focus on the sustainable management of the Defence Estate to support operational Defence capabilities. From strategic planning to on-the-ground project and estate management, you will play a pivotal role in managing one of the most complex and strategically important estate portfolios in Australia.

It's an exciting role and environment where no two days are the same, but on a typical day as a member of the Estate Management & Planning team, you will:

- Engage with Defence stakeholders to understand operational requirements and provide estate solutions that directly support Defence capability.
- Collaborate with contracted industry partners to plan, deliver and manage large-scale infrastructure and estate projects, ensuring outcomes align with future requirements.
- Participate in fora providing input into operational support of base capabilities.
- Work in an integrated team-of-teams supporting our National Defence Security for the Nation.

Estate Management and Planning opportunities include the Estate Management and Planning Manager role and the Estate Management and Planning Officer role.

About our Team

The East & West Zone (EWZ) is a branch of the Service Delivery Division within the Department of Defence Security and Estate Group (SEG). EWZ provides essential, on-the-ground services and support to Defence personnel at locations across New South Wales, Western Australia, South Australia and the Australian Capital Territory.

Base Management Teams are responsible for effectively securing, managing and maintaining Defence Bases across Australia. This work is a critical business enabler of Defence capabilities, prioritising base resources and ensuring service delivery standards across the Defence estate.

The Estate Management & Planning Team is responsible for effectively planning, managing and maintaining the Defence estate. This work is a critical business enabler of Defence capabilities, the long-term sustainability of the estate and ensuring compliance with Defence's legislative requirements.

You will be part of a proactive and dynamic team that is trusted and proven, contributing to a positive service delivery culture.

Our Ideal Candidate

- Well-developed communication, organisation and negotiation skills with the ability to influence a broad range of stakeholders.
- The ability to work collaboratively with various military, civilian and contractor stakeholders.
- Demonstrated ability to think critically, identify issues and contribute to the delivery of continuous improvement activities.
- The ability to research policy and procedure and determine practical outcomes that achieve objectives.
- The ability to identify and anticipate stakeholders' needs and expectations to achieve outcomes.
- The ability to forward plan a workload and the agility to reprioritise at short notice.
- A commitment to on-the-job training and participation in activities to build and maintain customer service skills, and product knowledge.

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.

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To Apply

Position Contact	Alex Beerli, 0431 649 545
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4E2A476E-C913-918D-3ADD-E4

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Defence

Vacancy VN-0764009

Department of Defence

Closing Date:Monday 03 November 2025

Joint Capabilities Group
Cyber Operations Division

Job Title	Alternate Communications Security Account Manager
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$95,187 - $108,734
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	JCG/08212/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=1CA9EDE9-513C-0D4A-D161-E44BC5D7A5FA

Duties

The Role

Communications Security (COMSEC) staff are responsible for the receipt, custody, handling, accounting, distribution, safeguarding and destruction of all COMSEC material held on charge. All COMSEC accounts are required to be maintained in accordance with policy issued by Defence Cryptographic Management Directorate (DCMD) and Australian Signals Directorate (ASD). COMSEC staff are required to engage with relevant stakeholders to identify expectations and concerns and develop a clear understanding of the issues to achieve outcomes. The position is responsible for such activities as:

- Defence Secret Network support services;
- Support JCG High Assurance Cryptographic infrastructure;
- Support Defence and Defence Industry High Assurance Cryptographic infrastructure;
- Equipment installation, maintenance, repair and removal;
- Perform cryptographic accounting; re-key duties, checks and destructions;
- Manage material & equipment spares and future holdings;
- Conduct Annual Audits, inspections, and group activities;
- Provide Support to COMSEC Incident Reporting and Investigations;
- Perform accounting processes, procedures and audits associated with COMSEC devices and material

Note: This position is expected to participate in an on call 24/7 support roster in support of delivering our COMSEC Services. This is remunerated through out of hours restriction allowance.

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

The additional payment is a Building Defence Capability Payment (BDCP) which enables Defence to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA) to some or all of the jobs within a critical occupation(s) or discipline within a workplace. Applicants engaged into a BDCP position must consider the following.

BDCPs provide remuneration in addition to the Defence Enterprise Agreement (EA). This arrangement is subject to meeting eligibility criteria and is subject to annual review. Should your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for the BDCP may be reviewed and ceased. It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence. Should the BDCP be ceased you will be advised and your BDCP additional payment will cease.

About our Team

The Directorate of Regional ICT Services (DRICTS) acts as the Joint Capabilities Group (JCG) representative for all ICT products and services delivered to Defence regional bases and sites across Australia and internationally. The Directorate is specifically responsible for Deskside Support Services, Audio Visual Support Services, End User Advocacy and Relationships, Regional Project Support, Communications Security Services (COMSEC) and Regional Assurance and Governance Services.

Our team comprises a mix of Australian Public Service (APS), Australian Defence Force (ADF) and Contracted personnel located across approximately 56 major Defence bases Australia wide. We also have an Overseas Region where opportunity exists for APS to rotate through the United States of America and England.

Our Culture is one that is driven by a "One Team" approach "To be the most dedicated, trusted and proven Directorate in support of ICT Capability across Defence"

Our Mission is to enable the war fighter by advocating for their ICT capability needs and improve the enterprise ICT experience across Defence.

Our Ideal Candidate

Ideal candidates will have:

- Initiative and experience to analyse, plan, review and adjust priorities and work activities to meet business outcomes;
- Ability to undertake objective, systematic analysis and draw accurate conclusions based on evidence providing detailed technical, operational, professional and procedural advice in relation to complex service level agreement and supplier management activities;
- Ability to plan and complete ICT service provision activities and tasks, selecting methods and resolving most of the issues that arise. They will be provided with assistance for the more complex issues.
- Stakeholder engagement and will be required to support the delivery of services in an outsourced environment to achieve outcomes;
- Continually improving the delivery of JCG Services to the end user though changing and adapting processes;
- Ensuring that the delivery of services by JCG meets agreed service quality levels Building and sustaining relationships, liaise with a range of stakeholders including other teams, peers and colleagues across Defence and other organisation;
- They will be accountable to contribute towards ongoing self-improvement and professional development, in alignment with DRICTS commitment to empower and enable the workforce through mutual learning opportunities.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Vedette Morris, 02 5131 3250
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1CA9EDE9-513C-0D4A-D161-E4

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Defence

Vacancy VN-0764013

Department of Defence

Closing Date:Sunday 02 November 2025

ARMY
Forces Command

Job Title	Officer Training Wing (OTW) Administration Supervisor - LWC
Job Type	Full-Time, Ongoing
Location	Canungra QLD
Salary	$86,887 - $93,066
Future Merit Locations	Canungra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	ARMY/08277/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=EEC37B4E-CAD0-20AD-7397-E44BC67E568E

Duties

The Role

The APS 5 Officer Training Wing (OTW) Administration Supervisor is accountable under limited direction to perform and achieve complex procedural, operational, administrative and business support work within an integrated workforce. They are accountable to have and maintain a well-developed understanding of and compliance to, relevant legislative frameworks, government decision-making and Defence's mission and policy requirements. We are looking for someone with strong leadership and management skills, attention to detail, and who can communicate in a highly effective manner. You will be required to manage staff, direct priorities, meet deadlines and exercise discretion.

As the Administration Supervisor you will interpret policy, legislation, procedures and provide administrative support, guidance and advice to the work area. You will also coordinate administrative assistance to personnel, including transfers and trainee management analysis and recording. This is a desk-based position involving computer use and leading working with others towards shared goals in a collaborative team environment.

About our Team

The OTW Administration Supervisor will work in an integrated work environment and will be responsible for a small team at the Land Warfare Centre (LWC) - Canungra. They will be required to engage with internal and external stakeholders to achieve outcomes on behalf of the Unit to meet the mission of achieving the Directed Training Requirement (DTR) within the All Corps Foundation Officer Training Continuum.

They will be required to coordinate and contribute to the work of the team, while also coaching and/or supervising their team, being accountable, setting work priorities, and managing workflows and performance. They will need to work integrally as part of the HQ LWC team working with other APS members as well as junior and senior Army personnel. They are expected to be capable of reviewing and developing the quality of work undertaken by others and identifying opportunities for on-the-job training within their work area.

Our Ideal Candidate

We are seeking a motivated, adaptable individual with strong leadership, management and interpersonal skills to join a fast-paced and challenging environment. The ideal candidate should be able to follow established policies and procedures to resolve a range of predictable and unpredictable scenarios. Experience in small team leadership would be a distinct advantage. The candidate will hold or have the ability to obtain a Negative Vetting 1 security clearance.

Our ideal candidate will be able to:

- Lead teams with inclusivity, supporting growth, clear communication and accountability.
- Manage workloads and achieve results within defined time frames.
- Cultivate productive, respectful and collaborative relationships within and external to their team.

- Provide personnel administration guidance, develop local procedures, and respond positively and flexibly to change.
- Under broad direction, ensure the successful conduct of complex personnel administration work.
- Demonstrate the ability to manage the collection, maintenance and interrogation of a wide variety of data using Microsoft products.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Nicholas Mahr, 03 5781 7050
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EEC37B4E-CAD0-20AD-7397-E4

Defence

Vacancy VN-0764014

Department of Defence

Closing Date:Monday 03 November 2025

ARMY
Special Operations Command

Job Title	HR Manager
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$120,303 - $135,701
Future Merit Locations	Russell
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	ARMY/08236/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=AA99DA2F-F621-40F8-A6C6-E44B8B7F32E4

Duties

The Role

The EL 1 HR Manager within the Special Operations Command (SOCOMD) is accountable under broad direction to perform and achieve complex human resource work within an integrated workforce. They will require an in-depth knowledge of legislative frameworks, government decision-making and Defence's mission and policy requirements.

As the SOCOMD EL 1 HR Manager, you will be required to:

- Partner with senior leaders, managers and staff to provide high level strategic and operational HR advice across a broad range of human resource management areas
- Lead and manage complex HR projects and initiatives that support organisational priorities, capability and culture.

- Interpret and apply relevant legislation, policies and procedures ensuring compliance and consistency across HR practices.
- Build and maintain collaborative relationships with internal and external stakeholders to deliver effective HR solutions and support organisational outcomes.
- Analyse workforce data and trends to provide insight and recommendations to support evidence-based decision making.
- Contribute to the continuous improvement of HR policies, processes and systems.
- Lead a small team in the delivery of priorities as well as providing guidance, coaching and development opportunities to build HR capability within the team.

About our Team

The EL 1 HR Manager will work in the Administrative and Coordination Cell of Headquarters Special Operations Command (HQ SOCOMD). The Administrative and Coordination Cell is an integrated workforce of ADF and APS responsible to the Chief of Staff SOCOMD for the management of administration, synchronisation of functions and provision of effective staff support. The Special Operations Command mission is to provide ready and relevant forces to conduct special operations in support of Australia's national interests.

Our Ideal Candidate

This role demands a strong grasp of contemporary human resources practices and the ability to apply them effectively in a fast-paced environment. The successful candidate will provide expert, tailored advice across a broad range of HR areas:

Our Ideal candidate will have:

- Proven experience in HR
- The ability to interpret relevant legislation and employment frameworks, and ensure the delivery of high-quality HR services
- Strong analytical and problem-solving skills, with the ability to provide practical and strategic advice on HR matters.
- Exceptional stakeholder engagement skills, with the ability to build and maintain trusted relationships across internal teams and external partners
- High level of integrity, professionalism, and discretion in dealing with sensitive and confidential information.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Rebecca Johnston, 02 5108 9947
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AA99DA2F-F621-40F8-A6C6-E4

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Defence

Vacancy VN-0764020

Department of Defence

Closing Date:Sunday 02 November 2025

Defence People Group
People Services and Wellbeing

Job Title	Program and Business Support Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$95,187 - $108,734
Future Merit Locations	Brindabella Business Park
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DPG/07780/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=72C70B89-A80E-A586-8B56-E44BC71C6918

Duties

The Role

The Human Resources Transformation Branch (HRTB) has an exciting opportunity for a motivated and professional candidate to join the Program and Business Operations Directorate (PBO).

As an APS 6 Program and Business Support Officer, you will work in a fun, collaborative and innovative team. The PBO Directorate performs an important and diverse function for our branch. Every day you will interact with a variety of stakeholders to support the Branch deliver in its priorities.

You will be involved in one or more of the following:

- Secretariat activities for a Hire to Retire (Value Chain) Board;
- Coordination requirements to support leaders attending senior committees;
- Administrative support for the program governance operating model across the branch;
- Benefits realisation coordination activities;
- Finance and budgeting activities;
- Procurement and contract management activities; and
- Governance and corporate reporting activities.

About our Team

The primary role of the HRTB is to support the delivery of the One Defence People System through Hire to Retire to deliver Defence’s mission. The HRT Branch administers Defence’s HR Transformation Program (HRTP), which is responsible for delivering HR and Education, and Training reform projects in support a One Defence people system through the implementation of the ERP program.

The HRT Branch priorities align with Defence's strategic objectives as outlined in the:

- 2024 National Defence Strategy.
- 2025-29 Defence Corporate Plan.
- 2024-25 Defence Priority Statement.

Our Ideal Candidate

We are looking for enthusiastic people who:

- Are caring, considerate, genuine team players first and foremost;
- Are able to build productive working relationships;
- Have business support / program / project management skills (or willing to learn);
- Can prioritise and manage own work to meet deadlines;
- Are willing to take on tasks to support the team when needed;
- Are genuinely comfortable working in ambiguous, at times fast paced, and changing environments; and
- Are capable communicators (both oral and written) with excellent stakeholder management.

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

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To Apply

Position Contact	Janelle Penny, 02 6132 7253
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=72C70B89-A80E-A586-8B56-E4

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Defence

Vacancy VN-0764021

Department of Defence

Closing Date:Monday 03 November 2025

ARMY
Forces Command

Job Title	SQ Wing Operations Administration Support Officer - LWC
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	$79,176 - $86,438
Future Merit Locations	Enoggera
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	ARMY/08279/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=D9E2C1A7-F6BC-783C-3C5E-E44BC70D0DE8

Duties

The Role

The APS 4 Operations Administration Support Officer is accountable under limited direction to perform and achieve complex procedural, operational, administrative and business support work at the Land Warfare Centre - South Queensland Wing. They are accountable to have and maintain a well-developed understanding of and compliance to, relevant legislative frameworks, government decision-making and Defence's mission and policy requirements. We are looking for someone with strong organisational and interpersonal skills, attention to detail, and excellent communication skills. You will be required to manage priorities, meet deadlines and exercise discretion.

As the Administration Officer, you will interpret policy, legislation and procedures, provide administrative support, guidance and advice to the work area. You will also provide administrative assistance to personnel, including staff administration and trainee management. This is a desk-based position involving computer use and working with others towards shared goals in a collaborative military team environment.

About our Team

The Operations Administration Support Officer will work in a small team at the Land Warfare Centre - South Queensland Wing, responsible for providing formative junior leadership training for soldiers across Army. They will be required to engage with internal and external stakeholders to achieve outcomes on behalf of the Wing to meet the mission of training junior leaders for employment across the Army Integrated Force.

They will need to work integrally as part of the Wing team working with other APS members as well as junior and senior Army personnel. They are expected to be capable of reviewing and developing the quality of work undertaken by others and identifying opportunities for on-the-job training within their work area. They will be the pinch point of the team in providing quality administration support to the staff and the trainees.

Our Ideal Candidate

We are looking for an applicant that displays excellent interpersonal skills, attention to detail and quality problems solving skills. They will be able to apply this to management of student and staff administration demonstrating time management of tasks that work towards optimal outcomes for the Wing. The applicant will be able to interact with lower to mid-leadership within a military environment and maintain pace with course administrative outcomes. Applicants must be able to obtain and maintain a minimum of a Baseline Australian Government security clearance.

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.

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To Apply

Position Contact	Samuel Rynne, 07 3514 0895
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D9E2C1A7-F6BC-783C-3C5E-E4

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Defence

Vacancy VN-0764022

Department of Defence

Closing Date:Monday 27 October 2025

Defence People Group
Military Personnel Division

Job Title	Human Resources Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$86,887 - $93,066
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	DPG/07970/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=678CEEEC-C616-462E-8AD5-E44BC71E8587

Duties

The Role

APS 5 Human Resources Officer manages all aspects of in-service Commissioning. Working within a small team, this position is an On Site position at Brindabella Business Park, ACT.

Tasks include but are not limited to:

- Planning and co-ordination of officer selection boards for all service, in-service non commission to commission candidates.
- Processing all applications as applicable, including preparations for paperboards.
- High level of stakeholder engagement with all applicants and internal/external agencies/stakeholders for all service, in-service non commission to commission processes to ensure compliance with current policy and standard operating procedures.
- Administer all service, in-service applications and provide advice and recommendations to SO Transfers.
- Prepare and draft all correspondence including conditions of service, signals and appointment instrument documents, in line with Defence Policies and Defence Regulations.
- Update all Personnel Management Key Solution (PMKeys) records including: commissioning, postings, change of work group ID, contract data, promotion patterns and Return of Service Obligation (ROSO).
- Monitor and update web pages including updating policy and Officer Selection Board (OSB) battle rhythm.
- Promulgate Expression of Interest (EOI) for nomination to selective officer ranks.

About our Team

Employment Category (EC) Transfers is responsible for processing and managing applications transfer of EC for Officers and Sailors as well as in-service Commissioning. The Transfers Admin role is responsible for processing and managing applications for Sailors seeking a commission as an Officer.

The APS 5 Human Resources Officer role ensures that applications are processed efficiently, comply with the organisational policies and procedures, and all relevant documentation are accurately maintained and stored in the Defence Records Management systems.

Our Ideal Candidate

Employment Category (EC) Transfers is a dynamic team that is seeking a highly motivated, professional, HR specialist.

The ideal candidate will:

- Be a highly motivated professional with a strong commitment to delivering people capability outcomes.
- Ability to present and demonstrated experience in public speaking.
- Demonstrated experience leading and mentoring teams will be highly regarded.

- Demonstrate a sound understanding of, and compliance with, relevant legislative frameworks, government decision-making processes, and ability to learn Defence's mission and policy requirements.
- Work effectively within established priorities and procedures, while exercising some autonomy in how tasks are performed.
- Be capable of managing and prioritising their own workflow, producing quality work subject to routine monitoring by senior staff.
- Undertake a range of HR-related tasks, including; Specialist and procedural activities, Clerical and administrative support, Operational duties and complex research and analysis to support Defence objectives will be highly regarded.
- Be comfortable working in a small, collaborative team environment.
- Be adaptable and able to handle work that may involve a degree of complexity.
- Willingness to travel when required.

Eligibility

Security clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	India Green, 02 6203 6168
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=678CEEEC-C616-462E-8AD5-E4

Defence

Vacancy VN-0764027

Department of Defence

Closing Date:Sunday 02 November 2025

Security and Estate Group
Service Delivery Division

Job Title	Special Forces Training Support Manager
Job Type	Full-Time, Ongoing
Location	Moorebank NSW
Salary	$95,187 - $108,734
Future Merit Locations	Moorebank
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	SEG/08264/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=345B8EBA-527E-CD7A-5529-E44B8FA04439

Duties

The Role

Your career is limitless as a public servant in the Department of Defence. With over 16,000 civilians, Defence offers dynamic public service careers across our diverse and unique internal groups and agencies. Administration and Customer Service Specialists are employed Australia-wide, enabling our three services Army, Navy and Air Force to do their job. As a Special Forces Training Support Manager, you will be responsible for managing the facilities and training support of the Special Forces Training Facility range complex at Holsworthy Barracks.

This includes assisting in the planning and coordination of infrastructure development projects and managing Estate data relating to Facilities and Infrastructure. In this role, you will be required to:

- Work closely with Industry Partners to enable training activities within the range complex,
- Build strong relationships with Special Forces military, civilian and contractor stakeholders,

- Manage and coordinate Estate data relating to Facilities and Infrastructure,
- Identify and manage Estate risks associated with the provision of training support and range maintenance,
- Create and manage Estate Infrastructure Requests to support the development and sustainment of the range complex, and
- Support the delivery of minor projects, including corresponding governance and data management.

About our Team

The East & West Zone (EWZ) is a branch of the Service Delivery Division within the Department of Defence Security and Estate Group (SEG). EWZ provides essential, on-the-ground services and support to Defence personnel at locations across New South Wales, South Australia, Western Australia and the Australian Capital Territory. Although part of the larger East & West Zone team, you are intrinsically part of a small team responsible for assisting with Defence capability through the effective provision of training support to the Special Forces Training Facility at Holsworthy Barracks. The team deliver customer focused outcomes through effective, integrated partnerships. The team works in a multifaceted, high tempo environment that brings rewarding challenges and a great sense of purpose. You will be part of a proactive and dynamic team that is trusted and proven, contributing to a positive service delivery culture.

Our Ideal Candidate

Our Ideal Candidate is a professional contributor able to represent Defence in this critical role. You will work closely with our Australian Defence Force units, Industry Partners to ensure enabling services are delivered, and the Special Forces Training Facility is maintained and developed to support capability.

This Position will suit you if you are:

- An excellent communicator with the ability to think strategically, solve complex problems and build stakeholder relationships.
- Comfortable operating with the unknown, you seek assistance, and welcome feedback for your own development.
- Able to work collaboratively with various military, civilian and contractor stakeholders.
- Able to think critically, identify issues and drive continuous improvement activities.
- Able to forward plan a workload with the agility to reprioritise at short notice.
- Experienced in planning and managing resources to achieve strategic outcomes.
- Able to demonstrate a high level of self-awareness and emotional intelligence and can influence others.
- Able to research policy and procedure and determine practical outcomes that achieve objectives.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Dan Hunnisett, 0408 774 038
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=345B8EBA-527E-CD7A-5529-E4

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Defence

Vacancy VN-0764030

Department of Defence

Closing Date:Monday 03 November 2025

Defence People Group
People Services and Wellbeing

Job Title	Dispute Resolution Manager - Training Facilitation
Job Type	Full-Time, Ongoing
Location	Rockingham WA
Salary	$95,187 - $108,734
Future Merit Locations	Rockingham
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DPG/08231/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=F923AA84-648A-3F36-E594-E44BC8291651

Duties

The Role

The Complaints and Resolution Directorate are seeking a highly motivated individual with proven ability to provide strong facilitation and communication skills. Dispute Resolution Managers (DRM) deliver workshops targeted at the management, prevention and early intervention of workplace conflict and unacceptable behaviour, and provide timely interpersonal conflict resolution expertise across the Department of Defence.

You will work within a national, geographically dispersed team, working independently to manage your regional remit whilst also providing national support.

Our services include, but are not limited to, targeted workshop facilitation to embed sustainable learning outcomes, subject matter expertise advisory, mediations, facilitated conversations and conflict coaching. You will lead and manage a panel of mediators and conflict management coaches and oversee the Workplace Behaviour Adviser (WBA) network which consists of trained volunteers who provide advice and guidance on unacceptable behaviour matters to both Australian Public Service (APS) and Australian Defence Force (ADF) personnel.

About our Team

The Directorate of Complaints and Resolution (DCR) is responsible for receiving and triaging anonymous and outside of line management unacceptable behaviour complaints, alternative dispute resolution services, unacceptable behaviour policy, reporting and creating of education and training products. The roles within the DCR enhance frontline dispute resolution service, deliver expert advice and guidance, develop policy documents, as well as education products to support complaint handling principles. DCR provides specialist advice to Defence leaders in the management and resolution of unacceptable behaviour complaints and provides welfare support to complainants using trauma-informed principles. The Directorate works closely with the wider HR Services Branch to empower Defence personnel to effectively resolve and manage issues using tools, resources and expert policy advice and guidance.

DRM’s are valued and recognised as directly supporting Defence to achieve its mission. Our work environment is characterised by flexibility, challenge, achievement, mutual trust, respect and an enduring satisfaction that comes from being a valued Defence employee.

Our Ideal Candidate

Our ideal candidate will have excellent communication skills and a background in training facilitation.

Success in this role will be characterised by your ability to:

- Exhibit highly developed oral and written communication skills
- Facilitate and deliver workshops to varying audiences of all levels via face-to-face or virtual to enhance Australian Defence Force (ADF) capability
- Quickly acquire an awareness of ADF service
- Demonstrated ability to build and sustain trusted collaborative relationships responding to the needs of customers and stakeholders
- Communicate effectively with both military members and APS employees to problem solve and design appropriate intervention strategies
- Coach, mentor and develop your practitioner panel and WBA network
- Effectively engage across Defence’s HR Services Group to connect key stakeholders and subject matter experts to provide a seamless, high-quality service to our customers
- Draw upon a broad range of experience and training in interpersonal and workplace conflict situations, or be able to acquire these skills
- Work under limited direction with opportunity for autonomy and accountability

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Leeanne Tolley, 0418 671 155
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F923AA84-648A-3F36-E594-E44

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Defence

Vacancy VN-0764053

Department of Defence

Closing Date:Sunday 02 November 2025

Associate Secretary Group
Office of Associate Secretary

Job Title	Stakeholder Engagement and Program Support
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	$95,187 - $108,734
Future Merit Locations	Campbell
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ASG/08256/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=E025A5B4-3DB6-9782-73E8-E44C00EAC283

Duties

The Role

The APS 6 Officers will operate under broad direction to perform and achieve complex stakeholder engagement in support of the Royal Commission into Defence and Veteran Suicide (RCDVS) Defence Implementation Program (Program).

The Stakeholder Engagement Officer will have experience in stakeholder management and be able to liaise with internal and external stakeholders in relation to Program related matters. You will be required to maintain effective working relationships with key Program stakeholders including, but not limited to, Defence implementation areas and external Commonwealth Departments or agencies to support the provision of information. You will be responsible for managing multiple requests for information and be able to deliver accurate and timely Program advice.

The Program Support Officer will be able to provide advice and guidance to implementation areas within Defence on Program messaging and be able to translate complex information into clear and simple concepts. You will be able to develop, and contribute to, Program-related ministerial products and provide advice on stakeholder products as required. You will be responsible for maintaining Program documentation in line with implementation progress and Program updates for use on internal and external websites.

About our Team

The Defence Royal Commission Program Management Office (DRCPMO) is responsible for the governance and oversight arrangements for the Royal Commission into Defence and Veteran Suicide (RCDVS) Defence Implementation Program. The DRCPMO works with the Defence Groups and Services to ensure the implementation of the RCDVS recommendations aligns with Government intent.

The Program Support team is responsible for engaging with internal and external stakeholders in support of the Program, enabling the provision of information, providing timely Program advice and supporting ministerial and Program messaging.

Our Ideal Candidate

Our ideal candidate will have the following skills and attributes:

- Have exceptional stakeholder engagement skills.
- Have exceptional written and oral communication skills.
- Have strong people management skills in liaising with stakeholders.
- Have experience in whole of government relationship management.
- Have well developed strategic thinking skills.
- Have exceptional results orientation, resilience and a positive approach to issues resolution.
- Have excellent attention to detail and organisational skills.
- Be flexible and adaptable to changing work priorities.
- Be a motivated self-starter.
- Be a team player, and positively contribute to the work of the team.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Danielle Williams, 02 6115 3495
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E025A5B4-3DB6-9782-73E8-E4

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Defence

Vacancy VN-0764058

Department of Defence

Closing Date:Monday 03 November 2025

ARMY
ADFHQ-Office of Chief of Army

Job Title	Strategic Communications Officer - Marketing and Events
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$95,187 - $108,734
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ARMY/07611/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=93EDD972-E0E3-4177-A50E-E44C017A64DE

Duties

The Role

Army Events, Chief of Staff Branch, Land Capability Division (LCD) is looking for a highly motivated and experienced Marketing and Events Officer with a demonstrated understanding of and / or experience in event marketing and content development.

The role will be required to:

- Develop, manage and execute communication plans to promote the Australian Army's tier one events.
- Develop engaging and compelling communication materials that resonate with target audiences and support the achievement of communications and engagement objectives. This can include (but not limited to), media releases, social media posts, website copy and talking points.
- Through the EventsAIR platform, build event websites, registration pages, feedback surveys, event invitations, EDM content and apps.
- Work autonomously to deliver multiple projects simultaneously and thrive in collaborative team settings, contributing to shared goals.
- Develop creative briefs for videos, photography and marketing materials in alignment with brand guidelines, manage the production and implementation of finalised assets.
- Work closely with event coordinators and Directorate of Army Communication to ensure alignment of messaging and objectives.
- Conduct post event assessment and evaluations of communication and objectives and present recommendations to inform future marketing strategy, operations, tactics and stakeholder needs.
- Stay up-to-date with the latest trends and best practices in digital communications and marketing.
- Support the coordination and execution of events where required/as directed.

About our Team

Army Events coordinates and manages high profile events on behalf of the office of the Chief of Army and LCD. Events vary in format and size, and are held across major cities around Australia. Target audiences include internal defence members, industry and/or international military counterparts. The team ensures engagements are high quality, purposeful and consistent across Army Headquarters. In addition, Army Events provides advice and guidance to LCD for the delivery of smaller program-level events, including the provision of official hospitality, gifts and sponsorship.

Our Ideal Candidate

The Marketing and Events Officer will work independently, with the opportunity for reasonable autonomy, and be accountable for the achievement of outcomes of their work. The position requires a combination of creativity, technical skills and strategic thinking. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures.

They will provide detailed administration, professional and policy advice in relation to complex work and contribute to marketing and communications content to support Army Events. The successful candidates will work as part of a collaborative and innovative team, interacting with a variety of stakeholders and business areas within Defence. In a fast-paced environment, this role requires initiative and attention to detail, with the ability to review and adjust priorities and work activities to meet business outcomes.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Ms Kayla Scott, 02 5109 0582
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=93EDD972-E0E3-4177-A50E-E4

Defence

Vacancy VN-0764065

Department of Defence

Closing Date:Thursday 06 November 2025

Capability Acquisition and Sustainment Group
Air Defence & Space Systems Division

Job Title	Systems Engineer
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	$95,187 - $108,734
Future Merit Locations	Edinburgh
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/07631/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=79E4E823-6341-8A4B-9526-E44C02D01ED7

Duties

The Role

The Radar Systems Engineer is responsible to the Project Engineering Manager AIR2025 Phase 8 to undertake engineering design work in the AIR2025 Phase 8 project in support of HFSSPO developed HF sensing systems. The AIR2025 Phase 8 project is developed within a framework supporting the team's strong focus on speed to capability. The work undertaken by the Radar Systems Engineer will also include integration of system elements developed by contractors in support of the Commonwealth's role as Prime Systems Integrator for this capability. The Radar Systems Engineer will also be required to provide professional engineering advice and review of both internally developed as well as contractor delivered engineering products as part of a professional engineering team.

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

About our Team

The High Frequency Sensing Systems Program Office (HFSSPO) is an exciting environment to work in, offering rewarding opportunities in world leading capabilities and emerging technologies. HFSSPO acquires, sustains, and exports High Frequency radar capabilities for the Australian Defence Force. This includes the world leading Jindalee Over the Horizon Radar.HFSSPO is a complex, fast-paced environment comprising a professional integrated workforce.

We work in conjunction with Air Force, other Defence Groups, our Allies, and our industry partners to deliver complex programs for Defence. In addition to being involved in unique sovereign programs, you will also have access to competitive working conditions. As an Australian Public Servant in Defence, you will be supported in balancing work and family priorities and the remuneration package includes a generous superannuation contribution (15.4%).

Our Ideal Candidate

To succeed in this role, you will:

- Have a good working understanding of either Radar systems or Radio communications systems.
- Have a sound understanding of Systems Engineering.
- Demonstrate sound technical judgement and ability to interpret and implement Engineering policies and procedures.
- Have a proven ability to work and deliver in a dynamic and fast-changing environment.
- Be self-motivated, well-organised and can manage multiple activities simultaneously to ensure project objectives and agreed deadlines are met.
- Demonstrate well developed interpersonal skills and experience in communicating effectively to work constructively and collaboratively with the team and with a wide range of internal and external stakeholders.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

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

This engineering position requires the individual to be able to meet the accreditation requirements of becoming a Chartered Engineer under the Washington Accord or demonstrate the ability to obtain such status within 12 months.

Notes

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To Apply

Position Contact	Camero King, 08 7375 4739
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=79E4E823-6341-8A4B-9526-E44

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Defence

Vacancy VN-0764073

Department of Defence

Closing Date:Monday 03 November 2025

Defence People Group
Joint Support Services

Job Title	Learning and Development Manager - RCDVS Implementation - Military Justice
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$120,303 - $135,701
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DPG/08011/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=7284A7C7-C1D2-52C9-631A-E44C0315CD1C

Duties

The Role

The Learning and Development Manager - Royal Commission into Defence and Veteran Suicide (RCDVS) Implementation - Military Justice is a new position being established to support the implementation of RCDVS recommendations into both pre-existing and new training packages, with a specific focus on military justice training. The successful applicant will be required to act independently as a subject matter expert (SME) in training development alongside Australian Defence Force (ADF) and Australian Public Service (APS) legal officers, and in support of ADF commanders, to analyse and develop training packages and evaluation tools to support RCDVS changes to military justice training.

The applicant will need to conduct a comprehensive analysis of pre-existing training packages delivered across a variety of mediums by the Services. They will be required to demonstrate understanding of legislative and policy reform supporting RCDVS recommendations, and be able to identify gaps and opportunities in existing training materials to achieve RCDVS outcomes. Building effective relationships with key stakeholders, including within the Service Training Authorities and within the Military Legal Service, will be critical. Working with those stakeholders, they will help identify work priorities and manage available staff and resources to introduce required changes.

About our Team

The Directorate of Military Legal Training Centre (MLTC) is responsible for a number of key training and policy areas in both Legal Officer training and in support of military law training of the wider Australian Defence Force (ADF). The Training includes development, delivery and oversight of legal education and training to ADF Legal Officers in order to equip them to provide support for ADF operations and activities. The mission of the MLTC is to contribute to the success of the ADF through provision of high-quality military legal training.

The Centre strives to be known and recognised at home, in the region and by other military forces as a quality provider of professional and innovative training to legal practitioners, ADF members and support staff. Whilst the position will be part of the MLTC, it will be physically co-located with the Directorate of Military Administrative and Discipline Law within Campbell Park as they are the lead for RCDVS implementation.

Our Ideal Candidate

Acting as the project lead for training development, they will be responsible for the development, conduct and evaluation of training materials. They will need to support analysis of training and provide inputs into reporting to the Military Law and Justice Learning Management Group and the Military Justice Steering Group.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	COL James Field, 02 8222 9081
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7284A7C7-C1D2-52C9-631A-E4

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Defence

Vacancy VN-0764079

Department of Defence

Closing Date:Thursday 06 November 2025

ARMY
2nd Division

Job Title	Administration Officer
Job Type	Full-Time, Ongoing
Location	Randwick NSW
Salary	$79,176 - $86,438
Future Merit Locations	Randwick
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	ARMY/08053/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=125873EA-58FD-2B3D-F778-E44C04478E3F

Duties

The Role

The COORD Officer provides high-level support to their supervisor, APS 6 Coordination Manager, to facilitate the management of the Headquarters facilities and assist in unit procurement and the coordination of events.

The COORD Officer has no supervisory responsibilities.

The primary duties of the COORD Officer:

- Facilities Management. Responsible for the management of the Headquarters Building and the Randwick Barracks auditorium. Ensures the facilities and supporting infrastructure, such as Operational Planning Rooms, are always maintained to support Headquarters and Joint Task Force 629 (JTF 629) operations.
- Alternate Unit Procurement Officer. Maintains a Defence Purchasing Card and supports the COORD Manager as an alternate for all unit-level procurement.
- Support to Conferences and important unit activities. Provides support to the COORD Manager for Command Conferences and Headquarters-level activities, such as JTF 629 Mounting, and includes the coordination of venue bookings, rations, accommodations and transport.
- Maintain records management systems in line with Defence policies and procedures.

About our Team

- The organisation maintains the command and control of both the Army’s 2nd (Australian) Division (2 (AS) DIV) and Joint Task Force 629 (JTF 629).
- The 2nd (Australian) Division is one of the ADF’s largest functional commands and is responsible for leading domestic operations.
- The Coordination Cell (COORD Cell) sits within the Command Support Directorate which is responsible for the provision of direct staff support to the Commander 2nd (Australian) Division, and compliance with governance across the Division, JTF 629, and the Headquarters.
- The COORD Cell is an important function that encompasses the primary responsibilities that enable the Headquarters to operate effectively.
- The output of the cell includes facilities management and the functions of security and procurement.
- The cell is focused on supporting the Commanding Officer and aiding the Command and staff of the Headquarters to meet its primary role in support of the Division and JTF 629 domestic operations.

Our Ideal Candidate

Our ideal candidate will be able to operate with minimal supervision to ensure the Headquarters facilities are maintained and conferences and events are conducted with minimal impact on staff or operations.

It is crucial individuals are suitably skilled, professional, work well under pressure and have strong communication skills.

You will be well-organised, with a high level of initiative, and be able to manage competing priorities, work independently, and collaborate effectively with other staff and stakeholders in a fast-paced environment to achieve collective goals.

You will be self-aware, with a positive attitude, and motivated to continually improve their professional skills.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Isobel Gerlach, 02 9305 6851
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=125873EA-58FD-2B3D-F778-E4

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Defence

Vacancy VN-0764088

Department of Defence

Closing Date:Thursday 06 November 2025

Security & Estate Group
Defence Security

Job Title	Security Investigator
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	SEG/08310/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=D66B5BF1-5726-6C2D-06DD-E44C04E8F307

Duties

The Role

Security Investigators in the Security Investigation Unit perform complex security investigations into reported serious security incidents by interpreting and complying with legislation, policy and procedures to deliver timely security investigation outcomes.

Security Investigators are required to have excellent verbal and written communication skills. Attention to detail, resilience and ability to manage multiple tasks to deliver timely outcomes are necessary. Security Investigators must be team-focused, inclusive, accountable and trustworthy.

About our Team

The Security Investigation Unit is a high performing team of security professionals with a range of investigative and analytical skills. The team delivers security investigation outcomes that frequently produce outcomes for Defence senior leaders.

The team works under direction and closely together to understand security risk arising in the course of serious security incidents. The team is a Defence Investigative Authority (DIA) and works cooperatively with other DIA's, and law enforcement, where required.

Our Ideal Candidate

Our ideal candidate is team-focused, trustworthy, naturally inquisitive, can demonstrate attention to detail, resilience and have an ability to successfully manage multiple tasks to deliver timely outcomes.

To be successful in this role you need to:

- Have investigative skills and use your initiative and solve problems;
- Work collaboratively in a fast-paced and dynamic team environment;
- Possess excellent oral and written communication skills, with a demonstrated ability to liaise with internal and external stakeholders across all levels;
- Can interpret legislation and policy;
- Have excellent time management skills with the ability to prioritise multiple tasks, and
- Be flexible and adaptable in your work practices, open to feedback and committed to professional development to enhance your skills.

Eligibility

Security Clearance

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Sommer Parkin, 02 5109 5184
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D66B5BF1-5726-6C2D-06DD-E4

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Defence

Vacancy VN-0764094

Department of Defence

Closing Date:Sunday 02 November 2025

Security and Estate Group
Service Delivery Division

Job Title	Base and Estate Management Officers and Managers (WA)
Job Type	Full-Time, Ongoing
Location	East Fremantle WA, Rockingham WA
Salary	$95,187 - $108,734
Future Merit Locations	East Fremantle, Rockingham
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	SEG/08271/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B44624FA-E68C-C21D-89D5-E44C0526198B

Duties

The Role

Base Management

As a Base Management team member, you will build strong relationships with various military, civilian and contractor stakeholders with a shared focus on the sustainable management of the Base to support operational, training and other specialist functions Base management roles require agility, resilience, and a proactive mindset. You'll often be juggling multiple tasks—liaising with stakeholders, resolving logistical challenges, and ensuring compliance with safety and security protocols—all while maintaining a high standard of service delivery.

It is an exciting role and environment where no two days are the same, but on a typical day as a member of a Base Management team, you will:

- Engage with Defence stakeholders and assist with their operational enquires.
- Work closely with industry partners focusing on Defence projects and estate outcomes.
- Ensuring Base Security, WHS, and Emergency Management procedures comply with relevant standards.
- Participate in fora providing input into operational support of base activities.
- You will assist, where required, Defence's aid to the civil community in times of crisis.

Base Management opportunities include the Assistant Base Manager role and the Base Support Officer role. Estate Management & Planning As an Estate Management & Planning team member, you will build strong relationships with various military, civilian and contractor stakeholders with a shared focus on the sustainable management of the Defence Estate to support operational Defence capabilities. From strategic planning to on-the-ground project and estate management, you will play a pivotal role in managing one of the most complex and strategically important estate portfolios in Australia.

Estate Management & Planning

It is an exciting role and environment where no two days are the same, but on a typical day as a member of the Estate Management & Planning team, you will:

- Engage with Defence stakeholders to understand operational requirements and provide estate solutions that directly support Defence capability.
- Collaborate with contracted industry partners to plan, deliver and manage large-scale infrastructure and estate projects, ensuring outcomes align with future requirements.
- Participate in fora providing input into operational support of base capabilities.
- Work in an integrated team-of-teams supporting our National Defence Security for the Nation. Estate Management and Planning opportunities include the Estate Management and Planning Manager role, the Estate Management, and Planning Officer role.

About our Team

The East & West Zone (EWZ) is a branch of the Service Delivery Division within the Department of Defence Security and Estate Group (SEG). EWZ provides essential, on-the-ground services and support to Defence personnel at locations across New South Wales, Western Australia, South Australia and the Australian Capital Territory.

Base Management Teams are responsible for effectively securing, managing and maintaining Defence Bases across Australia. This work is a critical business enabler of Defence capabilities, prioritising base resources and ensuring service delivery standards across the Defence estate.

The Estate Management & Planning Team is responsible for effectively planning, managing and maintaining the Defence estate. This work is a critical business enabler of Defence capabilities, the long-term sustainability of the estate and ensuring compliance with Defence's legislative requirements.

You will be part of a proactive and dynamic team that is trusted and proven, contributing to a positive service delivery culture.

Our Ideal Candidate

- Well-developed communication, organisation and negotiation skills with the ability to influence a broad range of stakeholders.
- The ability to work collaboratively with various military, civilian and contractor stakeholders.
- Demonstrated ability to think critically, identify issues and contribute to the delivery of continuous improvement activities.

- The ability to research policy and procedure and determine practical outcomes that achieve objectives.
- The ability to identify and anticipate stakeholders' needs and expectations to achieve outcomes.
- The ability to forward plan a workload and the agility to reprioritise at short notice.
- A commitment to on-the-job training and participation in activities to build and maintain customer service skills, and product knowledge.
- Demonstrated people leadership or team management experience in an operational or service delivery environment

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.

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To Apply

Position Contact	Alex Beerli, 0431 649 545
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B44624FA-E68C-C21D-89D5-E4

Defence

Vacancy VN-0764105

Department of Defence

Closing Date:Monday 27 October 2025

Air Force
Head Air Capability - Air Force

Job Title	Capability Analyst - Program / Portfolio Management
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$120,303 - $135,701
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	AF/08205/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=17DD521E-54B2-EE4E-E4BC-E44C3BD03CC9

Duties

The Role

We are seeking enthusiastic individuals to contribute to the Department of Defence's key policy and national security functions to protect and pursue Australia's national interests. Your role will be to strengthen Australia's national security by using your analytical skills to enhance Defence's capability decisions. In this role, you will operate with a high level of autonomy, possess superior stakeholder engagement skills and have a solid understanding of Defence capability and capability related processes. You will be required to utilise these skills to plan, manage and support the progression of capability submissions through Defence and the Government.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCP). This enables Defence to provide a premium, in addition to the base

salary otherwise payable under the Defence Enterprise Collective Agreement (DECA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

The Air Domain Support Office (ADSO) supports Head of Air Force Capability in their role as the Capability Manager, by providing routine and timely subject matter expertise to support the overall management of the Air Power capability portfolio. The ADSO is a small, yet influential team trusted to provide practical advice across all phases of the Capability Model, including coordination, planning and scheduling, cost estimation, support in the development of business cases and submissions, and standardisation of business processes and practices across Air Force Capability.

Our Ideal Candidate

Our ideal candidate will be a talented, collaborative thinker with exemplary written and verbal communications skills and possess strong attention to detail skills. You will bring energy and integrity to the role and contribute to a culture that promotes a shared sense of purpose, whilst encouraging your colleagues to make an effective contribution towards high impact outputs. Strong strategic thinking and planning skills, in conjunction with a high degree of resilience are essential to be successful in this role.

Additionally the candidate will also need to possess the following:

- Strong verbal communication skills
- A friendly and professional demeanour
- Examples of exhibiting sound judgement
- An ability to work collaboratively in a small and too tight timelines
- Demonstrated commitment to continuous professional development
- Experience working within the One Defence Capability System
- Experience in Holocentric modelling

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Peter Carroll, 02 5108 9438
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=17DD521E-54B2-EE4E-E4BC-E4

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Defence

Vacancy VN-0764106

Department of Defence

Closing Date:Thursday 06 November 2025

NAVY
Fleet Command

Job Title	Torpedo Systems Engineer
Job Type	Full-Time, Ongoing
Location	Rockingham WA
Salary	$95,187 - $108,734
Future Merit Locations	Rockingham
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NAVY/08301/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=6733AAD7-9114-40CB-240B-E44C3BE98733

Duties

The Role

As an Engineer/Technician in the RAN Maritime Warfare Centre (MWC) you will be able to apply and develop your engineering/scientific knowledge to analyse and evaluate complex systems in the underwater warfare domain. In this role, your focus will be on analysing torpedo firings conducted by the RAN and RAAF using air, surface and sub-surface platforms.

Activities include reconstructing and analysing torpedo firings; producing quick-look signals; producing firing reports; debriefing exercise participants; developing analysis software; and participating in firing exercises and trials. We don’t anticipate that you will start as a subject matter expert but we commit to supporting you develop and enhance your skills including training on naval systems, test and evaluation, data science and engineering.

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

About our Team

Our people are expertly trained and leaders in the maritime warfare domain. Our APS workforce plays an integral role in Navy’s vision of excellence in service to the nation, and we are looking for dynamic and innovative people to join the team. As we build a Navy for the demands of tomorrow, we want people who are committed to Australia’s future, thrive on breaking new ground, and are driven to achieve outstanding results.

Our engineering and technical team is small, creative and dynamic. Our goal is to measure with high accuracy the lethality of the Navy's weapon and combat systems against real world threats. This information is used to improve the war fighting effectiveness of our fleet and its personnel.

Our Ideal Candidate

The ideal candidate will have a strong interest in working for Defence and an ability to apply engineering/analytical skills to help improve the war-fighting effectiveness of the fleet. You will contribute to a culture of cooperation for development and sharing of knowledge whilst exercising initiative and judgement.

Candidates are sought with interest in the following areas:

- Weapon and combat systems analysis.
- Development of analytic systems.
- Data science.
- Systems engineering.
- Modelling and simulation.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This engineering position requires a Bachelor of Engineering from an Australian institution, or a qualification

gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Phil Welling, 02 9537 5898
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6733AAD7-9114-40CB-240B-E4

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Defence

Vacancy VN-0764108

Department of Defence

Closing Date:Thursday 06 November 2025

NAVY
Deputy Chief of Navy

Job Title	Navy Psychologist
Job Type	Full-Time, Non-Ongoing
Location	Potts Point NSW
Salary	$95,187 - $108,734
Future Merit Locations	Potts Point
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NAVY/08257/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=78FEA229-2699-CC8D-1241-E44C3C68A94D

Duties

The Role

This is a civilian (non-uniformed) role, as part of the Australian Public Service (APS) workforce within Navy.

Our psychologists have a diverse organisational and operational psychology role, in support of Navy members on Navy Establishments. We work as part of a broader psychology team of professionals, including psychology assistants, work closely with other health professionals, and command teams.

In this role, you will be a part of the Navy Psychology East section, providing psychological support to Navy members and contributing directly to Navy's capability and national security.

The services delivered by an APS 6 Psychologist include referrals from Command for advice, referrals from Navy members for work-related support, mental health training delivery, operational mental health screening, critical incident mental health support and organisational interventions. This is a non-ongoing role from November 2025 - October 2027.

About our Team

The Navy Psychology East section is located at HMAS Kuttabul (Potts Point) on the beautiful Sydney Harbour close to the CBD and Royal Botanic Garden.

Our team consists of a Senior Psychologist, two APS 6 Psychologists, uniformed Navy Psychologists, and a Psychology Assistant. The team works together to achieve a high standard of psychology service provision, liaising regularly with command elements, health providers and other wellbeing stakeholders.

The section provides the full scope of Navy Psychology Services to Navy Fleet Units and the Garrison Shore Establishments in the Sydney area.

Our Ideal Candidate

We are looking for a highly motivated individual who is seeking variety in their professional career, able to work with reasonable autonomy, has a willingness to learn, and who is passionate about supporting Navy personnel to perform at their best in order to successfully fulfil Navy’s Mission.

They will be capable of performing a range of psychology services including psychological assessments, training delivery and development, report writing, brief psychological intervention, critical incident management mental health support, and stakeholder engagement.

They will be drawn to working in the operational, occupational and clinical space, be able to adapt to a changing environment to match operational tempo, and be able to provide advice on complex and sensitive issues taking into account conflicting needs.

Finally, they must be able to build and sustain effective working relationships with team members and actively participate in teamwork and group activities.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

Current full and unconditional AHPRA registration as a psychologist.

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	Belinda Radnidge, 02 6155 9043
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=78FEA229-2699-CC8D-1241-E4

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Defence

Vacancy VN-0764111

Department of Defence

Closing Date:Thursday 06 November 2025

Defence Science and Technology Group
Research Technology and Operations

Job Title	Business Administration Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Melbourne VIC
Salary	$86,887 - $93,066
Future Merit Locations	Adelaide, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	DSTG/08319/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=C4884968-D666-17B7-A90B-E44C3CE42A59

Duties

The Role

The Business Administration Officer will work with financial data and undertake business processes, most likely relating asset management however; other potential roles include procurement, military logistics and management information systems. The roles will obtain information from various information systems and other stakeholders directly, interrogate the data for accuracy, seeking input to update data as required. Data will also be checked to ensure tasks undertaken by others are undertaken accurately and in compliance with policy and procedures. The roles contribute to the development of business processes and communications with stakeholders both within and external to Defence Science and Technology Group (DSTG).

The role will work as part of the Business Capability team, gaining experience in multiple areas of business administration to foster the development of the successful candidate. Our team seeks to develop team members so they can cover and later progress into higher-level roles in business administration functions.

Successful candidates will contribute to the accuracy of Defence’s financial statements, effectiveness of DSTG management of key assets, help promote compliant procurement activities

with good value for money outcomes achieved and accurate management information system data as we transition to the SAP based Enterprise Resource Planning (ERP) information system upgrade across Defence.

About our Team

The Business Capability team enables Science and Technology outcomes in the Defence Science and Technology Group (DSTG) by working on business activities including: Management Information Systems (including the ERP Transition for DSTG), Audit, Business policy and process implementation, Procurement facilitation, Asset and Logistics Management, Research Infrastructure Asset Management and Records Management. The team supports the efficient, effective and compliant operation of DSTG business.

Our team enjoy working in related functions so we can collectively contribute to better outcomes for DSTG, Defence and taxpayers. We enjoy working with information including but not limited to financial information, utilising systems to inform decisions and to help others achieve their outcomes.

Our Ideal Candidate

We are seeking to employ a flexible person who is interested in variety within their roles across the areas of work listed above. Our ideal candidate will enjoy working with data, have good attention to detail and enjoy engaging with team members and other stakeholders. New team members will need to be able to understand legislation, policies and processes and interpret them in the work completed.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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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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	Damian Abdilla, 0437 544 340
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C4884968-D666-17B7-A90B-E4

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Defence

Vacancy VN-0764120

Department of Defence

Closing Date:Thursday 06 November 2025

Joint Capabilities Group
Defence Space Command

Job Title	Information and Records Officer
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	$86,887 - $93,066
Future Merit Locations	Fairbairn
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	JCG/08066/25
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=C82A5D68-AE71-F560-A3B2-E44C3D8BDAD6*

Duties

The Role

Space Command (SPACECOMD) is seeking an Information and Records Officer to work within the Chief of Staff Directorate, who will provide a range of information and records management support functions to the Command.

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

- Coordinate and perform information and records management activities in accordance with the Archives Act 1983, relevant legislative and Defence policies and procedures.
- Prepare security classified information material in accordance with Defence requirements.
- Implement information and records management policies and procedures to physical and electronic records.
- Review and advise on governance requirements and maintain currency and integrity of information and record management systems.
- Engage with internal and external stakeholders.

About our Team

SPACECOMD is a multidisciplinary workforce across Navy, Army, Air Force, Australian Public Service, and industry. SPACECOMD has been established to prepare space power contributing to the integrated force in competition and conflict.

It envisions ready space capabilities to deter, defend and deny; in, from and through the space domain. SPACECOMD works to assure Australian civil and military access in space, in concert with other Defence and Australian government agencies, allies, international partners and industry.

The Chief of Staff Directorate in SPACECOMD manages a range of Command wide business functions and is looking for a high performing APS 5 Information and Records Officer to join our team, in this integrated and high tempo environment. On-the-job and formal training will be provided.

Our Ideal Candidate

Our ideal candidate will be able to demonstrate strong skills and experience in:

- General administrative duties.
- Writing and reviewing plans and processes.
- Understanding of the need to know principle and dealing with sensitive information.
- Stakeholder engagement.

The candidate will have the following demonstrated attributes:

- Building/maintaining positive stakeholder relationships.
- Strong planning/time management skills, particularly prioritisation and critical thinking.
- Judgement and a bias for action in driving outcomes, including problem solving and flexibility.
- Skilful communicator (both written and verbal).

Eligibility

Security Clearance

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	CMDR Chris Robson, 02 8440 4470
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C82A5D68-AE71-F560-A3B2-E4

Defence

Vacancy VN-0764129

Department of Defence

Closing Date:Thursday 06 November 2025

Inspector-General of the Australian Defence Force
Office of the Inspector-General of the Australian Defence Force

Job Title	Systems & Data Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$86,887 - $93,066
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	IGADF/08347/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=2F1974E2-944E-D836-3C91-E44C3E35824E

Duties

The Role

In the Directorate of Military Justice Performance and Review within the Office of the Inspector-General of the ADF, System & Data officer will be responsible to:

- Support the Longitudinal Study team to determine trends, themes and issues of concern identified in the final Audit reports.
- Preparing and contributing data tables to final audit and longitudinal reports, statistic catalogues and strategic reporting briefs.
- Analyse and report on trends, patterns and insights from MJPA reports and focus group surveys.
- Responsible for completing, analysing and implementing data analysis methodologies, tools and techniques.
- Identify and undertake analysis to structure, solve and provide advice on complex data problems, including gathering and exploring data and meta-data from a variety of sources.

- Work closely with the Audit Operations team to improve existing audit reporting tools, surveys, spreadsheets, workflows, programs, planning processes and resources.
- Ability to work independently and part of a small team.

The Systems & Data officer will also provide support to other staff functions within Office of the IGADF as needed.

About our Team

The Office supports the Inspector-General of the Australian Defence Force (IGADF) in their statutory functions of overseeing the effectiveness of the military justice system.

The Directorate of Military Justice Performance and Review (DMJPR) assists the IGADF to provide the Chief of the Defence Force with a mechanism for audit and review of the military justice system, independent of the ordinary chain of command, by conducting performance reviews of the military justice system, including internal audits, in accordance with section 110C of the Defence Act 1903.

DMJPR is responsible for improving the frequency of Military Justice Performance Audits and conducting longitudinal studies of all Audit Reports every two years to determine trends, themes and issues of concern, and provide the outcomes of this analysis to the Chief of the Defence Force, the Minister for Defence and the Minister for Defence Personnel.

Our Ideal Candidate

You will demonstrate:

- Good communication and writing skills, In-depth knowledge and understanding of data analytics, including data mining, statistical analysis, predictive modelling and data visualisation.
- Experience in writing, preparing and contributing to comprehensive reports and statistic catalogues.
- Experience in and understanding of statistical analysis, hierarchy structures, mathematics, computer programing or Information systems.

Eligibility

Security Clearance:

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

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	Leigh Gilbert, 02 6132 7282
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2F1974E2-944E-D836-3C91-E44

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Defence

Vacancy VN-0764152

Department of Defence

Closing Date:Thursday 06 November 2025

Defence Intelligence Group
Intelligence Capability Division

Job Title	Personnel Assurance Support Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$86,887 - $93,066
Future Merit Locations	Russell
Office Arrangement	Work From Home;On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	DIG/08318/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=98446D6C-4B01-551D-F379-E44C408245C7

Duties

The Role

DIG Psychology is seeking an enthusiastic and motivated APS5 Personnel Assurance Support Officer. This position is part of DIG Psychology's administration and support team, providing advice and support related to DIG Psychology's personnel assurance initiatives and policies. You will engage with DIG Psychology, the broader Group, and other external stakeholders including those in the National Intelligence Community.

You will use your organisational and people skills to perform a variety of tasks, which may include but is not limited to:

- Work collaboratively as part of a fast-paced and supportive team environment;
- Provide tailored advice to stakeholder enquiries regarding DIG Psychology's personnel assurance initiatives and policies;
- Build and sustain productive and collaborative relationships with stakeholders;
- Undertake processing duties across a variety of databases;
- Run psychometric testing sessions as part of the Defence Intelligence Suitability Assessment process;
- Provide coaching and on-the-job training for newer or less experienced team members;
- Engage with senior leadership;
- Perform financial duties such as processing of invoices;
- Manage of high priority tasks;

- Assist with welfare programmes; and
- Assist with development and update of internal documents.

About our Team

DIG Psychology provides psychological services across the Defence Intelligence Group including wellbeing, mission and management support, and other security psychology related functions including the Defence Intelligence Suitability Assessment (DISA). DIG Psychology are a critical enabler for delivering the DIG mission and must ensure high levels of discretion, trust, care and judgment. We are a dynamic and cohesive team dedicated to delivering high quality security, psychological, and information management administrative services. DIG Psychology comprises of a blend of psychologists and support staff.

DIG Psychology is a flexible work area where various work arrangements are supported, including part-time hours, limited work from home, and a compressed working week. We all contribute and take pride in building a positive work environment.

Our Ideal Candidate

DIG Psychology is looking for candidates with the following skills and abilities:

- A keen eye for detail;
- The ability to exercise discretion with sensitive information;
- Initiative, flexibility and a demonstrated capacity to solve problems and work effectively with others;
- The ability to build positive, collaborative working relationships, with a wide range of internal and external stakeholders and customers;
- Computer literacy;
- Strong written and verbal communication skills and the ability to provide clear and accurate advice to internal and external stakeholders;
- Ability to deliver exceptional customer service;
- Identify and contribute to business process improvement activities;
- Proactively manage priorities with minimal direction, seeking guidance as needed; and
- Be a team player, who is adaptable, supportive and considerate with all staff.

Experience in psychology or health related administration is not required. Please note that this position does not provide a pathway to a position as a psychologist within DIG Psychology.

Eligibility

Security Clearance:

Prior to commencement, successful applicants will be required to undergo a psychological assessment and an extensive security clearance process. As a Positive Vetting clearance is required, applicants must be Australian Citizens; be able to account for their personal background

for their whole life; and be able to demonstrate suitability to work in a high security intelligence environment.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Contact Name Withheld, 02 6115 3417
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=98446D6C-4B01-551D-F379-E4

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Defence

Vacancy VN-0764164

Department of Defence

Closing Date:Wednesday 05 November 2025

Security and Estate Group
Service Delivery Division

Job Title	Assistant Base Manager - RAAF Base Pearce
Job Type	Full-Time, Ongoing
Location	Bullsbrook WA
Salary	$95,187 - $108,734
Future Merit Locations	Bullsbrook
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	SEG/08346/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=7C762272-A2EC-AC40-18C1-E44C41550B96

Duties

The Role

Your career is limitless as a public servant in the Department of Defence. With over 16,000 civilians, Defence offers dynamic public service careers across our diverse and unique internal groups and agencies. Administration and Customer Service Specialists are employed Australia-wide, enabling our three services Army, Navy and Air Force to do their job.

If you are looking for an exciting workplace where no two days are the same, the Assistant Base Manager RAAF Pearce role may be the perfect opportunity for you!

Base Management:

Our Bases vary significantly depending on the Services that they support. As an Assistant Base Manager at RAAF Pearce, you will build strong relationships with various military, civilian and contractor stakeholders with a shared focus on the sustainable management of the Base to support operational, training and other specialist functions. You could work in and around weapon ranges, airfields, wharves, laboratories, heritage buildings and contemporary corporate offices. Assistant Base Manager Roles require agility, resilience, and a proactive mindset. You will often

be juggling multiple tasks—liaising with stakeholders, resolving logistical challenges, and ensuring compliance with safety and security protocols—all while maintaining a high standard of service delivery.

It is an exciting role and environment where no two days are the same, but on a typical day as an Assistant Base Manager at RAAF Pearce, you will:

- Engage with Defence stakeholders and assist with their operational enquiries.
- Work closely with Base stakeholders and industry partners focusing on deliverables of estate outcomes.
- Ensuring Base Security, WHS, and Emergency Management practices and procedures comply with relevant standards and governance.
- Participate in fora providing input into operational support of base activities.
- You will assist, where required, Defence’s aid to the civil community in times of crisis.

About our Team

The East & West Zone (EWZ) is a branch of the Service Delivery Division within the Department of Defence Security and Estate Group (SEG). EWZ provides essential, on-the-ground services and support to Defence personnel at locations across New South Wales, South Australia, Western Australia and the Australian Capital Territory. Base Management Teams are responsible for effectively securing, managing and maintaining Defence Bases across Australia. This work is a critical business enabler of Defence capabilities, prioritising base resources and ensuring service delivery standards across the Defence estate. You will be part of a proactive and dynamic team that is trusted and proven, contributing to a positive service delivery culture.

Our Ideal Candidate

Successful candidates will have a proven record of achieving organisational goals whilst contributing to a high-performance service delivery culture.

The skills that we seek in you:

- Demonstrated people leadership or team management experience in an operational or service delivery environment.
- Highly developed communication, organisation and negotiation skills with the ability to influence a broad range of stakeholders.
- Is able to confidently work collaboratively with various military, civilian and contractor stakeholders.
- Demonstrated ability to think critically, identify issues and drive continuous improvement activities.
- The ability to research policy and procedure and determine practical outcomes that achieve objectives.
- Proven experience in providing detailed professional and policy advice about complex work.
- Proven experience identifying and anticipating stakeholders' needs and expectations to achieve outcomes.
- The ability to forward plan a workload and the agility to reprioritise at short notice.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Alex Beerli, 0431 649 545
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7C762272-A2EC-AC40-18C1-E4

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Defence

Vacancy VN-0764167

Department of Defence

Closing Date:Wednesday 05 November 2025

Joint Operations Command
Headquarters Joint Operations

Job Title	Executive Director Corporate Services
Job Type	Full-Time, Ongoing
Location	Bungendore NSW
Salary	$139,618 - $199,525
Future Merit Locations	Bungendore
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	JOC/08340/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=8E4AF2A3-C36A-ABDB-CE5D-E44C41C48D7A

Duties

The Role

The position will report to the Director General Command Support Branch and lead a team that develops and delivers frameworks and reporting across specialist domains. You will brief Senior JOC and Defence decision-makers at the operational and strategic level. You will plan, deliver and manage the broad remit of command support functions in the areas of ICT, Information Management, Workforce Planning and Management, Work Health and Safety, Compliance and Assurance, Corporate Governance, Enterprise Resource Planning implementation and Business Management (finance). You will be contributing to the strategic priorities of JOC by providing synchronised delivery of these functions, supporting CJOPS and DCJOPS to enable JOC in the execution of its mission.

This position is classified as having a work value commensurate with EL2.1 and the salary range of $167,660 - $199,525. Positions with a work value at EL2.1 or EL2.2 are reviewed annually and salary may increase or decrease in accordance with the provisions of the Defence Enterprise Agreement. Applicants should familiarise themselves with the relevant provisions of the Defence Enterprise Agreement if considering applying for this position.

Should an annual review determine that work is no longer available at the higher work value, the employee's classification and salary will be decreased to the lower level work value and salary within the EL 2 classification range.

About our Team

The position sits within the Directorate of Command Support branch and consists of an integrated workforce of ADF, APS and contractor personnel.

Our Ideal Candidate

Our ideal candidate will have extensive Governance experience at an executive level.

You will:

- Have in-depth knowledge of enterprise performance reporting, compliance and legislative frameworks, and an understanding of the mechanics of Government in the context of Defence's mission.
- Have considerable knowledge of Defence Enterprise Committees and how they support decision-making within Defence.
- Have outstanding written and verbal communication.
- Engage in very complex problem solving and sensitive issues management relating to Defence's mission.
- Be a strong leader that drives innovation and diversity within an operational.
- Lead, coach and mentor teams and stakeholders. Coach and lead a high performing team and be accountable for the outcomes of the teams work including the appropriate use of resources to produce and achieve.
- You are expected to be capable of building team capability through coaching, mentoring and feedback including reviewing and developing the quality of work undertaken by others within the work unit.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	COL Michael Tucker, 02 5131 6346
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8E4AF2A3-C36A-ABDB-CE5D-E

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Defence

Vacancy VN-0764173

Department of Defence

Closing Date:Thursday 06 November 2025

NAVY
Deputy Chief of Navy

Job Title	Information & Records Management Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$79,176 - $86,438
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	NAVY/08360/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=CBE33A10-FB1B-9967-9F22-E44C78A2149C

Duties

The Role

Chief of Staff Navy Headquarters (COS NHQ) is looking for an APS 4 Information & Records Officer to be part of a team providing a range of records management and information support functions for the Office of Chief of Navy (OCN) and Chief of Staff Navy Headquarters (COS NHQ). As part of a team, you will provide detailed information and records management functions & advice, audits & assurance tasks, contribute to planning & programs and drive innovative change in support of COS NHQ business outcomes. Excellent communication and stakeholder engagement skills are essential and the ability to think outside the box to find innovative solutions.

Applicants will need to demonstrate their skills against some of the key duties for the role which are:

- Support information and records management activities in accordance with relevant legislation and Defence policies and procedures.
- Provide advice and interpret/apply legislative, policy and regulatory requirements on the management of information and records.
- Take the initiative to develop and implement information and records management procedures to achieve continuous improvement.
- Conduct compliance monitoring and reporting activities for systems and practices.
- Interrogate internal and international databases to obtain relevant information for implementation and control into Defence publications and procedures.

- Have experience managing and controlling security classified Defence documentation and information.

About our Team

You will be a valued member of the COS NHQ Business Team which currently consists of 11 people who are striving to create business improvement, increase governance & assurance functions, and find innovative ways to update administrative practices to better meet the business need.

You will physically be in the Business Information Support Office (BISO) which performs registry functions with a key focus on processing correspondence for the Office of Chief of Navy (OCN), providing specialist advice & support related to records & Objective management and becoming the centre of expertise for security requirements for Navy Headquarters.

Our Ideal Candidate

The ideal candidate will be highly motivated, have great administrative and organisational abilities and excellent time management skills.

To succeed in this role, applicants will be required to demonstrate:

- Information & Records Management skills.
- Work within legislation, policy and procedures.
- Excellent judgement, problem solving skills and initiative.
- Excellent liaison skills.
- Well-developed oral and written communication skills.
- Ability to work independently and as part of a small, high performing team and
- Ability to handle highly sensitive information in accordance with government security requirements.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Kylie Asanovski, 02 5131 7656
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CBE33A10-FB1B-9967-9F22-E4

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Defence

Vacancy VN-0764183

Department of Defence

Closing Date:Thursday 06 November 2025

Defence Intelligence Group
Intelligence Capability Division

Job Title	Team Leader
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$95,187 - $108,734
Future Merit Locations	Russell
Office Arrangement	Work From Home;On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DIG/07529/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=8B616D84-755B-C778-3530-E44C7968137C

Duties

The Role

Defence Intelligence Group (DIG) Psychology is seeking an enthusiastic and motivated APS 6 Team Leader. This role provides an opportunity to broaden and apply your team building, leadership and administrative skills in a unique and interesting environment. In this role you will be a vital team member, enabling delivery of the Defence Intelligence Group's mission, and integral to driving efficiencies and innovation within the team and for the Group.

You will be a team leader of DIG Psychology administrative and personnel assurance support staff, overseeing key organisational functions, as well as liaising with a wide range of customers and stakeholders, both internal and external to the DIG.

This position requires high levels of judgement, responsibility and discretion, and is responsible for oversight, assurance and escalation of the DISA pipeline and other DIG Psychology activities and personnel assurance initiatives.

The occupant of this position should have supervisory experience and be comfortable managing a small team of staff.

About our Team

DIG Psychology provides psychological services across the Defence Intelligence Group including wellbeing, mission and management support, and other security psychology related functions including the Defence Intelligence Suitability Assessment (DISA).

DIG Psychology are a critical enabler for delivering the DIG mission and must ensure high levels of discretion, trust, care and judgment. We are a dynamic and cohesive team dedicated to delivering high quality security, psychological, and information management administrative services. DIG Psychology comprises of a blend of psychologists and support staff.

DIG Psychology is a flexible work area where various work arrangements are supported, including part-time hours, limited work from home, and a compressed working week. We all contribute and take pride in building a positive work environment.

Our Ideal Candidate

We are looking for someone who:

- Works collaboratively as part of a fast-paced and supportive team environment;
- Leads a team effectively to deliver outcomes;
- Has a high degree of initiative, judgement and attention to detail;
- Has well-developed interpersonal skills to build and maintain effective working relationships with clients, colleagues and stakeholders;
- Has high level communication skills (both verbal and written) and is comfortable in communicating with stakeholders;
- Can exercise initiative and judgement in the interpretation of policy and in the application of practices and procedures; and
- Has a professional approach at all times, with a high level of confidentiality and discretion when working with sensitive information.

The responsibilities of the role may include but are not limited to:

- Positively manage and influence a team of staff;
- Provide tailored and complex protective security advice to internal and external stakeholder enquiries to enable the achievement of appropriate security arrangements;
- Mentoring of junior staff;
- Proactively manage priorities with minimal direction, seeking guidance as needed;
- Develop and foster positive relationships with partners, stakeholders and line areas;
- Drafting of internal policy and guidance documentation; and
- Identify and contribute to business process improvement activities.

Eligibility

Security Clearance

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	DIG Recruitment, N/A
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8B616D84-755B-C778-3530-E44

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Defence

Vacancy VN-0764185

Department of Defence

Closing Date:Thursday 06 November 2025

Defence Finance Group
Budget & Financial Services

Job Title	Learning and Development Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - ACT
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DFG/08332/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=34592C25-7447-0C3C-B4F7-E44C796B9CAE

Duties

The Role

Are you an experienced learning and development professional who thrives on driving cultural change and performance? Join the Defence Finance Group and help shape the future of financial capability across Defence.

In this role, you will:

- Deliver learning programs to a diverse range of Defence personnel.
- Design engaging, contemporary learning experiences using adult learning and instructional design principles.
- Identify and respond to learning needs that support business outcomes and promote a culture of continuous learning.
- Influence and collaborate with stakeholders to shape and implement effective learning solutions.
- Coordinate projects and manage competing priorities to deliver high-quality outcomes.

About our Team

The Financial Learning Directorate sits within the Financial Compliance Branch, part of the Budgets and Financial Services Division. The Branch provide financial policy, compliance, learning, travel, and tax advice to support Defence personnel in exercising their financial responsibilities. Our team plays a vital role in building financial capability across Defence.

We deliver financial learning through a range of formats, including video, eLearning, and face-to-face training. By translating complex policy into practical, accessible learning, we help Defence personnel make sound financial decisions and grow professionally. In addition to financial learning, we support the development of core workplace skills that enable staff to communicate effectively, lead teams, and contribute to a high-performing organisation.

Our Ideal Candidate

You are a creative and collaborative learning professional who is passionate about enabling others to succeed. You bring experience in designing and delivering impactful learning solutions and thrive in a dynamic, fast-paced environment.

Our ideal candidate will have the following skills and attributes:

- Proven experience in adult learning design and delivery.
- Strong interpersonal and stakeholder engagement skills.
- Excellent written and verbal communication.
- Demonstrated initiative, sound judgement, and adaptability.
- Alignment with Defence values: Service, Courage, Respect, Integrity, and Excellence.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Natasha Adnams, 02 5108 7890
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=34592C25-7447-0C3C-B4F7-E44

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Defence

Vacancy VN-0764194

Department of Defence

Closing Date:Thursday 06 November 2025

Defence Finance Group
Budgets & Financial Services

Job Title	Assistant Director Learning and Development
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT, Various locations - ACT ACT
Salary	$120,303 - $135,701
Future Merit Locations	Brindabella Business Park, Various locations - ACT
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DFG/08333/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=E6EC9AD9-6B2F-9556-1184-E44C7A99CFD3

Duties

The Role

Lead capability development that empowers Defence personnel to perform with confidence and integrity.

We are seeking a strategic and experienced Learning and Development (L&D) professional to lead the design and delivery of impactful learning solutions across Defence Finance Group. This EL 1 role offers the opportunity to shape learning strategy, supervise a high-performing team, and directly contribute to the development of both financial and core workplace capabilities.

As a Learning and Development lead, you will:

- Lead the design, development and delivery of learning programs that build financial skills across Defence and core skills within Defence Finance Group.
- Supervise and mentor a small team of learning and development professionals, fostering a collaborative and high-performance culture.
- Design engaging, contemporary learning experiences for delivery in a range of formats, using adult learning and instructional design principles.
- Collaborate with stakeholders to ensure learning solutions are aligned with organisational goals and policy requirements.
- Coordinate projects and effectively manage deadlines and competing priorities.

About our Team

The Financial Learning Directorate sits within the Financial Compliance Branch, part of the Budgets and Financial Services Division. The Branch provide financial policy, compliance, learning, travel, and tax advice to support Defence personnel in exercising their financial responsibilities.

Our team plays a vital role in building financial capability across Defence. We deliver financial learning through a range of formats, including video, eLearning, and face-to-face training. By translating complex policy into practical, accessible learning, we help Defence personnel make sound financial decisions and grow professionally. In addition to financial learning, we support the development of core workplace skills that enable staff to communicate effectively, lead teams, and contribute to a high-performing organisation.

Our Ideal Candidate

You are a confident and collaborative leader with a passion for enabling others to succeed. You bring deep expertise in adult learning and instructional design, along with the ability to influence, guide, and inspire.

Our ideal candidate will have the following skills and attributes:

- Demonstrated experience in leading learning and development initiatives, including team supervision.
- Strong instructional design and facilitation skills across multiple delivery formats.
- Excellent stakeholder engagement and communication skills.
- Strategic thinking and the ability to align learning with organisational priorities.
- A commitment to Defence values: Service, Courage, Respect, Integrity, and Excellence.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Natasha Adnams, 02 5108 7890
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E6EC9AD9-6B2F-9556-1184-E4

Department of Defence

Closing Date:Thursday 04 December 2025

Joint Capabilities Group
Cyber Operations Division

Job Title	Technical Specialist
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	JCG/08320/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=25815C2F-31CC-6C73-7C31-E44D2B032D3D

Duties

The Role

This position offers the opportunity for a suitable motivated and experienced technical specialist, signaller, or engineer to join the Spectrum Management Operations (SMO) section in the Defence Spectrum Office (DSO).SMO seeks a highly motivated and organised person with demonstrable knowledge of radio communications and the electromagnetic spectrum, or transferrable technical skills. You will have very good organisational and communications skills, with the ability to manage competing priorities, and possess the personal values and behaviours to effectively work in a diverse and busy operational team environment. In this role, you will be expected to obtain significant understanding of Defence spectrum policy and doctrine, and an ability to apply this within domestic and international spectrum regulatory frameworks.

Key responsibilities:

- Conduct role as a frequency assigner;
- Issue authorisations for use of radiofrequency spectrum, and coordinate with various organisations regarding these; and

- Assist in developing documents, guidance, and procedures to streamline spectrum assignment processes.

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

About our Team

The SMO team is principally responsible and accountable for the management of Defence spectrum licenses and assignments, and as such provisions and ensures access to the Australian Defence Force (ADF) for radio communications services and similar in support of Defence operations, activities, and investments, domestically and abroad. The SMO section also manages frequency assignment tools, resources, software, and provides administrative support to all of these functions directly with the broader Department, including ADF counterparts.

Our Ideal Candidate

Our ideal candidate will have a high level of organisational skills, initiative, and experience. Excellent written and verbal skills are a must, in order to engage with internal and external stakeholders as necessary. SMO deals primarily with temporary requests, and some short notice requests mean an ability to prioritise work proactively, efficiently, and diligently in a sometimes high-pressure environment is essential.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Mr Ryan Hodson, 02 5130 1913
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=25815C2F-31CC-6C73-7C31-E4

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Defence

Vacancy VN-0764225

Department of Defence

Closing Date:Thursday 06 November 2025

Defence People Group
Joint Support Services

Job Title	Managers, Families with Special Needs Program
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$95,187 - $108,734
Future Merit Locations	Brindabella Business Park
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DPG/08273/25
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=B96D30CA-D816-2192-95A0-E44D2D46D817*

Duties

The Role

Are you an experienced Human Services practitioner?

Are you interested in supporting Defence members and their families?

Would you like to be part of a high performing team?

If you answered yes to these questions, an exciting opportunity exists to join the Defence Member and Family Support team in Canberra, ACT.

We are seeking an experienced Human Services practitioner to manage the Families with Special Needs program. The specialised services and practical advice that you provide will directly support ADF members and their families to navigate the challenges of military life.

Your duties will include:

- Leading the core work of the Families with Special Needs program, including managing APS team members in processing of applications for support
- Designing and implementing a range of enhancements to the program to better support members, families and Command
- Consulting with a range of stakeholders to understand the needs of members, families and Command.

About our Team

Work in a place where you are a valued member of a great team!

DMFS is a diverse, supportive and inclusive workplace, which offers a broad range of programs and services to help Commanders, ADF members, and their families manage the military lifestyle. The Manager, Families with Special Needs Program will work closely with a dedicated team of professionals who strive to support members and their families during postings, time of member absence and during crises and emergencies. Your work will significantly contribute to the Defence mission to defend Australia and its national interests in order to advance Australia’s security and prosperity.

Our Ideal Candidate

We are a seeking skilled professional with tertiary-level qualifications in a human services field (e.g. social work, psychology, counselling). Our ideal candidate will have experience working with customers with complex needs. You will understand the strategic context and be focused on achieving outcomes and continuous improvement.

Our ideal candidate for this role will:

- Use sound professional judgement in support of members and families using a customer-centric approach
- Proactively build productive working relationships and understand the current complex geopolitical circumstances
- Have a strong attention to detail, proven ability to work with complex ICT systems and use data to help enhance Defence capability.

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	David Cadden, 0429 850 406
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B96D30CA-D816-2192-95A0-E4

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Defence

Vacancy VN-0764230

Department of Defence

Closing Date:Thursday 06 November 2025

Defence People Group
Military Personnel Division

Job Title	MPD Knowledge Manager
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$95,187 - $108,734
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DPG/08408/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=9EAD047B-5999-775D-C984-E44D2D1BE526

Duties

The Role

Do you like the idea of working in a role that combines, includes ICT and knowledge management?

Military Personnel Division (MPD) is looking for a highly motivated individual to join the Information Management team, who is interested in learning and understanding new technologies. This is an

opportunity to build a broad understanding of ICT initiatives within the Division, develop your project management skills and knowledge management best practice. If you want to be a valued member of a busy and highly productive team, we want to hear from you.

To be successful in this role you will:

- Have a high level of computer literacy.
- Build and sustain effective relationships with team members and actively participate in teamwork and group activities.
- Contribute to projects to delivering new technologies to increase engagement and improve knowledge management across MPD.
- Work collaboratively with internal and external stakeholders to support the delivery of new processes and technologies.
- Be experienced in Objective or Records Management and be willing to support staff and Work Group Coordinators (WGC's).
- Manage your priorities and day to day work to meet the needs of customers and exceed their expectations.
- Be able to work in a fluid environment by remaining flexible, agile and adaptable.

About our Team

The Information Management Team in Military Personnel Division is a small team that integrates with a broader team of APS staff, consultants and Military members to achieve outcomes that are based around how MPD manage their information for now and into the future. For example; supporting the development of a divisional wide coordinated approach to information and records management within Objective, the oversight of conference rooms in BP29, development of training materials to improve compliance or the development and sustainment of approved business processes in the business management system and other collaboration tools. By collaborating with other teams, you will have the opportunity to work in an integrated workplace and be acknowledged as an expert in your field, and support staff through the adoption of these tools.

Our Ideal Candidate

You will be committed to learning and enjoy using technology to enable smarter, more efficient ways of working. You will build on your skills in IT and knowledge management. You will also have strong communication skills that are naturally suited to supporting a broad range of stakeholders to understand and adopt knowledge management systems through the development of clear and structured guidance. As a team player, you are dynamic and help with physical and desktop driven IT and information management needs. You will have the passion and ability to quickly adapt to new technologies and solve problems by applying your computing and analytical skills. Your knowledge in Objective (or another eDRMS) and the ability to exploit different applications will equip you to investigate problems and propose new methods and solutions. As the ideal candidate, you will be highly resilient and able to work in a multidisciplinary environment with competing priorities.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Gina Merlino, 0458 024 634
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9EAD047B-5999-775D-C984-E4

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Education

Vacancy VN-0764174

Department of Education

Closing Date:Sunday 02 November 2025

Job Title	Authorised Review Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Newcastle NSW, Canberra ACT, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA, Darwin NT, Brisbane QLD, Townsville QLD
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	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	Executive Level 1
Position Number	25/0555
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

https://education.nga.net.au/?jati=3735259A-93E7-889F-99DA-E44C78CA043B

As an Authorised Review Officer, you will be writing reviews of decisions on child care provider

approval, imposing sanctions on providers and recovering debt. We are a small team that makes big

decisions.

Duties

In this role, your responsibilities will include the following:

- Making review decisions in your own right, including writing decisions in accordance with the Family Assistance Law and the principles of administrative law.
- Applying sound judgement in interpreting legislation, guidelines, data and evidence in writing decisions.
- Reviewing and analysing lengthy and detailed information, identifying pertinent material relevant to the decision.
- Prioritising and organising your work under limited direction with the ability to adapt to shifting priorities.
- Communicating effectively and professionally with stakeholders.
- Maintaining a high level of record keeping.

Eligibility

Employment at the Department of Education is subject to conditions prescribed within the *Public Service Act 1999* including:

- Citizenship: Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.
- Security Clearance: This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain the required security clearance.

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 Education

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

To Apply

Position Contact	Richard Lawson, 0434 651 086
Agency Recruitment Site	https://education.nga.net.au/?jati=3735259A-93E7-889F-99DA-E44C78C

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Education

Vacancy VN-0764197

National Gallery of Australia

Closing Date:Sunday 02 November 2025

Art Across Australia Artistic Programs

Job Title	Project Manager, Touring and Regional Initiatives
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	-
Future Merit Locations	Various locations - ACT
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 6
Position Number	6095
Agency Website	https://nga.gov.au

Job Description

www.nga.gov.au

The Project Manager, Touring and Regional Initiatives plays a central role in expanding access to the national collection and strengthening the National Gallery's relationships with regional and community partners. This position leads the Regional Initiatives Program, manages the Art Cases program, and supports select special touring projects that align with Art Across Australia priorities.

Reporting to the Manager, Touring Exhibitions and working closely with internal departments and external partners, the Project Manager ensures high-quality project management, logistical coordination, and stakeholder engagement. The role also contributes to building capacity in regional galleries by fostering collaborative partnerships, delivering training opportunities, and developing sustainable engagement models that extend the impact of the national collection across Australia.

Duties

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

- Lead the planning and delivery of the Regional Initiatives Program and Art Cases program
- Coordinate timelines, budgets, reporting, and risk management for designated projects.
- Collaborate with internal teams and external partners to ensure smooth delivery of loans and touring programs

- Support the Manager, Touring Exhibitions and provide assistance across all Touring Exhibitions work streams, this may include the preparation of grants, itineraries, budgets, reporting and team deliverables.
- Provide curatorial and interpretive support for regional displays, including provenance, labels, and wall text
- Support the delivery of special touring exhibitions and outreach projects
- Develop and manage a network of industry, government and professional contacts, with an emphasis on venues and communities relevant to the national touring program.

Eligibility

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

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

Security Assessment: The successful applicant will be required to obtain and maintain a Baseline security clearance. Ongoing employment in this role requires the successful candidates to maintain a high-level security clearance. Loss of a security clearance at any time will lead to termination of employment.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations retain if relevant

Role specific mandatory qualifications /certification and/or registrations include:

- Degree in an Arts-related field
- Additional qualifications in Museum Studies, Education, or Community Engagement desirable.
- Significant experience in project management within a cultural organisation.

Notes

HOW TO APPLY

- To apply for this role please go to the National Gallery's Careers portal.
- You should provide a tailored CV (maximum of three pages) along with a statement of no more than two pages that outlines your skills, capabilities and experience, against the information above.
- In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.
- An order of merit or merit pool may be established from this selection process and may be used to fill future identical vacancies over the next 18 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

About the National Gallery of Australia

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

To Apply

Position Contact	Tara James, 02 6120 2917
Agency Recruitment Site	www.nga.gov.au

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Education

Vacancy VN-0764205

National Gallery of Australia

Closing Date:Sunday 02 November 2025

International Art Artistic Programs

Job Title	Assistant Curator (Kenneth E. Tyler)
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	-
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4
Position Number	4306
Agency Website	https://nga.gov.au

Job Description

www.nga.gov.au

The National Gallery is seeking an emerging curator to join an enthusiastic team who work within a vibrant and rewarding environment stewarding and developing the National Gallery's relationship with art and artists.

Reporting to the Senior Curator, Prints and Drawings, this role provides support with the planning and co-ordination of activities related to the Tyler print collection and archive, programs and departmental projects. This includes assisting with the development and management of allocated parts of the collection and exhibition projects.

The Artistic Programs Portfolio is responsible for the care, loan and presentation of the national collection along with the initiation, development and delivery of the exhibition, touring, publishing and commissioning program at the National Gallery. The International Art Department is responsible for researching and delivering loan exhibitions, commissioning projects for the program, as well as researching, building, interpreting, and publishing on the National Gallery's collection and preparing collection displays.

Prints and Drawings is a stand-alone collection, which reflects the important roles printmaking and drawing have played in the history of visual culture across the globe. The collection of international prints, drawings and illustrated books numbers over 36,000 works on paper and includes deep holdings of French modern art, Russian and Western European avant-garde art, and European

and North American Pop and Conceptual art. The collection includes the Kenneth E Tyler Collection and Archive of prints and printmaking, which charts a history of post-war American printmaking through the workshops of master printer Ken Tyler.

The International Prints and Drawings curatorial team makes accessible, through display and print and digital publication, the collection to the broadest number of people.

Duties

In accordance with the APS 4 Work Level Standards and working to the Senior Curator of Prints and Drawings, you will:

- Undertake activities relating to the presentation, acquisition and documentation of works within and entering the national collection associated with the print workshops of Kenneth E Tyler, including audio-visual material.
- Perform collection management activities including cataloguing to a high standard, maintaining information across various databases
- Be part of a team who are responsible for producing content for the dedicated Kenneth E Tyler website and social media
- Liaising with the Conservation and Registration teams in relation to the condition of works and suitability for display and storage
- Contribute to the department’s output in relation to the Kenneth E Tyler collection care and administration.
- In consultation with the Kenneth E Tyler archivist, respond to professional and public enquiries related to the Kenneth E Tyler collection and assist with the administration of loan requests
- Assist the Senior Curator and Curator with collection presentations and exhibitions, including preparation of interpretive material and liaison with Design, Publications and other departments

Eligibility

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

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

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

Role specific mandatory qualifications certification and/or registrations include:

- Relevant qualifications in art history or museum/archival studies and some experience in an art gallery/museum environment is essential
- Professional certification and/or membership of relevant professional associations is desirable

Notes

HOW TO APPLY

To apply for this role please forward your CV, statement and personal particulars form to recruitment@nga.gov.au.

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

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the ‘Who are we looking for?’ section. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

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

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

About the National Gallery of Australia

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

To Apply

Position Contact	Sarina Noordhuis-Fairfax, 02 6240 6416
Agency Recruitment Site	www.nga.gov.au

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Education

Vacancy VN-0764212

National Gallery of Australia

Closing Date:Sunday 09 November 2025

Chief Operating Office (COO)
Information Services

Job Title	IT Service Manager
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	-
Future Merit Locations	Various locations - ACT
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	SUP330
Agency Website	https://nga.gov.au

Job Description

www.nga.gov.au

OVERVIEW OF THE ROLE

The IT Service Manager position is part of the Information Technology (IT) Section within the Information

Services Department. The IT Section manages and develops the Gallery’s information communication and

technology (ICT) services both in the office and when staff are away from the office and emerging information

technology requirements to meet our strategic and business needs.

The section provides the full suite of ICT services to enable all Gallery staff to access our IT network. This

includes the applications we manage both on-premises and in cloud environments, and to enable reliable and

safe devices for all staff to increase productivity and mobility.

This is a pivotal role, leading the IT Service Desk team and Service Management function for the National

Gallery. This role will lead a fundamental project to build our service management capability including

development of Service Catalogue, ITIL processes to be built into our Service Management tool, redesigning

how these services will be delivered to staff including change management and communication.

Working in a small team the role will provide you with experience across all facets of IT Service Management,

vendor management, ICT procurement, budgets and costings, infrastructure, end user computing, IT and

digital projects. As well as contributing to the National Gallery’s strategic direction including the development

of written briefs and presenting to the National Gallery’s Executive team, responding to audit

recommendations and contributing to the forward work plan for the IT team.

This position reports to the Chief Information Officer (CIO) and is responsible for ensuring the day-to-day

operations of the ICT section operates efficiently, is well organised and supports the CIO in delivering high

quality outcomes and cost-effective services for the National Gallery.

Duties

DUTY STATEMENT

In accordance with the APS Executive level 1 work level standards, you will have the following key

responsibilities:

1. Lead the IT Service Desk team and Service Management function including external providers.

Provide technical support for level 2 and 3 escalations.

2. Actively contribute to the National Gallery’s strategic direction and implementation of suite of ICT

strategies, in particular the ICT Infrastructure and Service Management action plan.

3. Implement key improvements to the Service Management functions build our service management

capability including development of Service Catalogue, ITIL processes to be built into our Service

Management tool, redesigning how these services will be delivered to staff including change

management and communication.

4. Ensure effective risk management plans and policies for information systems are in place, monitored

and updated regularly. Uplift IT Service Management processes for change, incident and problem

management.

5. Manage vendor relationships and service contracts for delivery of hardware, software, infrastructure

and support services and evaluate and report on the provision of these services.

6. License management across M365, Adobe and other products.

7. Support business system administration staff and business system projects.

8. Undertake procurement and financial management activities including financial acquittals.

9. Contract management including of our managed service provider.

10. Lead and deliver ICT projects and actively contribute to Gallery-wide projects.

11. Provide high level advice to a range of internal and external stakeholders, including written and oral

briefs to Executive and Council. Represent the Gallery internally and externally.

Eligibility

ELIGIBILITY

Qualifications, Certifications and Registrations:

Australian Citizenship

Police check

Security Clearance – Negative Vetting 1 (NV1)

Relevant qualifications in IT, ICT or other relevant fields is desirable

Notes

HOW TO APPLY

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

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

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

About the National Gallery of Australia

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Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect, and Excellence.

To Apply

Position Contact	Jade Carson, 02 6240 6416
Agency Recruitment Site	www.nga.gov.au

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Education

Vacancy VN-0764226

National Gallery of Australia

Closing Date:Friday 21 November 2025

Collection Management & Art Services
Registration

Job Title	Head of Registration
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	-
Future Merit Locations	Various locations - ACT
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 2
Position Number	7001
Agency Website	https://nga.gov.au

Job Description *www.nga.gov.au*

OVERVIEW OF THE ROLE

The Head of Registration at the National Gallery of Australia leads a team of registration specialists to manage and care for works of art in the custodial care of the National Gallery including the national collection comprising of more than 155,000 works of art.

The role provides strategic advice, operational direction and specialist expertise to the Gallery for all Registration activities, incorporating Australian and international best practice and a focus on continuous improvement. The Head of Registration is responsible for ensuring the Gallery is compliant with national and international regulatory and legislative requirements related to the collection, display and movement of works of art.

The Head of Registration supports the Director, Deputy Director, Assistant Director, Collection Management & Art Services and senior leaders within the National Gallery to achieve organisational outcomes, providing specialist advice, influencing strategic decisions, and building organisational capability and culture.

Duties

WHAT WILL YOU DO?

In accordance with the EL2 work level standards, you will:

- Provide leadership for the Registration Department consistent with the strategic and operational objectives of the National Gallery including contributing to Gallery wide strategic and operational planning; setting departmental strategic and operational goals; workforce and operational planning; budget administration and staff management.

- Provide strategic advice and Registration specialist expertise to the Council, Director, Deputy Director, Assistant Director, Collection Management & Art Services and Gallery staff on matters relating to Registration best practice; the storage, movement, and insurance of the national collection; and Australian and international regulatory and legislative requirements related to the

collection, display and movement of works of art.

- Work with the Assistant Director, Collection Management & Art Services to develop and implement policies, processes, systems and plans for collection management and care activities to support the national collection and all works of art in the custodial care of the Gallery.

- Responsibly manage risk and resources in the Registration Department and for the care and management of the national collection.

Ensure the Gallery is compliant with national and international regulatory and legislative requirements related to the collection, display and movement of works of art.

Provide operational and strategic leadership and management to the Registration Department from a perspective of continuous improvement. This will include providing direction, guidance and training to staff in Registration in all areas of best practice.

Contribute to the Registration profession through modelling excellence in Australian and international best practice; representing the Gallery in external forums; contributing to contemporary Registration related professional bodies and networks with international, national, state and regional peers; and developing future Registration staff and leaders.

Eligibility

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

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

Security Assessment - The successful applicant will be required to obtain and maintain a Baseline security

clearance.

White ASIC pass – The successful applicant will be required to obtain and hold a White ASIC Pass to support the National Gallery Known Consigner status.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

Role specific mandatory qualifications or experience includes:

Relevant tertiary qualifications in Museum Studies, Arts Management, Creative Industries, Art History or Visual Arts or other relevant discipline or relevant experience.

Extensive experience in the Registration field in Australian or international art gallery or museum environments.

Desirable professional registrations include:

Professional membership of a relevant professional association including Australasian Registrars Committee, Australian Museum and Galleries Association, International Council of Museums or other relevant professional association.

Notes

HOW TO APPLY

To apply for this role please go to the National Gallery's Careers portal.

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

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

CONTACT

Further information about the position may be obtained by contacting Renée Joyce on +61 2 6240 6687 or renee.joyce@nga.gov.au.

About the National Gallery of Australia

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To Apply

Position Contact	Renée Joyce, 02 6240 6687
Agency Recruitment Site	www.nga.gov.au

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Education

Vacancy VN-0764235

National Gallery of Australia

Closing Date:Sunday 09 November 2025

Artistic Program
Australian Art

Job Title	Curatorial Assistant (Grad/Intern) Gordon Darling Collection
Job Type	Full-Time, Non-Ongoing
Location	Parkes ACT
Salary	-
Future Merit Locations	Various locations - ACT
Office Arrangement	On Site
Office Arrangement Details	On-site
Classification	APS Level 4
Position Number	5040
Agency Website	https://nga.gov.au

Job Description

www.nga.gov.au

OVERVIEW OF THE ROLE

This position is situated in the Artistic Programs Portfolio, within the department of Prints and Drawings. The collection of Australian prints, drawings, watercolours, artist books and illustrated books brings together works on paper by non-Indigenous artists that begins with pre-colonial contact in Australia.

Due to their immediacy and portability, drawings and watercolours provide the basis for the collection’s most historically significant depictions of the ensuing colonisation of Australia during the eighteenth and nineteenth centuries. The comprehensive holdings of twentieth and twenty-first century modern and contemporary works on paper aims to ensure that the collection is national in scope and that it reflects the cultural and political diversity of artists working in Australia today.

The Curatorial Assistant, Gordon Darling Graduate Intern, will be engaged primarily in the areas of cataloguing Australian prints and drawings and assisting the Curator, Australian Prints and Drawings and the Senior Curator, Prints and Drawings with:

collection development and care, including drafting acquisition paperwork

cataloguing prints and drawings, including recent acquisitions

provenance research

drafting labels for collection displays

co-ordinating the movement and digitisation of works of art

promoting the collection through social media and public programs

This professional development role is situated in the Artistic Programs Portfolio, within the department of

Prints and Drawings. It reports to the Senior Curator and is directly supervised by the Curator, Australian

Prints and Drawings.

It is a non-ongoing full-time position for 12 months that will commence from 27 January 2026.

Duties

WHAT WILL YOU DO?

In accordance with the APS 4 work level standards, you will have the following key responsibilities:

1. Under the supervision of the Curator, Australian Prints and Drawings, you will assist in the cataloguing of Australian prints and drawings and enter information into the National Gallery’s database, including a focus project cataloguing the National Gallery’s archive of drawings collected by Australian artist and educator Frances Derham.

2. Assist with the preparation of acquisition and deaccession submissions for the National Gallery’s Council.

3. Assist with the preparation of scheduled collection changeovers and displays–including writing labels, preparing checklists and co-ordinating the movement of works of art for the purpose of exhibitions, digitisation and conservation.

4. Carry out provenance research into the collection of Australian prints and drawings and enter this information into the National Gallery’s database.

5. Respond to public enquiries about works on paper in the Australian Art collection.

6. Manage the Prints + Printmaking mailbox and social media accounts.

7. Contribute to the National Gallery's Public Programs as required.

Eligibility

Qualifications, Certifications and Registrations:

Australian Citizenship

Police check

Notes

HOW TO APPLY

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

In your statement response you should keep in mind the capabilities and behaviours required to be

successful for this role, as identified in the 'Who are we looking for?' section.

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

CONTACT

Further information about the position may be obtained by contacting Dr Elisa deCourcy, Curator, Australian Prints and Drawings at elisa.decourcy@nga.gov.au

About the National Gallery of Australia

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

To Apply

Position Contact	Dr Elisa deCourcy, 02 6120 2975
Agency Recruitment Site	www.nga.gov.au

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Education

Vacancy VN-0764250

National Gallery of Australia

Closing Date:Monday 10 November 2025

Information and Data
Information Services Chief Operating Officer

Job Title	Logistics Coordinator
Job Type	Full-Time, Non-Ongoing
Location	Parkes ACT
Salary	$83,081 - $89,137
Future Merit Locations	Various locations - ACT
Office Arrangement	On Site
Office Arrangement Details	On-site
Classification	APS Level 5
Position Number	1121
Agency Website	https://nga.gov.au

Job Description

https://candidate.aurion.cloud/natgal/production/redirect/to/dmFjYW5jaWVzLzI5MTI1MTU0NDY1NzM4OTh-MS9lZ

OVERVIEW

The National Gallery of Australia is seeking a proactive and organised NGA level 5 Logistics Coordinator to provide exceptional non-art storage and logistics support, with a strong focus on business continuity, service excellence, safety and security.

This role will be responsible for the co-ordination of our regular fortnightly non-art storage truck runs and any ad hoc runs required. You will be the primary point of contact and contract manager for the non-art storage and logistics provider and other key suppliers and liaise with relevant teams across the Gallery who access and utilise the services.

This role will also support day-to-day mail and administrative functions such as mail distribution, support for courier bookings, printing and paper stock and other general administrative duties. It will also include supporting the organisation with organising couriers and mail distribution which occurs 3 days a week on Mon/Wed/Fri 9:30am pick up and 2:30pm drop off within the Gallery building and includes mild physical duties.

This position is ideal for someone who is team orientated, and service focused with a positive approach to work and an interest in logistics and working at a cultural institution.

This position reports to the EL1 Information and Data Manager and will work closely with stakeholders across the Gallery.

Duties

WHAT WILL YOU DO?

In accordance with the APS 5 work level standards, you will have the following key responsibilities:

1. oversee the day-to-day operations of National Gallery non-art delivery and storage, incoming and outgoing mail and couriers, and associated systems, processes and resources to ensure they meet the needs of the Gallery
2. undertake mail services including booking domestic and international couriers, tracking parcels, distributing Aust Post mail and supporting management of returned mail
3. work with records management team to support activities such as preparing hardcopy files for transport, packing or digitisation, and promoting digital recordkeeping practices
4. provide support and guidance to National Gallery staff regarding requests for non-art items to be delivered to the Gallery or moved into storage

5. manage the coordination and scheduling of all non-art truck deliveries and collections, sequencing them effectively to optimise shared loading bay usage. This includes meeting relevant delivery trucks, escorting external contractors through National Gallery spaces when required, and ensuring all necessary security clearances are obtained and relevant teams are informed
6. update non-art movement information on the Collections Management System (CMS), ensuring all locations are accurate and updated in a timely manner. You'll also undertake stocktakes of non-art assets, maintain up-to-date inventories, and generate reports as required
7. Administration and implementation of contract requirements, in consultation with the Contract Manager, for non-art storage and logistics services. This includes having oversight of key performance indicators and service delivery, ensuring all inventory management and associated reporting is completed in a timely manner, and distributing reports to stakeholders as required.
8. develop and maintain standard operating procedures and guidance related to logistics and mail services coordination at the Gallery
9. ensure appropriate levels of printing materials are maintained, including Gallery-branded stationery, paper, and envelopes. You will monitor printer paper levels across the Gallery and place orders as required
10. monitor and review service delivery, identifying and implementing process improvements to enhance the efficiency and effectiveness of logistics and mail services.

Eligibility

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

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

ADDITIONAL INFORMATION

- Driver’s License - a current **C Class driver’s license** is desirable, as occasional travel between National Gallery locations in Canberra may be required.
- Successful candidates will be required to pass a **health assessment** conducted by the authorised medical practitioner appointed by the Gallery, giving consideration to duties and job-related tasks.

Notes

HOW TO APPLY

To apply for this role please go to the National Gallery's Careers portal.

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

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

CONTACT

Further information about the position may be obtained by contacting Nasim Iqbal, Information and Data Manager on 02 6240 6404 or via email at Nasim.Iqbal@nga.gov.au.

About the National Gallery of Australia

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

To Apply

Position Contact	Nasim Iqbal, 02 6240 6404
Agency Recruitment Site	https://candidate.aurion.cloud/natgal/production/redirect/to/dmFjYW5jaW

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Education

Vacancy VN-0764283

National Gallery of Australia

Closing Date:Monday 10 November 2025

Building Services and Infrastructure
Capital Works Program Chief Operating Officer

Job Title	Project Manager, First Nations Engagement
Job Type	Full-Time, Non-Ongoing
Location	Parkes ACT
Salary	$92,164 - $106,531
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	On-site
Classification	APS Level 6
Position Number	1614
Agency Website	https://nga.gov.au

Job Description

www.nga.gov.au

WHAT YOU WILL GAIN FROM THE EXPERIENCE

This role supports the delivery of strategic Capital works projects while embedding First Nations perspectives across infrastructure planning, design, and implementation. It combines project management expertise with cultural engagement responsibilities, contributing to the National Gallery's commitment to placing First Nations first.

You will work closely with the Capital Works Department, First Nations staff and Gallery stakeholders to ensure projects reflect cultural values, community engagement, and inclusive practices. You will also support the implementation of the Gallery's Reconciliation Action Plan and the Building Services and Infrastructure First Nations First Principles.

The National Gallery's Capital Works Department deliver the Gallery's significant capital works program that includes delivery of over $200 million in capital asset upgrade projects, the establishment of a planned sustainable asset management program for the future, and the delivery of significant or iconic capital works projects.

The Capital Works Department is responsible for providing project management leadership for the delivery of complex, high profile and strategically significant capital works projects. These projects are varied in scope with a focus on positioning the National Gallery as a leading contemporary cultural institution for the future.

Current projects include:

- The Integrated Capital Works Program, which includes design and construction of critical upgrades at the Parkes and off-site facilities.
- Revitalisation of the National Sculpture Garden.
- Development of a new internal café and other possible hospitality initiatives.
- Oversight and planning of the National Gallery's Strategic Asset Management Plan.
- Oversee implementation of the Gallery's Environmental Sustainability Action Plan.
- Other strategic projects that may be included in the program.

This is a full-time, non-ongoing employment opportunity which may become ongoing.

The position will be filled using the Affirmative Measure provision, which allows for the targeted recruitment of Indigenous Australians into the Australian Public Service. The vacancy is only open to First Nations people.

The filling of this employment opportunity is intended to constitute a special measure under section 8(1) of the Racial Discrimination Act 1975.

Duties

WHAT WILL YOU DO

In accordance with the NGA 6 work level standards and working to the Principal Project Manager Capital Works Projects, you will have the following key responsibilities:

- Under direction from the Principal Project Manager Capital Works Projects, coordinate engagement processes with First Nations representatives both in the ACT and nationally to support the successful delivery of the National Sculpture Garden through design, construction and programming.
- Support delivery of complex and high-risk capital works projects from inception to completion, ensuring cultural integrity and alignment with First Nations priorities.
- Provide advice and guidance on embedding First Nations perspectives in infrastructure projects, including design, procurement, and stakeholder engagement.

- Coordinate cultural protocols such as Welcome to Country and community consultation for capital works initiatives.
- Support the implementation and reporting of the Gallery's Reconciliation Action Plan (RAP) within the Capital Works portfolio.
- Develop and source cultural competency learning opportunities for project teams and contractors.
- Assist in the development of First Nations First Principles and ensure they are reflected in project planning and delivery.
- Compile reports, briefs, and tender documentation with attention to cultural relevance and compliance.
- Foster respectful relationships with First Nations communities and internal stakeholders.
- Promote health, safety, and wellbeing in accordance with WHS obligations.

Eligibility

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

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

Affirmative Measure: This role constitutes an affirmative measure under section 8(1) of the Racial Discrimination ACT 1975 and is only available to Aboriginal and/or Torres Strait Islander people.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

Role specific mandatory qualifications /certification and/or registrations include:

- Hold or have the ability to obtain a White Card. Have previously completed, or have the ability to complete, Asbestos Awareness and Silica Awareness training.

Notes

HOW TO APPLY

To apply for this role please go to the National Gallery's Careers portal.

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

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

An order of merit or merit pool, may be established from this selection process and may be used to fill future identical vacancies over the next 18 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

CONTACT

Further information about the position may be obtained by contacting Cherie McNair, Principal Project Manager on +61 240 6562 or cherie.mcnair@nga.gov.au.

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

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

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To Apply

Position Contact	Cherie McNair, 02 6240 6562
Agency Recruitment Site	www.nga.gov.au

Environment and Energy

Vacancy VN-0764067

Clean Energy Regulator

Closing Date:Sunday 09 November 2025

Scheme Support
Compliance Branch

Job Title	General Manager Compliance Branch
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	The agency supports and promotes flexible working. Due to the nature of the role, working from home may be limited and subject to negotiation.
Classification	Senior Executive Service Band 1
Position Number	CER 090/25
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

About the Division

The Scheme Support Division supports the agency and the Scheme Operations Division to be a modern, efficient and effective regulator.

Our key functions include assessing potential participants in our schemes, upholding the integrity of Australia's national carbon abatement registries, delivering the agency's compliance, monitoring and audit functions, leading policy design and implementation, sharing scheme market and data analysis, building and operating the agency's ICT systems, providing stewardship for the agency's data assets and facilitating delivery of the agencies transformation program.

Across the division our operating philosophy is based on building trust by making realistic promises and being accountable for consistently delivering on them.

About the Section

The Compliance Branch contributes to safeguarding the integrity of the schemes administered by the agency through a coordinated approach to preventing, detecting, and responding to serious non-compliance, underpinned by intelligence-led decision-making and collaborative regulatory engagement. It provides specialist services and undertakes proactive and reactive compliance activities, including investigations and engagement programs to address serious non-compliance. The branch delivers strategic and operational intelligence, monitors participant behaviour, and manages referrals to support informed decision-making. It ensures applicants meet competency and capability standards before entering agency schemes and leads strategic regulatory compliance policy development, reporting, and audit functions to drive continuous improvement and accountability.

The Compliance Branch works closely with all areas of the agency, but predominantly the scheme operations teams, our internal lawyers and our internal fraud team. Timely and effective progressing of matters is essential and KPIs and governance arrangements are in place to support this.

The Branch comprises of four sections and specific work includes:

- Compliance and Enforcement Section – undertaking proactive and reactive compliance activities including investigations and developing and delivering compliance and engagement programs to prevent, detect and address serious non-compliance across schemes administrated by the agency.
- Intelligence and Assessment Section – providing a centralised intelligence function that produces tactical, operational and strategic insights to support business areas, maintaining an ongoing participant monitoring function and coordinating engagement and collaboration with other regulators and undertaking a preliminary assessment triage function for all referrals received by the Branch.
- Participant Assessment Section – ensuring that those applying to participate in the schemes administered by the agency meet competency and capability benchmarks.
- Compliance Strategy and Assurance Section – driving the engagement on strategic compliance policy initiatives, reporting on compliance effectiveness and providing a centralised scheme audit and assurance function.

Duties

The Role

The Clean Energy Regulator is seeking a highly skilled and motivated individual to fill the role of General Manager Compliance Branch. This role reports to the Executive General Manager of the Scheme Support Division. As General Manager of the Compliance Branch, you will lead the agency’s strategic approach to serious non compliance, fostering a culture of integrity, accountability and continuous improvement across the organisation. You will drive whole-of-agency capability uplift by embedding intelligence-led, risk-based compliance practices and championing cross-branch collaboration. Through leadership of key governance forums,

including the Compliance Committee and the Litigation and Enforcement Committee, you will shape strategic compliance priorities and ensure consistent, proportionate enforcement outcomes. This role requires a forward-thinking leader who can influence at the executive level, build strong partnerships, and deliver results in a complex regulatory environment.

Responsibilities

The General Manager Compliance is a key member of the agency’s business leadership team and is the lead in improving and modernising compliance capabilities to drive improved compliance behaviours and adaptive approach to regulation.

The General Manager Compliance will:

- Lead and manage the Compliance Branch with a clear strategic vision, fostering a high-performing, inclusive and collaborative culture, ensuring effective governance, resource management, and delivery of outcomes aligned with the agency’s regulatory objectives and broader organisational priorities.
- Drive organisational capability uplift by embedding best-practice compliance frameworks, modernising compliance functions, and strengthening assurance and regulatory approaches to support improved compliance behaviours and an adaptive, future-focused regulatory culture.
- Build and sustain strong relationships with internal and external stakeholders, including other regulators and government entities, to enhance regulatory collaboration and intelligence sharing.
- Provide authoritative advice to the Executive and Board on complex compliance, enforcement, and litigation matters, contributing to strategic policy development and regulatory reform.

Knowledge, Skills and Abilities

- Ability to think strategically and develop long-term plans that align with the agency's goals and objectives.
- Excellent communication and interpersonal skills, with the ability to form partnerships and engage and influence stakeholders at all levels.
- Demonstrated leadership skills, including the ability to inspire and motivate teams, manage change, and drive a high-performance culture.
- Strong analytical and problem-solving skills, specifically in the context of responses to fraud or serious non-compliance.
- Commitment to upholding the APS Code of Conduct.

Qualifications/Experience

The following qualifications and experience are required of the position:

- Extensive experience in a senior leadership role, with a proven track record in managing compliance, investigations and enforcement.
- A relevant tertiary qualification or equivalent work-based learning in a relevant field (investigations, law, intelligence and analytics or audit) would be beneficial.

Eligibility

The *Public Service Act 1999* requires all people joining the Australian Public Service to be Australian citizens.

We will conduct a number of pre-employment checks before we offer you employment. For us to do this, you will be required to supply certified copies of identity documents.

It is a condition of employment with the Clean Energy Regulator that you are able to obtain and maintain a security clearance. This position is designated to hold a Negative Vetting 1 clearance level. If you are offered a role and do not already hold a security clearance at or above this level, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this clearance.

Notes

About the Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011, • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011, • Nature Repair Market, under the Nature Repair Act 2023, • Guarantee of Origin, under the Future Made in Australia (Guarantee of Origin) Bill 2024. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers

To Apply

Position Contact	Beaumont & Beaumont, (02) 6126 4500
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Finance

Vacancy VN-0763998

Digital Transformation Agency (DTA)

Closing Date:Monday 03 November 2025

Digital Investment Advice & Sourcing
Digital Sourcing Marketplaces and Panels

Job Title	Panel Management Officers
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$95,804 - $112,517
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	188_09/25
Agency Website	https://www.dta.gov.au/

Job Description

https://www.dta.gov.au/join-our-team

Do you want to help drive a digital government? Do you want to work towards something bigger and make a lasting impact? Embark on a journey of continuous learning and advancement with opportunities at all levels.

We need your skills and influence to inspire and enable government to put people and businesses at the forefront of digital transformation.

Why work with us

Purpose and meaning - We're big enough to have a whole-of-government impact, but small enough to bring our staff together regularly to collaborate and grow.

Balance and flexibility - Access flexible working arrangements to balance how, when and where you work, including remote.

Inclusion and belonging - Join a team that values all experiences, skills and perspectives. Our biggest strength is our people. We don't just celebrate diversity, it is essential to our success.

Growth and opportunity - Take advantage of professional opportunities and training. Learn new skills and meet your career goals with a wide range of programs, courses and resources.

Duties

There are two employment opportunities currently available: one Ongoing and one Non-ongoing. The non-ongoing position may be extended for a further six months following the six months initial term and may have the potential to be filled as an Ongoing role.

These positions sit within the Marketplaces and Panels Team and are part of the Digital Sourcing Branch. As a Panel Management Officer, APS6, you will be responsible for supporting the strategic and operational management of the Cloud, Software, Hardware, Telecommunication Marketplaces and Data Centre Panels.

Your responsibilities will include stakeholder engagement, providing contract and procurement advice, and contribute to digital transformation initiatives through effective panel oversight and performance reporting.

These positions are based in the Canberra office to facilitate training, stakeholder meetings and collaboration.

Key duties

- Build and maintain strong strategic relationships with internal and external stakeholders, including sellers and agencies.
- Provide expert procurement and contract advice to support agencies on their digital transformation journeys and complex arrangements.
- Contribute to the effective management of whole-of-government panels and participate in projects that drive innovation and change.
- Support Agency contract management on high impact, complex arrangements and contract issues to deliver better outcomes for the Commonwealth.
- Support the team and cross-functional working groups to achieve a high-level of performance, integration and consistency across the broader DTA.
- Assist with reporting activities in relation to supplier performance, customer satisfaction and market intelligence, including assessing market trends.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain).

To be eligible for employment with the DTA applicants must be an Australian citizen.

An applicant's suitability for employment with the DTA will be assessed through a pre-employment screening process. This process includes an Australian Police check.

The DTA is an inclusive employer where capabilities, skills and backgrounds are valued and relied upon. The DTA seek applications from all candidates and are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential.

Notes

The DTA may leverage a mixture of assessment methods for this position, which may or may not involve an interview.

A merit pool may be established and used to fill future ongoing and non-ongoing vacancies within the next 18 months consistent with Section 25 of the Australian Public Service Commissioner’s Directions 2022.

For all DTA positions you are required to apply directly via the DTA website. Applications referred or submitted through recruitment agencies, or third parties will not be accepted.

This role may require the individual to work or be contacted outside of their usual working hours where reasonable, for example, to deal with high priority or urgent matters or in an emergency. The DTA Enterprise Agreement 2024-2027 takes this into account and provides compensation for an individual when they are required to work, or be contactable, outside of usual working hours. This includes access to overtime, restriction allowance, flextime, time off in lieu (TOIL) and other benefits.

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

Help drive a digital government. At the DTA, we work towards something bigger and make a lasting impact. We’re the Australian Government’s trusted advisor on digital and ICT transformation. We provide strategic and policy leadership and expert investment advice and oversight to drive government digital transformation that delivers benefits to all Australians.

To Apply

Position Contact	Sue Fulton, +61 02 6120 8439
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

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Finance

Vacancy VN-0764219

Independent Parliamentary Expenses Authority

Closing Date:Monday 03 November 2025

Corporate
Corporate Finance

Job Title	Finance Officer - APS 4
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$78,330 - $89,401
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	Working from home arrangements available
Classification	APS Level 4
Position Number	63742
Agency Website	https://www.ipea.gov.au/about-ipea

Job Description

https://www.ipea.gov.au/about-ipea/employment

About the role

IPEA is seeking an experienced Finance Officer with strong technical skills across a broad range of finance subject matter, including reporting, reconciliations, procurement, and debtor activities. The Finance Officer will assist in managing the provision of corporate services by outsourced providers and to support the Chief Financial Officer (CFO) to provide finance services to IPEA.

We’re seeking a motivated individual to join our small team in a role that offers flexibility to suit you. This position is ideal for someone looking for part-time working hours, with a minimum commitment of 4 hours per day Monday to Friday. If your preference is working fulltime hours, you will also provide administrative support across the Corporate Branch, contributing to a dynamic and collaborative environment.

Duties

The successful candidate will work in a small team and must be self-directed and able to work flexibly across a broad range of subject matter.

- Undertake routine and moderately complex finance tasks including accounts payable and receivable, debt management, and banking activities, under limited supervision.
- Monitor compliance with internal financial policies and procedures, including procurement, credit card usage, delegations, and accounting standards.
- Assist with financial reporting activities including end-of-month and end-of-year processes, and reconciliations.
- Liaise with internal and external stakeholders to support the delivery of finance services, including managing relationships with shared service providers.
- Contribute to the development and continuous improvement of financial processes and procedures.
- Provide administrative support to the Corporate Branch.
    - Administrative and organisational tasks
    - Email inbox monitoring and coordination
    - Coordinating and preparing meeting papers
    - Collaborate and work effectively with the Finance team and broader Corporate Branch

Eligibility

- Citizenship – to be employed by IPEA you must be an Australian citizen. Citizenship in the APS | Australian Public Service Commission.
- Security clearance - successful applicants will be required to undergo the process to obtain and maintain or continue to hold the required security clearance level for the role as indicated. All IPEA staff are required to have a minimum baseline security clearance prior to commencement. Successful applicants will also be required to undergo a mandatory National Criminal History check.
- RecruitAbility applies to this vacancy. Under the RecruitAbility scheme, you will be invited to participate in further assessment activities for the vacancy if you choose to opt-in to the scheme, declare you have a disability and meet the minimum requirements for the vacancy. All requests for reasonable adjustments will be considered and managed in consultation with you. Further information can be found at RecruitAbility | Australian Public Service Commission

Notes

Application

Your application should include:

- a 750-word pitch with clear examples of how you meet the key responsibilities as well as the characteristics outlined in the ‘our ideal candidate’ section
- a resume of no more than three (3) pages
- the Personal Particulars Form which can be found on the Working at IPEA | Independent Parliamentary Expenses Authority web page.

You will be assessed against how your work-related qualities (skills, capabilities, personal qualities, experience and qualifications) align with the Australian Public Service Work Level Standards and key responsibilities for this role. Detailed information on the Work Level Standards can be found at: Work level standards: APS Level and Executive Level classifications | Australian Public Service Commission.

Consideration should also be given to the APS Code of Conduct and the APS Values which can be found on the Australian Public Service Commission website APS Values, Code of Conduct and Employment Principles | Australian Public Service Commission

Written referee reports may be requested if you are shortlisted to interview stage.

Submission

Your completed **Personal Particulars Form**, along with your **pitch** and **resume should be emailed** to: ipearecruit@ipea.gov.au.

Please ensure you include the contact details of two referees as part of your Personal Particulars Form. IPEA will confirm with you prior to contacting your referees.

If you have trouble submitting your application, please contact IPEA’s Recruitment Team at: ipearecruit@ipea.gov.au or on (02) 6215 3470.

About the Independent Parliamentary Expenses Authority

The Independent Parliamentary Expenses Authority’s (IPEA) roles and functions reflect those prescribed in the Independent Parliamentary Expenses Authority Act 2017 and include: • providing advice to parliamentarians and their staff on travel expenses, allowances, and related expenses • administering travel expenses, allowances, and related expenses, including processing these claims • reporting on work expense claims • auditing work expense claims

To Apply

Position Contact	Andrew Cameron, 02 6215 3280
Agency Recruitment Site	https://www.ipea.gov.au/about-ipea/employment

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Foreign Affairs and Trade

Vacancy VN-0764196

Austrade

Closing Date:Wednesday 05 November 2025

Trade
Trade Strategy, Performance and Operations Service Excellence

Job Title	Senior Advisor, Service Excellence
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$117,157 - $131,786
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	Executive Level 1
Position Number	6024_10/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade's Service Excellence team is responsible for developing and driving a program of client service excellence, a culture of best practice across our global network of 51 locations across Australia and the world, developing and maintaining guidance content, and identifying and implementing practical solutions that improve the effectiveness and impact of our trade service

delivery and ultimately creates a valued and successful experience for our clients and stakeholders.

As the Senior Adviser, Service Excellence, engaging across our global network you will play a critical role in driving and owning service excellence programs and initiatives providing advice, training and best practice support to our internal teams and Austrade clients, informed by data and reporting on the impact of the program and service delivery.

Duties

Reporting to the Manager, Service Excellence, you will:

- Manage initiatives that drive enhanced service quality and efficient work practices, sharing and promoting best practice, uplifting capability across the trade network
- Engage across Austrade's onshore and offshore networks working collaboratively to build knowledge, solve problems and enable a better client experience.
- Develop and improve knowledge, trade guidance and supporting materials
- Deliver training programs that are engaging staff in Australia and overseas and deliver the required continuous service delivery excellence and capability uplift
- Undertaking analysis of data both quantitative and qualitative to report on service quality, performance and areas for improvement
- Identify key pieces of information and be able to analyse, derive insights and present visually and verbally
- Respond to enquiries and provide general export advice to Australian businesses contacting Austrade through phone and online channels
- Undertake Secretariat activities for the Trade and Investment Performance Committee and the National Trade Forum.

Eligibility

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

Notes

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

About the Austrade

Austrade is an Australian Commonwealth Government agency with approximately 1,1100 staff based across 98 offices in 50 countries. Austrade reports to the Minister for Trade and Tourism. Austrade's core purpose is to grow Australia's prosperity and promote Australia on the global stage. Through our teams located across Australia and our extensive international network, we help Australian exporters to grow, expand and diversify internationally, facilitate high-quality international investment into Australia, boost Australia's visitor economy, deliver commercial insights to inform government policy, execute government programs, and

implement simplified trade reforms. Austrade is a key enabler and delivery agency for Australia's economic security with a focus on net zero transformation, trade modernisation, export diversification, building critical capabilities and technologies, the visitor economy and the growth of First Nations businesses. With international trade and capital markets continuing to navigate economic uncertainty and intensifying competition, Austrade's role has never been more important. Austrade values the diversity of its workforce and strives to ensure its workplaces are inclusive for all our people. Want to know more about working at Austrade? Visit https://www.austrade.gov.au/About/Employment/Working-at-Austrade.

To Apply

Position Contact	Vanan Periasamy, +61 2 9392 2200
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Health

Vacancy VN-0764028

Aged Care Quality and Safety Commission

Closing Date:Sunday 02 November 2025

Sector Capability and Regulatory Strategy
Legal

Job Title	Assistant Commissioner – Chief Counsel
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	$225,020 - $271,532
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Senior Executive Service Band 1
Position Number	TBC
Agency Website	

Job Description

https://www.beaumontandbeaumont.com.au/11589/

The Commission is currently seeking an SES Band 1 Assistant Commissioner, Chief Counsel. The Chief Counsel will work collaboratively and innovatively to deliver Legal, FOI and Privacy services in support of the Aged Care Quality and Safety Commission's strategic and operational objectives. Reporting to the Deputy Commissioner Sector Capability and Regulatory Strategy, the Chief Counsel will have a critical leadership and enablement function within the Commission. The Chief Counsel drives change and innovation, builds capacity and delivers strategic and operational outcomes through the provision of a range of legal services.

The Chief Counsel is responsible for leading the Legal Branch to ensure the Commission's compliance with legislation and for providing strong practical, solution focussed advice on a variety of complex matters, including policy implementation and reforms, regulation and legislative compliance.

Duties

To be successful in this role, you will have demonstrated ability to provide high quality legal services across a range of legal issues relevant to the Commission particularly in relation to aged care, regulatory compliance and associated litigation support. You will bring significant technical expertise in the delivery of complex legal services and the development of complex legislation.

Experience in aged care, health, human services, or other regulated sectors across government/ the public sector is highly regarded. Success in this role will require exceptional judgment, problem solving and efficiency with high standards of integrity and professionalism. Tertiary legal qualifications and admission as a legal practitioner in an Australian Court are requirements of this role.

Eligibility

To be eligible for a position with the Aged Care Quality and Safety Commission you must be an Australian citizen at the time an offer of employment is made. The successful candidate's suitability of employment with the Commission 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
- Providing evidence of qualifications
- Hold a minimum Negative Vetting 1 level security clearance or have the ability to obtain one

Notes

Before applying, please obtain the candidate pack from the Beaumont & Beaumont vacancies page: Assistant Commissioner - Chief Counsel

If you require any further information or would like to further discuss this critical role, please contact Jonathan Beaumont on 02 6126 4500 or email ACQSC@beaumontandbeaumont.com.au. Enquires will be kept in strict confidence.

Applications must be submitted using the online recruitment system: https://www.beaumontandbeaumont.com.au/11589/

Applications close at **11:30pm AEDT** on **Sunday, 2 November 2025**.

Suitable candidates may be placed in a merit pool from this selection process and may be used to fill similar ongoing or non-ongoing roles.

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

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. We work to improve the lives of older people by maintaining the integrity of the aged care system. As the single independent regulator of Australian Government aged care services, we offer a variety of interesting and challenging jobs across most capital cities. It is an exciting time to join the Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to safeguard and protect older Australians receiving aged care services.

To Apply

Position Contact	Jonathan Beaumont, 02 6126 4500
Agency Recruitment Site	https://www.beaumontandbeaumont.com.au/11589/

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Health

Vacancy VN-0764075

Aged Care Quality and Safety Commission

Closing Date:Sunday 02 November 2025

Corporate Division
Digital Strategy and Architecture

Job Title	Portfolio Support
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Hobart TAS, Adelaide SA, Brisbane QLD, Perth WA
Salary	$86,204 - $93,226
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	Work from Home & Office
Classification	APS Level 5
Position Number	591_06/25
Agency Website	

Job Description

https://agedcarequalitycareers.nga.net.au/?jati=FCEAF7EA-E4DD-3A0C-0442-E44C02CB5D25

The Digital Governance and Compliance Team sits within the Strategy and Architecture Section of the Digital Group. That section provides strategic direction, guidance, and governance for the effective management and optimisation of the Commission’s Digital & ICT infrastructure, ensuring that technology investments support the Commission’s goals and priorities.

The purpose of the Digital Governance and Compliance Team is to establish and enforce governance frameworks, policies, and compliance standards for the delivery of digital initiatives within the Commission, to safeguard project integrity, regulatory compliance, deliver visibility into project risks, and support enterprise-wide reporting.

Position Purpose

Portfolio Support ensures the smooth operation and ongoing activities of the Strategy & Architecture Group.

This role will primarily act as a secretariat for approved digital working groups, team meetings and other governance forums.

It will also provide support to the Director, Strategy & Architecture in liaising with other administrative teams to ensure all logistical arrangements are set for team workshops and other travel and to communicate key messaging from the Executive to ensure the meeting of key deliverables and milestones.

Duties

- Act as secretariat for Strategy & Architecture governance forums, working groups, and meetings, including preparing agendas, minutes, and action/decision logs.
- Support the preparation of governance papers, project reports, and briefings for executive committees.
- Coordinate communication between Strategy & Architecture leadership, business areas, and stakeholders to ensure deliverables and milestones are met.
- Monitor governance mailboxes and calendars, ensuring timely response and escalation as required.
- Provide administrative support for governance and portfolio activities

Eligibility

- **Supports Strategic Direction:** Understands the work environment and contributes to team goals by ensuring governance and portfolio processes are maintained.
- **Achieves Results:** Applies organisational skills to deliver timely, accurate reporting and documentation. Uses established processes and suggests improvements.
- **Supports Productive Working Relationships:** Builds and maintains positive working relationships across the Digital Group and with external stakeholders. Works effectively as part of a team.
- **Displays Personal Drive and Integrity:** Takes responsibility for delivering outcomes, demonstrates initiative, and adheres to APS Values and Code of Conduct.
- **Communicates with Influence:** Produces clear, accurate written materials and communicates effectively with a range of stakeholders.

Technical/Role-Specific Skills:

- Experience in governance/portfolio support in a digital or regulatory environment.
- Strong coordination and secretariat skills (agendas, minutes, action tracking).
- Advanced proficiency in Microsoft Office, SharePoint, and Teams.
- Strong organisation, time management, and attention to detail.
- Ability to work independently and adapt to changing priorities

Notes

- Salary offered will be between **$83,204 - $93,226** per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.
- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

About the Aged Care Quality and Safety Commission

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To Apply

Position Contact	John Cotterell, (02) 9633 3262
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=FCEAF7EA-E4DD-3A0C-

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Health

Vacancy VN-0764195

Aged Care Quality and Safety Commission

Closing Date:Tuesday 04 November 2025

Complaints Commissioner
Provider Worker Risk

Job Title	Data Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Adelaide SA, Melbourne VIC, Sydney NSW, Brisbane QLD, Canberra ACT, Perth WA
Salary	$80,425 - $84,980
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 office arrangements are approved on a case by case basis.
Classification	APS Level 4
Position Number	875_10/25
Agency Website	

Job Description

https://agedcarequalitycareers.nga.net.au/?jati=BB61B9D3-2E66-2ABA-51A3-E44C7CA95DA4

Data officers working in the Provider Change and Governance team (PCG) are responsible for entering information from paper-based forms into relevant systems for assessment and risk identification. They are also involved in updating the Department's database of approved providers, GPMS, to ensure accurate information for the Commission and the Department. Increasingly, Data Officers are also expected to triage notifications according to risk.

Data Officers in the Code of Conduct team (CoC) are responsible for reviewing a daily report of incidents where a subject of allegation (SOA) (aged care worker) has been identified in a complaint or a serious incident and determining whether there are any other incidents involving the worker through analysis of information within the WICT database. This includes, identifying any matches involving the SOA/aged care worker with data received from a range of internal and external sources. The Data officer then analyses any identified matches to determine whether it is a true match based on qualifying information such as date of birth. If a match is identified, create a case in the CCMS database for review and action by more senior members of the team. If no match is identified, make a record of this on the system.

Reporting to the team leader/or Assistant Director, the Data Officer is expected to prioritise tasks effectively and manage workload independently while contributing to the team's overall objectives.

They may be required to undertake a range of data entry on an ad-hoc basis to ensure that operational deliverables are met, and support colleagues by sharing work responsibilities when necessary.

Duties

- Accurately review report of incidents where a subject of allegation (SOA) (aged care worker) has been identified in a complaint or a serious incident and determining whether there are any other incidents involving the worker through analysis of information within the WICT database.
- Maintain high attention to detail, upholding data integrity and quality across all aspects of data matching and related tasks.
- Effectively use case management systems to support the team.
- Communicate effectively with internal and external stakeholders, maintaining a professional and customer service-focused approach in all interactions.
- Manage assigned work in an environment with competing priorities, ensuring adherence to defined deliverables and meeting expected outcomes.
- Proactively collaborate with team members in a geographically dispersed environment, contributing to a positive and productive team atmosphere.
- Under limited supervision deliver quality outcomes, show initiative and work independently to achieve business priorities.
- Perform other data-related tasks as required to support the team’s objectives and respond to organisational needs.

Eligibility

- Strong written and oral communication skills including the ability to write detailed reports for internal and external audiences.
- Capacity to work in a busy environment while maintaining attention to detail, with demonstrated skills in time management, working with competing priorities and the ability to prioritise work.
- Demonstrated ability to work effectively and collaboratively as part of a team to achieve positive outcomes.
- Knowledge of Microsoft 365 suite, including SharePoint, MS Forms and PowerBI.
- Ability to develop and maintain effective working relationships with a wide range of internal and external stakeholders.
- Demonstrated analytical and problem-solving skills, including the ability to assess and manage risk and work within legislative requirements.
- Enthusiastic and positive attitude, with flexibility to adapt quickly to changes in priority with little notice.
- Ability to read, interpret, and apply legislation effectively.

Notes

- Salary offered will be between $80,425 to $84,980 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.
- Only candidates who hold Australian citizenship can apply.
- Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Non-ongoing opportunities may be offered for varying periods with an option to extend to a total period of 24 months.
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

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	Sarah Piper, 0399784262
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=BB61B9D3-2E66-2ABA-5

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Health

Vacancy VN-0764322

Aged Care Quality and Safety Commission

Closing Date:Sunday 09 November 2025

Corporate
Finance & Property External Budgets & Revenue

Job Title	Director, External Budgets & Revenue
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA, Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Sydney NSW, Melbourne VIC
Salary	$141,487 - $167,513
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 work arrangements including work from home arrangements are negotiated on a case by case basis.
Classification	Executive Level 2
Position Number	20036031
Agency Website	

Job Description

https://agedcarequalitycareers.nga.net.au/?jati=67421DB8-D99A-B48E-495C-E44DA3E8CB1B

About the Role

The Director External Budgets & Revenue leads this team, supporting the Commission's strategic and sustainable financial management and achievement of regulatory outcomes. Managing a team of high performing policy and costing professionals, the Director develops a deep understanding of the context of the Commission and its activities, and works up, down and across the organisation with key stakeholders and experts as part of the Commission's strategic financial management.

The Director develops and maintains strong relationships in the delivery of these activities, consulting and collaborating with staff from right across the Commission, as well managing ongoing relationships with key external stakeholders in these processes including with the Department of Health, Disability and Aging and the Department of Finance. Where required, in particular for the Commission's cost recovery arrangements, the Director and section also work to consult and communicate with a broader set of stakeholders from right across the aged care sector.

Duties

- Lead and manage the section, developing a deep understanding of the Commission's regulatory activities and strategic objectives, working in partnership with stakeholders across the entire Commission as well as externally.
- Cultivate and maintain strong, productive relationships with the key stakeholders and teams internal and external to the Commission, influencing and negotiating as required, to support the achievement of the section's and Commission's strategic objectives.
- Lead the development of the strategic inputs and costings for new policy proposals and other budget items aligned with the Commission's strategy and activities, working and engaging with key stakeholders across the Commission, as well as with our portfolio department, central agencies and government as required by budget processes and internal governance structures.
- Lead the development, refinement and implementation of activity-based resourcing and costing models and related governance mechanisms, to support the Commission's strategic financial management and sustainability.
- Lead end-to-end cost recovery activities across the Commission, including:
    - the provision of analysis and advice, shaping regulatory strategy,
    - the development of costings and drafting of key cost recovery artefacts,
    - engaging and collaborating across the Commission during development processes, and
    - engaging externally with key stakeholders including our portfolio department and government.
- Working in partnership with the Commission's internal budgets team and operational areas, implement and administer frameworks that influence and align internal resourcing with the Commission's strategic financial models, developing regular monitoring mechanisms and feedback loops to help maintain the currency of these models as regulatory strategies and activities evolve over time.
- Contribute to the development of the Commission's inputs to federal budget papers (e.g. the Portfolio Budget Statements), promoting alignment between these inputs and the Commission's strategic objectives and priorities.
- Provide strategic and operational advice, guidance and recommendations as required that are evidence-based where possible, to support the Commission's governance, decision-making and risk management processes.
- Actively identify, monitor, manage and mitigate financial and budget risks, escalating these for further consideration and action with branch, division and Commission leadership and governance committees as appropriate.
- Develop regular and ad hoc reports and briefs, including to support the Commission's participation in parliamentary processes such as Senate Estimates.
- Build organisational capability through leadership, consultation, collaboration and engagement across the Commission.

Eligibility

To be successful in this role you will need to demonstrate the following:

- Highly developed leadership and management skills including the ability to: lead a team in a dynamic environment; develop team and organisational capability; ability to effectively manage and prioritise workload among a team to deliver agreed outcomes and ability and commitment to foster a positive and supportive team culture.
- Demonstrated ability to effectively cultivate and manage interpersonal relationships with respect and communicate with influence with internal and external stakeholders, working collaboratively across the Commission.

- Highly-developed written and oral communication skills and demonstrated ability to communicate information coherently and concisely to audiences with a range of backgrounds.
- Demonstrated ability to set priorities, meet deadlines, work effectively under pressure and work effectively in a team environment, displaying persistence and resilience if required when dealing with complex issues, tight externally-driven timeframes and with competing priorities.
- Experience working in government and knowledge of PGPA Act and related frameworks and policies including budget processes is highly desirable.
- Relevant tertiary qualifications and/or professional memberships are desirable.
- Ability to obtain a minimum baseline security clearance.

Notes

- Salary offered will be between $141,487 - $167,513 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.
- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

In your application, please provide a statement of claims against the position eligibility requirements (selection criteria) in no more than 600-words, including what strengths you would bring to the role, and a copy of your CV.

Please complete the application and submit by **9 November 2025 at 11:30PM.**

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

Specific questions about the roles can be directed to Christopher Davis by emailing Christopher.Davis@agedcarequality.gov.au with Position title in the subject line.

Diversity and Inclusion

The Commission is committed to fostering a workplace with flexible work arrangements to support a diverse, respectful and inclusive culture for all staff.

The Commission recognises the richness of Aboriginal and Torres Strait Islander cultures and is committed to the implementation of our Reconciliation Action Plan. The Commission values the unique knowledge and experience of Aboriginal and Torres Strait Islander employees which strengthens and supports our focus on protecting and enhancing the safety, health, wellbeing and quality of life of aged care consumers.

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

We provide reasonable adjustments such as access, equipment or other practical support at relevant stages of the recruitment process. Please email recruitment@agedcarequality.gov.au if you need any adjustments made.

Further information:

For further information about the Quality Commission, office locations and other related resources, please visit https://www.agedcarequality.gov.au

For more information on the Australian Public Service, please visit http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code/factsheet-4 and http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code.

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 Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. We work to improve the lives of older people by maintaining the integrity of the aged care system. As the single independent regulator of Australian Government aged care services, we offer a variety of interesting and challenging jobs across most capital cities. It is an exciting time to join the Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to safeguard and protect older Australians receiving aged care services.

To Apply

Position Contact	Christopher Davis, 02 8623 6253
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=67421DB8-D99A-B48E-4

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Health

Vacancy VN-0763199

Department of Health, Disability and Ageing

Closing Date:Thursday 06 November 2025

Medicines Regulation Division
International Regulatory Branch Unapproved Medicines Support Section

Job Title	Executive Level 2 - Policy Director - Unapproved Medicines Support Section
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Fairbairn ACT
Salary	$144,175 - $170,695
Future Merit Locations	Fairbairn
Office Arrangement	Flexible
Office Arrangement Details	Flexible Arrangements Can be Negotiated
Classification	Executive Level 2
Position Number	25-MRDIV-30018
Agency Website	

Job Description

https://www.health.gov.au/

We are seeking a Director to lead a team that will drive new business initiatives and support business activities relevant to the Special Access Scheme and Authorised Prescriber scheme which allows access to unapproved therapeutic goods when there is a clinical need.

The successful candidate will have highly developed leadership skills, the ability to provide strategic advice and make decisions in pressured environments.

Duties

- Providing high level leadership, direction, and management of the Section to deliver agreed outcomes consistent with the International Regulatory Branch (IRB) business plan and Special Access Scheme and Authorised Prescriber scheme requirements;
- Overseeing and demonstrating robust and risk-based decision-making of Special Access Scheme and Authorised Prescriber business processes;
- Exercising judgement and providing expert advice to the Senior Executive regarding business improvements, information technology improvements and compliance activities relating to access for unapproved therapeutic goods;
- Maintaining an excellent professional knowledge of and expertise of regulatory requirements, standards promulgated in Australia and the scientific literature as it relates to the functions of the position;
- Working with Directors across the Medicines Regulation Division to promote, support, maintain and continuously improve shared processes for access to unapproved goods;
- Preparing high quality written scientific and/or technical documentation, correspondence with stakeholders and guidelines in relation to aspects relating to the functions of the Special Access pathways;
- Leading business improvement activities and projects to develop and implement reforms to access schemes for unapproved goods;
- Coordinating recruitment, support and staff mentorship to develop a high performing Section who drive and promote continuous business process improvement;
- Negotiation and liaison with, and providing specialist advice to, TGA and departmental management on matters relating to improvement activities for access to unapproved therapeutic goods for healthcare professionals and members of the public;
- Represent the Department on relevant working groups and committees.

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),
    - Providing evidence of qualifications (where required), and
    - Obtaining and maintaining a security clearance at the required level.

Notes

- Applications close Thursday November 6 2025 at 11:30pm AEDT.
- Applicants are asked to quote reference number 25-MRDIV-30018 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

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To Apply

Position Contact	Michael Wiseman, (02) 5132 5580
Agency Recruitment Site	https://www.health.gov.au/

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Health

Vacancy VN-0763985

Department of Health, Disability and Ageing

Closing Date:Friday 31 October 2025

Medicines Regulation Division
Scientific Evaluation Branch Biological Science Section

Job Title	Executive Level 1 - Senior Scientific Evaluator
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC
Salary	$120,842 - $137,823
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 arrangements can be negotiated
Classification	Executive Level 1
Position Number	25-MRDIV-30160
Agency Website	

Job Description

https://www.health.gov.au/

The Therapeutic Goods Administration is seeking candidates for the position of Executive Level 1 Senior Scientific Evaluator in the Biological Science Section. The role requires the position holder to possess a high level scientific analytical ability to conduct evaluations and make balanced regulatory decisions using professional judgement, to be organised, communicate clearly and effectively, analyse problems, and foster positive working relationships. They are also responsible to managing staff, making regulatory decisions for the more complex submissions for infectious disease safety, biological medicine quality, and advanced therapies such as biologicals and cell and tissue therapies, and contributing to Section and Branch activities including representational responsibilities.

Duties

- Leading and/or working with a small professional, specialist or technical team that evaluates applications for therapeutic goods that are, or contain, biological materials.
- Preparing and reviewing documents, including recommendations and reports for decisions by Delegates.
- Contributing to the development of standards, guidance documents, standard operating procedures and other scientific and business processes to support on-going and business improvement activities.
- Providing high level professional, specialist and/or technical advice on complex matters related to blood/biological medicines/infectious disease safety/biologicals to a range of internal and external stakeholders.
- Contributing to strategic direction and capability development of the Section, including contributing to preparing and continually improving performance standards and business processes to better deliver outcomes.

- Maintaining and developing professional knowledge and awareness of current developments in scientific areas relevant to the Section/team.
- Making balanced decisions using professional judgement, factoring in in risks and being sensitive to context.
- Contributing to establishing and maintaining strong relationships with other TGA staff and external stakeholders, including government agencies, representatives of industry and consumers.
- Representing the TGA in relation to activities of the section at cross agency meetings, conferences and other forums.

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),
    - Providing evidence of qualifications (where required), and
    - Obtaining and maintaining a security clearance at the required level.

Notes

- Applications close Friday 31 October 2025 11:30pm AEDT.
- Applicants are asked to quote reference number 25-MRDIV-30160 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	Drew Wagner, (02) 5132 5689
Agency Recruitment Site	https://www.health.gov.au/

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Health

Vacancy VN-0764155

Department of Health, Disability and Ageing

Closing Date:Wednesday 05 November 2025

Integrity and Assurance Division
Fraud and Integrity Branch Integrity Section

Job Title	Fraud and Corruption Investigator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD
Salary	$98,336 - $110,937
Future Merit Locations	Canberra, Sydney, Melbourne, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements
Classification	APS Level 6
Position Number	25-IADIV-30239
Agency Website	

Job Description

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

This role is critical for the department to meet its obligations under the Public Governance, Performance and Accountability Act 2013, the Public Interest Disclosure Scheme and the National Anti-Corruption Act 2022. The Internal Investigations team within the Integrity Section is responsible for responding to fraud and corruption relating to departmental officials.

The APS6 Senior Fraud and Corruption Investigator role is responsible for undertaking serious and complex criminal investigations in accordance with the Australian Government Investigation Standards.

Duties

As a Fraud and Corruption Investigator you will:

- Plan and undertake complex and sensitive fraud and corruption investigations arising from allegations involving employees and contractors of the department.
- Take responsibility for compiling full briefs of evidence.
- Collect and store evidence, or be responsible for receiving and storing evidence, whilst adhering to evidence handling procedures.
- Conduct interviews in accordance with relevant legislative and procedural requirements.
- Work both independently and collaboratively and represent the interests of the department in a professional manner.
- Communicate confidently with internal and external parties to obtain and exchange information during an investigation.
- Contribute to the development of staff capability through training and mentoring.
- Prepare reports and briefs for various stakeholders, including senior management.
- At all times demonstrate the highest standards of ethical behaviour and integrity.

The section comprises a small team of specialised personnel. In addition to these activities, from time to time you may be asked to undertake tasks that are outside your usual span of duties but that are within the range of your capabilities. Supporting one another in this way provides opportunities for exposure across the section and branch and is an integral part of the branch’s positive workplace culture. These roles may require inter/intrastate travel and a current Australian driver’s licence is essential. You may be required, at times, to work flexible hours outside of the standard bandwidth.

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 Negative Vetting Level 1 (Secret) security clearance, or hold a current security clearance at an appropriate level.

To be eligible for this position applicants must hold Qualifications consistent with the Commonwealth Fraud and Corruption Control Framework 2024 and Australian Government Investigations Standards 2022 (AGIS). This includes the Certificate IV in Government (Investigations), or equivalent.

Notes

Applications close 11:30pm AEDT.

Applicants are asked to quote reference number 25-IADIV-30239 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.

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

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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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	Dayna Liolios, 02 5132 0735
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0764168

Department of Health, Disability and Ageing

Closing Date:Wednesday 05 November 2025

Service Delivery
VIC TAS South East VIC Regional

Job Title	Regional Director
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$144,175 - $170,695
Future Merit Locations	Canberra, Hobart, Melbourne
Office Arrangement	On Site;Flexible
Office Arrangement Details	Office attendance required
Classification	Executive Level 2
Position Number	20026988
Agency Website	

Job Description *https://www.health.gov.au/about-us/work-with-us/current-vacancies*

The Regional Director for South-East Victoria is responsible for supporting local implementation of national aged care reforms and operation of the aged care system, while managing relationships and partnerships with internal and external stakeholders.

Duties

- Leading stewardship priorities and outcomes to support the operation of the aged care system and implementation of national aged care reforms in Victoria.
- Leading and undertaking activities to form a comprehensive understanding of the local landscape and context, including representing the Department at various stakeholder and community engagement activities.
- Providing local intelligence to program and policy areas on emerging priorities and implementation of key aged care programs, including via the use of relevant data.
- Leading efforts to ensure national policy responds to the needs of diverse communities, including First Nations communities in Victoria.
- Developing and maintaining relationships and liaising with key internal and external stakeholders (including older people and their families, providers, sector partners and peak bodies).
- Capability and experience in managing change and supporting others in a changing environment.
- Leading team members to respond to requests, including Ministerial correspondence and briefings, within the prescribed timeframes.
- Identifying learning opportunities for team members and empower them through delegation of tasks and providing opportunities to develop and extend their capabilities.

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,

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-SDDIV-30241 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 an ongoing position.

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	Kate Berry, 0401119508
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Home Affairs

Vacancy VN-0763807

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 02 November 2025

Enterprise Enablement
Information & Technology Solutions Technology Platforms and Solutions

Job Title	Manager, Microsoft Systems
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Brisbane QLD
Salary	$123,799 - $140,935
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, Brisbane, Melbourne, Canberra
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible work arrangements will be discussed on commencement.
Classification	Executive Level 1
Position Number	
Agency Website	https://www.austrac.gov.au/

Job Description

https://austraccareers.nga.net.au/cp/

About the opportunity

AUSTRAC, Australia’s financial intelligence agency, is evolving to strengthen its fight against money laundering and terrorism financing. As we expand our regulatory reach and broaden our digital transformation, we're seeking a Manager, Microsoft Systems, to lead the design, implementation, and management of AUSTRAC's Microsoft infrastructure. With both strategic vision and hands-on expertise, you'll manage Microsoft Windows Desktop and Server environments, SQL Server, and a broad range of Microsoft technologies. As a leader you are a multiplier, guiding cross-functional teams and creating an atmosphere where people feel empowered and encouraged to contribute their best ideas. Join a team of talented, innovative engineers driving large-scale projects and pioneering future solutions development.

If you embrace challenges diligently, are passionate about leading teams in a collaborative environment, and eager to make a meaningful impact we encourage you to apply.

What are we looking for (Selection Criteria)

Required

- Demonstrated experience and advanced knowledge in:

  - Microsoft SQL Server including Log Shipping and Clustering,
  - PowerShell Scripting,
  - Microsoft Office Security and Exchange (on-premise and Online),
  - M365 services and the Essential Eight security plan,
  - Microsoft Active Directory, Group Policy Object,
  - Microsoft Licensing and patch management
  - Windows Firewalls and others listed.
- Strong Project Management skills with proven experience in leading large-scale projects
- For a complete list of the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC Job listing.

Desirable

- Professional certifications or qualifications or equivalent experience.

Duties

Infrastructure Management

- Oversee the administration and maintenance of the Microsoft Windows Desktop and Server environments.
- Lead the administration of Microsoft Exchange and Microsoft Office security.
- Management of M365, Microsoft SQL Server and cloud-based Microsoft systems and platforms.

Security and Compliance:

- Ensure compliance with the Australian Signals Directorate Blueprint.
- Oversee the agency’s Microsoft patch management.
- Implement advanced PowerShell scripting.
- Manage and enforce security policies across Microsoft Group Policy Objects, Active Directory, Windows Firewalls.

Team Leadership and Project Management

- Manage and mentor a team of Microsoft server engineers.
- Take the lead on large-scale projects.
- Represent the Microsoft infrastructure in design and planning discussions.

Operations and Support

- Maintain a working knowledge of network printing and large-scale MFD solutions.
- Ensure the operational efficiency of software and tools.
- Support mobile device management through solutions.

Strategic Planning

- Apply knowledge of the strategic impact of M365 and cloud-based systems.
- Apply knowledge and manage the agency's Microsoft licensing agreements.
- Contribute to the design and deployment of new Standard Operating Environments (SOE) as needed.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Negative Vetting 1 Security Clearance

Notes

Why AUSTRAC?

- **Flexible, hybrid work environment:** We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement.
- **Diversity and Inclusion:** Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.
- **Employer of Choice:** We have a strong reputation as an Employer of Choice, renowned for our exceptional work culture and outstanding employee census results which highlight our dedication to creating a positive and engaging environment.
- **Mission Driven:** Make an impact at Australia's anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful work.

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to: • prevent criminal abuse of the financial sector • help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes • build and maintain trust and integrity in Australia's financial system. Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Chris, 0472716528
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0764116

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 02 November 2025

Enterprise Enablement
Information & Technology Solutions Technology Platforms and Solutions

Job Title	Manager, Microsoft Systems - Affirmative Measures First Nations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Brisbane QLD
Salary	$123,799 - $140,935
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 work arrangements will be discussed on commencement.
Classification	Executive Level 1
Position Number	
Agency Website	https://www.austrac.gov.au/

Job Description

https://austraccareers.nga.net.au/cp/

About the opportunity

AUSTRAC, Australia’s financial intelligence agency, is evolving to strengthen its fight against money laundering and terrorism financing. As we expand our regulatory reach and broaden our digital transformation, we're seeking a Manager, Microsoft Systems, to lead the design, implementation, and management of AUSTRAC's Microsoft infrastructure. With both strategic vision and hands-on expertise, you'll manage Microsoft Windows Desktop and Server environments, SQL Server, and a broad range of Microsoft technologies. As a leader you are a multiplier, guiding cross-functional teams and creating an atmosphere where people feel empowered and encouraged to contribute their best ideas. Join a team of talented, innovative engineers driving large-scale projects and pioneering future solutions development.

If you embrace challenges diligently, are passionate about leading teams in a collaborative environment, and eager to make a meaningful impact we encourage you to apply.

What are we looking for (Selection Criteria)

Required

- Demonstrated experience and advanced knowledge in:
  - Microsoft SQL Server including Log Shipping and Clustering,
  - PowerShell Scripting,
  - Microsoft Office Security and Exchange (on-premise and Online),
  - M365 services and the Essential Eight security plan,
  - Microsoft Active Directory, Group Policy Object,
  - Microsoft Licensing and patch management
  - Windows Firewalls and others listed.
- Strong Project Management skills with proven experience in leading large-scale projects
- For a complete list of the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC Job listing.

Desirable

- Professional certifications or qualifications or equivalent experience.

Duties

Infrastructure Management

- Oversee the administration and maintenance of the Microsoft Windows Desktop and Server environments.
- Lead the administration of Microsoft Exchange and Microsoft Office security.
- Management of M365, Microsoft SQL Server and cloud-based Microsoft systems and platforms.

Security and Compliance:

- Ensure compliance with the Australian Signals Directorate Blueprint.
- Oversee the agency’s Microsoft patch management.

- Implement advanced PowerShell scripting.
- Manage and enforce security policies across Microsoft Group Policy Objects, Active Directory, Windows Firewalls.

Team Leadership and Project Management

- Manage and mentor a team of Microsoft server engineers.
- Take the lead on large-scale projects.
- Represent the Microsoft infrastructure in design and planning discussions.

Operations and Support

- Maintain a working knowledge of network printing and large-scale MFD solutions.
- Ensure the operational efficiency of software and tools.
- Support mobile device management through solutions.

Strategic Planning

- Apply knowledge of the strategic impact of M365 and cloud-based systems.
- Apply knowledge and manage the agency’s Microsoft licensing agreements.
- Contribute to the design and deployment of new Standard Operating Environments (SOE) as needed.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC’s pre-engagement checks.
- Will need to obtain and maintain an ongoing Negative Vetting 1 Security Clearance

Notes

Why AUSTRAC?

- **Flexible, hybrid work environment:** We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement.
- **Diversity and Inclusion:** Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.
- **Employer of Choice:** We have a strong reputation as an Employer of Choice, renowned for our exceptional work culture and outstanding employee census results which highlight our dedication to creating a positive and engaging environment.

- **Mission Driven:** Make an impact at Australia's anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful work.

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

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to: • prevent criminal abuse of the financial sector • help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes • build and maintain trust and integrity in Australia's financial system. Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Chris, 0472716528
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0764117

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 02 November 2025

Enterprise Enablement
Information & Technology Solutions Technology Platforms and Solutions

Job Title	Manager, Microsoft Systems - Affirmative Measures Disability
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Brisbane QLD
Salary	$123,799 - $140,935
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 work arrangements will be discussed on commencement.
Classification	Executive Level 1
Position Number	
Agency Website	https://www.austrac.gov.au/

Job Description

https://austraccareers.nga.net.au/cp/

About the opportunity

AUSTRAC, Australia’s financial intelligence agency, is evolving to strengthen its fight against money laundering and terrorism financing. As we expand our regulatory reach and broaden our digital transformation, we're seeking a Manager, Microsoft Systems, to lead the design, implementation, and management of AUSTRAC's Microsoft infrastructure. With both strategic vision and hands-on expertise, you'll manage Microsoft Windows Desktop and Server environments, SQL Server, and a broad range of Microsoft technologies. As a leader you are a multiplier, guiding cross-functional teams and creating an atmosphere where people feel empowered and encouraged to contribute their best ideas. Join a team of talented, innovative engineers driving large-scale projects and pioneering future solutions development.

If you embrace challenges diligently, are passionate about leading teams in a collaborative environment, and eager to make a meaningful impact we encourage you to apply.

What are we looking for (Selection Criteria)

Required

- Demonstrated experience and advanced knowledge in:
  - Microsoft SQL Server including Log Shipping and Clustering,

    - PowerShell Scripting,
    - Microsoft Office Security and Exchange (on-premise and Online),
    - M365 services and the Essential Eight security plan,
    - Microsoft Active Directory, Group Policy Object,
    - Microsoft Licensing and patch management
    - Windows Firewalls and others listed.
- Strong Project Management skills with proven experience in leading large-scale projects
- For a complete list of the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC Job listing.

Desirable

- Professional certifications or qualifications or equivalent experience.

Duties

Infrastructure Management

- Oversee the administration and maintenance of the Microsoft Windows Desktop and Server environments.
- Lead the administration of Microsoft Exchange and Microsoft Office security.
- Management of M365, Microsoft SQL Server and cloud-based Microsoft systems and platforms.

Security and Compliance:

- Ensure compliance with the Australian Signals Directorate Blueprint.
- Oversee the agency’s Microsoft patch management.
- Implement advanced PowerShell scripting.
- Manage and enforce security policies across Microsoft Group Policy Objects, Active Directory, Windows Firewalls.

Team Leadership and Project Management

- Manage and mentor a team of Microsoft server engineers.
- Take the lead on large-scale projects.
- Represent the Microsoft infrastructure in design and planning discussions.

Operations and Support

- Maintain a working knowledge of network printing and large-scale MFD solutions.
- Ensure the operational efficiency of software and tools.
- Support mobile device management through solutions.

Strategic Planning

- Apply knowledge of the strategic impact of M365 and cloud-based systems.
- Apply knowledge and manage the agency's Microsoft licensing agreements.
- Contribute to the design and deployment of new Standard Operating Environments (SOE) as needed.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Negative Vetting 1 Security Clearance

Notes

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- **Employer of Choice:** We have a strong reputation as an Employer of Choice, renowned for our exceptional work culture and outstanding employee census results which highlight our dedication to creating a positive and engaging environment.
- **Mission Driven:** Make an impact at Australia's anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful work.

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

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To Apply

Position Contact	Chris, 0472716528
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0764140

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 02 November 2025

Intelligence
Intelligence Capabilities & International Engagement

Job Title	Senior Officer, International Exchange
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD
Salary	$90,411 - $99,126
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	Flexible work arrangements will be discussed on commencement
Classification	APS Level 5
Position Number	1119
Agency Website	https://www.austrac.gov.au/

Job Description

https://austraccareers.nga.net.au/cp/

About the opportunity

AUSTRAC, Australia's financial intelligence unit and anti-money laundering and counter-terrorism financing (AML/CTF) regulator, is evolving to strengthen its fight against money laundering and terrorism financing. As we expand our regulatory reach, and leverage international partnerships, we work to protect Australia from serious and organised crime to help build a more resilient global financial system. To help achieve these goals, we are seeking individuals who are open and curious about new perspectives, new thinking and new ways of working.

APS5 Senior Officer, International Exchange

The Senior Officer, International Exchange is a key member of the Requests and Disclosures team within the Intelligence Capabilities and International Engagement Branch. You will play a critical role in supporting efficient and timely administration processes that enable the sharing of financial intelligence with global partners. You'll work closely with AUSTRAC's partner agencies — including international financial intelligence units, domestic law enforcement and intelligence partners, and AUSTRAC intelligence practitioners, to enable the accurate, efficient and lawful exchange of financial intelligence. Your work will directly contribute to strengthening global efforts to combat financial crime and protect Australia's financial system.

This is an exciting opportunity and if you are ready to start contributing to AUSTRAC, we encourage you to apply now!

Duties

- Monitor AUSTRAC's International Exchange inbox and the Egmont Secure Web (ESW) platform to ensure timely referral to relevant stakeholders.
- Accurately record and save Requests for Information (RFIs) and Spontaneous Disclosures (SDs) and other documents to support AUSTRAC's record keep requirements.
- Create records, cases and workflows and initiating processes for response and disclosure of intelligence exchanged with international partners.
- Draft and coordinate formal correspondence for the approval of intelligence disclosures to domestic and international partners
- Provide training to staff on the use of the Egmont Secure Web (ESW) platforms and the protocols governing international information exchange.
- Maintain current records of international exchange data and agreements and develop dashboards to enable accurate reporting.
- Provide guidance to stakeholders on international disclosure procedures and requirements.

For more information about the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC Careers Page.

Eligibility

Who are we looking for

We are looking for motivated professionals with strong stakeholder engagement skills to join the team at AUSTRAC:

Required

- Maintains and promotes productive working relationships with key stakeholders.
- Liaises effectively across a range of relevant internal and external networks.

Desirable

- Demonstrate interest in developing capability in financial intelligence environments, including working knowledge of sectors relevant to financial intelligence, and crime types with applications for financial intelligence.
- Well-developed team skills, including the ability to maintain effective relationships through consultation and sharing of information, and expressing own views in a constructive and diplomatic way.

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Negative Vetting 1 Clearance.

Notes

Why AUSTRAC?

Flexible, hybrid work environment: We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement.

Generous leave entitlements: Including parental leave, cultural leave, compassionate leave, carers leave, blood donation leave and community work leave.

Diversity and Inclusion: Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.

Employer of Choice: We have a strong reputation as an Employer of Choice, renowned for our exceptional work culture and outstanding employee census results which highlight our dedication to creating a positive and engaging environment.

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To Apply

Position Contact	Daniel Kelen, 03 8636 0597
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0764157

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 02 November 2025

Intelligence
Intelligence Capabilities & International Engagement

Job Title	Senior Officer, International Exchange - (Affirmative Measures - First Nations)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD
Salary	$90,411 - $99,126
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	Flexible work arrangements will be discussed on commencement.
Classification	APS Level 5
Position Number	1119
Agency Website	https://www.austrac.gov.au/

Job Description

https://austraccareers.nga.net.au/cp/

About the opportunity

AUSTRAC, Australia's financial intelligence unit and anti-money laundering and counter-terrorism financing (AML/CTF) regulator, is evolving to strengthen its fight against money laundering and terrorism financing. As we expand our regulatory reach, and leverage international partnerships, we work to protect Australia from serious and organised crime to help build a more resilient global financial system. To help achieve these goals, we are seeking individuals who are open and curious about new perspectives, new thinking and new ways of working.

APS5 Senior Officer, International Exchange

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Duties

- Monitor AUSTRAC's International Exchange inbox and the Egmont Secure Web (ESW) platform to ensure timely referral to relevant stakeholders.
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- Provide guidance to stakeholders on international disclosure procedures and requirements.

For more information about the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC Careers Page.

Eligibility

Who are we looking for

We are looking for motivated professionals with strong stakeholder engagement skills to join the team at AUSTRAC:

Required

- Maintains and promotes productive working relationships with key stakeholders.
- Liaises effectively across a range of relevant internal and external networks.

Desirable

- Demonstrate interest in developing capability in financial intelligence environments, including working knowledge of sectors relevant to financial intelligence, and crime types with applications for financial intelligence.
- Well-developed team skills, including the ability to maintain effective relationships through consultation and sharing of information, and expressing own views in a constructive and diplomatic way.

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.

- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Negative Vetting 1 Clearance.

Notes

Why AUSTRAC?

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To Apply

Position Contact	Daniel Kelen, 03 8636 0597
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0764161

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 02 November 2025

Intelligence
Intelligence Capabilities & International Engagement

Job Title	Senior Officer, International Exchange - (Affirmative Measures Disability)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD
Salary	$90,411 - $99,126
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	Flexible work arrangements will be discussed on commencement.
Classification	APS Level 5
Position Number	1119
Agency Website	https://www.austrac.gov.au/

Job Description

https://austraccareers.nga.net.au/cp/

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Duties

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Employer of Choice: We have a strong reputation as an Employer of Choice, renowned for our exceptional work culture and outstanding employee census results which highlight our dedication to creating a positive and engaging environment.

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. 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	Daniel Kelen, 03 8636 0597
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Industry, Science, Energy and Resources

Vacancy VN-0763795

Department of Industry, Science and Resources (DISR)

Closing Date:Wednesday 05 November 2025

Chief Information Officer

Job Title	Deputy IT Security Advisor/Team Lead Project Assurance and Advisory
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT
Salary	$122,235 - $129,811
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	Executive Level 1
Position Number	1777_09/25
Agency Website	https://www.industry.gov.au/

Job Description

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

About the department

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

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

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

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

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

About the team

The Chief Information Officer Division is an exciting, fast-paced team that drives the digital agenda for the Department of Industry, Science and Resources. The group leads the department's digital agenda by partnering with our stakeholders to co-design digital experiences, making it simpler to innovate, collaborate and communicate, and continue to evolve digital services using leading edge technology and smart design.

The Digital Strategy and Cyber Security Branch sets the direction for the division making sure that our technology is cyber secure, strategically sound and meets our accessibility and user needs. The branch is composed of the following teams Cyber Security, CIO Business & Governance, Enterprise Architecture, Information Management, Digital Engagement & Experience, AI & Data Platforms, ICT Service Management and ICT Demand and Pipeline.

The Cyber Security Team is responsible for oversight and management of cyber security within the department. The team is made up of 4 streams including: Governance, Risk and Compliance, Security Operations Centre, Project Advisory and Assurance and Cyber Engagement.

Our ideal candidate

We are a dynamic organisation looking for agile, innovative, and motivated individuals who thrive in a fast-paced environment. As part of our Cyber Security team, you will contribute to enabling the department to deliver its mission with confidence and resilience.

We welcome candidates who demonstrate:

- A high level of professionalism, integrity, discretion, and sound judgement.
- Strong interpersonal, written, and verbal communication skills, with excellent attention to detail and the ability to provide clear, comprehensive advice.
- The ability to interpret and apply cyber security legislation, policies, frameworks, procedures, and corporate objectives to complex scenarios.
- A collaborative mindset with the capacity to work independently and take accountability for outcomes.

- Proven ability to build productive, collegiate relationships across the department and the CIO Division.
- A proactive approach to understanding and responding to stakeholder needs to achieve meaningful outcomes.
- Resilience, maturity, and a strong commitment to Australia’s national interests.
- Leadership capabilities, including mentoring team members, managing workflows, setting priorities, and contributing to strategic planning and policy development.

Duties

Duties of the position include:

- Lead the Project Assurance and Advisory Team, delivering security advice and ensuring compliance with government frameworks.
- Support the IT Security Advisor with cyber advice and risk assessments at both system and organisational levels.
- Manage and mentor junior staff, including task oversight, development support, and administrative approvals.
- Participate in IT governance and change forums, contributing to the review of solution designs and security controls.
- Review and provide specialist advice within regards to policy changes (for example WAF rules, DLP policy) to ensure compliance with data protection standards.
- Assist in security incident investigations and the development of response documentation.
- Collaborate with IT teams on secure configuration, patching, and vulnerability management.
- Contribute to the development of security procedures and technical documentation.
- Conduct (or oversee) penetration testing activities, including planning, execution, and reporting
- Stay informed on emerging threats and technologies related to penetration testing and data protection.
- Use ServiceNow to enhance and support the efficient delivery of cyber activities by managing inquiries, tracking workflows, and supporting informed decision-making.

Eligibility

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

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

Notes

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

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

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

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

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the LGBTIQA+ 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	Sam Soldo, 02 6102 9397
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0764061

Department of Industry, Science and Resources (DISR)

Closing Date:Friday 31 October 2025

Job Title	ServiceNow System Administrator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT
Salary	$122,235 - $129,811
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	Executive Level 1
Position Number	1890_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 ServiceNow team operates within the Chief Information Officer division and are responsible for the daily management, maintenance and capabilities of the department's implementation of ServiceNow. Our implementation is hosted within the ServiceNow protected platform, and there are two instances supported by the team. One for internal departmental staff and the other for supporting Shared Services. The team provide services to approximately 14,500 employees across DISR and shared services.

The ServiceNow team is currently made up of Senior administrators, senior and junior developers, Business Analysts and Project Managers.

The opportunity

We are seeking an experienced **ServiceNow System Administrator** with experience in managing the platform, including conducting major family releases. The successful candidate will have hands-on experience in ServiceNow, and a solid understanding of IT Service Management (ITSM) practices. A working knowledge of the ITIL framework will be well regarded.

What's in it for you?

This is a great opportunity to join our ServiceNow team joining a collaborative environment where you'll grow your skills, contribute to meaningful projects and be part of a team that's constantly evolving. It's a great opportunity to learn, innovate, and make real impact while enjoying the journey with supportive and driven colleagues.

Our ideal candidate

Our ideal candidate will be someone who can work both independently and collaboratively, contribute to technical solution design, mentor junior colleagues and liaise effectively with stakeholders to deliver high-quality ServiceNow outcomes

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

Duties

The successful candidate will:

Provide high level specialist technical advice on ServiceNow matters including:

- technical matters to ensure no technical debt is incurred in any build
- appropriate patching and upgrade strategies
- appropriateness of technical design of build work
- contribute to technical solution design

Administer the platform, performing tasks such as:

- troubleshoot and resolve incidents
- minor enhancement work
- perform ServiceNow platform configuration activities

Liaise with our vendor to:

- troubleshoot and resolve incidents
- patch and upgrade the platform
- create / contribute to design and security documentation for new solutions

Communication and Collaboration:

- collaborate with a cross-functional agile team including product owners, scrum masters, Business Analyst’s, developers, architects, testers and vendors in accordance with stakeholder requirements and broader departmental objectives.
- effectively communicate with technical and non-technical stakeholders, internal and external to the department.
- mentor junior colleagues and liaise effectively with stakeholders to deliver high-quality ServiceNow outcomes.

- Knowledge of the ServiceNow Protected Platform (SPP) is desirable.

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 ACT - Industry House based, 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 LGBTIQA+ 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	Justine Harrington, n/a
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0764180

Department of Industry, Science and Resources (DISR)

Closing Date:Tuesday 04 November 2025

Anti-Dumping Commission
Strategy and Operations Outreach and Engagement

Job Title	Assistant Director - Communications and Marketing
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$122,235 - $129,811
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	Executive Level 1
Position Number	1885_10/25
Agency Website	https://www.industry.gov.au/

Job Description

https://industrycareers.nga.net.au/?jati=67898862-582E-64AC-E5F9-E44C79B7C370

About the Commission

We are Australia’s trade remedies authority - the Anti-Dumping Commission. The Commission is responsible for undertaking investigations into allegations of unfair international trade practices involving goods entering Australia and administering Australia’s anti-dumping legislation. These investigations seek to deliver a level playing field for industry.

The Commission is a connected team of professionals with investigative, accounting, auditing, business, learning and development, legal, economic, and international trade skills and experience. We promote a positive workplace culture and support flexible working arrangements. Our goal is for staff to reach their full potential through engaging work and career growth opportunities, within a diverse, inclusive and connected team of peers and leaders.

About the branch

The commission’s Strategy and Operations Branch is responsible for providing critical advisory and strategic support to the commission, to enable the efficient and effective conduct of investigations case work.

The branch currently delivers:

- Domestic and international stakeholder engagement
- Data management and analysis
- Governance and performance reporting
- Advisory support to Australian businesses
- Practice improvement design and implementation
- Specialist recruitment, training and development
- Corporate and business services

Outreach and Engagement

Within Strategy and Operations Branch, the Outreach and Engagement (O&E) Section leads on engagement with anti-dumping system stakeholders to support the Anti-Dumping Commission

O&E’s main duties are to:

- Provide secretariat support for the International Trade Remedies Forum (ITRF), the Commission’s domestic stakeholder body
- Domestic stakeholder engagement which includes: supporting domestic industry users of the system to understand, access and provide feedback on the system.
- International engagement which includes: engaging in the multilateral trade remedies system; undertaking bilateral exchanges with trade remedies authorities on operational and technical matters; and

- undertaking international capacity building and knowledge exchange with regional partners in support of Australia's commitments under its international trade agreements.

Duties

As an Assistant Director, your responsibilities may include but are not limited to:

- Provide input to the strategy and leadership of the Commission's communications and outreach work, including a strategic engagement program for the Commission's Executive, and lead in the implementation to ensure work aligns with and helps achieve the Commission's strategic objectives.
- Produce speeches, presentations, and videos for the Commission's Executive as required.
- Develop and implement an internal Commission communications strategy. Develop and source content for the Commission's and DISR's newsletters. Manage the daily media summary.
- Establish the Commission's social media presence within DISR's guidelines and develop and source content. Lead on the Commission's work on its website. Work with the DISR media and communications teams as appropriate on media enquiries.
- Lead implementation of strategies to educate stakeholders about the anti-dumping system to improve access to the system.
- Lead communications campaigns to achieve particular objectives as required. Examples could include clarifying the Commission's role to manage the expectations of government and non-government stakeholders, and establishing a profile in social media and other channels to attract suitably qualified staff to the Commission.
- Develop and implement communications projects for Commission announcements. A past example was a project to manage the announcement of a pre-application service and new Commission forms.
- Review communication opportunities in the Commission's Monthly Status Report, case documents (including developing accessible case summaries), weekly notifications, and information and templates on the Commission's website.
- The Officer will require highly developed writing skills to produce communications documents, and highly developed PowerPoint skills to design and deliver sophisticated presentations.

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 Canberra or Melbourne, 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)

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To Apply

Position Contact	Jason Fitts, 03 8539 2479
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=67898862-582E-64AC-E5F9-E44

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Industry, Science, Energy and Resources

Vacancy VN-0764277

IP Australia

Closing Date:Wednesday 05 November 2025

Customer Experience IP Rights Administration TMDA and OEA

Job Title	Customer Operations Technical Expert
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - SA SA, Various locations - NT NT, Various locations - WA WA, Various locations - QLD QLD, Various locations - TAS TAS
Salary	$95,395 - $108,365
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available
Classification	APS Level 6
Position Number	1535
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

https://careers.ipaustralia.gov.au

The APS 6 Technical Expert works within a team responsible for receipting and processing customer requests relating to domestic and international Trade Marks, Patents and Designs. Technical Experts in CEG work in a highly professional environment, working collaboratively with team leaders, members, the CEG executive group and a range of stakeholders. The focus of the Technical Expert role is to provide their team expertise in system, process and legislation and to ensure agreed, quality and service standards are met. The Technical Expert is the teams primary contact for managing complex issues.

Duties

The right person for this role will:

- Provide system, procedural and legislative expertise to a team responsible for IP rights applications and service requests processing and/or Quality Management
- Manage complex customer relationships and provide specialist assistance to key customer groups to achieve high level outcomes
- Exercise delegations in relation to business functions
- Contribute expertise to implementing projects and support continuous improvement of existing systems and processes
- Analyse data to identify trends, improve business processes, practices, and quality management outcomes
- Assist the Team Leader with managing productivity through work allocation, identifying training needs, and mentoring staff
- Provides technical training for development of Customer Operation Specialists (APS5).

Eligibility

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

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

The successful candidate/s may be required to obtain and maintain a security clearance at a specified clearance level – please check the candidate kit for security clearance requirements.

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

Notes

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

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

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

About the IP Australia

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

To Apply

Position Contact	Teneal Kowalick, (02) 6283 2818
Agency Recruitment Site	https://careers.ipaustralia.gov.au

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764149

Australian Broadcasting Corporation (ABC)

Closing Date:Thursday 06 November 2025

Job Title	FOI Coordinator
Job Type	Part-Time, Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Sydney NSW, Melbourne VIC, Darwin NT, Tasmania TAS, Adelaide SA
Salary	$77,000 - $94,000
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;Flexible
Office Arrangement Details	Flexible
Classification	APS Level 4;APS Level 5
Position Number	505041
Agency Website	https://about.abc.net.au/

Job Description

https://careers.abc.net.au/en/job/505041/foi-coordinator

The role

This is a unique opportunity to join the ABC on a part-time ongoing basis, with the option of a flexible work location.

The ABC receives FOI requests seeking access to documents that may be held by the ABC. The FOI Coordinator reports to the Senior FOI Officer and provides high-level support in a tight knit team.

Tasks include end-to-end file management, assisting with legal research, regulatory reporting requirements, redacting and organising documents, drafting and proofreading correspondence, maintaining stakeholder relationships, and ad hoc tasks.

Position Description: FOI COORDINATOR.pdf

Duties

Key accountabilities include:

· Create, organise and maintain files in accordance with file management procedure, including use of electronic filing systems and Microsoft Office tools.

· Under the guidance of the relevant FOI Officer, review, file and organise various documents. Redact exempt documents as directed.

· Draft clear, accurate correspondence under direction and liaise with internal and external stakeholders.

· Maintain a database of incoming FOI requests, diarise and monitor deadlines.

· Provide all necessary administrative support including diary and meeting management, processing invoices, tracking expenditure, creating reports or briefs, and ad hoc duties.

There is the option of a flexible work environment, which includes working from home some days.

Eligibility

About you

You will have highly developed administrative and organisational abilities, with experience in a legal, regulatory, or a government environment an advantage.

You will be an effective multi-tasker with a proactive work approach and an ability to meet multiple overlapping deadlines whilst maintaining a customer service ethos.

To be successful in this role you will:

· be accomplished at planning, prioritising and managing competing tasks and deadlines.

· have demonstrated strong interpersonal and communication skills, and the ability to establish and maintain productive and collaborative working relationships with a wide range of stakeholders whilst maintaining confidentiality of sensitive information.

· be proficient in using and learning technology and systems, with a high attention to detail.

· have demonstrated ability to apply established criteria to the management of a high volume of information. Identifying process efficiencies, is an advantage.

· show initiative and analytical skills, with experience in legal and general research an advantage.

· share responsibilities with another FOI Coordinator whilst seeing through your allocated tasks beginning to end.

About the ABC

The ABC is the nation's most trusted and independent source of Australian conversations, culture, and stories. With over 4,000 employees from diverse backgrounds across over 50 locations around Australia and overseas, we are proud to create, curate and deliver high-quality content that informs, educates and entertains Australian communities.

In line with our focus on diversity and inclusion, applications are strongly encouraged from Indigenous Australians, people from a range of cultural and linguistic backgrounds, people with disability and LGBTQIA+ individuals. The ABC also aims to achieve a gender-balanced workforce.

To request recruitment and selection information in alternate formats, request adjustments, or if you have accessibility requirements, please contact accessibility@abc.net.au

If you want to know more, please contact Brendan Thorpe, Legal Operations Coordinator via thorpe.brendan@abc.net.au or 0409 300 823

We are unable to accept email applications, please ensure that you submit your application via the online portal.

We look forward to receiving both your cover letter and resume addressing the Position Description.

For more information on working at the ABC visit abc.net.au/careers

We respectfully request that Recruitment Agencies do not submit applications for this position.

Notes

About the Australian Broadcasting Corporation (ABC)

The ABC is the nation's most trusted and independent source of Australian conversations, culture, and stories. With over 4,000 employees from diverse backgrounds across over 50 locations around Australia and overseas, we are proud to create, curate and deliver high-quality content that informs, educates and entertains Australian communities.

To Apply

Position Contact	Jamie Nedved, 0415721746
Agency Recruitment Site	https://careers.abc.net.au/en/job/505041/foi-coordinator

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764289

Australian Maritime Safety Authority

Closing Date:Thursday 06 November 2025

Office of the Chief Executive Officer
Office of Legal Counsel

Job Title	Senior Solicitor
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$124,755 - $145,496
Future Merit Locations	Canberra
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	flexible hybrid
Classification	Executive Level 1
Position Number	2019
Agency Website	https://www.amsa.gov.au/about

Job Description

https://careers.amsa.gov.au/en/listing/

Senior Solicitor

$124,755 - $145,496 + 15.4% super

Canberra based

Ongoing

- **Competitive remuneration and superannuation**
- **Flexible work options available**

- **Work with purpose – be part of a values driven team with a strong sense of purpose**

ABOUT THE ROLE

This role will suit an experienced generalist lawyer with an interest in maritime safety and protecting the marine environment. Reporting to the Deputy General Counsel, the Senior Solicitor will proactively identify and manage legal risk while assisting AMSA's staff understand and implement best legal practice in delivering AMSA's key objectives.

You will be responsible for:

- providing independent written and oral legal advice on a range of complex corporate, regulatory and operational matters
- undertaking statutory interpretation and identifying practical regulatory outcomes
- supporting AMSA's legislative drafting and information management functions
- supporting Court and Tribunal matters in which AMSA is a party or subject to discovery or other obligations
- promoting legal awareness in AMSA, including by delivering training and advising employees on relevant procedures that need to be considered to ensure the organisation upholds its legal obligations
- Provide other assistance to OLC as required.
- Commit to the AMSA Code of Conduct and Values.

SKILLS AND EXPERIENCE

To be successful in this position, you will have the following skills and experience:

- Tertiary level qualification in law, or comparable overseas qualification. Ideally, candidates will have five years of post-admission legal experience.
- Admission to practice as a legal practitioner in an Australian State or Territory and ability to acquire a practising certificate.
- Skills and experience in one or more relevant law discipline (refer to position description).
- Analytical skills and good judgement, with the ability to develop practical solutions.

· Strong verbal and written communication skills, with the ability to clearly communicate complex concepts across all organisational levels.

· Demonstrated ability to engage with, and build and sustain relationships with, internal and external stakeholders.

· Demonstrated ability to adapt to changing priorities while delivering quality, timely outcomes.

For more information about this role, please refer to the position description.

Note: Information about our terms and conditions of employment are contained in the *AMSA Enterprise Agreement 2024 - 2027*

Duties

ABOUT AMSA

The Australian Maritime Safety Authority (AMSA) is responsible for the safety of international shipping and domestic commercial vessels, protection of the environment from ship sourced pollution and search and rescue nationally.

AMSA offers unique and interesting career opportunities, and we employ around 450 people across Australia. To learn more about our organisation please visit our website.

AMSA BENEFITS

We are committed to a supportive and collaborative work environment, which is why AMSA offers:

- Flexible work including work from home arrangements
- Health and wellbeing programs including annual flu vaccinations and a healthy lifestyle reimbursement
- An office-wide Christmas period shutdown (in addition to annual leave provisions)
- An ability to work for an organisation charged with protecting our marine environments and saving lives

DIVERSITY AND INCLUSION

Diversity and inclusion are a priority at AMSA.

Our role means that we impact and influence communities right across Australia, this is why it is essential that we draw on the diversity of our people to successfully deliver our mission of *“ensuring safe vessel operations, combatting marine pollution and rescuing people in distress”.*

We are proud to have been recognised as an Inclusive Employer 2022-2023 *by the Diversity Council of Australia, and continue to focus on embedding inclusive values within our organisation.*

Don’t meet every single requirement? At AMSA we are dedicated to building a diverse, inclusive and authentic workplace, so if you’re excited about this role but your past experience doesn’t align perfectly with every qualification in the job description, we encourage you to apply anyway – you might just be the person we’re looking for!

We encourage applications from people of all diverse backgrounds and are committed to supporting you to reach your full potential. You can find more information about our diversity and inclusion commitments in our Diversity and Inclusion Strategy.

HOW TO APPLY

Please complete your application on our website via the Careers at AMSA page by 11.55PM AEDT Thursday 6 November 2025. You will need to provide:

- your resume (maximum of 3 pages)
- a brief cover letter (maximum 800 words) outlining what you will bring to this role.

For any questions regarding the role, please contact Chris Guselli ph 02 6279 5689.

If you have any questions about the recruitment process, please contact Human Resources on recruitment@amsa.gov.au

AMSA does not engage staff under the Public Service Act 1999. AMSA engages employees under the Australian Maritime Safety Authority Act 1990 and our remuneration arrangements are specific to AMSA.

Eligibility
Notes

About the Australian Maritime Safety Authority

At the Australian Maritime Safety Authority (AMSA), we acknowledge the value diversity brings. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. AMSA is Australia's National agency responsible for coordinating maritime and aviation search and rescue. We regulate domestic commercial vessels, Australian and foreign shipping – from 12 metre prawn trawlers to 350 metre liquefied natural gas tankers, and everything commercial in between. We are also responsible for protecting Australia's precious marine environments like the Great Barrier Reef, from the impacts of shipping. Our stakeholders are just as diverse as our role but our mission connects them all and inspires our people to make a real difference every day – "Safe and clean seas, saving lives". AMSA offers unique and challenging career opportunities, and we employ around 430 people across Australia. To learn more about our organisation please visit our website.

To Apply

Position Contact	Chris Guselli, 02 6279 5689
Agency Recruitment Site	https://careers.amsa.gov.au/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764298

Australian Maritime Safety Authority

Closing Date:Thursday 06 November 2025

Office of the Chief Executive Officer
Office of Legal Counsel

Job Title	Senior Solicitor Information Management
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$124,755 - $145,496
Future Merit Locations	Canberra
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	flexible hybrid
Classification	Executive Level 1
Position Number	2724
Agency Website	https://www.amsa.gov.au/about

Job Description

https://careers.amsa.gov.au/en/listing/

Senior Solicitor – Information Management

$124,755 - $145,496 + 15.4% super

Canberra based

Ongoing

- **Competitive remuneration and superannuation**
- **Flexible work options available**
- **Work with purpose – be part of a values driven team with a strong sense of purpose**

ABOUT THE ROLE

This role will suit an experienced government lawyer with an interest in maritime safety and protecting the marine environment. Reporting to the Principal Solicitor, the Senior Solicitor – Information Management in the Office of Legal Counsel will be responsible for managing AMSA's

Freedom of Information (FOI) and Privacy functions. You will proactively identify and manage legal risk while assisting AMSA's staff to understand and deliver best practice information management.

Key Responsibilities

- In relation to FOI, you will be responsible for:
  - processing requests, managing internal and external reviews, collecting and reporting FOI statistics, and maintaining AMSA's Information Publication Scheme
  - adding value to AMSA's internal FOI capability, including through the provision of training and guidance to staff and decision-makers
  - delivering continuous improvement to FOI policies, procedures and record-keeping
  - managing stakeholder relationships inside and outside AMSA, and representing AMSA at FOI forums
- In relation to Privacy, you will be responsible for:
  - leading on privacy related projects, including contributing to Privacy Threshold Assessments and Privacy Impact Assessments with business areas undertaking high privacy risk projects
  - developing the annual Privacy Management Plan and delivering related actions, including privacy training
  - managing data breaches in accordance with AMSA's Data Breach Response Plan
  - supporting the implementation of proposed Privacy Act reforms, including identifying operational impacts and process enhancement requirements
  - delivering continuous improvement to Privacy policies, procedures and record-keeping
- Provide administrative assistance to OLC as required
- Commit to the AMSA Code of Conduct and Values.

SKILLS AND EXPERIENCE

To be successful in this position, you will have the following skills and experience:

- Tertiary level qualification in law, or comparable overseas qualification. Ideally, candidates will have five years of post-admission legal experience (preferably in a government organisation).
- Admission to practice as a legal practitioner in an Australian State or Territory and ability to acquire a practising certificate.
- Extensive experience managing FOI and Privacy Acts, with a proven ability to exercise sound judgement and timely decision making in the management of complex FOI and Privacy matters.
- Strong verbal and written communication skills, with the ability to clearly communicate complex concepts across all organisational levels.
- Demonstrated ability to engage with, and build and sustain relationships with, internal and external stakeholders.
- Demonstrated ability to produce high-quality outcomes through strong attention to detail.

For more information about this role, please refer to the position description.

Note: Information about our terms and conditions of employment are contained in the *AMSA Enterprise Agreement 2024 - 2027*

Duties

ABOUT AMSA

The Australian Maritime Safety Authority (AMSA) is responsible for the safety of international shipping and domestic commercial vessels, protection of the environment from ship sourced pollution and search and rescue nationally.

AMSA offers unique and interesting career opportunities, and we employ around 450 people across Australia. To learn more about our organisation please visit our website.

AMSA BENEFITS

We are committed to a supportive and collaborative work environment, which is why AMSA offers:

- Flexible work including work from home arrangements
- Health and wellbeing programs including annual flu vaccinations and a healthy lifestyle reimbursement
- An office-wide Christmas period shutdown (in addition to annual leave provisions)
- An ability to work for an organisation charged with protecting our marine environments and saving lives

DIVERSITY AND INCLUSION

Diversity and inclusion are a priority at AMSA.

Our role means that we impact and influence communities right across Australia, this is why it is essential that we draw on the diversity of our people to successfully deliver our mission of *“ensuring safe vessel operations, combatting marine pollution and rescuing people in distress”.*

We are proud to have been recognised as an Inclusive Employer 2022-2023 by the Diversity Council of Australia, and continue to focus on embedding inclusive values within our organisation.

Don’t meet every single requirement? At AMSA we are dedicated to building a diverse, inclusive and authentic workplace, so if you’re excited about this role but your past experience doesn’t align perfectly with every qualification in the job description, we encourage you to apply anyway – you might just be the person we’re looking for!

We encourage applications from people of all diverse backgrounds and are committed to supporting you to reach your full potential. You can find more information about our diversity and inclusion commitments in our Diversity and Inclusion Strategy.

HOW TO APPLY

Please complete your application on our website via the Careers at AMSA page by 11.55PM AEDT Thursday 6 November 2025. You will need to provide:

- your resume (maximum of 3 pages)
- a brief cover letter (maximum 800 words) outlining what you will bring to this role.

For any questions regarding the role, please contact Ruth Olive ph 02 6259 5510.

If you have any questions about the recruitment process, please contact Human Resources on recruitment@amsa.gov.au

AMSA does not engage staff under the Public Service Act 1999. AMSA engages employees under the Australian Maritime Safety Authority Act 1990 and our remuneration arrangements are specific to AMSA.

Eligibility
Notes

About the Australian Maritime Safety Authority

At the Australian Maritime Safety Authority (AMSA), we acknowledge the value diversity brings. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. AMSA is Australia’s National agency responsible for coordinating maritime and aviation search and rescue. We regulate domestic commercial vessels, Australian and foreign shipping – from 12 metre prawn trawlers to 350 metre liquefied natural gas tankers, and everything commercial in between. We are also responsible for protecting Australia’s precious marine environments like the Great Barrier Reef, from the impacts of shipping. Our stakeholders are just as diverse as our role but our mission connects them all and inspires our people to make a real difference every day – “Safe and clean seas, saving lives”. AMSA offers unique and challenging career opportunities, and we employ around 430 people across Australia. To learn more about our organisation please visit our website.

To Apply

Position Contact	Ruth Olive, 02 6259 5510
Agency Recruitment Site	https://careers.amsa.gov.au/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0763940

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

Closing Date:Sunday 02 November 2025

Job Title	APS6 - Senior Case Manager, Safety, Wellbeing and Performance
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	$95,501 - $114,201
Future Merit Locations	Canberra, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 6
Position Number	47221
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

The opportunity we have available

The Conduct and Performance team provide specialist advice and support to the department to maintain a positive and respectful workplace culture while ensuring effective performance is met and underpinned by ethical behaviour, integrity and psychological safety. The team have an APS6 Senior Case Manager position available for a suitable candidate who can act with integrity and provide specialist advice, support and resources to enable staff and managers to resolve conduct and performance matters effectively and in line with legislative and policy obligations.

Duties

What will you do?

The role is responsible for the management of performance, review of actions and APS Code of Conduct matters including coordination of advice to managers and staff in line with the relevant policies, employment procedures, guidelines and legislation. The role will assist with the delivery of training and review of Employment Procedures and Guidelines. The role contributes to the Branch purpose, empowering leaders to ensure that every employee feels safe and supported.

- Undertake case management activities related to performance, probation, review of actions and code of conduct matters, including undertaking preliminary assessments.
- Provide advice to managers and staff on performance, probation cases, review of actions and code of conduct matters.
- Assist with review of our employment procedures, guidelines, template materials and guides.
- Manage responses for information and reporting.
- Ensure appropriate records are maintained in accordance with the Department’s record keeping standards.
- Exercise all delegations efficiently, effectively, ethically and in line with appropriate guidelines.

Who are we looking for?

The successful candidate for this position will be able to demonstrate their capability against the APS6 Work level standards.

To be successful in this role, you will need to demonstrate ability to:

Leadership and Accountability: Provide accurate and specialised advice including anticipating problems and contributing to issues management.

Leadership and Accountability: Ensure knowledge of and compliance with legislative, financial and administrative frameworks, government decision-making processes and agency guidelines and regulations.

Independence and Decision-Making: Work with independence, subject to limited direction against established priorities, practices, and methodologies to deliver quality outcomes.

Stakeholder Management: Manage relationships with stakeholders to achieve work area and agency goals.

Stakeholder Management: Develop and support complex relationships with internal and external stakeholders

Eligibility

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. 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 satisfactory 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 LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership.

To Apply

Position Contact	Maddi Bright, .
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764104

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

Closing Date:Sunday 09 November 2025

Finance, Budget and Governance Division
Budget Engagement and Strategy Financial Management, Financial Accounting

Job Title	APS6 - Financial Accountant and Finance Business Partner
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,501 - $114,201
Future Merit Locations	Canberra
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	47249
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

The opportunity we have available

Finance Business Partner

The Finance Business Partners are strategic professionals who work in partnership with Senior Executives and their teams across the department to facilitate well-informed financial decisions. The team leverage financial expertise, analytical skills and communication to build a bridge between finance and the divisions to identify opportunities and manage risk to achieving department outcomes.

Financial Accounting

The Financial Accounting Team is responsible for meeting the department's statutory financial reporting, asset management, tax and appropriation management requirements, including

preparation of annual financial statements and monthly reporting to the Department of Finance and is seeking high performing candidates. The advertised roles will have the opportunity to be exposed to many varied accounting issues which affect an extremely diverse Department.

We are currently looking to fill 1 financial accountant position and create merit pool for both these roles to fill in future vacancies.

Duties

What will you do?

Finance Business Partner

The role of the Finance Business Partner is to deliver customer focused, fit-for-purpose and professional financial management and budgeting services on behalf of the Chief Financial Officer, to Senior Executives and staff, particularly on complex matters such as financial analysis, forecasting, budgeting, costing and reporting.

Key responsibilities include:

- Develop and manage departmental budgets, including staffing.
- Prepare monthly financial reports for Senior Executive, including variance analysis and commentary.
- Monitor and review monthly forecasts in partnership with our stakeholders.
- Provide advice on emerging and material financial impacts on the financial performance of our stakeholders.
- Foster and maintain effective working relationships to promote partnerships and seamless financial services.
- Track divisional staffing movements and recruitment activity.
- Support the development of internal funding proposals.
- Prepare monthly financial accruals.
- Co-ordinate input into the end of financial year process and ANAO audit requests and compliance activities.

Financial Accounting

As part of the Financial Accounting team, the successful candidate will contribute to the department's annual financial statements, including preparing high quality and comprehensive reconciliations and workpapers

Your role may also include:

- Preparing the monthly actual financial results and reported through the Department of Finance's Central Budget Management System (CBMS).
- Assisting with the preparation of the Department's Annual Financial Statements including preparing accounting file notes and position papers.
- Providing financial reporting and accounting advice.
- Maintaining professional working relationships with key internal and external stakeholders, including the Australian National Audit Office and the Department of Finance.
- Managing the department's assets register, coordinating the annual asset stocktake process, and coordinating the revaluation of assets and impairment reviews.
- Management of the treasury functions, including appropriation drawdowns and cash management.

Who are we looking for?

- **Excellent relationship management skills** – we are looking for natural collaborators, comfortable and effectively working with people with different perspectives to find common ground and achieve outcomes. With the ability to develop and maintain relationships with internal and external stakeholders.
- **Eye for detail** – the capability to see the big picture but also to get the details right in order to build trust and confidence with stakeholders.
- **Resilience and adaptability** – the capability to adapt to changing priorities, deal with uncertainty, support colleagues and foster a high-performance culture.
- **Professional** – presents and operates in a professional manner, operating as a role model for other staff. Operates with resilience, while demonstrating depth of experience.
- **Great communication skills** – strong communication skills (written and verbal) to provide insight. The capability to analyse information, distil key messages and adapt delivery to influence the audience.

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 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 satisfactory 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.
- **Qualifications:** Degree in Accounting, Commerce or similar discipline and studying towards CPA/CA (or equivalent) full member status is highly desirable (required for Financial Accounting position only).

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 LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership.

To Apply

Position Contact	Jovanka ANGELOSKA, 02 6136 8894
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764239

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

Closing Date:Wednesday 05 November 2025

Job Title	APS3 - Artbank Office & Facilities Coordinator, Creative Industries
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$69,761 - $75,327
Future Merit Locations	Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 3
Position Number	47250
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

The position of Artbank Office & Facilities Coordinator is responsible for a variety of day-to-day office management, coordination and general administration tasks. You will be an integral part of the team by ensuring that our office operations run smoothly and are successful in supporting

other business activities and organisational reporting requirements. The successful candidate for this role will, above all, be an organised and competent professional with phenomenal communication skills. You will be comfortable dealing with people and be able to carry out your range of duties with accuracy and speed.

This role works across facilities and property, accounts and administration and social media teams to ensure a high standard of consistent and engaged service for Artbank's clients, staff, contractors, visitors and stakeholders. As with all positions at Artbank, the successful candidate will make an important contribution towards meeting our program objectives and in doing so, provide essential support to the visual art sector in Australia.

This is a full-time position for someone who has a high attention to detail, is an open and engaging communicator and who values quality customer service - ideally with experience in administration, events management, coordinating facilities and an interest in social media/marketing. The role requires the successful candidate to work out of the Sydney Artbank office in Waterloo, NSW.

Duties

Under general guidance and in accordance with APS values and Code of Conduct, Government and Departmental policies and the relevant Secretary's Instructions, the Office Coordinator duties include, but are not limited to, the following:

- Coordinate the administrative functions of Artbank and maintain a high standard of service to internal and external stakeholders.
- Coordinate the planned and reactive facilities maintenance requirements for Artbank offices, including seeking relevant quotes for services, tracking status and budget, managing contractors, landlords and agents to ensure maximum operational effectiveness and limited down time.
- Prepare and support the processing of client documentation.
- Perform basic finance and bookkeeping tasking including the processing of payables and receivables, reconciliation of credit cards, cab-charge and travel expenses monthly.
- Coordinate and assist with the preparation of content for social media and marketing activities.
- Provide general event management support for the delivery of Artbank events and other activities.
- Take responsibility for the achievements of own and team outcomes, monitor progress and follow through to deliver quality outcomes with a high attention to detail.
- Participation in and contribution to collaborative relationships within the Department and external agencies and stakeholders, including the general public.

The role requires the successful candidate to be onsite early at our Waterloo premises, at least one morning per week to provide access to maintenance contractors/cleaners.

Who are we looking for?

The successful candidate for this position will be able to demonstrate their capability against the APS3 Work level standards.

We are searching for an excellent all-rounder, someone who is keen to apply their skills and knowledge in a unique arts program managed by the commonwealth government.

We are seeking someone who:

- Has excellent organisational and administrative skills with demonstrated experience in general accounting and client liaison, ideally in a government context. (Achieve results and quality outcomes)
- Has demonstrated experience in facilities and event management, the coordination of contractors and the ability to manage competing priorities. (Collaborate across diverse teams)
- Has excellent written and oral communication skills and the ability to represent Artbank and the Department effectively, this includes; in-person at Artbank events; coordinating Artbank's social media activities and providing accurate information to Artbank clients and stakeholders. (Communicate effectively)
- Has good IT competency including in the use of Microsoft Office suite, and ideally, client management and account management software
- Can think strategically, evaluating complex information from a variety of sources to make connections and sound decisions while exercising good judgement. (Think strategically)

Eligibility

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 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 satisfactory 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	Lauren Newton, .
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764296

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

Closing Date:Wednesday 05 November 2025

Finance, Budget and Governance Division
Budget Engagement and Strategy Financial Management, Financial Accounting

Job Title	APS4 - Finance Business Partner and Financial Accountant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$77,294 - $83,994
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 4
Position Number	47251
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

The opportunity we have available

Finance Business Partner

The Finance Business Partners (FBPs) are strategic professionals who work in partnership with Senior Executives and their teams across the department to facilitate well-informed financial decisions. The team leverage financial expertise, analytical skills and communication to build a bridge between finance and the divisions to identify opportunities and manage risk to achieving department outcomes.

Financial Accounting

The Financial Accounting Team is responsible for meeting the department's statutory financial reporting, asset management, tax and appropriation management requirements, including preparation of annual financial statements and monthly reporting to the Department of Finance and is seeking high performing candidates. The advertised roles will have the opportunity to be exposed to many varied accounting issues which affect an extremely diverse Department.

We are currently looking to fill 1 FBP position and create merit pool for both these roles to fill in future vacancies.

Duties

What will you do?

Finance Business Partner

The role of the Finance Business Partner is to deliver customer focused, fit-for-purpose and professional financial management and budgeting services on behalf of the Chief Financial Officer, to Senior Executives and staff, particularly on complex matters such as financial analysis, forecasting, budgeting, costing and reporting.

Key responsibilities include:

- Assist in the development and management of departmental budgets, including staffing.
- Prepare monthly financial reports for Senior Executive, assist with variance analysis and commentary.
- Monitor and review monthly forecasts in partnership with our stakeholders and other FBPs within our team.
- Foster and maintain effective working relationships to promote partnerships and seamless financial services.
- Assist in tracking divisional staffing movements and recruitment activity.
- Support the development of internal funding proposals.
- Prepare monthly financial accruals.
- Co-ordinate input into the end of financial year process and Australian National Audit Office (ANAO) requests and compliance activities.

Financial Accounting

As part of the Financial Accounting team, the successful candidate will contribute to the department's Annual Financial Statements.

Your role may include assisting with:

- monthly reporting to the Department of Finance's via its Central Budget Management System.
- preparing monthly accounting journals.
- maintaining professional working relationships with key internal and external stakeholders, including the ANAO and the Department of Finance.
- the department's assets register, coordinating the annual asset stocktake process, and coordinating the revaluation of assets and impairment reviews.
- the treasury functions, including appropriation drawdowns and cash management.

Who are we looking for?

- **Excellent relationship management skills** – we are looking for natural collaborators, comfortable and effective working with people with different perspectives to find common ground and achieve outcomes. With the ability to develop and maintain relationships with internal and external stakeholders.
- **Eye for detail** – the capability to see the big picture but also to get the details right in order to build trust and confidence with stakeholders.
- **Resilience and adaptability** – the capability to adapt to changing priorities, deal with uncertainty, support colleagues and foster a high-performance culture.
- **Professional** – presents and operates in a professional manner, operating as a role model for other staff. Operates with resilience, while demonstrating depth of experience.
- **Great communication skills** – strong communication skills (written and verbal) to provide insight. The capability to analyse information, distil key messages and adapt delivery to influence the audience.

Eligibility

Eligibility requirements

Employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts is subject to conditions prescribed within the *Public Service Act 1999* including:

- **Citizenship**: candidates must be an Australian citizen to be eligible for employment with the department.
- **Health Assessment**: the preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance**: the successful candidate must be able to obtain and/or maintain a security clearance at Baseline Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **Police check**: The successful candidate must satisfactory 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 LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership.

To Apply

Position Contact	David Turnell, 02 6136 9110
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764220

National Archives of Australia

Closing Date:Tuesday 04 November 2025

Access and Public Engagement Public Programs

Job Title	Assistant Director Curatorial Services
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	$119,189 - $128,279
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	Requests for flexible working arrangements can be assessed on a case by case basis.
Classification	Executive Level 1
Position Number	30762
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

The Access and Public Engagement Branch is the public face of the National Archives of Australia, delivering reference, description and research services, examination for the release of records in the open period, exhibition, education and public programs, publishing (including digital publishing), marketing, partnerships and events on site at national and state offices, and online. All

programs and activities support the key National Archives' role of providing an accessible, visible and interpreted national archival collection.

Public Programs is responsible for developing and delivering interpreted, engaging and curated programs aimed at providing connection with the national archival collection in the richest possible ways. Public Programs develops and delivers programs onsite, offsite and online through temporary and permanent and touring exhibitions, visitor programs, school programs and digital experiences.

National Archives curators are passionate about records and their stories, placing these at the heart of their work. Curators work with the national archival collection, communities, and teams across Archives to bring the collection to life, developing exhibitions, digital experience projects, publications, seminars and events.

Duties

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

- Plan, develop and manage the National Archives curatorial program to produce and maintain exhibitions, displays – including gallery management, and online material that connects people with the national archival collection inline with Strategy 2025-2030 Evolving National Archives and Australia's Cultural Policy Revive.
- Research the national archival collection, maintain best practice and knowledge of exhibition development across the national collecting institution sector to meet the curatorial program deliverables. Using research findings, contribute to education and learning programs; write essays and articles for internal and external publications and present papers and participate in symposia and forums, internally and externally to promote and increase access to the collection.
- Provide historical and curatorial advice, manage key stakeholder relationships – including with teams from our state and territory office locations around the nation, and fulfil policy development and reporting requirements relevant to curatorial program development and deliverables as well as the Public Programs section.
- Lead and manage staff in the Curatorial Services sub-section, undertake performance conversations and appraisals, participate in project teams that include staff, consultants and contractors, as required. Manage contracts and service agreements with procurement guidelines. Perform high level management tasks and prepare and manage work plans and budgets.
- Represent the National Archives for the purpose of promoting and increasing awareness of the national archival collection and the ambition, vision and mission that underpins our work including to the media, amongst professional networks and associated forums.
- Promote and apply the APS and National Archives values and contemporary people management principles and practices in diversity, workplace health and safety and participative management.

Eligibility

Are you eligible?

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

How to apply

You need to apply through our e-recruitment system.

Your application will need to include:

- the names and contact details of at least two referees, one of whom should be a current supervisor.
- your current resume.
- statement (1000 words maximum), describing how your skills, knowledge, and experience/qualifications would enable you to perform the duties of the role taking into account the “Performance Expectations” at the relevant classification and the National Archives’ Vision, Mission and Commitments as expressed in the Strategy 2025 - 2030: Evolving National Archives and Our Values.

Tertiary qualifications in Australian history, cultural heritage management, museum studies or similar, are desirable but not essential.

Notes

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

About the National Archives of Australia

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

To Apply

Position Contact	Tina Brandt, (02) 6212 3680
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764177

National Film and Sound Archive of Australia

Closing Date:Sunday 09 November 2025

Collection Preservation Conservation and Collection Management

Job Title	Audiovisual Conservation Coordinator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
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	You may apply for flexible working arrangements.
Classification	APS Level 5
Position Number	88057
Agency Website	https://www.nfsa.gov.au/

Job Description

https://nfsa.elmogov.com.au/careers/nfsa/jobs

About the National Film and Sound Archive

The National Film and Sound Archive of Australia (NFSA) is Australia's audiovisual archive, telling the national story by collecting, preserving and sharing audiovisual media, the cultural experience platforms of our time. The collection itself dates back to 1935, making it one of the world's oldest audiovisual collections. It is also one of the country's most used cultural collections, with around 125 million views of collection content each year. The NFSA is in a period of significant change.

Following increased Government investment, the institution is in a process of digital transformation, establishing the NFSA as Australia's most dynamic and valued cultural organisation. We are rebuilding our curatorial workforce and developing the NFSA's capacity to digitise our collection at scale – to preserve it for the future, to make sure it can be discovered, and to share it with all Australians.

We continue to work on developing a stable, secure and future-proof workforce across our four physical sites based in Canberra and Mitchell in the ACT as well as in Sydney and Melbourne.

We are also undergoing a program of business improvement for many of our corporate systems to improve efficiency and reduce manual handling.

We are an ambitious organisation, and we aim to be an employer of choice within the Galleries, Libraries, Archives and Museums (GLAM) sector, providing exciting and challenging work, as well as favourable employment conditions and unique development opportunities for our staff.

Cultural Values

We are an equal opportunity employer, embracing a diverse range of applicants such as veterans, and people who identify as Aboriginal and/or Torres Strait Islander, LGBTQIA community members, individuals with disabilities and/or health conditions, as well as those from varied faith and cultural backgrounds. At the NFSA we prioritise the development of a safe, inclusive, and high-performance culture through shared actions and behaviours that align with our strategy and direction. This empowers our employees to effectively contribute to our goals.

The National Film and Sound Archive of Australia is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.

About the Team

The Conservation Services team is part of the Conservation and Collection Management section, Collection Preservation Branch. The team conducts an extensive work program providing a range of activities for the preservation and ongoing care of the audiovisual, documents and artefacts collection.

The team has two streams: Audiovisual Conservation who prepare and preserve audiovisual material for digitisation, curatorial and access programs, conduct research and analysis of

audiovisual materials; and Collection Conservation - who care for the documents and artefacts collection, including interventive treatments, exhibition preparation, condition reporting and research. Both streams coordinate to undertake a range of collection care programs such as Integrated Pest Management (IPM), chemical management, collection assessments and procedures for hazards in collections.

The team provides technical advice regarding access and digitisation requests, undertakes straightforward and complex conservation works and ensures the national audiovisual collection is preserved by maintaining current policies and procedures.

The Opportunity

Audiovisual (AV) Conservation Coordinators play a key role in managing the AV Conservation work program. This role may liaise with internal and external stakeholders to prioritise AV Conservation requests for either digitisation, access or incoming audiovisual collections work programs and manage related workflows.

AV Conservation Coordinators work as part of the AV Conservation leadership team to undertake straightforward through to complex AV Conservation treatments; engage in research; support, train and develop staff and support the team to develop and maintain policies and procedures.

The focus of this role is working with the physical audiovisual collection and ensuring the program meets the strategic and operational requirements of the NFSA. A positive, flexible, forward thinking, approach is needed to meet the expectations of this position.

The position is located at the NFSA Acton, ACT headquarters, and may also work at the NFSA's Mitchell ACT storage facilities at times.

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

Duties

Key Responsibilities

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

- Assist the Team Leader, AV Conservation to effectively coordinate, support and supervise the AV Conservation team to deliver strategic and operational requirements.
- Contribute to the development of polices, practices and procedures, in relation to AV conservation to enhance safe, efficient and effective workflows.
- With a collaborative and team centric approach, ensure that Key Performance Indicators can be met by prioritising resources to ensure that requests are efficiently delivered.
- Gather data for collection analysis and complex technical issues.
- Contribute to corporate reporting about the activities and statistics relating to the preservation program.
- Advise staff on preservation practices and procedures and undertake complex preservation actions such as technical selection and research.
- Train staff in routine practices for audiovisual preservation and the recording of technical information in the NFSA’s collection management systems, including Mediaflex.
- Work with independence, making decisions using specialist knowledge under limited guidance.

Selection Criteria

The successful candidate will demonstrate their capacity against the following:

1. Well-developed project management and administrative skills, including capacity to manage workflows, priorities and resources and to support, train and lead a small team.
2. In-depth technical skills and abilities, particularly related to audiovisual material, including demonstrated experience in conservation practices, procedures and research.
3. Well-developed verbal and written communication skills, including proven ability to negotiate, liaise, and maintain productive relationships with a range of stakeholders.
4. Experience with digital systems including collection management systems for the tracking of archival objects and workflows.
5. Demonstrated knowledge of Work Health and Safety practices, particularly as they relate to audiovisual collection materials.

Skills and Experience

Desirable:

- Tertiary qualifications related to cultural heritage conservation or audiovisual archiving and/or equivalent experience working in a collecting institution, archive, audio-visual industry with audiovisual material.
- Experience and confidence in public speaking.

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen.
- Satisfactorily complete an Australian Federal Police National Police Check.

How to Apply

When applying via our online e-recruitment system, please address the details in the ‘Key Responsibilities’ and ‘Selection Criteria ‘’ by outlining in 1000 words or less, how your skills and relevant experience demonstrate that you would be our ideal candidate. 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.

We welcome and encourage applications from people with disability, the LGBTIQ+ communities, from Aboriginal and/or Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds.

What we offer you

We provide a diverse, inclusive, and supportive work environment with access to:

- Great training and development opportunities.
- Generous leave and flexible working arrangements.
- Our Employee Assistance Program (EAP – a free counselling service for you and your family).
- A competitive salary, plus 15.4% superannuation.
- Rewards and recognition initiatives.

Notes

RecuitAbility

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 see: RecruitAbility | Australian Public Service Commission (https://apsc.gov.au)

About the National Film and Sound Archive of Australia

The National Film and Sound Archive of Australia (NFSA) is the national agency concerned with the visibility, usability and sustainability of Australia's audio-visual heritage. The NFSA's mission is to collect, preserve, and share the national audio-visual collection for others to learn, experience and create with it.

To Apply

Position Contact	James Campbell, 02 6248 2112
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Prime Minister and Cabinet

Vacancy VN-0764179

Aboriginal Hostels Limited

Closing Date:Monday 03 November 2025

NSW Operations
Kirinari Newcastle Hostel

Job Title	Residential Youth Worker
Job Type	Part-Time, Ongoing
Location	Newcastle NSW
Salary	$66,823 - $72,837
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	Onsite
Classification	APS Level 3
Position Number	5305
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

Our Purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access medical services, education and economic opportunities. dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

Our Secondary Education Hostels provide a Home Away from Home for Indigenous Australians (aged 12-18 years) attending partner schools (grades 7 - 12). Our commitment in our student hostels is to ensure that we provide a fair, honest and culturally respectful environment that values each student and their connection to country.

What We Offer:

Competitive Pay & Benefits: $66,823 — $72,837 per annum (pro-rated for part-time). You'll receive an above-award salary, 15.4% superannuation, and generous leave entitlements to make sure you're well Looked after. This role is a parttime role of 45 hours/ fortnight, Saturday to Monday (3 days/week)

Job Security & Career Growth: Enjoy stable, ongoing employment with plenty of opportunities to grow and move within the organisation.

Supportive Team Environment: You'll be part of a friendly, inclusive team where your work is valued.

Generous shift penalties apply for work after hours, weekends and public holidays. This role requires weekend work - 50% penalty rates apply for Saturday, and 100% penalty rates apply for Sunday.

Regular salary packaging options for vehicles, superannuation and laptops etc PLUS, ability to salary sacrifice $15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.

Generous Leave Entitlements — including additional days off when a your RDO falls on a public holiday, 18 days sick/personal leave per annum, cultural and NAIDOC day leave.

Employee Assistance Programme: Employees, their partners, and their dependants/children will have access to a confidential, professional counselling service to assist employees to manage personal and work issues.

Duties

Residential Youth Workers are key in creating a home away from home environment for students. You will support students out of school hours, arrange and engage in creative, culturally rich programs and guide the students to build life-long skills and achieve their personal goals.

Student services — Residential youth workers support students with routine activities, including class preparation, provide transport to school/sport/medical appointments, homework and life skills. You will promote and safeguard the safety and welfare of students, always adhering to AHL’S child protection policy.

Community Engagement - Residential youth workers develop cooperative relationships with school teachers, parents and community members. You will work alongside your team and with the guidance of the Head of Boarding, resolve complex issues to ensure a positive, culturally appropriate experience and quality stay.

Customer service — Residential youth workers are integral in creating a "home away from home" environment and ensure that a clean, neat and welcoming environment is provided to all students. You will liaise with internal and external stakeholders to ensure student's needs are attended to.

Work, Health and Safety - Residential youth workers perform all tasks in a manner which upholds AHL's commitment to safety of its staff and residents by adhering to relevant WHS practices. You will report unsafe, hazardous or emergency situations using AHL's Hazard and Incident reporting procedures.

Eligibility

Prior to engagement, you are required to:

· Provide evidence of Australian Citizenship.

· Undergo, obtain and maintain a Satisfactory National Criminal History Check.

· Meet Fitness for Duty requirements.

· Hold and maintain NSW Working with Children Check.

· Hold or ability to obtain the essential qualifications.

Qualifications and Training (or ability to obtain in the first six months of employment):

· Current First Aid Certificate

· Current Drivers Licence

· Mental Health First Aid Certificate (desirable)

· Bronze Medallion (desirable)

· Certificate 4 in Community Services or equivalent training or experience

Notes

How to apply:

Complete the Application Form on our website (Work with us | Aboriginal Hostels Limited)

Email your current Resume and completed Application Form to jobs@ahl.gov.au by 11:59pm AEST by Monday, 03 November 2025. Please include your name and the job reference (VN-0764179) in the subject of your email.

For any questions about the role please contact Lehetta Lane-Porter on 0403 613 048 email jobs@ahl.gov.au

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

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

Our purpose is to provide culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across our network of hostels, dedicated AHL staff provide accommodation and meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support residents to meet their needs. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. Working with us will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

To Apply

Position Contact	Lehetta Lane-Porter, 0403 613 048
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0764216

Aboriginal Hostels Limited

Closing Date:Monday 03 November 2025

Top End Operations
Wangkana Kari Hostel

Job Title	Assistant Hostel Manager
Job Type	Full-Time, Ongoing
Location	Tennant Creek NT
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	Onsite
Classification	APS Level 4
Position Number	8321
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

Aboriginal Hostels Limited

Aboriginal Hostels Limited’s (AHL) vision is to improve the quality of life and opportunities for First Nations people through their national network of hostels.

AHL hostels are like a home away from home for people needing to travel for access to services or for work and education opportunities. They provide comfortable, culturally safe and affordable accommodation, three meals a day and a welcoming environment for those who stay.

The Opportunity

Aboriginal Hostels Limited (AHL) is looking for reliable and motivated Assistant Hostel Manager to join our team and help create a safe, clean, and welcoming environment at our Wangkana Kari Hostel, Tennant Creek. Working closely with the local community, you will support people staying in hostels and ensure residents can connect with all services they require during their stay.

What We Offer:

• **Competitive Pay & Benefits**: $75,022 - $81,775 per annum (pro-rated for part-time). You'll receive an above-award salary, 15.4% superannuation, and generous leave entitlements to make sure you're well looked after. In Addition to the salary you will also receive remote locality a llowance of $8,884pa with eligible dependents or $5,044pa without dependents.

• **Job Security & Career Growth**: Enjoy stable, ongoing employment with plenty of opportunities to grow and move up within the organisation.

• **Supportive Team Environment**: You'll be part of a friendly, inclusive team where your work is valued.

• **Flexible Working Arrangements**: We understand life's demands, so we offer flexible or job-share options to suit your needs.

• **Generous shift penalties** apply for work after hours, weekends and public holidays. Work pattern for this role currently incorporates 8 days of work in a fortnight including one weekend per fortnight (50% penalty rates apply for Saturday and 100% penalty rates apply for Sunday).

• **Regular salary packaging** options for vehicles, superannuation and laptops etc PLUS, ability to salary sacrifice $15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.

• **Generous Leave Entitlements** – including additional days off when a your RDO falls on a public holiday, 18 days sick/personal leave per annum, cultural and NAIDOC day leave

• **Employee Assistance Programme**: Employees, their partners, and their dependants/children will have access to a confidential, professional counselling service to assist employees to manage personal and work issues.

Duties

The Role

AHL Assistant Hostel Managers are responsible for the day to running of their hostels. This is a hands-on role and will see you working closely with the team to provide a safe, clean and welcoming environment.

The Ideal Person

Great Assistant Hostel Mangers come from a wide range of backgrounds.

While experience in a similar industry is important, a really successful Assistant Hostel Manager must have empathy and resilience with a calm but firm demeanor. You will be a hands-on manager, working closely with the small hostel team to provide three meals a day and ensuring the facility is clean, safe and welcoming. You will be a perfectionist, ensuring all hostel operations are meeting standards in line with guidelines and policies and continually developing your team to improve our service offering. You will be reporting to an Operations Management Team and will provide regular reports on hostel operations to the Operations Management Team and to AHL's National Office business areas as required.

People with a strong understanding of Aboriginal and Torres Strait Islander cultures, and issues affecting First Nations people are well suited to this opportunity and First Nations people are encouraged to apply.

For further information about the role and how to apply please refer to the Vacancy Information available on our website: https://www.ahl.gov.au/work

Eligibility

• provide evidence of Australian Citizenship;

• undergo a satisfactory National Criminal History Check; (prior to engagement)

• Hold and maintain a Working with Children Check in NT (prior to engagement).

• meet Fitness for Duty requirements; (prior to engagement)

• hold or obtain relevant qualifications.

Notes

How to apply

Complete the Application Form available from our website (Work with us | Aboriginal Hostels Limited)

Email your current Resume and completed Application Form to jobs@ahl.gov.au by 11:59pm AEST on Monday, 03 November 2025

Please include your name and the job reference (VN-0764216) in the subject of your email

Contact person: Denise ONeill – 0436 933 220

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

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

requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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 Aboriginal Hostels Limited

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To Apply

Position Contact	Denise ONeill, 0436 933 220
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0764222

Aboriginal Hostels Limited

Closing Date:Monday 03 November 2025

Top End Operations
Gudang Dalba Hostel, Darwin

Job Title	Hostel Manager (Affirmative Measures)
Job Type	Full-Time, Ongoing
Location	Darwin NT
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	Onsite
Classification	APS Level 5
Position Number	2225
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

Join Our Team and Make a Difference!

Aboriginal Hostels Limited (AHL) is looking for reliable and motivated Hostel Manager to join our team and help create a safe, clean, and welcoming environment at our Gudang Dalba hostel,Darwin. This is a great opportunity to be part of important work that supports First Nations peoples across Australia. If you're looking for a position in a supportive team where your efforts truly matter, we would love to hear from you.

Information for candidates: This is an affirmative measures process. An affirmative measure allows a particular job in the Australian Public Service to be open only to Aboriginal and/or Torres Strait Islander persons. The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the Racial Discrimination Act 1975. It is open to First Nations candidates only.

What We Offer:

• **Competitive Pay & Benefit**s: $84,228,022 - $91,809 per annum (pro-rated for part-time). You'll receive 15.4% superannuation, and generous leave entitlements to make sure you're well looked after. In addition to the salary, you will also receive remote locality allowance of $8,884pa with eligible dependants or $5,044pa without dependants.

• **Job Security & Career Growth**: Enjoy employment with plenty of opportunities to grow and move up within the organisation.

• **Supportive Team Environment**: You'll be part of a friendly, inclusive team where your work is valued.

• **Generous shift penalties** apply for work after hours, weekends and public holidays. Work pattern for this role currently incorporates 8 days of work in a fortnight including one weekend per fortnight (50% penalty rates apply for Saturday and 100% penalty rates apply for Sunday).

• **Regular salary packaging options** for vehicles, superannuation and laptops etc PLUS, ability to salary sacrifice $15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.

• **Generous Leave Entitlements** – including additional days off when a your RDO falls on a public holiday, 18 days sick/personal leave per annum, cultural and NAIDOC day leave.

• **Employee Assistance Programme**: Employees, their partners, and their dependants/children will have access to a confidential, professional counselling service to assist employees to manage personal and work issues.

Duties

The Hostel Managers tasks include:

• Supporting hostel teams in achieving AHL's goals by providing clear direction and guidance on work expectations and deliverables.

• Regularly conducting quality assurance checks of the hostel to ensure the hostel is meeting operational requirements addressing non-compliance and manage continual improvement in hostel operations.

• Regularly reporting to the Operations Management Team and National Office.

• Supporting AHL's vision to improve the quality of life and economic opportunities for First Nations People by providing safe, culturally appropriate and affordable accommodation.

• Liaising with internal and external stakeholders to support resident access to services and resources, and to ensure guest needs are attended to in an efficient and professional manner.

• Creating a culture of excellent customer service at the hostel ensuring guests feel welcome, culturally safe and comfortable at all times.

• Managing Hostel Operations in accordance with AHL's Operations Handbook, maintaining discretion and privacy of resident and staff information.

• Providing staff management, support and leadership including staff recruitment, induction, performance management, and providing development and training where needed.

• Resolving resident issues promptly to create a positive, culturally appropriate experience and quality stay for residents, showing respect for the diversity of residents' personal situations.

Our ideal candidate:

The ideal candidate is an experienced and driven leader with operational, people management skills and with a strong focus on customer service. You thrive in dynamic environments, are adept at building and leading effective teams, and are committed to delivering high-quality, person-centred services. You are confident engaging with local stakeholders and ensuring residents are well supported throughout their stay. You bring a high level of professionalism, attention to detail, and an ongoing focus on improving service delivery in line with AHL's standards and strategic objectives.

Under the direction of the Operations Management Team, you will manage the day-to-day operations of the hostel in accordance with AHL policy, procedure, the Australian Public Service (APS) Code of Conduct and relevant APS legislation.

Eligibility

Candidates must have Australian citizenship

Ability to get and maintain police check and NT Working with Children Check.

Notes

Recruitment Initiatives

This is an Affirmative Measures – First Nations applicants only position. The filling of this vacancy is intended to constitute an Affirmative Measure under section 8(1) of the Racial Discrimination Act 1975. To be eligible to apply under the Affirmative Measures initiative, applicants must:

· be an Aboriginal person and/or a Torres Strait Islander person

· identify as an Aboriginal person and/or a Torres Strait Islander person, and

· be accepted by their community as being an Aboriginal person and/or a Torres Strait Islander person.

Evidence of Aboriginal and/or Torres Strait Islander status

Applicants under the Affirmative Measure must meet the three criteria mentioned previously. Successful applicants will be required to provide evidence of Aboriginal and/or Torres Strait Islander status before they are appointed to the role. Suitable evidence of Aboriginal or Torres Strait Islander status may include:

· a letter signed by the Chairperson of an incorporated Indigenous organisation confirming that the applicant is recognised as an Aboriginal and/or Torres Strait Islander person, or

· a confirmation of Aboriginal and/or Torres Strait Islander status document executed by an Indigenous organisation.

If you are having trouble getting a confirmation, there are a number of resources to assist you:

· Australian Institute of Aboriginal and Torres Strait Islander Studies

· Link-Up

· Office of the Registrar of Indigenous Corporations

· National Aboriginal Community Controlled Health Organisation

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

How to apply

Complete the Application Form available from our website (Work with us | Aboriginal Hostels Limited)

Email your current Resume and completed Application Form to jobs@ahl.gov.au by 11:59pm AEST on Monday, 03 November 2025

Please include your name and the job reference (VN-0764222) in the subject of your email

Contact person: Denise ONeill – 0436 933 220

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

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

About the Aboriginal Hostels Limited

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To Apply

Position Contact	Denise ONeill, 0436 933 220
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0764246

Aboriginal Hostels Limited

Closing Date:Tuesday 04 November 2025

SCA Operations
Trilby Cooper Hostel, Kalgoorlie

Job Title	Housekeeper and Night Attendant
Job Type	Full-Time;Part-Time, Ongoing
Location	Kalgoorlie WA
Salary	$59,520 - $64,877
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	Onsite
Classification	APS Level 2
Position Number	1019,1023 and 1027
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

Join Our Team and Make a Difference!

Aboriginal Hostels Limited (AHL) is looking for a reliable and motivated Housekeeper and Night Attendant to join our team in Trilby Cooper Hostel, Kalgoorlie, WA and help create a safe, clean, and welcoming environment at our facilities and hostels.

AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service.

What We Offer:

• **Competitive Pay & Benefits:** $59,520 - $64,877 per annum (pro-rated for part-time). You'll receive 15.4% superannuation, and generous leave entitlements to make sure you're well looked after.

• **Job Security & Career Growth:** Enjoy stable, ongoing employment with plenty of opportunities to grow and move up within the organisation.

• **Supportive Team Environment:** You'll be part of a friendly, inclusive team where your work is valued.

• **Night Attendant:** Work pattern for the night attendant role is a fulltime role of 75 hours/fortnight, Thursday to Thursday and includes 53.5 hours of 30% penalties, 10.75 hours of penalty payments for Saturday and Sunday. (50% penalty rates apply for Saturday and 100% penalty rates apply for Sunday).

• **The Housekeeper** positions (2 positions) are Parttime of 52.5/ fortnight. Both the positions require weekend work.

• **Regular salary packaging** options for vehicles, superannuation and laptops etc PLUS, ability to salary sacrifice $15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.

• **Generous Leave Entitlements** – including additional days off when your RDO falls on a public holiday, 18 days sick/personal leave per annum, cultural and NAIDOC day leave

• **Employee Assistance Programme**: Employees, their partners, and their dependants/children will have access to a confidential, professional counselling service to assist employees to manage personal and work issues.

Duties

Key Responsibilities Housekeeper

• Ensure all areas at our hostel are clean, safe, and hygienic for residents and staff.

• Clean and maintain resident rooms and communal areas such as kitchens and bathrooms

• Complete laundry tasks

• Handle cleaning supplies and equipment carefully and follow safety guidelines.

• Assist with other general maintenance tasks as needed.

What We're Looking for in a Housekeeper:

• A passion for maintaining a high level of housekeeping.

• If you don't have experience – then a willingness to learn!

• The health and fitness to participate in an active role.

• The ability to follow procedures and work independently.

• A positive attitude and a friendly disposition.

Key Responsibilities Night Attendant:

• Maintain the safety of students and the security of the premises.

• Provide overnight student supervision.

• Respond to emergencies.

• Report activity and irregularities, including student behaviour, damage to property or maintenance issues, presence of unauthorised persons or other unusual occurrences.

What We're Looking for in a Night Attendant:

• Candidates who have some experience in the position or related work.

• People with a passion for supporting First Nations young people living away from home.

• The ability to follow procedures and work independently.

• A positive attitude and a friendly disposition.

Eligibility

• Be an Australian Citizen

• Undergo a Satisfactory National Criminal History Check (prior to engagement)

• Meet Fitness for Duty requirements (prior to engagement)

• Hold or obtain relevant qualifications

Notes

How to apply

Complete the Application Form available from our website (Work with us | Aboriginal Hostels Limited)

Email your current Resume and completed Application Form to jobs@ahl.gov.au by 11:59pm AWST on Tuesday, 04 November 2025

Please include your name and the job reference (VN-0764246) in the subject of your email

Contact Persons: Sanket Raul – 08 6109 2040

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

About the Aboriginal Hostels Limited

Our purpose is to provide culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across our network of hostels, dedicated AHL staff provide accommodation and meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support residents to meet their needs. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. Working with us will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

To Apply

Position Contact	Sanket Raul, 08 6109 2040
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0764266

Aboriginal Hostels Limited

Closing Date:Sunday 09 November 2025

SCA Operations
South Hedland

Job Title	Cook and Night Attendant
Job Type	Full-Time, Ongoing
Location	South Hedland WA
Salary	$59,520 - $64,877
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	Onsite
Classification	APS Level 2
Position Number	1147 and 1149
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

Join Our Team and Make a Difference!

Aboriginal Hostels Limited (AHL) is looking for a reliable and motivated Night Attendant and a Cook to join our South Hedland Hostel team and help create a safe, clean, and welcoming environment at our facilities and hostels. This is a great opportunity to be part of important work that supports First Nations peoples across Australia. If you're looking for a stable job in a supportive team where your efforts truly matter, we'd love to hear from you.

What We Offer:

• **Competitive Pay & Benefits**: $59,520 - $64,877 per annum (pro-rated for part-time). You'll receive an above-award salary, 15.4% superannuation, and generous leave entitlements to make sure you're well looked after.

• **Job Security & Career Growth**: Enjoy stable, ongoing employment with plenty of opportunities to grow and move up within the organisation.

• **Supportive Team Environment**: You'll be part of a friendly, inclusive team where your work is valued.

• **Generous shift penalties** apply for work after hours, weekends and public holidays. Please see work pattern attached to vacancy information

• **Work pattern** for the Night Attendant role is a fulltime role (75 hours/fortnight) cover 7pm to 7am shifts for 8 days a fortnight which includes 53.50 hours of 30% afterhours penalty payments, 10.75 hours of 50% Saturday penalty rates and 10.75 hours of 100% Sunday penalty rates.

• **Work pattern** for the Cook role is a fulltime role (75 hours/fortnight) cover 10:00am to 18:30pm shifts, Monday to Friday.

• **Regular salary packaging** options for vehicles, superannuation and laptops etc PLUS, ability to salary sacrifice $15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.

• **Generous Leave Entitlements** – including additional days off when a your RDO falls on a public holiday, 18 days sick/personal leave per annum, cultural and NAIDOC day leave

• **Employee Assistance Programme**: Employees, their partners, and their dependants/children will have access to a confidential, professional counselling service to assist employees to manage personal and work issues.

Duties

Key Responsibilities: Night Attendant

• Maintain the security of premises, monitor premises to preserve order and protect property.

• Monitor and authorise entrance and departure of residents, staff and visitors.

• Respond to emergencies.

• Write reports on daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorised persons, or unusual occurrences.

• Perform other general cleaning duties to ensure hostel grounds, gardens, windows, and the property are kept clean, tidy and clear for residents.

Key Responsibilities: Cook

• Prepare meals in accordance with AHL’s set menus, Food Safety Standards Australia and other relevant legislation

• Stocktake management rotate, receive and monitor food and kitchen supplies

• Ensure the kitchen is cleaned to standard

• Prepare and clean the dining rooms for residents.

Eligibility

What We’re Looking For:

• Attention to detail and the ability to work on your own when needed.

• A positive attitude and the ability to work well with others.

• Australian citizenship

• Ability to get and maintain a police check.

At AHL, we welcome all candidates and value the unique skills and perspectives each person brings. If you're looking for a stable job that lets you make a real difference, apply today and help us support First Nations peoples across the country.

Notes

How to apply

Complete the Application Form available from our website (Work with us | Aboriginal Hostels Limited)

Email your current Resume and completed Application Form to jobs@ahl.gov.au by 11:59pm AWST on Sunday, 09 November 2025

Please include your name and the job reference (VN-0764266) in the subject of your email

Contact Persons: Sanket Raul – 08 6109 2040

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

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

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To Apply

Position Contact	Sanket Raul, 08 6109 2040
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0764344

Aboriginal Hostels Limited

Closing Date:Sunday 09 November 2025

National Operations
Phillip, ACT

Job Title	Assistant Finance Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Phillip ACT
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	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 4
Position Number	VN-0764344
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

Aboriginal Hostels Limited

AHL is a not-for-profit Commonwealth company dedicated to providing culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. AHL is committed to improving the quality of life and economic opportunities for First Nations people through a national network of over 40 hostels across Australia.

About the Role

The Finance section is responsible for the provision of high quality, timely and accurate financial advice and services to Aboriginal Hostels Limited while ensuring it meets its legislative and compliance financial framework obligations.

Our Ideal Candidate

Under broad direction, the APS4 Assistant Finance Officer provides assistance with a range of financial services in accordance with the Aboriginal Hostel Limited's policies and procedures. This role works across accounts payable and receivable functions, ensuring accurate financial processing, reporting and customer service while contributing to the overall financial operations and objectives of the organisation through a collaborative and flexible approach.

AHL is seeking multiple experienced Assistant Finance Officers to join our team in National Office, Canberra on an Ongoing or Non-ongoing (for 12 months with the possibility of extension) basis. Full-time or Part-time available.

Duties

As an Assistant Finance Officer, your main responsibilities will include (but not limited to):

- Payment processing and receipting by matching payments received with remittance advice to ensure correct allocations and receipting with all client accounts.
- Investigate and resolve any unmatched payments in a timely manner.
- Daily and monthly reconciliation of revenue bank accounts.
- Identify and clear all open and reconciling items on the revenue bank accounts and maintain auditable records of all reconciliation activities.
- Assist with month-end and year-end closing procedures related to revenue and receivables.
- Assist with processing month-end journal for revenue accruals and reconciliation for general ledger balances.
- Provide helpdesk support for reservation management services (RMS).
- Providing administrative support, dealing with incoming and outgoing mail and process stationery order requests.
- Perform other duties as directed.

The successful applicant will demonstrate:

- Demonstrate an understanding of Aboriginal and Torres Strait Islander cultures and the issues, with the ability to communicate sensitively and effectively.
- Sound understanding of basic accounting principles and ability to apply them in practice.
- Strong attention to detail and ability to meet deadlines while managing competing priorities.
- Proven ability to build and maintain positive working relationships with suppliers and stakeholders.
- Strong written and verbal communication skills, with the ability to work independently.

Eligibility

Qualifications and Training:

- Formal qualification and/or experience in Finance or Business field.

Eligibility:

- Be an Australian Citizen.
- Undergo a Satisfactory National Criminal History Check (prior to engagement).
- Meet Fitness for Duty requirements (prior to engagement).

Notes

Complete the **Application Form** available from our website (Work with us | Aboriginal Hostels Limited)

Email your **current Resume and completed Application Form** to jobs@ahl.gov.au by 11:59pm AEST on Sunday 9 November 2025

Please include your name and the job reference **(VN-076xxxx)** in the subject of your email

Contact Person: Joshua Tay – 02 6212 2044

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Joshua Tay, 02 6212 2044
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0764234

Australian Public Service Commission

Closing Date:Sunday 09 November 2025

Office of the Merit Protection Commissioner
Office of the Merit Protection Commissioner Review of Actions

Job Title	Assistant Director, Reviews
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$119,919 - $137,443
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;Flexible;Hybrid
Office Arrangement Details	For those based in Canberra or Sydney, employees work from the office at least 2-3 days per week. Fully remote from other locations within Australia
Classification	Executive Level 1
Position Number	2025_47
Agency Website	https://www.apsc.gov.au/

Job Description

https://apsc.nga.net.au/cp/

About the team

The Merit Protection Commissioner is an independent team of experienced and expert public servants who review workplace decisions and actions, conduct audits of recruitment exercises, undertake investigations into workplace misconduct and provide cost recovery services to assist agencies to run merit-based recruitment exercises.

Through this work, we contribute to making the APS a better, fairer and safer workplace and model employer. We use review outcomes as an opportunity to make recommendations to agencies to improve processes and build capability.

We publish online resources based on data and insights gathered through our work and lead a community of practice to share insights and examples of innovation.

Duties

The Assistant Director - Reviews works as a member of a small team to primarily conduct independent reviews of employment-related decisions, including Code of Conduct decisions, on

behalf of the MPC. Other duties may occasionally include decision-making as an authorised Freedom of Information (FOI) officer, and assisting with the provision of cost-recovery service activities. The role also undertakes business improvement and strategic project work as required.

The Assistant Director – Reviews:

- assesses review of action applications
- conducts timely reviews of action which may involve analysing reports and correspondence, interviewing applicants and other parties online by videoconference, interpreting relevant legislation and policy, and preparing a written correspondence or report with recommendations
- implements alternative dispute resolution solutions in cases where appropriate
- makes decisions on review of action cases when allocated as a delegate of the MPC
- works jointly with more senior officers on complex or sensitive cases
- manages relationships with agencies, review applicants and their representatives
- provides expert advice to stakeholders on MPC functions
- answers telephone and email enquiries from employees and agencies about the Review of Actions scheme
- contributes to, and supports the Office to maintain best practice management standards for the handling of reviews and in best practice public administration
- leads or contributes to strategic, change and continuous improvement projects in the operational work of the Office.

Eligibility

For detailed information about this role including what to include in your application, please refer to the downloadable Candidate Information Pack below.

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) or, in limited circumstances, in the process of obtaining citizenship.

Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated. All Commission staff are required to have a minimum Baseline security clearance prior to commencement.

Successful applicants will be required to undergo a mandatory National Criminal History check as part of the pre-employment eligibility checks.

The Australian Public Service Commission is committed to building an inclusive and culturally diverse workforce. We welcome applications from across our community including, Aboriginal and

Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, mature aged employees and carers.

Notes

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

About the Australian Public Service Commission

The Australian Public Service Commission (APSC) is a central agency within the Prime Minister and Cabinet portfolio. The Commission supports two statutory office holders: the Australian Public Service Commissioner—who is also agency head—and the Merit Protection Commissioner. Their functions are set out in sections 41(1) and 50(1), respectively, of the Public Service Act 1999. About the Commission The Australian Public Service Commission is a non-corporate Commonwealth entity within the Prime Minister and Cabinet portfolio. Our Statutory responsibilities are detailed in the Public Service Act 1999. The APSC also provides resources to support the Merit Protection Commissioner. We operate under the Public Governance, Performance and Accountability Act 2013. We employ around 350 staff, and have offices in Canberra and Sydney.

To Apply

Position Contact	Jenny Statton, (02) 6202 3765
Agency Recruitment Site	https://apsc.nga.net.au/cp/

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Prime Minister and Cabinet

Vacancy VN-0764069

Department of the Prime Minister and Cabinet

Closing Date:Sunday 02 November 2025

Executive - Net Zero Economy Agency
Corporate ICT and Security

Job Title	Net Zero Economy Authority - Director, ICT and Security
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$147,052 - $175,016
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible arrangements will be considered
Classification	Executive Level 2
Position Number	PMC/2025/127
Agency Website	

Job Description

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

About the Authority

The Net Zero Economy Act 2024 (NZEA Act) established the Net Zero Economy Authority (the Authority) as a statutory agency in December 2024.

The authority is presently establishing itself as a separate entity, including off-boarding from the Department of the Prime Minister and Cabinet (PM&C). The authority is expected to transition to being a separate entity from PM&C, at which time, all employees will transfer under Machinery of Government (MoG) changes to the authority.

About the Branch

The Corporate Branch is responsible for enabling the Authority’s missions through the provision of corporate and enabling services. This includes human resources, financial management, property and accommodation services, governance, risk and audit policies and services, legal services, ICT, protective security, and information management.

As a new government entity, the branch has responsibility for building the independent corporate systems and capabilities required to deliver these services, including off-boarding from PM&C.

About the Role

Reporting directly to the Head of Corporate (who is the Chief Operating Officer), the Director, ICT and Security is responsible for all aspects of the Authority's information technology systems, overall protective security, and adherence to Government regulations.

This role will be responsible for the management and delivery of effective ICT services (including contract and vendor management, information management, enterprise hardware and software etc.). This role will also have responsibilities as the Agency Security Advisor, supporting the Chief Security Officer and the Chief Information Security Officer, under the Protective Security Policy Framework.

In addition to the general responsibilities and duties outlined in the Work Level Standards for the Executive Level 2 level, key responsibilities and priorities include (but are not limited to):

- Lead and support a small multidisciplinary team of APS employees and contractors and deliver high quality outcomes and quality service delivery
- Shape and manage the partnership with the Authority's ICT shared services provider in order to build and implement ICT and digital solutions that drive efficiency, support innovation and are cyber resilient
- Lead the progressive development of ICT and security policies, systems and processes, including by applying whole of government policies in a fit-for-context manner at the Authority
- Overseeing ICT projects, including project management, reporting and risks
- Lead the information management function and provide support to the Governance team for Freedom of Information requests
- Lead the implementation of the Protective Security Policy Framework (PSPF), including developing and implementing appropriate plans and frameworks to manage the Authority's security risks to support a positive security culture
- Managing the Authority's response to security related issues and incidents
- Manage the section's budget, including identify opportunities for the appropriate and cost-effective investment of financial resources in systems and resources, including staffing, sourcing, purchasing, and in-house development.

Duties

Our Ideal Candidate

To be successful in this role the candidate will demonstrate experience in strategic ICT and protective security leadership within a government or similar organisation. In addition to meeting the behaviours outlined in the Integrated Leadership System profile of the Executive Level 2 level, our ideal candidate will have:

- Demonstrated experience in, and knowledge of, security management practices including the implementation of the requirements of the Protective Security Policy Framework (PSPF), and compliance reporting
- Demonstrated experience in IT service and Information management
- Demonstrated experience in managing contracts and knowledge of the Commonwealth procurement framework and policies and the Commonwealth Procurement Rules is desirable
- Strong oral and written communication skills, including negotiation, discretion and interpersonal skills
- Strategic leadership and thinking with a focus on continuous business improvement and innovative solutions and problem-solving skills
- Demonstrated ability to lead, motivate, develop and encourage the best out of a multi-disciplinary team and achieve results in an environment of change
- Ability to build and manage mutually beneficial relationships with a network of key stakeholders.

Eligibility

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

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 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

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To Apply

Position Contact	Linda Rademakers, (02) 6228 6754
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0764207

Department of the Prime Minister and Cabinet

Closing Date:Wednesday 05 November 2025

Defence and Veterans' Service Commission
Chief Operating Officer Research and Analysis

Job Title	Director, Research and Analysis, Defence and Veterans' Service Commission
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$147,052 - $175,016
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements will be considered
Classification	Executive Level 2
Position Number	PMC/2025/128
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 Director of Research and Analysis will be the research, data and information lynchpin of the DVSC, with the opportunity to lead a small team and work with senior leadership to develop the agency's strategic research and analysis capability. The Director will help to shape and retain stewardship over this centralised capability to ensure accurate, well-researched, evidence-based information is provided to the Commissioner and to other line areas in the DVSC for the DVSC's inquiry, oversight, evaluation, reporting, corporate, and promotion of suicide prevention functions.

Located in the Chief Operating Officer functional line of the DVSC, which comprises the functions of Research and Analysis, Corporate and Governance, and People, Wellbeing and Integrity, the Director and their team will work collegiately with senior leadership and staff across the DVSC as a central enabling capability. The Director, Research and Analysis will also engage with a broad range of Commonwealth agencies and external stakeholders to gather information and data.

The Director and their team will collate, analyse and manage relevant research, insights and data on Defence and veteran suicide and suicidality to inform the DVSC's work. This will be drawn from a range of sources including qualitative and quantitative information from academic research, international research, statistical data sources, the DVSC's contact and engagement activities, lived experience, official reports from the Australian Institute of Health and Welfare, the Australian Bureau of Statistics, government agencies and jurisdictions, and other data holdings in the Defence and veteran ecosystem. The Director will also support and lead research where required.

Duties

Our ideal candidate

We are looking for an innovative and motivated Director with:

- Strong strategic leadership, and the ability to build and lead a small research and analysis team that will support the statutory functions of the Defence and Veterans' Service Commissioner and the DVSC
- Demonstrated ability to cultivate productive relationships with government agencies, research bodies, academia and other stakeholders to capture new information, data and emerging trends on suicide and suicidality among serving and ex-serving Australian Defence Force members to inform the DVSC's evidence-based reports and advice
- Ability to problem solve and navigate multiple, complex data sets with accuracy and reliability, and to oversee, advise on, or conduct applied research on suicide and suicidality among serving and ex-serving Australian Defence Force members
- An understanding of the legal and ethical frameworks for conducting research and information sharing, or ability to quickly acquire it
- A high level of personal integrity, professionalism, and commitment to the APS Code of Conduct and APS Values, with the ability to uphold the DVSC's independence and impartiality
- Strong interpersonal and communication skills, with the ability to inspire, develop, and lead a high-performance team while maintaining productive and respectful working relationships across diverse stakeholder groups, including people with lived experience.

Qualifications / Experience

The following is required:

- Tertiary qualifications or professional experience relevant to the role (such as policy research, research design, data science, or a related discipline).

The following is highly regarded:

- Data mining, data visualisation, database design skills, preparing tables for publication, thematic analysis skills
- Experience in leading qualitative and/or quantitative research, statistical analysis, literature reviews, focus groups, case studies, interviews, including surveys, submission analysis
- An understanding of suicide and suicidality, particularly among serving and ex-serving Australian Defence Force members.

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

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Prime Minister and Cabinet

Vacancy VN-0764284

Department of the Prime Minister and Cabinet

Closing Date:Thursday 06 November 2025

Defence and Veterans' Service Commission
Oversight and Engagement Oversight and Evaluation

Job Title	Senior Oversight and Evaluation 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/2025/129
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

This role will support the monitoring and evaluation of, and reporting on the implementation of the Government's response to the recommendations of the Royal Commission into Defence and Veteran Suicide to improve the prevention of suicide and suicidality across the Defence and veteran ecosystem. The Senior Oversight and Evaluation Officer will work as part of a small team and will report to the Assistant Director, Oversight and Evaluation. They will undertake a range of research, information-gathering and reporting functions to ensure the accuracy, consistency, and quality of the DVSC's oversight of system reforms to the Defence veteran ecosystem.

The role includes:

- Identifying, reviewing and validating program data, and analysing and reporting on the implementation of Royal Commission recommendations

- Developing and maintaining tools, templates and guidance materials to support oversight practices across the team
- Contributing to continuous improvement initiatives by identifying gaps and proposing solutions to strengthen oversight and evaluation practices
- Building and maintaining effective working relationships with external and internal stakeholders to support information gathering, analysis and reporting arrangements
- Assisting in the development of high quality reports and publications, including DVSC reports to be tabled in the Australian Parliament.

Duties

Our ideal candidate

We are seeking a motivated and professional Senior Oversight and Evaluation Officer with:

- Demonstrated critical thinking skills, with the ability to source, analyse and report on information from a range of sources
- Sound understanding of monitoring and evaluation methodologies and their practical application, or effective policy and program implementation, or the ability to quickly acquire it
- Ability to undertake research and interpret and apply legislation, policies and procedures in complex matters, with excellent attention to detail
- Well-developed written communication skills, with the ability to communicate with influence, prepare high-quality reports, correspondence, and briefing materials
- 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, including having an understanding of trauma informed engagement
- Ability to work independently and as part of a team, while effectively contributing to team objectives.

Qualifications / Experience

The following is required:

- Relevant professional experience and/or tertiary qualifications in one or more relevant capability areas.

The following are highly regarded:

- Experience working in an oversight, policy or regulatory agency, undertaking an evaluation or oversight role

- Transferrable experience or skills in policy and program implementation, monitoring and evaluation, law, performance auditing, benefits realisation, program logic, communication and reporting, etc.

Eligibility

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- The successful candidate must be able to obtain and maintain a security clearance, or hold a current security clearance of an appropriate level.
- The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.
- 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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To Apply

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

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Prime Minister and Cabinet

Vacancy VN-0764309

Department of the Prime Minister and Cabinet

Closing Date:Thursday 06 November 2025

Corporate Division
People Payroll, Aurion and HR Help

Job Title	Payroll Adviser, People Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$88,887 - $95,028
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements will be considered
Classification	APS Level 5
Position Number	PMC/2025/130
Agency Website	

Job Description

https://dpmc.nga.net.au/?jati=24E971CE-541B-AEA0-E49E-E44DA357A2AF

Who we are

People Branch works to enable PM&C to have a workforce with diverse skills and life experience to deliver outcomes for the Australian Government and people.

Key to this is fostering a safe, inclusive and high performing culture, a contemporary employment framework and delivering an accurate and reliable provision of conditions of service and payroll. We deliver human resource (HR) services, advice and strategies underpinned by modern and adaptable employment policies and HR and business systems.

People Branch offers a flexible and dynamic working environment, where we collaborate across teams to deliver outcomes and grow our skills.

The Payroll, Aurion and HR Help Team works closely with other areas across PM&C to deliver a high-quality payroll service, Aurion system support and helpdesk function for PM&C and MOU agencies. The Team is highly engaged, experienced and capable with a strong focus on accuracy, service delivery and accountability.

What you will do

As the APS5 Payroll Adviser you will work in a small payroll team responsible for the delivery of fortnightly payroll services to the Department and MOU agencies utilising the Human Resources Management Information System - Aurion.

The position is responsible for the following:

- Undertaking more complex payroll processing as required including but not limited to non-routine superannuation and overtime matters, compensation payroll activities, graduated return to work support, fortnightly manual payroll
- Undertaking day to day team payroll processing activities like employee pay variations, superannuation, higher duties, employee movements, commencements and separations in periods of high demand or staff absence.
- Supporting SES, Secretary and Public Officer Holder payroll processing activities as required.
- Completing team member work allocation and checking in designated timeframes
- Providing payroll processing training and coaching to existing and new team members as required
- Handling escalations, preparing correspondence and provide accurate and timely advice to clients
- Preparing and checking voluntary redundancy and incentive to retire estimates and processing as required
- Putting forward ideas, actively participating in and taking the lead on process improvement activities where required
- Actively contribute to positive team relationships and providing guidance, feedback and assistance to other team members.

Duties

As the APS5 Payroll Adviser you will work in a small payroll team responsible for the delivery of fortnightly payroll services to the Department and MOU agencies utilising the Human Resources Management Information System - Aurion.

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- Supporting SES, Secretary and Public Officer Holder payroll processing activities as required.
- Completing team member work allocation and checking in designated timeframes
- Providing payroll processing training and coaching to existing and new team members as required
- Handling escalations, preparing correspondence and provide accurate and timely advice to clients
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Notes

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To Apply

Position Contact	Michelle Norris, (02) 6228 6365
Agency Recruitment Site	https://dpmc.nga.net.au/?jati=24E971CE-541B-AEA0-E49E-E44DA357A

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Prime Minister and Cabinet

Vacancy VN-0764146

National Indigenous Australians Agency

Closing Date:Monday 03 November 2025

Corporate
Communications Media

Job Title	Media Advisor, Communications
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Woden ACT
Salary	$98,314 - $110,483
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	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement
Classification	APS Level 6
Position Number	NIAA/2025/159
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=E4DC7E91-85E1-711A-2DCD-E44C3FDC251B

Are you a wordsmith who loves telling a good story and thrives under pressure? If that sounds like you, we want to hear from you.

The National Indigenous Australians Agency (NIAA) is looking for a Media Advisor to join our high performing team. This is a unique opportunity to contribute to meaningful work that ensures Aboriginal and Torres Strait Islander peoples are heard, recognised and empowered.

We’re seeking someone who can:

- craft compelling media content
- navigate complex issues with clarity
- build strong relationships across government and media.

If you’re ready to bring your creativity, strategic thinking, and media savvy to a fast paced and high impact environment this could be the role for you. You will be a good fit for the role if you can prioritise and respond flexibly as priorities shift.

Duties

We are looking for candidates who have professional experience in communications, media and marketing. Our ideal candidate will demonstrate the following skills and attributes:

- produce timely and accurate media content, including media releases, talking points, Q&As, media briefings, and reactive statements, ensuring alignment with NIAA’s messaging and priorities
- draft and contribute to speeches, op-eds, and media responses under tight deadlines, demonstrating sound judgment and attention to detail.
- monitor media coverage, providing timely summaries, analysis, and media scans to inform internal stakeholders and support decision-making
- contribute to team reporting, including dashboards, briefing packs, and performance metrics
- provide administrative and coordination support to the media team, including managing inboxes, tracking media requests, and maintaining accurate records
- build and maintain effective working relationships with internal stakeholders and counterparts across Australian Government agencies to support coordinated communications efforts
- support the implementation of media strategies, contributing to planning and execution in line with broader communications and strategic goals.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

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

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

The National Indigenous Australians Agency (NIAA) has a range of flexible working arrangements available to its employees under the Enterprise Agreement and relevant policies and guidance materials. Working arrangements can be negotiated with successful candidates on a case-by-case basis, taking into consideration the operational requirements of the role and the individual's personal circumstances and preferences.

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

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

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Claire Reynolds, 02 6152 3846
Agency Recruitment Site	https://niaa.nga.net.au/?jati=E4DC7E91-85E1-711A-2DCD-E44C3FDC25

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Prime Minister and Cabinet

Vacancy VN-0764228

National Indigenous Australians Agency

Closing Date:Monday 03 November 2025

West & South
Greater Western Australia Various

Job Title	Engagement Officer and Senior Engagement Officer, West & South
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA, South Hedland WA, Kalgoorlie WA, Geraldton WA
Salary	$88,887 - $110,483
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	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement
Classification	APS Level 5;APS Level 6
Position Number	NIAA/2025/156
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=14D4A6DC-E3C6-A361-887E-E44D2C819A49

Join the National Indigenous Australians Agency (NIAA) in Greater Western Australia and help shape meaningful change. We're on the lookout for passionate and experienced Engagement Officers who are ready to make a real impact by delivering government initiatives that reflect and support the aspirations of Aboriginal and Torres Strait Islander peoples.

This is your chance to be part of a challenging, rewarding, and purpose-driven work—engaging across all levels of government and working directly with communities to drive positive outcomes.

As an Engagement Officer, you'll play a key role in bringing NIAA's work program to life. You'll be part of a collaborative and high-performing team, supporting day-to-day operations, building strong relationships, and driving continuous improvement. Your ability to juggle priorities, contribute to projects, and connect meaningfully with stakeholders will be essential.

We're looking for someone who brings initiative, adaptability, and cultural competence, along with a strong commitment to quality service delivery. If you're ready to use your skills to support real change and work in a space where your contributions truly matter—this is the role for you.

As an APS 5 Engagement Officer, you will:

- support the delivery of branch and team outcomes aligned with NIAA's strategic direction
- undertake procedural, administrative, and service-related tasks that contribute to business activities and project management
- build and maintain effective relationships with stakeholders, providers, and partners
- respond to enquiries and complaints with professionalism and cultural sensitivity
- contribute to a culturally safe and inclusive workplace, supporting strategies for working with diverse communities

As an APS 6 Senior Engagement Officer, you will:

- deliver work aligned with NIAA's Key Performance Measures and quality indicators
- support coaching and mentoring within the team, contributing to a positive and high-performing culture
- provide technical and operational support, including interpretation of procedures and guidelines
- conduct research and analysis on matters within area of expertise
- analyse and evaluate information to inform decision-making and provide operational advice
- participate in forums and represent the team in collaborative engagements
- support continuous improvement by identifying opportunities to enhance team performance and service delivery.

A current Australian driver's license is a requirement of this role.

Duties

Our ideal APS 5 Candidates will demonstrate the following skills and attributes:

- strong stakeholder engagement capabilities, with the ability to navigate sensitive and complex environments
- an ability to work within legislative, policy, and ethical frameworks
- strong analytical and problem-solving skills
- excellent communication skills, with the ability to tailor messages and build trust across diverse audiences
- a high level of cultural awareness and demonstrated experience working respectfully with Aboriginal and Torres Strait Islander peoples.

In addition, our ideal APS 6 candidates will demonstrate the following skills and attributes:

- proven experience in leading small teams and delivering complex programs or initiatives

- strong stakeholder engagement capabilities, with the ability to navigate sensitive and complex environments
- a collaborative leadership style that fosters development, succession planning, and high performance in a flexible and changing environment
- excellent communication skills, with the ability to tailor messages and build trust across diverse audiences
- a high level of cultural awareness and demonstrated experience working respectfully with Aboriginal and Torres Strait Islander peoples.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

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

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

The National Indigenous Australians Agency (NIAA) has a range of flexible working arrangements available to its employees under the Enterprise Agreement and relevant policies and guidance materials. Working arrangements can be negotiated with successful candidates on a case-by-case basis, taking into consideration the operational requirements of the role and the individual's personal circumstances and preferences.

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

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

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Cam Crosby, 0448 597 680
Agency Recruitment Site	https://niaa.nga.net.au/?jati=14D4A6DC-E3C6-A361-887E-E44D2C819A

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Prime Minister and Cabinet

Vacancy VN-0764132

Northern Land Council

Closing Date:Friday 31 October 2025

Job Title	Regional Network Services Manager
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	$170,000 - $180,000
Future Merit Locations	Darwin
Office Arrangement	On Site
Office Arrangement Details	On site and regional
Classification	
Position Number	R108
Agency Website	www.nlc.org.au

Job Description *https://jobs.nlc.org.au/job-details/query/Regional+Network+Services+Manager+/in/Australia/9632117/*

The Northern Land Council (NLC) is seeking an experienced and strategic Regional Network Services Manager to lead the delivery of our regionalisation strategies and services across the Top End. This is a key leadership role that drives operational excellence, builds cohesive teams, and ensures efficient service delivery across NLC's seven regions and centralised customer service and logistics functions.

Duties

Reporting to the General Manager Regional Development, this position is accountable for overseeing NLC's regional office network and associated service delivery. You will provide operational leadership, oversight, and direction to ensure regional services are delivered effectively and in alignment with the NLC's statutory obligations under the Aboriginal Land Rights (NT) Act 1976 and Native Title Act 1993.

The role incorporates strategic planning, operational management, stakeholder engagement, and people-centred leadership.

Eligibility

What You Will Bring

You are a results-driven leader with extensive operational management experience, ideally gained in complex and remote service delivery environments. You bring a proven ability to lead and inspire teams, foster collaboration, and drive accountability while maintaining respectful and culturally responsive relationships with Traditional Owners and Aboriginal communities. You are someone with past experience improving service delivery and ensuring operations align with Development Priorities such as articulated in the NLC Strategic and Corporate Plan.

In addition, you will have:

- Minimum of 3 years' experience in an operational management role, including remote service delivery
- At least 3 years' supervisory experience leading diverse and remote teams
- Sound knowledge of the *Aboriginal Land Rights (NT) Act 1976* and the *Native Title Act 1993*
- Exceptional organisational skills and focus, including a capacity to effectively and efficiently prioritise tasks and manage time in accordance with strict deadlines, with meticulous attention to detail.

Refer to the full position description (link below)

Notes

Why Join the NLC?

This is a leadership opportunity where your work directly supports Traditional Owners and strengthens the delivery of services to Aboriginal communities across the Top End. You'll be part of a high-impact team that values collaboration, cultural respect, and continuous improvement. This is an exciting opportunity to help steer the Northern Land Council towards delivering their strategic Regionalisation Priorities.

What we can offer you

- Annual Salary: $184K inclusive of 15% Superannuation (Negotiable Dependent on Experience)

- Salary packaging benefits of up to $15,900 and additional Meal Entertainment
- Generous leave entitlements such as 5 weeks annual leave, 18 days personal leave per annum, and paid Christmas shut down.

What you need to apply

- Cover letter (maximum 2 pages) outlining why you have applied for the position and how you meet the requirements of the position.
- Current CV
- Copies of any relevant qualifications

Applications close: Friday 31 October 2025

The NLC reserves the right to Interview suitable candidates before the closing date to expediate the recruitment process.

This position is identified as a prioritised position for Aboriginal and/or Torres Strait Islander people and is intended to constitute a special measure under section 57 of the Anti-Discrimination Act 1996 (NT).

For further information, please contact Nicole Hucks - Mobile - 0455 874 774

About the organisation

The Northern Land Council (NLC) is an independent statutory authority of the Commonwealth. The NLC is established under the Aboriginal Land Rights Act (NT) 1976 and its purpose is to serve its constituents who are Traditional Owners (TOs) and other Aboriginal people living in their catchment region. Cultural knowledge and lived experience are central to the work that we do here at NLC. We are committed to enhancing Aboriginal peoples social, political and economic participation by supporting their aspirations and amplifying their voices on a range of issues impacting on their lands, seas, culture and communities

About the Northern Land Council

To Apply

Position Contact	Nicole Hucks, 0455874774
Agency Recruitment Site	https://jobs.nlc.org.au/job-details/query/Regional+Network+Services+Mar

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Prime Minister and Cabinet

Vacancy VN-0764143

Northern Land Council

Closing Date:Tuesday 28 October 2025

Job Title	Regional Operations Manager
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	-
Future Merit Locations	Darwin
Office Arrangement	On Site
Office Arrangement Details	On site and regional
Classification	
Position Number	R109
Agency Website	www.nlc.org.au

Job Description

https://jobs.nlc.org.au/job-details/query/Regional+Operations+Manager/in/Australia/9631848/

The Northern Land Council (NLC) is seeking an experienced Regional Operations Manager to lead the delivery of statutory obligations, regional business support, and land use agreements across multiple sectors. This is a senior leadership opportunity to contribute directly to Aboriginal self-determination while supporting the NLC’s strategic regionalisation agenda.

Duties

The Regional Operations Manager oversees and directs the Regional Operations Section of the Regional Development team, ensuring timely, compliant and effective service delivery in relation to s19 Land Use, Commercial Development and Pastoral Activities. The role also contributes to the implementation of NLC's regionalisation strategies, ensuring services are aligned with the needs of constituents and obligations under the Aboriginal Land Rights (NT) Act 1976 (ALRA) and Native Title Act 1993.

Eligibility

What You Will Bring

You're an exceptional communicator and problem solver, capable of working across diverse sectors—including pastoral, government, commercial and regional communities —to drive regional initiatives that build capacity, efficiency, and trust. Above all, you're a leader who models professionalism, inclusivity, and accountability, and who takes pride in strengthening the NLC's role as a trusted partner to Aboriginal people and their communities.

In addition, you will have:

- Diploma level qualifications in a relevant field such as business, regional development, land use planning and land use management or a similar field.
- A minimum of three (3) years' experience in a senior operational management role that is accountable for delivery of legislative obligations and funding agreement outcomes
- A minimum of three (3) years supervisory experience in leading teams which demonstrates the ability to build, lead and inspire teams.
- Sound knowledge of the Aboriginal Land Rights (NT) Act 1976 and the Native Title Act 1993 and other Legislation which affects the land rights of Aboriginal people in the NT.

Notes

Why Join the NLC?

You'll lead a diverse and skilled team working at the intersection of land management, resource development, and community empowerment, contributing to projects that have real and lasting impact. In this role, you'll have the scope to innovate, influence change, and help shape a more connected, responsive, and sustainable organisation.

What we can offer you:

- **Annual Salary:** $190K inclusive of 15% Superannuation (Negotiable Dependant on Experience)
- **Salary packaging benefits:** of up to $15,900 and additional Meal Entertainment
- **Generous leave entitlements:** such as 5 weeks annual leave, 18 days personal leave per annum, and paid Christmas shut down.

Applications via the NLC jobs page

- Cover letter (maximum 2 pages) outlining why you have applied for the position and how you meet the requirements of the position.
- Current CV
- Copies of any relevant qualifications

Applications close: Tuesday 28 October 2025

The NLC reserves the right to Interview suitable candidates before the closing date to expediate the recruitment process.

This position is identified as a prioritised position for Aboriginal and/or Torres Strait Islander people and is intended to constitute a special measure under section 57 of the Anti-Discrimination Act 1996 (NT).

For further information, please contact Nicole Hucks - Mobile 0455 874 774

About the organisation

The Northern Land Council (NLC) is an independent statutory authority of the Commonwealth. The NLC is established under the Aboriginal Land Rights Act (NT) 1976 and its purpose is to serve its constituents who are Traditional Owners (TOs) and other Aboriginal people living in their catchment region. Cultural knowledge and lived experience are central to the work that we do here at NLC. We are committed to enhancing Aboriginal peoples social, political and economic participation by supporting their aspirations and amplifying their voices on a range of issues impacting on their lands, seas, culture and communities

About the Northern Land Council

To Apply

Position Contact	Nicole Hucks, 0455874774
Agency Recruitment Site	https://jobs.nlc.org.au/job-details/query/Regional+Operations+Manager/in

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0763793

Australian Institute of Family Studies

Closing Date:Monday 03 November 2025

Data and Lifecourse Studies
Ten to Men Australian Longitudinal Study on Male Health

Job Title	Research Fellow
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Southbank VIC
Salary	$116,973 - $129,176
Future Merit Locations	Southbank
Office Arrangement	Hybrid
Office Arrangement Details	Combination of office attendance and work from home
Classification	Executive Level 1
Position Number	25-25
Agency Website	https://aifs.gov.au/

Job Description

https://aifs.gov.au/main/work-with-us

We are seeking a highly motivated individual with demonstrated skills and experience in developing, planning and managing research projects. If you have relevant experience in project and stakeholder management and quantitative analysis, this might be the role for you.

About us

The Australian Institute of Family Studies (AIFS, or 'the Institute') is the Australian Government's key research advisory agency in the area of family wellbeing. It is an independent statutory authority established in 1980 under the *Family Law Act 1975.* It is also home to the Australian Gambling Research Centre (AGRC), established under the *Gambling Measures Act 2012* which builds the evidence base on gambling-related harm. The Institute is an agency within the portfolio of the Department of Social Services (DSS).

Our mission is to conduct high-quality, impartial research into the wellbeing of Australian families, to inform government policy and promote evidence-based practice in the family services sector. We conduct research, provide independent advice and communicate findings to government

policymakers, service providers, researchers and the community about factors affecting family wellbeing. Through our research, we contribute to developing policy and practice to promote the wellbeing of families in Australia.

Our team

AIFS' Ten to Men: The Australian Longitudinal Study on Male Health (TTM) project team is responsible for the end-to-end management of the TTM study. This includes methodology and content development, respondent engagement, fieldwork supervision, data management and linkage, data analysis and preparation of study outputs.

Position Requirements

The purpose of the position is to contribute to a number of the Institute's major research projects, with a particular focus on leveraging the benefits of data from the Australian Longitudinal Study on Male Health (known as Ten to Men).

Duties

- Developing and initiate research projects aligned with the Institute's Strategic Research Agenda, primarily related to the health and wellbeing of boys and men.
- Providing end-to-end management of research tasks and monitor workflows to ensure timely completion of quality outputs.
- Managing high-level statistical analysis, including provision of statistical advice to colleagues, and maintain expert knowledge in relevant areas to provide advice and guide the program activities.
- Managing a small team of researchers to ensure the delivery of team objectives, including managing performance, guiding development and providing feedback.
- Managing stakeholder relationships by providing information, research expertise and specialist advice to key stakeholders, both internal and external, including AIFS colleagues, funding bodies and policy makers.
- Communicating policy relevant insights through the writing and preparation of reports, articles and other materials, as required.
- Representing and promote the Institute at relevant workshops, conferences and seminars.
- Collaborating with the AIFS Privacy Team to incorporate privacy practices into work undertaken within the team.

Key Selection Criteria

· Professional expertise

· Achieving results

· Stakeholder management

· Communication skills

· Leadership and management

· Values and understanding our organisation

For a comprehensive overview of the selection criteria, please see the Position Description for more information.

Eligibility

To be eligible for engagement, applicants **must be Australian citizens** unless special approval is provided in exceptional circumstances. For example, applicants with permanent resident status who have applied for Australian citizenship may be considered for engagement.

Conditions of engagement including probation, health and character clearances (including police records check, Working with Children Check and security clearance) may apply to this position.

Terms

The Research Fellow position may be offered as a full-time or part-time, ongoing or non-ongoing role at the EL1 level. This will be with an annual salary range of between $116,973 to $129,176 (pro-rata for part-time) depending on the skills and experience of the successful candidate, plus 15.4% superannuation. Our salaries and conditions of employment are set out in our **Enterprise Agreement.**

Application information

Please visit: **Work with us | Australian Institute of Family Studies** for full application requirements.

For your application to be considered, please:

1. Complete the application form.

2. Submit your resume and a cover letter (maximum 2 pages) addressing the selection criteria as outlined on the position description.

Notes

About the Australian Institute of Family Studies

We are the Australian Institute of Family Studies (AIFS), the Australian Government's key independent research body and advisor in the area of family wellbeing, based in Melbourne's CBD. We produce research about 'what works for families' and make it accessible to decision makers, practitioners and the general public.

To Apply

Position Contact	Human Resources, 03 - 9214 7888
Agency Recruitment Site	https://aifs.gov.au/main/work-with-us

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0763896

Services Australia

Closing Date:Friday 31 October 2025

Health Service Delivery
Health Zone SA and VIC Pharmaceutical Benefits Scheme Service Delivery
Support Team

Job Title	Pharmaceutical Adviser
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parramatta NSW, Hobart TAS, Brisbane QLD, Adelaide SA, Canberra ACT, Melbourne VIC, Perth WA
Salary	$118,465 - $131,268
Future Merit Locations	Parramatta, Hobart, Brisbane, Adelaide, Canberra, Melbourne, Perth
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements may be negotiated with the successful candidate.
Classification	Executive Level 1
Position Number	EXT-EL-2025-1260
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

https://servicesaustraliacareers.nga.net.au/?jati=EEBD8B24-C399-EF7A-8CCD-E44A9EA9D350

Pharmaceutical Advisers contribute to the administration of the Pharmaceutical Benefits Scheme (PBS) and related programs. They play a key role in providing professional advice to a range of internal and external stakeholders including doctors, pharmacists, customers and staff.

Pharmaceutical Advisers are required to make decisions consistent with defined legislative and policy parameters, with decision making dependent on professional judgement and consideration of wider agency implications. They support achievement of performance outcomes for the effective administration and delivery of the PBS and related programs.

Duties

- Provide high level specialist and/or strategic pharmaceutical advice and feedback to stakeholders on the listings of medicines on the PBS.
- Support policy implementation at an operational level within a service delivery environment.
- Assess and review complex information to make recommendations, ensuring it complies with relevant legislation, policy and guidelines.
- Negotiate, engage and manage relationships with key internal and external stakeholders to deliver services, build service delivery capability and increase the profile of the agency’s services.
- Develop, plan and manage training programs, prepare training materials and coordinate the delivery of training for service delivery staff.
- Respond to enquiries and contribute to ministerial correspondence and complaints.
- Contribute to policy review including the development of new policies and guidelines. Identify and monitor risks, develop mitigation strategies and escalate issues as appropriate.
- Exercise delegations in line with legislation and guidelines.

Eligibility

- Mandatory qualifications and registrations: Bachelor of Pharmacy (or equivalent) and a registration with the Australian Health Providers Registration Authority (AHPRA).
- Security clearance level required: Baseline (or ability to obtain and maintain).

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

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

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

Notes

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

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

About the Services Australia

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

To Apply

Position Contact	Chris O'Keeffe, 0436 933 828
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au/?jati=EEBD8B24-C399-EF7A-

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Social Services

Vacancy VN-0764008

National Disability Insurance Agency

Closing Date:Wednesday 29 October 2025

Chief Financial Officer
Financial Reporting and Control Scheme Reporting

Job Title	APS6 Senior Finance Officer - Scheme Reporting
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Geelong VIC, Richmond VIC
Salary	$96,737 - $106,950
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	Working arrangements to be discussed with the Line Manager
Classification	APS Level 6
Position Number	2569_09/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

The National Disability and Insurance Agency (NDIA) are seeking candidates to fill an APS6 Senior Finance Officer Scheme Reporting vacancy in our Financial Reporting and Control Branch, Scheme Reporting team.

The Financial Reporting and Control Branch consists of five teams: Financial Governance and Compliance; Financial Reporting; Finance Projects and Systems; Scheme Reporting and Financial Operations.

The Scheme Reporting Team oversees the performance and position of the Scheme's financial statements and monitors the financial systems these statements rely on. Comprising four specialised teams, our Scheme Reporting team collectively analyse Scheme revenues, expenses, payables, receivables, systems and controls. The team’s critical role informs strategic decision-making, safeguards the financial position and ensures accurate financial reporting.

Duties

Where you can add value

As the APS6 Senior Finance Officer Scheme Reporting you will exercise a considerable degree of independence to engage in very complex problem solving and manage Scheme financial matters and issues.

You will apply your initiative, sound decision-making and judgement, attention to detail and ability to summarise financial information to produce high level advice and operational support.

Working with key internal and external stakeholders where required you will represent and negotiate on behalf of the Branch to advance the NDIA's financial control environment.

Responsibilities of the role include but are not limited to:

- Sourcing, transforming and interpreting data into actionable metrics and insights.
- Producing a suite of reports, interpreting data, and analysing results using standard and complex statistical techniques.
- Managing business and technical reporting including requirements, design, testing, training and rollout.
- Explaining complex financial information and methods for capturing data in simple messaging for key stakeholders with varied levels of data literacy.
- Delivering the Agency's continuous improvement initiative, automating reporting, and using the Agency's data warehouse information.
- Writing various types of documents, such as operational procedures, manuals, job aids, forms, and reference guides.

Eligibility

If you're someone who enjoys working with financial data and developing solutions to complex problems, then we have an exciting opportunity for you.

What we're looking for in our ideal candidate:

- Substantial experience working in a finance function, preferably in a Commonwealth, State and Territory or equivalent complex organisation.
- Ability to work across a broad range of activities potentially relating to the work of different program areas.
- Strong analytical and problem-solving skills with an attention to detail and focus on continuous improvement.
- Ability to take direction, prepare, analyse and test complex financial data and evaluate options.
- Demonstrated ability to build and sustain productive working relationships with team members and stakeholders.
- Substantial Excel experience and skills.
- Experience working in SAP or similar finance platform.
- Experience using SAS Enterprise Guide or similar application to extract data from an electronic warehouse.
- Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will

also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

- This position will be offered as ongoing or non-ongoing.
- We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Dylan Mulgrew, +61 3 5223 5040
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

This notice is part of the electronic Public Service Gazette PS42 Weekly Gazette Thursday (Vacancy Notices) - 23 October 2025.pdf Published by Australian Public Service Commission.

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Social Services

Vacancy VN-0764057

National Disability Insurance Agency

Closing Date:Wednesday 29 October 2025

Chief Financial Officer
Financial Reporting and Control

Job Title	APS5 Finance Officer
Job Type	Full-Time, Ongoing
Location	Geelong VIC, Melbourne VIC
Salary	$86,624 - $93,253
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	Combination of On-site and Remote Working arrangements
Classification	APS Level 5
Position Number	2666_09/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

Currently, there are around 5.5 million Australians with a disability. The National Disability Insurance Agency (NDIA) implements the National Disability Insurance Scheme (NDIS), which is one of the biggest social reforms in the country since Medicare. As an Agency, we support more than 717,000 participants with a significant and permanent disability, and the families and carers of those living with disability. For many Australians, this will be the first time they receive the disability support they need. The NDIA is designed to enhance the quality of life and increase economic and social participation for people with disability and will mean a peace of mind for every Australian.

This is a team membership position focussed on Accounts Payable functions and will perform work that involves team leadership responsibilities requiring the setting of priorities and allocating work to other lower-level team members within a team.

As APS5 Finance Officer you will perform procedural, clerical, administrative and operational tasks that support and contribute NDIA’s objectives to “build a world-leading National Disability Insurance Scheme”.

Duties

The APS5 Finance Officer will have a considerable level of contact with internal and external stakeholders and will be required to communicate with and provide advice on a range of matters to resolve moderately complex to complex enquiries.

Responsibilities of the role include but are not limited to:

· Coordinating, monitoring and resolving outstanding Accounts Payable invoices.

· Monitoring and resolving Finance Service Desk queries.

· Producing a weekly outstanding invoice report and following up status of overdue invoices.

· Running daily check of potential duplicate invoices.

· Liaising with business areas, suppliers and Services Australia for outstanding invoices due for payment.

· PITC grant review/processing with business area and Service Australia.

· Coordinating approval and processing of Direct Payment Requests.

· Investigating and resolving any unmatched goods receipts.

What we’re looking for in our ideal candidate:

· Background in Finance, Accounts Payable, Accounts Receivable and/or Credit Card management.

· Intermediate Excel skills.

· Strong customer service skills.

· Sound understanding of Government procurement and goods receipting processes.

· Experience working with a shared services provider.

· Experience working in SAP is desirable.

We work as one team. We are accepting, diverse and driven. We take a shared approach to making progress. We welcome and support each other and encourage different ideas, insights and opinions. We empower and enable each other to be our best. We collaborate, connect and work together to create a workplace that makes us proud. And while we're based far and wide across the country, we make sure nobody feels they are out on their own.

You will work for a socially inclusive and culturally diverse workplace, that is making a meaningful impact to the lives of more than 600,000 Australians.

Access to higher superannuation and above market leave entitlements

Access to ongoing professional development and learning

While this role is ideally performed from Geelong VIC or Richmond – VIC, flexible working arrangements may be considered. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Applications for this role close Tuesday 28 October 2025 11:30pm AEST

If you have any questions, please contact Amanda Phillips on 03 8416 1767 or via email Amanda.Phillips@ndis.gov.au

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
- The health and safety of workers, Participants and other visitors in our offices is our highest priority. A number of roles, activities or work types within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory COVID-19 vaccinations. Where a government Order or Directive applies, successful applicants will be required to provide evidence of COVID-19 vaccination or approved exemption as per ATAGI guidance, prior to commencement position

Notes

- This position will be offered as ongoing or non-ongoing.
- If the position is offered as non-ongoing, this will be for a specified term of up to 12 months, with the possibility of extension up to two years.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Amanda Phillips, 0384161767
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0764078

National Disability Insurance Agency

Closing Date:Thursday 30 October 2025

Children's Strategy and Services Division
National Early Childhood Branch NEC First Plans

Job Title	Planner
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Parramatta NSW, Brisbane QLD, Elizabeth SA, Devonport TAS, Broadmeadows VIC, Geelong VIC
Salary	$86,624 - $93,253
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - QLD, Various locations - TAS, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 5
Position Number	2753_10/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The National Early Childhood (NEC) Branch is looking for APS5 Planners to help provide participant plans and access supports for young children and their families. The NECB are a specialised team that services participants during early childhood (under 9 years of age). We strive to give children and their families timely and quality supports during these developmental years, to ensure the best possible start in life.

Duties

The APS5 Planner will engage extensively with both internal and external stakeholders. They will communicate and provide advice on various service delivery matters to address moderately complex to complex inquiries.

Key Qualities include:

- Person-Centered and Participant-Centered
- Growth Orientated
- Empathy and Compassion
- Collaboration Skills
- Cultural Competence
- Adaptability

- Accountable
- Effective Communication

Experience in the Disability/Allied Health/Early Childhood sector would be desirable however is not essential. Responsibilities of the role include but are not limited to:

- Access to ongoing professional development and learning
- Gathering information from participants and their representatives to enable high-quality and evidence-based decision making to inform participant plans
- Reviewing participant plans to ensure supports align to current and future participant outcomes
- Communicating with participants and their representatives about decision making when it comes to the participant's pathway
- Resolving issues and complaints regarding participant queries and concerns
- Contributing to performance targets as outlined in the Participant Service Guarantee
- Ensuring compliance with legislative frameworks, agency guidelines

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Notes

Ongoing or non-ongoing employment opportunities will be offered on a full-time basis and for a period of up to 12 months, depending on business needs and requirements.

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 Disability Insurance Agency

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To Apply

Position Contact	DFP Recruitment, 1300138337
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0764082

National Disability Insurance Agency

Closing Date:Thursday 30 October 2025

Specialised Service Delivery
Compensation Branch Stakeholders and Governance Team

Job Title	Compensation
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Geelong VIC, Deakin ACT, Brisbane QLD, Berwick VIC
Salary	$96,737 - $106,950
Future Merit Locations	Various locations - ACT, Various locations - VIC, Various locations - QLD
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	2601_09/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

We have a fantastic opportunity for a Senior Compensation Governance Officer to join the Stakeholders & Governance Team in the Compensation Branch. The Compensation Branch is responsible for ensuring the NDIA does not replace nor duplicate funded supports for participants in receipt of compensation for personal injury as defined by the NDIS Act 2013. The SCGO will

have delegated authority and responsibility to resolve issues and address risks across a range of activities. They will have reasonable autonomy to exercise initiative and make independent decisions aligned to their assigned duties. Inclusive of policy development, legislation interpretation, coaching and mentoring, and governance.

Duties

- Representational role in the management of complex, difficult and sensitive issues and risks.
- Contribute towards business improvement activities and developing improved processes.
- Research and prepare initial advice in relation to policy prepare and seek input on a range of materials including briefing material.
- Line management responsibilities

Essential Skills and attributes:

- Strong verbal, written, and interpersonal communication skills, with excellent liaison skills
- Competence in using office software (e.g., Microsoft Office Suite)
- Organised, driven and able to succeed in a fast-paced work environment with competing priorities
- Experience in developing high-quality briefing, papers, reports, guidance materials and/or policy documents.
- Highly motivated, resilient and capable of quickly identifying issues and developing effective solutions.
- Experience in team leadership, supervising, mentoring and coaching staff
- Proactive, solutions-focused approach to quality outcomes

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Notes

Ongoing or non-ongoing employment opportunities will be offered on a full-time basis and for a period of up to 12 months, depending on business needs and requirements.

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 Disability Insurance Agency

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To Apply

Position Contact	Liam O'Hagan, 0477 373 208
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0764151

National Disability Insurance Agency

Closing Date:Wednesday 05 November 2025

Chief Counsel Division
Dispute Resolution and Litigation Branch Dispute Resolution and Litigation Teams

Job Title	APS4 Paralegal
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Surry Hills NSW, Geelong VIC, Richmond VIC, Deakin ACT, Parramatta NSW, Brisbane QLD
Salary	$76,737 - $85,174
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	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	APS Level 4
Position Number	2573_09/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

Multiple new roles await

The Dispute Resolution & Litigation (DR&L) branch in the Chief Counsel Division, is a growing in-house legal practice servicing the NDIA with legal advice and litigation support services on merits review matters for participants in the Administrative Appeals Tribunal (Tribunal), soon to be known as the Administrative Review Tribunal.

Tribunal disputes between the NDIA and participants might arise in a number of contexts, including disputes about access to the NDIS, NDIS plan supports and early intervention. These disputes primarily occur in the Tribunal but can be appealed to the Federal Court.

The DR&L branch is responsible for providing trusted high quality legal advice and litigation support services to respond to these applications by NDIS participants and prospective participants. The branch provides strategic oversight of legal risk across the Agency's AAT program, as well as supporting continuous improvement of decision-making to improve outcomes under the Scheme.

The branch is seeking to build a team of like-minded individuals with the aim to improve the experience of current and prospective participants by resolving applications for external review in a timely and consistent manner, while pursuing the correct and preferably decision under the NDIS Act.

The Division and branch are committed to the highest levels of integrity and leadership to ensure the NDIA complies with the Legal Services Directions' Model Litigant Obligations.

Duties

Where you can add value

The APS4 Paralegal is a team membership position that will work within defined parameters relating to responsibilities of their role. The role will be required to apply well-established policy, principles, practices and procedures to achieve outcomes that supports and contributes to NDIA's objectives to "build a world-leading National Disability Insurance Scheme".

The role will be required to provide operational and administrative support that is informed and directed by sound knowledge in the NDIA's legal risk, in-house legal practice for application in the Tribunal and may undertake some research and analysis activities.

The APS4 Paralegal will have a considerable level of contact with internal and external stakeholders and will be required to communicate with and provide advice on a range of matters to resolve less complex enquiries.

Responsibilities of the role include but are not limited to:

• Assisting with the provision of legal advice, support and services to the NDIA in the management and resolution of participant related reviews in the Tribunal, including administrative support and workload allocation tasks to law firms and across the paralegal team.

• Drafting first drafts of legal documents, such as Statements of Issues, summonses and terms of agreement and other legal documents.

• Sourcing Counsel and experts, and then compiling briefs and relevant documents for Counsel and legal expert witnesses

• Complying with NDIA protocols such as time recording, filing, document management and both internal and external response times.

• Assisting lawyers with research tasks, providing information to external legal firms and other duties as required, under supervision.

• Collating and preparing tribunal and other documents and lodging them with the Tribunal, as necessary.

• Supporting and contributing to business improvement activities, including the development of systems, processes and practical tools, and data collection and reporting, under supervision.

• Undertaking note taking and supporting meeting arrangements.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
- The health and safety of workers, Participants and other visitors in our offices is our highest priority. A number of roles, activities or work types within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory

COVID-19 vaccinations. Where a government Order or Directive applies, successful applicants will be required to provide evidence of COVID-19 vaccination or approved exemption as per ATAGI guidance, prior to commencement position

Notes

- This position will be offered as ongoing or non-ongoing.
- If the position is offered as non-ongoing, this will be for a specified term of up to 12 months, with the possibility of extension up to two years.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Chris Healy, 0352230868
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

Social Services

Vacancy VN-0764249

National Disability Insurance Agency

Closing Date:Monday 10 November 2025

Chief Financial Officer
Financial Reporting & Control

Job Title	EL1 Assistant Director Assets and Investments - Professional Stream
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Geelong VIC, Surry Hills NSW
Salary	$131,919 - $145,229
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	Positions may be offered for working from home, split offering under hybrid or may be flexible
Classification	Executive Level 1
Position Number	2833_10/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

Currently, there are around 5.5 million Australians with a disability. The National Disability Insurance Agency (NDIA) implements the National Disability Insurance Scheme (NDIS), which is one of the biggest social reforms in the country since Medicare. As an Agency, we support more than 717,000 participants with a significant and permanent disability, and the families and carers of those living with disability. For many Australians, this will be the first time they receive the disability support they need. The NDIA is designed to enhance the quality of life and increase economic and social participation for people with disability and will mean a peace of mind for every Australian.

The Financial Reporting and Control Branch supports the Agency in financial management and compliance with legislative and policy requirements, including the Public Governance, Performance and Accountability Act (2013) and the National Disability Insurance Scheme Act (2013). We provide timely and accurate financial information based on strong financial controls, supporting the agency’s decision-making and the Government’s objectives for financial sustainability of both the agency and the scheme.

This position sits within the Assets and Investments section who have responsibility for managing all cash and investments operations, including lease accounting, to ensure sufficient liquidity to meet the Agency's objectives.

We have an exciting opportunity for an experienced Finance Officer to join the team.

Duties

The EL1 Assistant Director Assets & Investments (Professional Stream) is required to coordinate and assume responsibility to undertake detailed or sensitive projects that may include performing varied activities involving many different and unrelated processes or methods that may impact on the strategic or operational outcomes that support the NDIA's objectives to "build a world-leading National Disability Insurance Scheme".

Responsibilities of the role include but are not limited to:

- Develop, review and enhance dashboards to manage the Agency's Asset and Investment functions.
- Prepare analysis and reporting as required across Treasury, Assets and Investment functions.
- Review and update Standard Operating Procedures (SOPs), Compliance, Risk management, finance governance and policies.
- Perform and review the monthly general ledger, trial balance and balance sheet reconciliations for accuracy and completeness.
- Drive the enhancement of the month-end cycle to ensure efficient, timely, and accurate processing, fostering a culture of continuous improvement within the team.
- Manage a team supporting the preparation of annual financial statements, position papers, notes and lead schedules.
- Cultivate strong relationships with key stakeholders—including internal teams, external partners, and Australian National Audit Office (ANAO)—while ensuring effective communication through the development of comprehensive financial reports and correspondence.
- Developing and presenting a range of financial and business written materials, including correspondence, briefs, and reports.

Eligibility

Our ideal candidate is an experienced finance professional with experience gained working for large, complex organisations. Public Sector experience will be well regarded but is not essential.

What we're looking for in our ideal candidate:

- CA or CPA qualified with more than 5 years post-qualification finance experience including senior finance leadership roles.
- Strong analytical and problem-solving skills with a focus on continuous improvement.

- Extensive experience in reviewing and maintaining governance and policy documents.
- Highly developed written and verbal communication skills, including the writing of executive briefs and technical documentation.
- Highly developed stakeholder engagement skills and the ability to partner with internal and external stakeholders.
- Demonstrated ability to engage in complex problem solving and issues management.
- Demonstrated ability to manage, and work well within, teams to meet tight deadlines.
- Demonstrated ability to think critically and contribute to business improvement strategies.
- Advanced Excel and Modelling Skills.

Mandatory qualifications

This position is within the professional job stream, and the officer must possess relevant academic qualifications with membership of Chartered Accountants Australia and New Zealand (CA), Certified Practicing Accountants (CPA) or other equivalent professional finance bodies (or holding equivalent finance related post graduate qualifications); together with extensive direct finance experience performing and delivering complex financial and governance outcomes.

Notes

We work as one team. We are accepting, diverse and driven. We take a shared approach to making progress. We welcome and support each other and encourage different ideas, insights and opinions. We empower and enable each other to be our best. We collaborate, connect and work together to create a workplace that makes us proud. And while we're based far and wide across the country, we make sure nobody feels they are out on their own.

- You will work for a socially inclusive and culturally diverse workplace, that is making a meaningful impact to the lives of more than 600,000 Australians.
- Access to higher superannuation and above market leave entitlements
- Access to ongoing professional development and learning

While this role is ideally performed from Geelong VIC or Richmond – VIC, flexible working arrangements may be considered. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Applications for this role close Monday 10 November 2025 @ 11:30pm AEDT.

If you have any questions, please contact **Amanda Phillips** on **03 8416 1767** or via email **Amanda.Phillips@ndis.gov.au**

With the exception of personal details, applications can NOT be edited or updated once submitted for consideration. Please make sure you are completely satisfied with your entire application before submitting.

NDIA is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability (PwD), First Nations peoples, LGBTIQA+ 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. NDIA 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. If you require an adjustment to be made during the recruitment process (including alternate formats of the application form) or have an enquiry about the support provided, please contact DFP on 1300 138 337 or email: ndia@dfp.com.au.

RecruitAbility applies to this position: The RecruitAbility scheme supports people with disability applying for jobs in the Australian Public Service (APS) by giving you a better opportunity to put forward your skills and experience during the selection process.

There are certain roles within the National Disability Insurance Agency that may require mandatory vaccination, subject to government order or directive. Evidence may be required prior to commencement.

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 Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Amanda Phillips, 03 8416 1767
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0764271

National Disability Insurance Agency

Closing Date:Tuesday 11 November 2025

Chief Financial Officer
Financial Reporting and Control

Job Title	APS6 Senior Finance Officer Scheme Reporting
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Geelong VIC, Melbourne VIC
Salary	$96,737 - $106,950
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	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	APS Level 6
Position Number	2846_10/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

Currently, there are around 5.5 million Australians with a disability. The National Disability Insurance Agency (NDIA) implements the National Disability Insurance Scheme (NDIS), which is one of the biggest social reforms in the country since Medicare. As an Agency, we support more than 717,000 participants with a significant and permanent disability, and the families and carers of those living with disability. For many Australians, this will be the first time they receive the disability support they need. The NDIA is designed to enhance the quality of life and increase economic and social participation for people with disability and will mean a peace of mind for every Australian.

The Financial Reporting and Control Branch supports the Agency in financial management and compliance with legislative and policy requirements, including the Public Governance, Performance and Accountability Act (2013) and the National Disability Insurance Scheme Act (2013). We provide timely and accurate financial information based on strong financial controls, supporting the agency’s decision-making and the Government’s objectives for financial sustainability of both the agency and the scheme.

This position sits within the Scheme Reporting section – ensuring the integrity and accuracy of the Scheme's financials. We provide comprehensive oversight of the Scheme's financial performance and position, monitoring the financial systems and controls that underpin these statements. We are responsible for the financial management of the Bilateral Agreements including managing the contributions to the Scheme from States and Territories and the Commonwealth.

We have an exciting opportunity for an experienced **Senior Finance Officer** to join the team.

Duties

As the **APS6 Senior Finance Officer Scheme Reporting** you will exercise a considerable degree of independence to engage in complex problem solving to manage Scheme financial matters and issues.

You will apply your initiative, sound decision-making and judgement, attention to detail and play a key role in supporting the financial reporting through the preparation of accurate financial accounts, insightful reporting, and meaningful analysis. You will contribute to the integrity of financial data, assist in the development of management reports, and help drive informed decision-making across the organisation. Working with key internal and external stakeholders where required you will represent and negotiate on behalf of the Branch to advance the NDIA’s financial control environment.

Responsibilities of the role include:

• Prepare monthly, quarterly, and annual financial accounts in accordance with relevant standards.

• Produce management reports to provide insight into the financial results.

• Assist with the development and maintenance of financial reporting frameworks and templates.

• Perform reconciliations, journal entries, and variance analysis to ensure data accuracy.

• Collaborate with internal stakeholders to gather financial inputs and clarify reporting requirements.

• Support operational teams with timely and reliable financial data.

• Contribute to the continuous improvement of reporting systems and processes.

• Assist with preparation of material to respond to financial queries from auditors and management.

• Maintain compliance with internal controls, policies, and regulatory obligations.

• Provide ad hoc financial analysis to support strategic initiatives and operational decisions.

Our ideal candidate is an experienced finance professional with experience gained working for large, complex organisations. Public Sector experience will be well regarded but is not essential.

If you’re someone who enjoys working with financial data and developing solutions to complex problems, then we have an exciting opportunity for you.

What we’re looking for in our ideal candidate:

- Substantial experience working in a finance function, preferably gained from a Commonwealth, State, Territory or larger organisation.
- Demonstrated experience in financial reporting, including preparation of financial journals and reconciliations.
- Strong analytical and problem-solving skills with the ability to interpret financial data and provide meaningful insights.
- Ability to prepare clear, concise financial reports for internal and external stakeholders.
- Sound understanding of accounting principles and relevant regulatory frameworks.
- Excellent time management and organisational skills, with the ability to meet deadlines in a dynamic environment.
- Strong communication skills, able to collaborate effectively across teams and explain financial concepts to non-financial audiences.
- Proactive and solutions-focused, with a commitment to continuous improvement.
- Experience with Microsoft Applications and substantial Excel experience.
- Experience supporting audits and compliance processes is highly regarded.
- Experience working in SAP or similar finance platform is desirable.
- Experience working with data reporting tools such as SAS & Power BI is highly regarded.
- Tertiary qualifications in accounting, finance, or a related discipline (or working towards).

We work as one team. We are accepting, diverse and driven. We take a shared approach to making progress. We welcome and support each other and encourage different ideas, insights and opinions. We empower and enable each other to be our best. We collaborate, connect and work together to create a workplace that makes us proud. And while we're based far and wide across the country, we make sure nobody feels they are out on their own.

- You will work for a socially inclusive and culturally diverse workplace, that is making a meaningful impact to the lives of more than 600,000 Australians.
- Access to higher superannuation and above market leave entitlements
- Access to ongoing professional development and learning

While this role is ideally performed from **Geelong VIC** or **Richmond – VIC**, flexible working arrangements may be considered. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Applications for this role close Tuesday 11 November 2025 @ 11:30pm AEDT.

If you have any questions, please contact **Amanda Phillips** on **03 8416 1767** or via email: **Amanda.Phillips@ndis.gov.au**

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
- The health and safety of workers, Participants and other visitors in our offices is our highest priority. A number of roles, activities or work types within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory COVID-19 vaccinations. Where a government Order or Directive applies, successful applicants will be required to provide evidence of COVID-19 vaccination or approved exemption as per ATAGI guidance, prior to commencement position

Notes

- This position will be offered as ongoing or non-ongoing.
- If the position is offered as non-ongoing, this will be for a specified term of up to 12 months, with the possibility of extension up to two years.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Amanda Phillips, 03 8416 1767
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0764300

National Disability Insurance Agency

Closing Date:Wednesday 05 November 2025

Chief Operating Officer
Office of Accessibility and Inclusion Disability Supports

Job Title	APS6 Disability Liaison Officer (Affirmative Measures - Disability)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Surry Hills NSW, Parramatta NSW, Penrith NSW, Adelaide SA, Brisbane QLD, Robina QLD, Midland WA, Geelong VIC, Richmond VIC, Hobart TAS, Perth WA, Darwin NT, Dandenong VIC
Salary	$96,737 - $106,950
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	Working Arrangements to be discussed with the Line Manager
Classification	APS Level 6
Position Number	2268_08/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The Disability Supports Team (DST) is a specialised function within the Office of Agency Accessibility and Inclusion (OAAI), dedicated to supporting APS employees with disability across the NDIA. The team provides tailored, individualised services that enable staff to perform their roles effectively and confidently.

This position provides detailed technical, professional, policy, and operational advice in relation to complex and sensitive matters. The role contributes to strategic planning, project delivery, and policy development that supports the NDIA's objective to build a world-leading National Disability Insurance Scheme.

Duties

The Disability Liaison Officer works collaboratively with employees, managers, and enabling services to ensure workplace adjustments are identified, assessed, and implemented effectively.

Key responsibilities of the role include but are not limited to:

- Providing expert advice and support on workplace adjustments, access, and inclusion.

- Interpreting and applying legislation, policy, agreements, and guidelines to recommend tailored solutions.
- Case management and record-keeping skills, including maintaining accurate documentation, tracking issues through resolution, and ensuring compliance with relevant policies and procedures.
- Coordinating and monitoring workplace assessments and the implementation of adjustments and supports.
- Acting as a pathway for employees to access professional services for workplace assessments.
- Liaising with internal stakeholders (e.g. ICT, Property, HR) and external providers to broker and deliver adjustments.
- Supporting new starters with disability during onboarding to ensure timely implementation of supports.
- Educating and guiding people leaders to build disability confidence and inclusive leadership capability.
- Establishing and maintaining professional relationships built on trust, transparency, and respect.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
- ***Affirmative Measures** – This job is open ONLY for people with disability. The affirmative measure position is to improve employment opportunities for people with disability in the Australian Public Service. To be part of the affirmative measures employment process applicants must be able to provide evidence of their disability at the offer stage.

Notes

- This position will be offered as ongoing or non-ongoing.
- We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. 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 Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with

disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Errin Cleghorn, +61 2 4220 3881
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0764325

National Disability Insurance Agency

Closing Date:Wednesday 05 November 2025

Chief Operating Officer
Office of Accessibility and Inclusion

Job Title	APS4 Operations Officer
Job Type	Full-Time, Ongoing
Location	Geelong VIC, Brisbane QLD, Surry Hills NSW
Salary	$76,737 - $85,174
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;Hybrid
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	APS Level 4
Position Number	2521_09/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

Currently, there are around 5.5 million Australians with a disability. The National Disability Insurance Agency (NDIA) implements the National Disability Insurance Scheme (NDIS), which is one of the biggest social reforms in the country since Medicare. As an Agency, we support more than 717,000 participants with a significant and permanent disability, and the families and carers of those living with disability. For many Australians, this will be the first time they receive the disability support they need. The NDIA is designed to enhance the quality of life and increase economic and social participation for people with disability and will mean a peace of mind for every Australian.

We have an exciting opportunity for an **APS4 Operations Officer** to join the team. The Office of Agency Accessibility and Inclusion (OAAI) Branch is a diverse function that delivers a range of services, supports, and projects for staff. We engage closely with staff to understand needs and deliver solutions based on research, industry-leading practices, and technical expertise. We support staff with disability including the provision of workplace adjustments, assistive technology, and capability uplift for line managers. We are responsible for workplace accessibility, inclusion action plans, staff networks and more.

The role offers flexibility, with remote working available as well as a commitment to ongoing professional development and support.

Duties

As an **APS4 Operations Officer** you will be part of a team applying well-established policies, principles, practices, and procedures to provide operational and administrative support that supports and contributes to NDIA's objectives to "build a world leading National Disability Insurance Scheme.

Responsibilities may include:

- Monitoring, allocating, and responding to general enquiries and support tickets using the Microsoft Office Suite and Agency ICT Systems.
- Triaging staff support requests, ordering, and processing payments for approved workplace adjustment services.
- Assisting with Human Resources data entry, workforce reporting, and recruitment administration.
- Triaging requests and responding to enquiries regarding Staff Networks including membership forms, committee elections, and communication materials.
- Maintaining financial records and actioning month-end administrative tasks including data entry, invoice confirmations, and reporting.
- Supporting with administrative tasks regarding sourcing, procuring and contract managing workplace adjustment services.

Eligibility

Our ideal candidate will possess experience working in an administrative capacity within a complex private or governmental organisation.

Desirable skills, experience, and qualifications include:

- Confidence in completing operational and/or administrative tasks of moderate complexity or difficulty.
- Understanding of confidentiality and privacy principles to manage sensitive information appropriately.
- Excellent written and verbal communication skills.
- Knowledge of problem-solving techniques to identify and address issues as they arise.
- Excellent attention to detail.
- Competence in using office software (e.g. Microsoft Office Suite).
- Basic understanding or willingness to develop knowledge of relevant legislation and NDIA policies, including procurement, finance, and recruitment frameworks.

If you have skills and an interest in Operational Business Support, apply today and begin your NDIA career.

Notes

We work as one team. We are accepting, diverse and driven. We take a shared approach to making progress. We welcome and support each other and encourage different ideas, insights

and opinions. We empower and enable each other to be our best. We collaborate, connect and work together to create a workplace that makes us proud. And while we're based far and wide across the country, we make sure nobody feels they are out on their own.

- You will work for a socially inclusive and culturally diverse workplace, that is making a meaningful impact to the lives of more than 717,000 Australians.
- Access to higher superannuation and above market leave entitlements
- Competitive remuneration and working conditions that support a positive work life balance
- Access to ongoing professional development and learning

While this role is ideally performed from **Surry Hills - NSW, Brisbane - QLD or Geelong - VIC**, flexible working arrangements, including work from home may be considered. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Applications for this role close Wednesday 5 November 2025 @ 11:30pm AEDT

If you have any questions, please contact **Kimberly Voigt** on **03 5223 7160** or via email: **Kimberly.Voigt@ndis.gov.au**

With the exception of personal details, applications can NOT be edited or updated once submitted for consideration. Please make sure you are completely satisfied with your entire application before submitting.

NDIA is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability (PwD), First Nations peoples, LGBTIQA+ 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. NDIA 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. If you require an adjustment to be made during the recruitment process (including alternate formats of the application form) or have an enquiry about the support provided, please contact DFP on 1300 138 337 or ndia@dpf.com.au

RecruitAbility applies to this position: The RecruitAbility scheme supports people with disability applying for jobs in the Australian Public Service (APS) by giving you a better opportunity to put forward your skills and experience during the selection process.

There are certain roles within the National Disability Insurance Agency that may require mandatory vaccination, subject to government order or directive. Evidence may be required prior to commencement.

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 Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Kimberly Voigt, 03 5223 7160
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0764330

National Disability Insurance Agency

Closing Date:Thursday 06 November 2025

Chief Financial Officer
Financial Reporting and Control Branch Scheme Reporting

Job Title	APS5 Finance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Geelong VIC, Richmond VIC
Salary	$86,624 - $93,253
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	Working arrangements to be discussed with the Line Manager
Classification	APS Level 5
Position Number	2847_10/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The Financial Reporting and Control Branch supports the Agency in financial management and compliance with legislative and policy requirements, including the Public Governance, Performance and Accountability Act (2013) and the National Disability Insurance Scheme Act (2013). We provide timely and accurate financial information based on strong financial controls, supporting the agency's decision-making and the Government's objectives for financial sustainability of both the agency and the scheme.

The APS5 Finance Officer Scheme Reporting operates under direction in the preparation of financial accounts, insightful reporting and procedures to ensure the agency operates a strong financial control environment. You will contribute to the integrity of financial data, assist in the development of management reports, and help drive informed decision-making across the organisation. Also supporting problem solving and issues management on Scheme financial matters.

Duties

The APS5 Finance Officer position requires attention to detail and an ability to summarise financial information to support high level advice and operational support.

Responsibilities of the role include but are not limited to:

• Prepare monthly accounts in accordance with relevant standards.

• Assist with the production of management reports to provide insight into the financial results.

• Assist with the development and maintenance of financial reporting frameworks and templates.

• Perform reconciliations, journal entries, and variance analysis to ensure data accuracy.

• Collaborate with internal stakeholders to gather financial inputs and clarify reporting requirements.

• Support operational teams with timely and reliable financial data.

• Contribute to the continuous improvement of reporting systems and processes.

• Assist with the preparation of material to respond to financial queries from auditors and management.

• Maintain compliance with internal controls, policies, and regulatory obligations.

• Provide ad hoc financial analysis to support strategic initiatives and operational decisions.

• Other financial and administrative tasks required as directed.

Eligibility

- Baseline Clearance
- Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

- This position will be offered as ongoing or non-ongoing.
- We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Patrick Odion, +61 3 5223 8349
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0764162

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Thursday 30 October 2025

Complaints and Engagement
Communications, Education and Engagement Education

Job Title	Senior Digital Learning Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Parramatta NSW, Penrith NSW, Perth WA
Salary	$96,558 - $108,532
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 may be negotiated in line with the Enterprise Agreement.
Classification	APS Level 6
Position Number	197_10/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

The Communications, Education and Engagement Branch ensures NDIS Commission messaging is coordinated, coherent and consistent and highlights rich shared stories, which underpin a culture of inclusion. We create compelling co-designed content and use a variety of methods to engage with a wide variety of stakeholders, including participants, providers, workers, advocates and NDIS Commission employees. Our primary goal is to uplift the capability of the disability sector by increasing awareness of the rights of participants and the obligations of providers and workers.

The Communications, Education and Engagement Branch is made up of three (3) teams – Media and Communications, Engagement, and Channels. Our goal is to educate and engage the disability sector on key issues through easy and informative content, an accessible and user-friendly focus on our website and social channels, as well as consultations with participants and their support networks such as providers, workers and carers. We bring a proactive and collaborative approach to all communications and engagement with internal and external stakeholders.

The NDIS Commission is undergoing a period of exciting transformation. If you are forward thinking, self-motivated, resilient, and adept at building relationships in a complex and fast paced

environment, we welcome you to explore the NDIS Commission as your next challenge. This process may be used to fill positions across the Communications, Education and Engagement Branch.

Duties

The Digital Learning Designer is a hands-on role which sits within the Sector Education team and is responsible for designing and delivering quality digital education courses, resources, guides and self-service eLearning modules.

Duties may include, but are not limited to, the following:

- Using evidence-based techniques, this role creates and maintains accessible sector education digital resources, guides, courses, digital multi-media assets and eLearning modules for NDIS providers and workers. This includes conducting learning needs analysis and applying best practice adult learning theory and instructional design principles to ensure learning solutions meet the needs of our audiences
- Effectively monitoring and evaluating digital learning experiences to align with the NDIS Commission's Education Framework, regulatory priorities and best practices in digital educational and content delivery
- Works with the Assistant Director, Sector Education to contribute to strategic capability building education initiatives for the sector. This includes scoping, planning, designing, developing and implementing learning solutions and offering learner experience optimisation and technical advice
- Provides specialist advice on learning design and works with subject matter experts to develop content and assets that support the statutory obligations the Commission has in providing education for NDIS providers and workers
- Contribute to the redesign of the training website, uplift and management of the LMS by uploading, testing and maintaining content, recommending experience enhancements whilst reporting on learner outcomes and supporting users.

Please view the Candidate Information Package for the full position description.

Eligibility
Notes

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

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander

culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Amira Meyer, 02 5162 8666
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0764200

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Monday 03 November 2025

DART and Enabling Services Division
Enabling Services Program Management Office

Job Title	Assistant Director, Program Personnel and Vendor Management
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Penrith NSW
Salary	$120,307 - $136,563
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 may be negotiated in line with the Enterprise Agreement.
Classification	Executive Level 1
Position Number	211_10/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description *https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT*

The NDIS Commission is seeking a skilled and proven Assistant Director, Program Personnel and Vendor Management, to support the delivery of the Data and Regulatory Transformation (DART) Program, reporting to the Director of the DART Program Management Office.

This role is responsible for managing personnel and procurement processes and contract management activities that support program outcomes. It involves working closely with delivery teams and suppliers to ensure vendor and procurement activities are well-planned, compliant, and delivered on time and within scope.

The role will oversee contract performance, monitor milestones and deliverables, and ensure suppliers meet the Commission’s expectations. The role also supports coordination across the DART Program and Corporate teams to ensure procurement and contract management activities are aligned and effective.

This is an exciting opportunity for a professional with strong leadership, negotiation, and stakeholder engagement skills to contribute to a nationally significant transformation program in a fast-paced and collaborative environment.

The role will provide high-level personnel and procurement support to the Director, Program Management Office, including coordinating procurement activities, facilitating vendor arrangements and relationships, and monitoring personnel activities and contract performance across multiple workstreams.

Duties

Duties may include, but are not limited to, the following:

- Partner with DART delivery teams to ensure procurement processes are completed within agreed timeframes, are compliant with legislation, encourage quality, maximise value and manage risk.
- Provide expert, timely and strategic advice and support on Commonwealth Procurement Rules and Frameworks including the DTA and IT sourcing arrangements and policies.
- Oversee end-to-end procurement processes and documentation in collaboration with Program team members
- Provide specialist procurement, vendor and personnel management advice and assistance to project teams, evaluation committees and senior executives.
- Draft, review, and negotiate contracts with clients, vendors, partners, and other stakeholders, including ensuring terms align with company objectives and provide favourable conditions.
- Ensure processes appropriately monitor contract expenditure and expiry dates are proactively managed.
- Build and maintain critical relationships with legal and finance teams, while monitoring contract compliance, ensuring terms and conditions are adhered to

- Identify potential risks within procurements and contracts, including financial, operational, and reputational risks, and work with the relevant DART and Commission personnel to execute and implement risk mitigation strategies.

Please view candidate information package for full position description.

Eligibility
Notes

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

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Andrew Riley, 02 5162 8641
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0764201

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Monday 03 November 2025

DART and Enabling Services Division
Enabling Services Program Management Office

Job Title	Support Officer, Program Personnel and Vendor Management
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Penrith NSW
Salary	$96,558 - $108,532
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 may be negotiated in line with the Enterprise Agreement.
Classification	APS Level 6
Position Number	212_10/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

The NDIS Commission is seeking a skilled and proven Support Officer, Program Personnel and Vendor Management to support the delivery of the Data and Regulatory Transformation (DART) Program. Reporting to the Assistant Director, Program Personnel and Vendor Management.

This role is responsible for supporting personnel and procurement processes and contract management activities that support program outcomes. It involves working closely with delivery teams and suppliers to ensure vendor and procurement activities are well-planned, compliant, and delivered on time and within scope.

The role will support contract performance, monitor milestones and deliverables, and ensure suppliers meet the Commission’s expectations. The role also supports coordination across the DART Program and Corporate teams to ensure procurement and contract management activities are aligned and effective.

This is an exciting opportunity for a procurement professional with strong leadership, negotiation, and stakeholder engagement skills to contribute to a nationally significant transformation program in an engaging, fast paced and collaborative environment. The occupant of this role will provide high-level personnel and procurement support to the Assistant Director, Program Personnel and Vendor Management, coordinating procurement activities, facilitating vendor relationships, and monitoring personnel activities and contract performance across multiple workstreams.

Duties

Duties may include, but are not limited to, the following:

- Support processes to ensure procurement processes are completed within agreed timeframes and are compliant with program requirements and legislation.
- Support the development of timely and strategic advice and support on Commonwealth Procurement and personnel management processes including the DTA and IT sourcing arrangements and policies.
- Coordinate end-to-end procurement processes and documentation in collaboration with Program team members
- Provide procurement, vendor and personnel management advice and assistance to project teams.
- Support the drafting and of review of contracts with clients, vendors, partners, and other stakeholders.
- Undertake the necessary processes to monitor contract expenditure and expiry dates are proactively managed.
- Identify and appropriately address or escalate any disputes or issues that arise during the contract lifecycle.

Please view candidate information package for full position description.

Eligibility
Notes

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

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Andrew Riley, 02 51628641
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0764203

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Sunday 02 November 2025

People and Culture
People Branch People Strategy – Recruitment

Job Title	Recruitment Adviser
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parramatta NSW, Perth WA, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Penrith NSW
Salary	$88,155 - $94,143
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 may be negotiated in line with the Enterprise Agreement.
Classification	APS Level 5
Position Number	221_10/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

The People and Culture Division delivers high quality workforce services that support NDIS Commission employees to uphold the rights of NDIS Participants through regulation of the NDIS market.

The People and Culture Division has a strong focus on building a positive and inclusive organisational culture through dedicated initiatives as well as through the delivery of people

services and functions, employee safety and well-being, enhancing the capability of our leaders, building organisational resilience, employee communications, prioritising diversity and inclusion and fostering a culture of respect.

Duties

The Recruitment Adviser role is part of a small team that assist in delivery of end-to-end recruitment for the NDIS Commission. This role has responsibilities for duties that are moderate to complex in nature and effectively manage competing priorities including facilitation of recruitment consultations to business areas to inform them of best practice.

Duties may include, but are not limited to, the following:

- Provide advice to managers, employees and business areas on recruitment matters in accordance with relevant policies, industrial instruments and legislation.
- Deliver seamless onboarding experiences with a strong customer service focus
- Contribute to recruitment strategies, policies and continuous improvement of processes, systems and procedures to ensure compliance with relevant legislation and APS policy
- With support, manage all aspects of recruitment administration including:
    - advertising, actioning merit pool requests, lodging outcome notices and onboarding activities
    - navigation of eRecruit system and building stakeholder capability in the use of the system
    - providing input towards SOPs/guidelines /procedures to support end-to-end recruitment processes
    - monitoring recruitment mailbox, prioritise items and escalate urgent matters.

Please view candidate information package for full position description.

Eligibility
Notes

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

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Sushila Shandil, 02 7929 8038
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0764301

Australian Bureau of Statistics

Closing Date:Wednesday 05 November 2025

Technology and Security Division (TSD)
Security and Information Assurance Branch

Job Title	Program Manager (SESB1), Security and Information Assurance Branch - Chief Information Security Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	-
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements
Classification	Senior Executive Service Band 1
Position Number	25/CISO_PM_SESB1
Agency Website	https://www.abs.gov.au/

Job Description

https://www.abs.gov.au/

The Australian Bureau Of Statistics is looking for established senior leader to fill the role of **Program Manager (Senior Executive 1), Security and Information Assurance Branch** within the Technology and Security Division (TSD). The Security and Information Assurance Branch is responsible for keeping the ABS, its people, data, information and services secure and maintain the trust of Australians.

About the area

The Technology and Security Division provisions technology and security capabilities that underpin ABS operations and supports enterprise outcomes and transformation.

We partner closely with business areas, other government agencies and external stakeholders to deliver ABS objectives. We pursue technology evolution and innovation through efficient and professional services that maximise the value of IT for the ABS. We strive to place our staff and clients at the centre of our services. The Division works to deliver excellent user experiences with a strong focus on user engagement, flexible and effective agile delivery.

The Security and Information Assurance (SIA) branch proactively protects ABS people, technology, data and assets from evolving threats, embedding security by design and the latest security frameworks. SIA plays a key role across the transformational programs being undertaken within the ABS.

The branch consists of more than 100 staff, including a mix of APS and contractor/external partners working across various offices in Australia.

About the role

This role will report to the Chief Information Officer (CIO), General Manager of the Technology and Security Division.

The CISO provides strategic leadership, risk management, and expert advice to protect the organisation’s people, digital and information assets. Operating at the enterprise level, the CISO is accountable for shaping and implementing a whole-of-agency cyber security strategy, ensuring compliance with government security frameworks, and embedding a strong culture of information and system protections.

The CISO acts as the senior security authority within the organisation, stewarding trust, transparency, and resilience across all programs of work, while aligning cyber security priorities with business objectives and the broader APS mission.

Importantly as a branch head the CISO is also required to have a high level of experience in delivering operational and program outcomes. The ability to drive outcomes to target dates, balancing fundings, resourcing and work program outcomes is a critical success factor. Candidates are expected to be skilled in delivery including fulfilling the role of a senior responsible officer where required.

You will lead a diverse team of professionals and teams to foster a collaborative and high-performance culture. This role offers a unique opportunity to contribute to the effective management of the Security and Information assurance branch, while providing strategic leadership and advice as part of the ABS' Senior Executive team.

Duties

To be suitable you should have most or all of the following skills, qualities and experience:

- Extensive security leadership and expertise in operations, cyber, protective security, applying government policy to business outcomes, transformation functions and change management in a large public sector or critical context.
- A deep understanding of cybersecurity principles, frameworks, and the APS security landscape, including PSPF, ISM, and ASD Essential Eight and experience applying them in a cyber context to provide advice and support decision making where appropriate.
- Courage in providing advice and stewarding securing outcomes to meet business outcomes and keeping the ABS, its people, Data, and Services secure.
- Proven ability to lead strategically, build relationships, and influence decisions at the executive and senior level.
- Awareness and understanding of the changing data and technology landscape whilst balancing security requirements.
- High-level communication and stakeholder engagement skills, to present, brief and provide status reports with the capacity to distil complex risk concepts for non-technical audiences.
- A strong capability to think strategically and drive the long-term vision of the branch and Division while managing day-to-day operations and work outcomes.
- Strong inclusive leadership skills including driving high performance, facilitating innovative thinking and building capability.
- Sufficient understanding of infrastructure, data, application, cloud and emerging technologies to provide sound advice and security stewardship.
- A strong sense of integrity, stewardship, and public value, consistent with the expectations of the APS SES Band 1 Work Level Standards.
- Appropriate certifications or other relevant experience to hold the role of a CISO as a SES band 1 branch lead.

Eligibility

To be eligible for this role you:

- You must be an Australian citizen at the time you apply.
- This position requires the successful candidate to have (or the ability to obtain in a short timeframe) a NV2 (or higher) security clearance.
- ABS employees who have access to market sensitive information are restricted in market trading activities such as financial products. This role is restricted in trading.

Notes

How to apply

To apply, complete an online application form on the ABS e-recruitment system

You will need to upload your current resume, provide referee details and respond to the following:

In no more than 800 words, referring to the qualities, skills and experiences (outlined as key duties above) , tell us why you are the ideal person for this role and the ABS. Please include specific examples and achievements that demonstrate your ability to perform the role.

Applications close at **11.30pm AEDT on Wednesday, 5 November 2025**. Late applications will not be accepted.

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 Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at https://www.abs.gov.au/careers

To Apply

Position Contact	Ian Scensor, 0407 066 545
Agency Recruitment Site	https://www.abs.gov.au/

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

Treasury

Vacancy VN-0764189

Australian Securities and Investments Commission

Closing Date:Friday 31 October 2025

Job Title	Senior Auditor
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Adelaide SA, Melbourne VIC, Perth WA, Sydney NSW
Salary	-
Future Merit Locations	Brisbane, Adelaide, Melbourne, Perth, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	Executive Level 2
Position Number	1889432
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=226386997

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

Join an evolving and stimulating organisation, working on cutting-edge issues that shape Australia's economic reputation and wellbeing. Broaden and deepen your expertise as you make a real difference to our goals and your own career aspirations.

- **All locations considered**
- **Permanent position**

- **Salary from $152,074 + 15.4% superannuation**
- **Applications close at 11:59pm AEDT, 31 October 2025**

The team

The Sustainability, Financial Reporting and Audit (SFA) team promotes market trust and confidence in the quality of financial and sustainability reports and their audits. The team ensures compliance with the law through financial and sustainability reporting surveillances and audit surveillances, and contributes to policy development, education, sector liaison and other activities to enhance reporting and auditing practices.

The role

As a **Senior Auditor**, you will be responsible for:

- Leading and conducting financial reporting and audit surveillances of companies and superannuation funds, engaging with senior executives and audit personnel.
- Monitoring compliance with the Corporations Act, Accounting and Auditing standards, and providing expert accounting and audit advice on complex technical issues.
- Developing and implementing audit and financial reporting policy, regulatory guides, and instruments to inform the market and influence behaviour.
- Building and maintaining professional relationships with stakeholders, including industry groups, regulatory bodies, corporations, superannuation funds, and audit firms, and leading sector engagement initiatives.
- Supervising, mentoring, and coaching team members, supporting regulatory functions such as auditor licensing and industry funding, and driving data-driven approaches to deliver regulatory priorities.

Duties

About you

You are a strategic thinker with strong analytical and investigative skills, able to communicate complex information clearly and persuasively. You thrive in a dynamic environment, building productive relationships and guiding others to deliver quality outcomes. Your ability to manage multiple projects and adapt to changing priorities ensures you consistently achieve results.

You will also have:

- A qualification in accounting and professional accounting qualifications (CA ANZ, CPA or IPA).
- Significant knowledge of financial reporting and auditing provisions in the Corporations Act, and accounting, auditing and ethical standards.
- Extensive practical experience in external financial audit of companies and/or superannuation funds, ideally in a medium-to-large professional accounting firm or regulatory environment.
- Experience in planning, coordinating and managing complex projects, including leading financial report and audit surveillances.
- Experience providing complex accounting, audit and regulatory advice, including drafting clear, accurate analysis and reports on complex matters.
- Current or recent experience in external audit with exposure to current standards and practices is highly regarded and should be addressed in the **cover letter**.

About ASIC

ASIC regulates corporations, markets, financial services and consumer credit, and promotes market integrity and consumer protection in the Australian financial system. 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 a diverse and inclusive workplace where the very best talent in Australia chooses to work. Indigenous Australians are encouraged to apply, as well as applicants from all backgrounds and with different abilities.

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

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

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, 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.

View the position description for more information or click ‘apply' to start your application. Applications close at 11:59pm AEDT, 31 October 2025.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Irina Sayer, +61299112337
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0764041

Australian Taxation Office

Closing Date:Wednesday 05 November 2025

Enterprise Solutions and Technology
Various teams

Job Title	Release Train Engineer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Adelaide SA, Albury NSW, Brisbane QLD, Canberra ACT, Wollongong NSW
Salary	$125,291 - $136,595
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Canberra, Dandenong, Upper Mount Gravatt, Wollongong, Melbourne, Moonee Ponds
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 1
Position Number	EXT_EST_732_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=EB4956F7-D66D-7F5F-F2B8-E44BC9837E34

Duties

We are seeking Release Train Engineers to join our Enterprise Solutions and Technology business area.

As a Release Train Engineer, you'll be a servant leader and coach for the Agile Release Train (ART), facilitating key events, processes and supporting teams in delivering value. You'll drive the application of Agile and Scrum principles across all teams within the release train and ensure your teams maintain high standards of technical and professional expertise while fostering a culture of continuous improvement.

You will facilitate the ART and Solution Train processes and execution, respectively. You'll escalate impediments, manage risk, help ensure value delivery, and help drive improvement. You'll participate in the Lean-Agile transformation, coaching leaders, teams, and Scrum Masters in the new processes and mindsets. You'll promote the use and guide delivery of Scaled Agile principles to meet the organisation's needs, adhering to ATO Scaled Agile Ways of Working.

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.

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	Mohan Pothuraju, (02) 6216 8831
Agency Recruitment Site	https://ato.nga.net.au/?jati=EB4956F7-D66D-7F5F-F2B8-E44BC9837E34

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Treasury

Vacancy VN-0764076

Australian Taxation Office

Closing Date:Wednesday 05 November 2025

Enterprise Solutions and Technology
Various teams

Job Title	Release Train Engineer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	$150,784 - $179,606
Future Merit Locations	Adelaide, Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, 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_EST_739_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=6C042DFA-BB41-A39B-3F86-E44C3BF7B8A5

Duties

We are seeking Release Train Engineers to join our Enterprise Solutions and Technology business area.

As a Release Train Engineer, you'll facilitate the Agile Release Train and Solution Train processes and execution respectively, while closely partnering with the Product Manager, Business areas and IT Delivery owners.

You will align to program level cadence and drive program level ceremonies (Program Increment planning, product management groups, scrum of scrums, release train retrospectives) and work with other program leaders to drive the definition and refinement of the program backlog. You'll coordinate and facilitate strategic decision making to achieve delivery outcomes and build efficiency and effectiveness in how we train and utilise our workforce. You'll escalate impediments, manage risk, help ensure value delivery, and help drive improvement.

In these roles, you will provide leadership, direction, and mentoring to deliver on government and corporate priorities to the Australian community. You'll participate in the Lean-Agile transformation, coach leaders, teams, and Scrum Masters in the new processes and mindsets, by assisting the configuration of SAFe to the agency's needs, standardising and documenting practices.

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.

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	Adam Emerton, (07) 3347 6668
Agency Recruitment Site	https://ato.nga.net.au/?jati=6C042DFA-BB41-A39B-3F86-E44C3BF7B8A

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Treasury

Vacancy VN-0764133

Australian Taxation Office

Closing Date:Thursday 06 November 2025

Compliance and Engagement Group
Various teams

Job Title	Tax Officer (Tax Avoidance Taskforce)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Albury NSW, Box Hill VIC, Brisbane QLD, Canberra ACT, Dandenong VIC, Geelong VIC, Gosford NSW, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Perth WA, Sydney NSW, Townsville QLD, Upper Mount Gravatt QLD, Wollongong NSW
Salary	$125,291 - $136,595
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Canberra, Dandenong, Geelong, Gosford, Hobart, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Townsville, Upper Mount Gravatt, Wollongong
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 1
Position Number	EXT_CEG_733_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=5948C675-B88E-C4BC-3A33-E44C05B22A43

Duties

We are seeking experienced influential tax professionals with strong technical expertise to join our Tax Avoidance Taskforce.

As a Tax Officer, you will apply your practical experience and deep knowledge across complex structures, significant transactions, and high-impact activities to identify and mitigate potential tax risks. These roles play a critical part in detecting and addressing tax avoidance to protect revenue, uphold the integrity of the tax system, and improve the tax performance of Australian and international businesses.

The Tax Avoidance Taskforce is part of the Compliance and Engagement Group and plays a key role in ensuring multinational enterprises, large public and private businesses, and associated individuals pay the right amount of tax in Australia.

We strive to understand our operating environment and its impact on how we administer the tax and superannuation systems. This enables us to continuously improve taxpayer and staff experiences while delivering better outcomes for the community.

In these roles, you will make a positive impact on the taxation system at both national and international levels. You will directly contribute to programs involving tax assurance, compliance, and dispute resolution that support the work of the Tax Avoidance Taskforce. For more information see: Tax Avoidance Taskforce programs.

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

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To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=5948C675-B88E-C4BC-3A33-E44C05B22A4

Treasury

Vacancy VN-0764136

Australian Taxation Office

Closing Date:Thursday 06 November 2025

Compliance and Engagement Group
Various teams

Job Title	Tax Officer (Tax Avoidance Taskforce) (Affirmative measure – Aboriginal and Torres Strait Islander employment)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Adelaide SA, Albury NSW, Box Hill VIC, Canberra ACT, Dandenong VIC, Geelong VIC, Gosford NSW, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Perth WA, Sydney NSW, Townsville QLD, Upper Mount Gravatt QLD, Wollongong NSW
Salary	$125,291 - $136,595
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Canberra, Dandenong, Geelong, Gosford, Hobart, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Townsville, Upper Mount Gravatt, Wollongong
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 1
Position Number	EXT_CEG_736_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=E4266F53-F02E-1897-8CC5-E44C3DCA206A

This vacancy is only open to Aboriginal and Torres Strait Islander applicants. This initiative helps to increase the number of Aboriginal and Torres Strait Islander people employed in the APS, to better reflect the diversity of the Australian community.

Duties

We are seeking experienced influential tax professionals with strong technical expertise to join our Tax Avoidance Taskforce.

As a Tax Officer, you will apply your practical experience and deep knowledge across complex structures, significant transactions, and high-impact activities to identify and mitigate potential tax risks. These roles play a critical part in detecting and addressing tax avoidance to protect revenue, uphold the integrity of the tax system, and improve the tax performance of Australian and international businesses.

The Tax Avoidance Taskforce is part of the Compliance and Engagement Group and plays a key role in ensuring multinational enterprises, large public and private businesses, and associated individuals pay the right amount of tax in Australia.

We strive to understand our operating environment and its impact on how we administer the tax and superannuation systems. This enables us to continuously improve taxpayer and staff experiences while delivering better outcomes for the community.

In these roles, you will make a positive impact on the taxation system at both national and international levels. You will directly contribute to programs involving tax assurance, compliance, and dispute resolution that support the work of the Tax Avoidance Taskforce. For more information see: Tax Avoidance Taskforce programs.

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

Candidates applying under the affirmative measure provision must provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.

Notes

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

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

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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	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=E4266F53-F02E-1897-8CC5-E44C3DCA206A

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Treasury

Vacancy VN-0764175

Australian Taxation Office

Closing Date:Thursday 06 November 2025

Compliance and Engagement Group
Various teams

Job Title	Tax Officer (Tax Avoidance Taskforce)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Geelong VIC, Townsville QLD, Wollongong NSW, Upper Mount Gravatt QLD, Melbourne VIC, Adelaide SA, Albury NSW, Box Hill VIC, Brisbane QLD, Canberra ACT, Dandenong VIC, Gosford NSW, Hobart TAS, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Perth WA, Sydney NSW
Salary	$97,816 - $112,312
Future Merit Locations	Geelong, Townsville, Wollongong, Upper Mount Gravatt, Melbourne, Adelaide, Albury, Box Hill, Brisbane, Canberra, Dandenong, Gosford, Hobart, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney
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	APS Level 6
Position Number	EXT_CEG_734_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=3705C44B-5AEF-F49F-D6C5-E44C7939811B

Duties

We are seeking experienced tax professionals with effective tax technical knowledge and practical experience to join our Tax Avoidance Taskforce.

As a Tax Officer, you will apply your knowledge across a range of complex structures, significant transactions, and high-impact activities to identify and mitigate potential tax risks. These roles play a critical part in detecting and addressing tax avoidance to protect revenue, uphold the integrity of the tax system, and improve the tax performance of Australian and international businesses.

The Tax Avoidance Taskforce is part of the Compliance and Engagement Group and plays a key role in ensuring multinational enterprises, large public and private businesses, and associated individuals pay the right amount of tax in Australia.

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In these roles, you will make a positive impact on the taxation system at both national and international levels. You will directly contribute to programs involving tax assurance, compliance, and dispute resolution that support the work of the Tax Avoidance Taskforce. For more information see: Tax Avoidance Taskforce programs.

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Eligibility
Notes

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To Apply

Position Contact	CEG Recruitment, N/a
Agency Recruitment Site	https://ato.nga.net.au/?jati=3705C44B-5AEF-F49F-D6C5-E44C7939811E

Treasury

Vacancy VN-0764184

Australian Taxation Office

Closing Date:Thursday 06 November 2025

Compliance and Engagement Group
Various teams

Job Title	Tax Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Albury NSW, Box Hill VIC, Brisbane QLD, Canberra ACT, Moonee Ponds VIC, Dandenong VIC, Geelong VIC, Gosford NSW, Hobart TAS, Melbourne VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Perth WA, Sydney NSW, Townsville QLD, Upper Mount Gravatt QLD, Wollongong NSW
Salary	$97,816 - $112,312
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Canberra, Moonee Ponds, Dandenong, Geelong, Gosford, Hobart, Melbourne, Newcastle, Parramatta, Penrith, Perth, Sydney, Townsville, Upper Mount Gravatt, Wollongong
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	APS Level 6
Position Number	EXT_CEG_752_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=7AC8DF48-DC9E-5BA6-4615-E44C79CCDE43

Duties

We are seeking experienced and motivated tax professionals to join our Compliance and Engagement Group (CEG).

As a Tax Officer, you will help build community confidence and trust through the administration of a world-class tax and superannuation system. We are filling a range of Tax Officer and Team Leader roles across CEG, which may involve leading a team or working directly with a diverse range of taxpayers to help them meet their tax and superannuation obligations.

In these roles, you will undertake a variety of activities related to the assurance of Australia's tax and superannuation system, including audits, reviews, and the provision of advice. In all interactions, you'll act with integrity, professionalism, and respect.

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

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To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=7AC8DF48-DC9E-5BA6-4615-E44C79CCDE

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Treasury

Vacancy VN-0764204

Australian Taxation Office

Closing Date:Thursday 06 November 2025

Compliance Engagement Group
Various Teams

Job Title	Tax Officer (Tax Avoidance Taskforce) - (Affirmative measure - Aboriginal and Torres Strait Islander employment)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Gosford NSW, Adelaide SA, Albury NSW, Box Hill VIC, Brisbane QLD, Canberra ACT, Dandenong VIC, Geelong VIC, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Perth WA, Sydney NSW, Townsville QLD, Upper Mount Gravatt QLD, Wollongong NSW
Salary	$97,816 - $112,312
Future Merit Locations	Gosford, Adelaide, Albury, Box Hill, Brisbane, Canberra, Dandenong, Geelong, Hobart, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Townsville, Upper Mount Gravatt, Wollongong
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	APS Level 6
Position Number	EXT_CEG_737_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=624DB5CE-DE92-7115-6943-E44C7AFFA140

This vacancy is only open to Aboriginal and Torres Strait Islander applicants. This initiative helps to increase the number of Aboriginal and Torres Strait Islander people employed in the APS, to better reflect the diversity of the Australian community. To be eligible for this role candidates must provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.

Duties

This vacancy is only open to Aboriginal and Torres Strait Islander applicants. This initiative helps to increase the number of Aboriginal and Torres Strait Islander people employed in the APS, to better reflect the diversity of the Australian community. To be eligible for this role candidates must provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.

We are seeking experienced tax professionals with effective tax technical knowledge and practical experience to join our Tax Avoidance Taskforce.

As a Tax Officer, you will apply your knowledge across a range of complex structures, significant transactions, and high-impact activities to identify and mitigate potential tax risks. These roles play

a critical part in detecting and addressing tax avoidance to protect revenue, uphold the integrity of the tax system, and improve the tax performance of Australian and international businesses.

The Tax Avoidance Taskforce is part of the Compliance and Engagement Group and plays a key role in ensuring multinational enterprises, large public and private businesses, and associated individuals pay the right amount of tax in Australia.

We strive to understand our operating environment and its impact on how we administer the tax and superannuation systems. This enables us to continuously improve taxpayer and staff experiences while delivering better outcomes for the community.

In these roles, you will make a positive impact on the taxation system at both national and international levels. You will directly contribute to programs involving tax assurance, compliance, and dispute resolution that support the work of the Tax Avoidance Taskforce. For more information see: Tax Avoidance Taskforce programs.

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

Candidates applying under the affirmative measure provision must provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.

For further information about this requirement and the application process please select the Apply now button.

Notes

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

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

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To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=624DB5CE-DE92-7115-6943-E44C7AFFA14(

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Treasury

Vacancy VN-0764227

Australian Taxation Office

Closing Date:Thursday 06 November 2025

Compliance Engagement Group
Various teams

Job Title	Tax Officer (Affirmative measure – Aboriginal and Torres Strait Islander employment)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Wollongong NSW, Parramatta NSW, Perth WA, Adelaide SA, Albury NSW, Box Hill VIC, Canberra ACT, Brisbane QLD, Dandenong VIC, Geelong VIC, Gosford NSW, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Penrith NSW, Sydney NSW, Townsville QLD, Upper Mount Gravatt QLD
Salary	$97,816 - $112,312
Future Merit Locations	Wollongong, Parramatta, Perth, Adelaide, Albury, Box Hill, Canberra, Brisbane, Dandenong, Geelong, Gosford, Hobart, Melbourne, Moonee Ponds, Newcastle, Penrith, Sydney, Townsville, 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	APS Level 6
Position Number	EXT_CEG_750_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=4CA41219-6CEA-8BE1-EE54-E44C7B01403D

This vacancy is only open to Aboriginal and Torres Strait Islander applicants. This initiative helps to increase the number of Aboriginal and Torres Strait Islander people employed in the APS, to better reflect the diversity of the Australian community.

Duties

We are seeking experienced and motivated tax professionals to join our Compliance and Engagement Group (CEG).

As a Tax Officer, you will help build community confidence and trust through the administration of a world-class tax and superannuation system. We are filling a range of Tax Officer and Team Leader roles across CEG, which may involve leading a team or working directly with a diverse range of taxpayers to help them meet their tax and superannuation obligations.

In these roles, you will undertake a variety of activities related to the assurance of Australia’s tax and superannuation system, including audits, reviews, and the provision of advice. In all interactions, you’ll act with integrity, professionalism, and respect.

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

Candidates applying under the affirmative measure provision must provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.

For further information about this requirement and the application process please select the Apply now button.

Notes

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To Apply

Position Contact	CEGRecruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=4CA41219-6CEA-8BE1-EE54-E44C7B01403

Treasury

Vacancy VN-0764084

Royal Australian Mint

Closing Date:Wednesday 12 November 2025

Engineering and Facilities Services

Job Title	Senior Engineer/Technician
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	$99,145 - $108,328
Future Merit Locations	Deakin
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated.
Classification	APS Level 6
Position Number	Multiple Positions
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 Engineering and Facilities Services (EFS) Branch is a group of engineering and technical people across two sections – Engineering and Facilities Management. The Engineering section has three teams: Process Engineering, Product & Tooling Engineering and Industrial Engineering. The Facilities Management section consists of staff that provide a wide-ranging facilities maintenance function and a specialised asset management team.

The Process Engineering team is responsible for establishing, developing and maintaining coin product and packaging capabilities, including developing production methods and processes. They provide production support and improvements for all the manufacturing areas via continuous improvement methodologies (e.g. Lean principles).

The Product & Tooling Engineering team provides technical services for the design and implementation of tooling to support the production of coins, tokens, medals and medallions. This includes: the development of master tools, coining dies and collars for the manufacture of individual products; mechanical design support for press tooling, production equipment and machinery; and the provision of drafting services for engineering drawings of coining dies, press tooling and mechanical parts.

The Industrial Engineering Team is responsible for commissioning and maintaining production technology. Activities include machine specification and procurement, commissioning new machines and equipment, upgrading legacy equipment, in-house development of automation and mechanical systems, troubleshooting existing machinery, industrial network administration, maintaining regulatory compliance of equipment.

The Facilities Management (FM) section is responsible for the delivery of the planned and reactive works related to facilities maintenance issues for the Mint’s premises. This includes maintenance

programs, asset management projects and improvement initiatives that support the daily operations of the Mint's buildings (e.g. offices, gallery and factory fit out, grounds and infrastructure). Activities are managed by ensuring adherence and compliance to all required regulatory activities related to the building and associated services.

The FM section has a dedicated Asset Management (AM) team. They systematically develop, implement and maintain asset management lifecycle processes to the Mint's manufacturing equipment, property and associated operational infrastructure. They develop maintenance plans and schedules to ensure satisfactory condition, function, safety and compliance of plant and equipment. They also update and maintain the database that captures asset data to support decision on assets.

About the Role

The Senior Engineer/Technician will work in a team of engineers and technicians to deliver complex projects, develop production capability, run process improvement initiatives and support manufacturing activities. Please note that all three teams work together to collaboratively deliver business outcomes.

There are multiple positions available across all three engineering functions, although emphasis is on the Process Engineering and Product & Tooling Engineering teams. A discussion will be held with the candidate to determine the most appropriate team and types of activities/projects they will be involved with, based on the candidate's skillset and interests.

Duties

1. Applying Systems Engineering principles to design systems that are safe, functional and cost effective.
2. Developing documentation to align with established quality, safety and risk management systems.
3. Presenting information in a variety of formats including presentations and technical reports and conducting effective meetings.
4. Applying Project Management principles to plan, manage and deliver complex projects.
5. Engaging with stakeholders and customers from various backgrounds and technical abilities to gather information, provide updates, manage expectations and deliver timely outcomes.
6. Working with production staff and other engineers to identify, plan and undertake projects to improve process productivity and safety.
7. Conducting independent research of standards, academic literature and other reference material to determine project requirements and best practice.
8. Providing sound technical and engineering advice within own scope of knowledge and training in a professional manner.
9. Identifying and pursuing opportunities for self-development.

Eligibility

Qualification

Senior Engineer - A Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

Senior Technician - A diploma in a relevant field.

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 12 November 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
- Qualification - for the Senior Engineer a Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer or for the Senior Technician a diploma in a relevant field.

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	Jeffrey Milekovic, 02 6202 8778
Agency Recruitment Site	https://www.ramint.gov.au/about-us/work-us

- 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

Treasury

Vacancy VN-0764223

Royal Australian Mint

Closing Date:Tuesday 04 November 2025

Operations

Job Title	Operations Team Leader
Job Type	Full-Time, Non-Ongoing
Location	Deakin ACT
Salary	$99,145 - $108,328
Future Merit Locations	Deakin
Office Arrangement	On Site
Office Arrangement Details	On site work is required.
Classification	APS Level 6
Position Number	1111
Agency Website	https://www.ramint.gov.au

Job Description

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

About the Mint

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- 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.

About the Branch

The Operations Branch of the Royal Australian Mint (the Mint) is an operationally focused, multi-disciplinary team responsible for the manufacture of Australian and selected international circulating coin, collectable coins, and supply tooling to support those production requirements. The Operations Branch is the manufacturing arm of the Mint. It covers tooling and machining services, die preparation, blank preparation, electro plating and chemical processing, coin manufacture, planning and packing.

As well as daily production targets, the branch has a strong focus on safety, continuous improvement, and quality. The Operations branch is currently embarking on a large program of uplift initiatives, providing a great opportunity for enthusiastic leaders to contribute to meaningful change and development.

About the Role

The Operations Team Leader is responsible for facilitating day-to-day operations including assisting with production scheduling, team resource planning, reporting, problem solving, and managing production outputs. The position will support some minor procurement activities, and external stakeholder management, such as maintenance contractors. The Team Leader will need to liaise with other branches in the Mint to coordinate production and safety activities. This role supervises a medium sized culturally diverse team, supporting a safe and efficient manufacturing environment.

This position will initially be located within the Circulating Coin production team but may come to cover other areas within the branch as needed. The Circulating Coin team is responsible for the manufacture of all Australian circulating coinage, some foreign coinage, and high-volume collectable coin programs. The successful candidate will need to balance manufacturing priorities on both a made to order and forecast basis.

Duties

1. Scheduling production work orders and managing potential schedule conflicts and other issues.

2. Coordinating the implementation of production schedule through team leaders and liaising with Mint stakeholders to ensure that production demands are met.

3. Advising management on the effectiveness of schedules and production, making recommendations where appropriate.

4. Developing, attaining and sustaining key performance indicators and performance measures in production.

5. Dealing with challenging manufacturing issues, problem solving, and recommending solutions to management on how to address those issues.

6. Using various Material Requirements Planning (MRP) and Enterprise Resource Planning (ERP) systems to manage resources including the tracking of production schedule, equipment parts, manufacturing materials and orders.

7. Leading a team across multiple shifts and work areas.

8. Supporting junior team leaders with their management of staff and ensuring that standards, policies and procedures are followed. Giving feedback as necessary.

9. Managing and supporting growth and development of staff through their Individual Work Plans.

10. Facilitating and managing purchasing requirements for production.

11. Preparing and reviewing procedures, work instructions and reports.

12. Facilitating, drafting and reviewing risk assessments and related activities.

13. Model and promote a safe, inclusive, respectful and high performing workplace culture that reflects obligations under the WHS Act, the APS values and DRIVE Leadership behaviours.

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 **Tuesday 4 November 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	Samantha Chester, 02 6202 6936
Agency Recruitment Site	https://www.ramint.gov.au/about-us/work-us

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Veterans’ Affairs (part of the Defence Portfolio)

Vacancy VN-0764209

Department of Veterans' Affairs

Closing Date:Thursday 06 November 2025

Veteran Experience and Transition
Transition Veteran Support Office

Job Title	Team Leader Veteran Support Office - Community Support
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Melbourne VIC, Perth WA, Sydney NSW, Townsville QLD, Darwin NT, Hobart TAS
Salary	$101,449 - $115,199
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	We support a range of flexible work arrangements in accordance with our Enterprise Agreement. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	EXT-2025-0292
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

The Transition Branch incorporates Transition Policy, Employment Programs, Veteran Chaplaincy and the Veteran Support Office. The Branch focus is supporting veterans and their families with contemporary transition supports from DVA. The Veteran Support Office works to a nationally consistent service delivery mode educating and assisting veterans, families and the broader veteran community on DVA support services.

The Veteran Support Office (VSO) is seeking Team Leader VSO– Community Support who will work as part of a national VSO team. The Team Leader VSO will supervise the establishment and functioning of embedded DVA services within the veteran community. This position has the responsibility for ensuring that the reputation of DVA within the wider community remains of good standing. Team Leaders will work with Assistant Directors, often in an autonomous manner, to complete directed tasks and managing a small national team of Community Support Advisors.

Team Leader VSO must have a good appreciation for veterans and veteran family individual circumstances, working to provide expert advice at the right time with an ability to translate this into guidance for next steps in achieving business-as-usual arrangements with DVA. This role requires excellent organisational skills and an ability to communicate with and present to a broad range of stakeholders and veterans.

All roles in the VSO must present well, be highly professional and understand the Defence community context in relation to supports and services available from DVA and be able to manage multiple tasks.

Duties

- Provide high-quality personalised service to current and formers members of the ADF, in line with the DVA Cultural Vision and the national Policies, Procedures & Key Performance Indicators, as implemented
- Provide leadership, mentorship, guidance and support to VSOs on matters relevant to DVA services and entitlements
- Provide advice and interpretation, including in writing, on various aspects of legislation to clients and colleagues
- Develop strong partnerships with key stakeholders including Command elements, ADF Rehabilitation Program (ADFRP), Veteran Employment Industry and ESOs, to enhance service delivery to the veteran community
- Work closely with key veteran community stakeholders to support the delivery of DVA services and activities which may be accessed/considered during the relevant stages of transition
- Perform representational and outreach activities, including presenting at seminars, community events, meetings, etc., as required
- Assist with the development and maintenance of a VSO national training continuum for all new and incumbent VSO staff, ensuring that service delivery and education to veterans, their families and the community remains consistent and contemporary
- Design and review presentations to support veterans, ESOs and community organisations including internal content to provide a contemporary service. This may include designing and reviewing external content that is visible to veterans and organisations
- Provide support to the continuous improvement/quality assurance process through training and feedback to staff
- Demonstrate an understanding of matters relevant to DVA services and entitlements in line with the government’s focus on transitioning members and life after service
- Provide early identification of veterans at risk or with high needs for referral to DVA’s Client Support Program
- Provide training, coaching and feedback to staff.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Mandatory

- Capacity to travel and ability to undertake overnight travel and work after hours and on weekends (as required).
- Applicants must be willing to work on Defence bases and/or Veteran and Family Hubs.
- A current Australian driver’s licence.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

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

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds.

Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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 Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Liz Connolly, 0436 851 712
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764092

Bureau of Meteorology

Closing Date:Friday 07 November 2025

Business Solutions
Aviation, Land and Maritime Transport

Job Title	Customer Engagement Support Officer
Job Type	Full-Time, Ongoing
Location	Hobart TAS, Melbourne VIC, Brisbane QLD, Adelaide SA, Darwin NT, Canberra ACT, Sydney NSW, Perth WA
Salary	$94,563 - $105,910
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;Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 6
Position Number	New
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 Aviation, Land and Maritime Transport (ALMT) Program is responsible for the Bureau's business relationships with service delivery partners, government stakeholders, and both domestic and international customers operating in the aviation, land and maritime transport sectors.

The Aviation Customer Engagement team is responsible for leading engagement with the Australian aviation industry. The team is focused on understanding the sector and the customer requirements, building strong customer relationships, rapidly responding to customer opportunities and communicating new offerings and facilitating their adoption by customers. Specific team members focus on commercial air transport, general aviation and aeromedical/emergency aviation.

The Aviation Customer Engagement team leads and coordinates the Bureau's response to aviation investigations; it also leads activities in support of education on aviation meteorological products and the meteorological hazards to aviation customers. The Aviation Customer Engagement team works closely with the Aerodrome Engagement and Aviation Strategic Investment teams to deliver outstanding value to the Australian aviation industry.

We are seeking a self-motivated professional, with an attention to detail and proven organisational skills and administrative ability of a high level, to provide customer relationship management and administrative support to the Aviation Customer Engagement team. They will have excellent communication and interpersonal skills and a customer focus to support them working across different teams and with Bureau customers.

Duties

1. Provide administrative and business support to the Aviation Customer Engagement team, including coordination of requirements for key consultative meetings, planning and coordination of engagement events, assistance with SharePoint updates and maintenance, and other administrative processes to support the activities of the aviation customer engagement team.
2. Using the Bureau's Customer Relationship Management (CRM) system, provide quality control of aviation customer accounts and contacts, and assist with communications to customers.

3. Administer aviation customer enquiries, including for requests for aviation reports and meteorological information for aviation incidents. Under the guidance of the Senior Aviation Customer Lead, triage all requests and coordinate the completion of the Bureau response within CRM.
4. Participate and proactively engage in ensuring the quality management system achieves and maintains the ongoing certification of compliance with the ISO 9001 standard, to support the quality, effectiveness and continuous improvement of processes and services.
5. Actively work across the Bureau, to ensure a workplace that is safe and diverse, where people grow and are empowered to excel, and where customers come first, trust the Bureau and consider that we are a pleasure to work with.
6. Comply with all Bureau work, health and safety policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Australian Citizenship

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	Cathy Kingston, cathy.kingston@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764095

Bureau of Meteorology

Closing Date:Friday 31 October 2025

Data & Digital
Data

Job Title	Quality Control Coordinator
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC
Salary	$94,563 - $105,910
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 6
Position Number	60000608
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=F62C3143-C549-BE78-B276-E44C0573DF98

The Data Quality Control Team plays a key role in guiding the data quality control methods for the Bureau's high quality data sets. A major focus is preserving the quality and integrity of the data in the Bureau's Climate database, using a variety of manual and automatic techniques and processes. The Data Quality Control team sits within the Data Governance section of the Data Program (in the Data and Digital Group).

The primary role of the Quality Control Coordinator is to oversee the day-to-day activities of the Data Quality Control Officers, and Digitisation and Data Entry Officers to meet prescribed standards and established customer needs. The Quality Control Coordinator role will provide training and guidance on the team's digitisation and quality control processes. They will solve or escalate issues that impact delivery to KPIs or projects.

The role also assists the Data Quality Lead in the continual improvement of data quality processes, systems and algorithms using an ISO 9001 Quality Management System framework to ensure services meet customer needs. The Quality Control Coordinator will use their expertise in the development and review of procedures, algorithms, applications and systems, conduct user acceptance testing and may assist with root cause analysis. They will liaise with other teams across the organisation on matters pertaining to data quality and fault resolution, provide feedback to Observing Systems and Operations about equipment faults and engage with stakeholders about their data quality requirements.

The successful candidate will have:

- Knowledge and experience in the application or development of quality control techniques and procedures
- Understanding of Australian climate factors and/or meteorological observing equipment and procedures
- Proven ability to work in and lead a small technical team
- Excellent problem-solving skills and sound judgement
- Good oral and written communication skills
- Experience in User Acceptance Testing (UAT), systems testing, software development, statistics or ISO 9001 Quality Management Systems.

Duties

The responsibilities of the role include but are not limited to:

1. Supervise the day-to-day operations of the Data Quality Control Team. Support the team to achieve ongoing KPIs for digitisation and quality control processes and approved project deliverables. Perform and advise on complex cases for quality control and digitisation.
2. Coordinate and deliver training for staff to achieve required competencies. Provide guidance, support and monitoring to ensure ongoing compliance with team processes.
3. Identify and investigate issues with the archival or quality of data in the Bureau's climate database. Resolve or escalate these issues, including reporting equipment faults and system issues to other teams.
4. Support the development, testing and continuous improvement of quality control techniques, monitoring parameters and algorithms, including the drafting and revision of procedures. Check team systems and applications for functionality after upstream changes to dataflows.
5. Respond to stakeholder enquiries, provide expert advice and consult with relevant areas of the Bureau to ensure data is fit for purpose. Communicate about the function of the Data Quality Control team and providing training to people across the organisation on the team's data quality processes.
6. Participate in ensuring that 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.
7. Commit to the APS Values and Code of Conduct and understand and support the Bureau's diversity and inclusion statement of commitment.
8. Comply with all Bureau work, health and safety policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR relevant experience and training that enables the employee to competently perform 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.

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	Janelle Inkster, (03) 9669 4571
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=F62C3143-C549-BE78-B276-E44C0

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764122

Bureau of Meteorology

Closing Date:Friday 31 October 2025

Data and Digital
Observing Systems and Operations

Job Title	Manager Radar Engineering
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC
Salary	$135,402 - $152,073
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	Executive Level 2
Position Number	60001141
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.

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 Bureau is looking for an experienced Engineering Manager to manage the Radar Engineering group within the Operational Technology Engineering (OTE) team. OTE supports observation systems and operations within the Observing Systems and Operations (OSO) program.

The Manager Radar Engineering will lead and manage a diverse group of technical and scientific team members to provide engineering support to the Bureau's Radar, Ionosonde and Wind Profiler networks.

The successful candidate will also act as the Bureau's radiation protection advisor, working with experts in laser, ionising and non-ionising radiation management requirements.

The role also includes working with Bureau and external stakeholders to ensure successful operation of these capabilities.

Duties

The responsibilities of the role include but are not limited to:

1. Lead the Radar Engineering team who are responsible for providing engineering advice and services for the Bureau Radar, Wind Profiler and Ionosonde networks
2. Support strategic goals of OSO.
3. Foster professionalism and career development within the team.
4. Ensuring implementation of, and adherence to, Systems Engineering and Quality Management System processes.
5. Engage stakeholders on RF asset management and projects, providing expert advice under the Risk Management Framework.
6. Perform the role as the Bureau Radiation Protection advisor, coordinating advice from laser, ionising and non-ionising radiation experts to meet ARPANSA requirements of the Bureau.
7. Drive innovation and continuous improvement; manage the full lifecycle of radar and RF systems from design to implementation.
8. Oversee planning, budgeting, risk management, and performance monitoring; enhance capabilities and stay engaged with industry developments.
9. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

- Australian Citizenship
- The successful candidate will be required to obtain and maintain a Baseline security clearance from the Australian Government Security Vetting Agency (AGSVA).

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	Marc Keppler, 0448 910 692
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764131

Bureau of Meteorology

Closing Date:Friday 31 October 2025

Data and Digital
Observing Systems & Operations

Job Title	Technical Officer Level 4
Job Type	Full-Time, Non-Ongoing
Location	Hobart TAS
Salary	$94,563 - $105,910
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 6
Position Number	60014480
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=4B272454-9C9C-DC2C-256E-E44C3E4072D1

We are seeking enthusiastic and qualified Electronics, Electrical, Instrumentation or Telecommunications Technicians or Engineers, ideally with previous field experience in flood warning instrumentation.

Who are you?

You have an appetite for working in remote locations so a willingness to travel is essential.

You are a suitably qualified team player who likes to get hands-on in the field, and the prospect of seeing many parts of Australia excites you.

You have strong communication skills to support your field team, negotiate and manage stakeholder relationships, and leverage emotional intelligence.

You take pride in developing and mentoring staff. Your strong teamwork abilities ensure you can empower and inspire the field teams you are responsible for managing.

Who are we?

The Observing Operations Hubs are the Bureau of Meteorology's Technical Operations centres comprising of 8 Hubs, one in each capital city and Cairns.

Staff based at the Observing Operations Hub travel far and wide and into remote areas, utilising 4WD's, planes, boats, and helicopters to maintain service delivery within the various instrumentation networks.

This includes:

- Rain Radars

- Automatic Weather Stations (AWS)

- Upper-Air monitoring systems (sounding balloons)

- Sea Level Monitoring Stations

- Wave and Wave height buoys

- Satellite ground reception and space weather instruments

- Flood warning/rainfall monitoring systems

- Cooperative observers, volunteer rainfall stations

- Communications, telemetry and instrumentation systems

We are part of a national maintenance workforce and there is every likelihood of travel to other parts of Australia.

We offer specialised, in-house competency-based training on all our equipment and will ensure you have the necessary tools and skills to undertake this work.

We strive to deliver exceptional customer service, as we engage with stakeholders, contractors, support staff and the Australian public.

We promote a diverse and inclusive workplace culture that prioritises the health, safety and wellbeing of all our staff.

Staff in our Hubs are mentored and supported by a Hub Manager and various Team leads.

Duties

The responsibilities of the role include but are not limited to:

- **Maintenance & Operations:** Undertake routine and detailed operational diagnostics, fault finding, repair and return to service of moderate to complex field equipment. Verify the performance of meteorological instruments against calibrated reference standards. At a medium level of difficulty, take, record and report observations from meteorological systems. Undertake site inspections and document the meteorological exposure and maintain associated records.
- **Asset and Service Management:** Support a strong asset management culture and consistent usage of enterprise asset management system (Maximo) to accurately record asset information, asset performance and issue stakeholder communication. Adhere to service management processes based on the ITIL framework and work to meet service level targets for maintenance completion and outage restoration response times.
- **Documentation & Record Keeping:** Prepare operational and technical maintenance reports and associated documentation. Undertake administrative tasks such as finance reconciliations, procurement, inventory records, stores and stock control.
- **Travel & Incident Response:** Regular travel away from your home base by air, sea and road is an essential part of this role. Field work and incident response support may require working outside of normal business hours including weekends, for which over-time and other allowances may be payable.
- **Supervision:** Mentor, manage, supervise and develop staff.
- **Data Quality:** Manage Observing network data quality through remote monitoring. Diagnose and triage faults within the Observing networks as they arise.
- **Liaison and Representation:** Liaise with various internal and external stakeholders at the appropriate level and represent the Bureau in a professional manner in accordance with Australian Public Service values and Code of Conduct. Respond to queries on observing assets in your area of responsibility and provision of asset information and data.
- **Quality Management:** 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.
- **Compliance:** Comply with all relevant legislation, policies, procedures and guidance in the course of your work.
- **Diversity & Inclusion:** Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment.
- **WHSE:** Comply with all Bureau work, health, safety and environment policies and procedures, and take reasonable care for your own wellbeing and that of your team members, other employees, contractors and visitors who may be affected by your conduct.
- **Technical Competency:** Required to obtain technical foundational skills across observing networks with provided on the job training. Commitment to ongoing training, expanding and maintaining individual technical competency.
- **Other Relevant Duties:** Undertake other relevant Hub, station, field and business duties as required.

Lead Specialisation Responsibilities: Flood Warning Network

This lead role is responsible for leading activities associated with the operation of the Flood Warning network within the Hub’s geographic area of responsibility including:

- Planning and execution of annual maintenance program - river height and rainfall monitoring sensor networks.
- Collect and verify Hydrometric data.
- Incident response, remote diagnostics and repair of monitoring stations, communications and telemetry networks including Radio Frequency technologies.
- Network Management with a high standard of maintenance and Return to Service documentation including drawings, photographs and performance records.
- Provide subject matter expert support during flood events.
- Site selection and installation of remote field sites.
- Monitoring and assessing data quality and providing specialist technical advice;

Regardless of Lead specialisation, the role supports all Observing Operations and may be required to gain technical competencies outside of this specialisation, thereby providing career diversity and operational flexibility. They will liaise with customer and stakeholder groups, providing technical expertise on all Hub observing networks and may be tasked with additional relevant duties at the appropriate level.

Eligibility

- A Certificate IV (AQF Level 4 or above) in electronics or electrical from an Australian educational institution, OR
- A comparable overseas qualification, which is appropriate to the duties, OR
- Relevant experience and training, which enables the employee to competently perform the duties at this level, OR
- Other comparable qualifications, which are appropriate to the duties.

Successful applicants will be required to:

- Hold a Current Australian Drivers Licence
- Undertake and pass a medical assessment.
- Be eligible to obtain and maintain a Baseline security clearance from the Australian Government Vetting Agency (AGSVA)

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	Steve Jensen, 0491314981
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=4B272454-9C9C-DC2C-256E-E44C3

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764141

Bureau of Meteorology

Closing Date:Friday 07 November 2025

Data and Digital
Observing Systems and Operations

Job Title	Operations Manager
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	$115,443 - $125,832
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	Executive Level 1
Position Number	60014353
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=235E5E5D-1092-DD81-9BD4-E44C3EDCE276

We are looking for an enthusiastic Observing Operations Hub Manager. You will join a leadership team of eight hub managers who are from diverse backgrounds, based around Australia that ensures critical weather observing equipment is maintained and operational, to deliver high quality data for forecasting and warnings for the Australian public.

Who are you?

You enjoy managing a team of talented hands-on field maintenance staff, weather observers and operational logistics support teams. You enjoy fostering people and technical leaders within your team. You promote a culture of safety first and are comfortable driving organisational change and continuous improvement in processes to support national consistency and operational excellence.

You are people focused, a strong communicator and organised with a focus on tracking progress against budgets, annual works program, KPIs and workforce management and planning. You are comfortable working within a technical environment and with engineered systems and networks and you enjoy working autonomously but will collaborate closely across the organisation to improve service.

Who are we?

The Observing Operations Hubs are the Bureau of Meteorology's Technical Operations centres comprising of 8 Hubs, one in each capital city and Cairns.

Staff based at the Observing Operations Hub travel far and wide and into remote areas, utilising 4WD's, planes, boats, and helicopters to maintain service delivery within the various instrumentation networks. This includes:

- Rain Radars

- Automatic Weather Stations (AWS)

- Upper-Air monitoring systems (sounding balloons)

- Sea Level Monitoring Stations

- Wave and Wave height buoys

- Satellite ground reception and space weather instruments

- Flood warning/rainfall monitoring systems

- Cooperative observers, volunteer rainfall stations

- Communications, telemetry and instrumentation systems

We are part of a national maintenance workforce and there is every likelihood of travel to other parts of Australia.

We strive to deliver exceptional customer service, as we engage with stakeholders, contractors, support staff and the Australian public.

We promote a diverse and inclusive workplace culture that prioritises the health, safety and wellbeing of all our staff.

The Observing Operations Hub Manager is mentored and supported by the Manager, National Observing Operations.

Duties

The responsibilities of the role include but are not limited to:

- **Delivery and Resource Management:** Organise and coordinate the delivery of the annual operational plan and field work support request for the hub geographical area of responsibility. Drive national consistency in service delivery processes and customer focussed culture. Responsible for budgeting, staffing, logistics, asset and resource management activities for the Hub. You would be the senior responsible officer at the Hub.
- **Maintenance & Observations Management:** Monitor, advise and report on matters concerning the operation and performance of the observing networks within the hub area of responsibility. Oversee planned maintenance and ensure prompt response and rectification of faults/incidents to meet service level. Manage the quality of observations and maintain the observing record. Identify gaps and areas of improvement and innovation.
- **Safety and Risk Management:** Promote a safe work culture, compliance against WHSE policies and procedures. Manage risk through standard tools and methodology. Identify and report on safety issues and operational risks, and tracking progress on resolutions and communicating lessons learnt to your team.
- **Asset and Service Management:** Drive a strong asset management culture, ensuring the effective usage of the Enterprise Asset Management system (Maximo) and service management processes based on the ITIL framework. Align with national guidance and support the implementation of new processes/frameworks and procedures.
- **Workforce Management:** Manage the administration and wellbeing of staff within the hub. Recruit, guide, mentor and develop staff in conjunction with National Observing Operations and the Bureau of Meteorology Training Centre (BMTC). Participate in the planning and implementation of an approved program for the development of hub staff. Actively review staff competencies required for the operational plan and work training functions within the Bureau to uplift technical skills within the hub.
- **Liaison:** Build and sustain relationships within the hub and across the rest of the organisation. Actively engage and facilitate cooperation and stakeholder partnerships with relevant internal and external stakeholders.
- **Quality Management:** 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.
- **Diversity & Inclusion:** Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment.

- **WHSE:** Promote Bureau work, health and safety policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.
- **Other Relevant Duties:** Undertake other duties as required.

Eligibility

- A degree or diploma of an Australian educational institution, OR
- A comparable overseas qualification, which is appropriate to the duties; OR
- Relevant experience and training, which enables the employee to competently perform the duties at this level; OR
- Other comparable qualifications and experience, which are appropriate to the duties.

Successful applicants will be required to:

- Hold a current Australian drivers Licence
- Be eligible to obtain and maintain a Baseline security clearance from the Australian Government Vetting Agency (AGSVA).

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	Mark Dalmazzo, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=235E5E5D-1092-DD81-9BD4-E44C3

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Climate Change, Energy, the Environment and Water

Vacancy VN-0764169

Bureau of Meteorology

Closing Date:Tuesday 04 November 2025

Enterprise Services
Organisational Development

Job Title	Online Learning Designer
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Melbourne VIC, Broadmeadows VIC
Salary	$94,563 - $105,910
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	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 6
Position Number	60019485 & 60019486
Agency Website	

Job Description

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

The Bureau of Meteorology Training Centre (BMTC) delivers the technical and professional training for the meteorological observations and forecasting roles unique to meteorological agencies. The Training Centre also manages the National Meteorological Library, the whole of enterprise Learning Management System (LMS), the training and qualification records within the Enterprise Business System (EBS) and funds the strategic capability development priorities for the enterprise.

The Online Learning Designer works as part of a team, reporting to the Instructional Design Lead, located at the Bureau's Training Facility in Broadmeadows and 700 Collins St Docklands (from 2027).

The Learning Designer will apply pedagogical and andragogical instructional design principles to develop contemporary online and facilitated learning solutions, either independently or with the assistance of Subject Matter Experts (SME), then implement these products on our Moodle based Learning Portal. Development of the online resources will include course authoring in Articulate Rise 360, Moodle integration, video production and graphic design tasks.

To ensure integration with the Bureau learning teams the Learning Designer will be a member of and contribute to the Bureau's e-Learning Community of Practice.

To be successful in this role, the occupant will need high-level instructional design and online learning skills, along with experience with the Moodle Learning Management System. The occupant will use well developed communication skills and a passion for working with people to deliver high quality online learning packages.

An industry accredited adult education or instructional/learning design qualification, equivalent to at least Certificate IV level, is an advantage or industry experience of 5+ years.

Merit pool

The selection process will establish a merit pool that may be used to fill similar positions within 18 months.

How to apply

Applications can be lodged through the Bureau of Meteorology Careers.

Your application will consist of resume, contact details for two referees and an ‘800-word pitch’ that considers:

• position overview

• job responsibilities

• selection criteria

• relevant sections of the Integrated Leadership System (ILS) and APS work level standards.

Duties

The responsibilities of the role include but are not limited to:

1. Use learning design principles to design and develop engaging learner centered training using contemporary methods with an emphasis on a blended learning approach.

2. Engage with stakeholders (SME's) within BMTC and across the Bureau to develop scientifically accurate and engaging learning design content.

3. Assist Subject Matter Experts (SME's) in the design of learning products, production of learning resources and establishing the courseware on the Bureau's online Learning Portal.

4. Comply with all Bureau work, health and safety and environment policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

5. Ensure that plans, policies and practices concerning the various elements of the Bureau's Social Justice Strategy are applied.

Eligibility

Tertiary qualifications from an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties, or extensive work experience in learning design.

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	Seema Maharaj, seema.maharaj@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764172

Bureau of Meteorology

Closing Date:Sunday 14 December 2025

Data and Digital
Observing Systems & Operations

Job Title	Technical Officer Level 2, Antarctica and Sub-Antarctica
Job Type	Full-Time, Non-Ongoing
Location	Perth WA, Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD, Darwin NT, Adelaide SA
Salary	$66,823 - $77,636
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 at a remote Antarctic/sub-Antarctic station
Classification	APS Level 3
Position Number	6005109, 6005107 & 6005094
Agency Website	

Job Description

https://bomcareers.nga.net.au/

We are seeking adventurous and suitably qualified people for 12-15 months in a remote posting to Antarctica and Macquarie Island, supporting the Bureau's Surface, and Upper Air Observations programs. The Bureau's National Observing Operations section maintains a year-round presence at Casey, Davis, Mawson stations and Macquarie Island, with our staff embedded within the Australian Antarctic Program's expeditioner community.

Our work focuses on the provision of raw, high quality meteorological data used in a variety of ways worldwide, including for the production of weather forecasting products and long-term climate research. Our remote staff undertake manual weather observations and weather balloon releases, and also use real-time data generated by automatic weather stations. In addition, our technicians maintain all of the meteorological instrumentation at their respective station, ensuring seamless service performance. Immediate Supervisor: Bureau's Remote Operations Lead South (Pos. No 60014481)

Core Functions

As a Technical Officer Level 2 Weather Observer, you will help deliver the Bureau's highly regarded Surface and Upper Air Observations program at your respective station. You will work according to a seven-day roster with your team, observing and recording various characteristics of the Antarctic or sub-Antarctic meteorology. Depending on which station you are deployed to, you may also support the maintenance or delivery of external parties' programs, such as the CSIRO's Clean Air sampling.

You will play a vital role in supporting Bureau Forecasting services throughout aviation activities. You will be required to perform Aviation Observations to support fixed and rotary wing air operations within the area of your assigned station.

As a Weather Observer, you will use the Bureau's asset management system to document and report on any service outages affecting the Bureau's systems at your station.

Support Functions

All expeditioners must also actively contribute to their respective station community. These additional duties will include kitchenhand roster, weekly housekeeping, and any other community duty as requested by the Station Leader. Bureau staff may also be requested to be on Fire, Search and Rescue, or Lay Surgical Assistant teams, for which they will receive formal training through the Australian Antarctic Program (AAP).

Training & Suitability

Your participation in the Bureau's Antarctic Observations program is conducted under authority of the AAP. As an expeditioner, you will undergo rigorous pre-deployment assessments to determine your suitability to the extreme environment and isolated community. Station allocation of successful applicants will be decided by the program management to meet operational requirements.

Specific training relating to meteorological equipment and practices will be provided by the Bureau of Meteorology Training Centre. Technical Officers are required to have completed all training and maintain currency of all relevant competencies relevant to their role.

Scheduling & Deployment Length

Successful applicants will need to be available for station specific Bureau training in Melbourne and AAP expeditioner training in Hobart from early May 2026 before departure to their allocated station.

Departure for Antarctica or Macquarie Island is expected to be from early November 2026 to March 2027 dependent upon which station expeditioners are allocated to, and the AAP shipping program. Return to Australia is expected to be from around November 2027 to April 2028, again depending on the location of the station you are allocated.

Antarctic and Macquarie Island postings are generally 15 months in duration; dependent upon which station you have been selected for, the specific training requirements for that station and the shipping or flight schedules. This period includes pre-departure training, therefore you must be available for training and deployment between the dates June 2025 and April 2027.

Designation to a specific station will be determined by operational need, therefore you must be prepared to work at any of the four stations.

Duties

The responsibilities of the role include, but are not limited to:

Observation Roster

Carry out all duties of the Surface and Upper Air meteorological observations program, with a focus on timeliness and consistency, as determined by the roster for your respective station. Complete all supplementary reporting, stocktaking, and timely dissemination of meteorological observations, as required to maintain the program.

Network Support and Data Quality

Monitor the performance of local automatic weather station data feeds through a variety of web-based interfaces, both graphical and message based. Collaborate with the Bureau's IT Command Centre to identify and log faults as they arise.

Work Package Delivery

Under some supervision, help to deliver successful and timely outcomes from work packages and projects assigned to you and your team. These may be planned in advance or ad-hoc based on program requirements.

Liaison and Representation

Liaise with various internal and external stakeholders at the appropriate level and represent the Bureau in a professional manner in accordance with Australian Public Service values and Code of Conduct.

Other Relevant Duties

Under the supervision of AAP Station Leader, complete all community duties as requested.

Compliance

Comply with all relevant legislation, policies, procedures and guidance in the course of your work. Model APS Values, understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment. Comply with all Bureau work, health, safety and environment policies and procedures, and take reasonable care for your own health and safety and that of your team members, other employees, expeditioners and visitors who may be affected by your conduct. Comply by all AAP policies and procedures.

Eligibility

AAP Personal Qualities Requirements

As a wintering expeditioner, you will become part of a small and very isolated community. The Australian Antarctic Program has determined that certain personal attributes are essential to expeditioners succeeding in this environment.

Assessment Centre Methodology

The AAD uses assessment centre methodology for the assessment of most applicants' personal qualities. This involves bringing applicants who pass initial technical screening to a central location, where individuals' personal qualities are assessed by an independent panel over a 24 hour period (overnight). It is expected that assessment centres will be held during April and May 2026. Shortlisted applicants who have not had recent Antarctic employment with an Expeditioner Performance Rating (EPR) or have not attended an assessment centre within the last three years, are required to attend.

Medical, Psychological & Security Screening

If you are assessed as meeting the above job related and personal quality requirements, you will be required to undergo medical, psychological and security screening.

Meeting these requirements is mandatory.

- The Australian Antarctic Division, Polar Medicine Unit (PMU) will assess and determine applicant medical fitness for duty in Australia's Antarctic Program on the Bureau's behalf, following examination and tests conducted by a nominated medical practitioner. You will be required to complete an initial AAD Medical Checklist, via an online link sent directly to you from PMU, by email and SMS, to allow the Polar Medicine Unit Doctors to assess your medical history at the shortlisting stage. Those applicants who are progressing in the recruitment will require subsequent full AAP medical examination arranged by the Polar Medicine Unit.

- COVID-19 vaccination is a mandatory requirement prior to approved travel south with the AAP.
- A psychological assessment will be conducted by a psychologist nominated by the AAP.
- A National Police Check is required for all Antarctic Expeditioners.

Mandatory Requirements

- Demonstrated ability to work unsupervised in a time critical role on a rotating 7 day per week roster. Proven interpersonal skills to work in a diverse team role.
- Demonstrated level of oral and written communication skills sufficient to manage the observing operations program.
- First Aid qualification (minimum requirement HLTAID011) with at least 6 months validity remaining on Return to Australia
- Current unrestricted 'C' class Australian Driver's License
- Current Australian Passport with at least 6 months validity remaining on Return to Australia

Notes

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	Meg Lorang, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764176

Bureau of Meteorology

Closing Date:Sunday 14 December 2025

Data and Digital
Observing Systems & Operations

Job Title	Technical Officer Level 3, Antarctica and Sub-Antarctica
Job Type	Full-Time, Non-Ongoing
Location	Perth WA, Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD, Darwin NT, Adelaide SA, Hobart TAS
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	On site at a remote Antarctic/sub-Antarctic station
Classification	APS Level 5
Position Number	6005088, 6005092, 6005090 & 6005087
Agency Website	

Job Description

https://bomcareers.nga.net.au/

We are seeking adventurous and suitably qualified people for 12-15 months in a remote posting to Antarctica and Macquarie Island, supporting the Bureau's Surface, and Upper Air Observations programs. The Bureau's National Observing Operations section maintains a year-round presence at Casey, Davis, Mawson Stations and Macquarie Island, with our staff embedded within the Australian Antarctic Program's expeditioner community.

Our work focuses on the provision of raw, high quality meteorological data used in a variety of ways worldwide, including for the production of weather forecasting products and long-term climate research.

Our remote staff undertake manual weather observations and weather balloon releases, and also use real-time data generated by automatic weather stations. In addition, our technicians maintain all of the meteorological instrumentation at their respective station ensuring seamless service performance. Immediate Supervisor: Bureau's Remote Operations Lead South (Pos. No 60014481)

Core Functions

As a Technical Officer Level 3 Weather Observer/Technician, you will help deliver the Bureau's highly regarded Surface and Upper Air Observations program at your respective station. You will work according to a seven-day roster with your team, observing and recording various characteristics of the Antarctic or sub-Antarctic meteorology. Depending on which station you are deployed to, you may also support the maintenance or delivery of external parties' programs, such as the CSIRO's Clean Air sampling.

You will play a vital role in supporting Bureau Forecasting services throughout aviation activities. You will be required to perform Aviation Observations which will directly influence the safety and success of fixed wing and helicopter operations at – or in the vicinity of – your station.

Depending on the staffing and operational requirements, you may also be tasked with several maintenance shifts each month, providing moderately complex technical assistance to the maintenance program led by the Technical Officer Level 4 Senior Technician. You will use the Bureau's asset management system (EAMS) to document and report on all maintenance activities and service outages affecting the Bureau's systems at your station. You will also produce monthly reports documenting the state of observations programs at your station.

Support Functions

All expeditioners must also actively contribute to their respective station community. These additional duties will include kitchenhand roster, weekly housekeeping, and any other community duty as requested by the Station Leader. Bureau staff may also be requested to be on Fire, Search and Rescue, or Lay Surgical Assistant teams, for which they will receive formal training through the Australian Antarctic Program (AAP).

Training & Suitability

Your participation in the Bureau's Antarctic Observations program is conducted under authority of the AAP. As an expeditioner, you will undergo rigorous pre-deployment assessments to determine your suitability to the extreme environment and isolated community. Station allocation of successful applicants will be decided by the program management to meet operational requirements.

Specific training relating to meteorological equipment and practices will be provided by the Bureau of Meteorology Training Centre. Technical Officers are required to have completed all training and maintain currency of all relevant competencies relevant to their role.

Scheduling & Deployment Length

Successful applicants will need to be available for station specific Bureau training in Melbourne and AAP expeditioner training in Hobart from early May 2026 before departure to their allocated station.

Departure for Antarctica or Macquarie Island is expected to be from early November 2026 to April 2027 dependent upon which station expeditioners are allocated to and the AAP shipping program. Return to Australia is expected to be from around November 2027 to April 2028, again depending on the location of the station you are allocated.

Antarctic and Macquarie Island postings are generally 15 months in duration; dependent upon which station you have been selected for, the specific training requirements for that station and the shipping or flight schedules. This period includes pre-departure training; therefore, you must be available for training and deployment between the dates May 2026 and April 2028.

Designation to a specific station will be determined by operational need, therefore you must be prepared to work at any of the four stations.

Duties

The responsibilities of the role include, but are not limited to:

Observation Roster

Carry out all duties of the Surface and Upper Air meteorological observations program, with a focus on timeliness and consistency, as determined by the roster for your respective station. Complete all supplementary reporting, stocktaking, and timely dissemination of meteorological observations, as required to maintain the program.

Network Support and Data Quality

Monitor the performance of local automatic weather station data feeds through a variety of web-based interfaces, both graphical and message based. Collaborate with the Bureau's IT Command Centre to identify faults as they arise, and initiate return to service plans (under the supervision of Technical Officer Level 4).

Equipment Performance and Analysis

Under local or remote supervision, participate in moderately complex diagnosis and repair of equipment including automatic weather stations, Hydrogen generation equipment, IT systems, space weather, satellite and ozone equipment.

Work Package Delivery

Under minimal supervision, help to deliver successful and timely outcomes from work packages and projects assigned to you and your team. These may be planned in advance or ad-hoc based on program requirements.

Liaison and Representation

Liaise with various internal and external stakeholders at the appropriate level and represent the Bureau in a professional manner in accordance with Australian Public Service values and Code of Conduct.

Leadership

You will be appointed as the Bureau's leadership representative at your respective station depending on your experience and personal qualities. If chosen, you will attend regular leadership team meetings, have input towards wider community decisions, act as a conduit between the Station Leader and Bureau team, and provide the Station Leader with Expeditioner Performance Review feedback against your team.

Management

Prepare technical reports and documentation. Complete administrative tasks such as monthly reports, WHSE auditing, and stock re-ordering.

Other Relevant Duties

Under the supervision of AAP Station Leader, complete all community duties as requested.

Compliance

Comply with all relevant legislation, policies, procedures and guidance in the course of your work. Model APS Values, understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment. Comply with all Bureau work, health, safety and environment policies and procedures, and take reasonable care for your own health and safety and that of your team members, other employees, expeditioners and visitors who may be affected by your conduct. Comply by all AAP policies and procedures.

Eligibility

AAP Personal Qualities Requirements

As a wintering expeditioner, you will become part of a small and very isolated community. The Australian Antarctic Program has determined that certain personal attributes are essential to expeditioners succeeding in this environment.

Assessment Centre Methodology

The AAD uses assessment centre methodology for the assessment of most applicants' personal qualities. This involves bringing applicants who pass initial technical screening to a central location, where individuals' personal qualities are assessed by an independent panel over a 24 hour period (overnight). It is expected that assessment centres will be held during April and May 2026. Shortlisted applicants who have not had recent Antarctic employment with an Expeditioner Performance Rating (EPR) or have not attended an assessment centre within the last three years, are required to attend.

Medical, Psychological & Security Screening

If you are assessed as meeting the above job related and personal quality requirements, you will be required to undergo medical, psychological and security screening.

Meeting these requirements is mandatory.

- The Australian Antarctic Division, Polar Medicine Unit (PMU) will assess and determine applicant medical fitness for duty in Australia's Antarctic Program on the Bureau's behalf, following examination and tests conducted by a nominated medical practitioner. You will be required to complete an initial AAD Medical Checklist, via an online link sent directly to you from PMU, by email and SMS, to allow the Polar Medicine Unit Doctors to assess your medical history at the shortlisting stage. Those applicants who are progressing in the recruitment will require subsequent full AAP medical examination arranged by the Polar Medicine Unit.
- COVID-19 vaccination is a mandatory requirement prior to approved travel south with the AAP.
- A psychological assessment will be conducted by a psychologist nominated by the AAP.
- A National Police Check is required for all Antarctic Expeditioners.

Mandatory Requirements

- Demonstrated leadership experience. Proven interpersonal skills to work in a diverse team role.
- Demonstrated ability to work unsupervised in a time critical role on a rotating 7 day per week roster.
- Demonstrated level of oral and written communication skills sufficient to manage the observing operations program.
- First Aid qualification (minimum requirement HLTAID011) with at least 6 months validity remaining on Return to Australia
- Current unrestricted 'C' class Australian Driver's License
- Current Australian Passport with at least 6 months validity remaining on Return to Australia

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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	Meg Lorang, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764186

Bureau of Meteorology

Closing Date:Sunday 14 December 2025

Data and Digital
Observing Systems & Operations

Job Title	Technical Officer Level 4, Antarctica and Sub-Antarctica
Job Type	Full-Time, Non-Ongoing
Location	Hobart TAS, Perth WA, Melbourne VIC, Sydney NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT
Salary	$94,563 - $105,910
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 at a remote Antarctic/sub-Antarctic station
Classification	APS Level 6
Position Number	6005030, 6005029, 6005082 & 6005083
Agency Website	

Job Description

https://bomcareers.nga.net.au/

We are seeking adventurous and suitably qualified people for 12-15 months in a remote posting to Antarctica and Macquarie Island, supporting the Bureau's Surface, and Upper Air Observations programs.

The Bureau's National Observing Operations section maintains a year-round presence at Casey, Davis, Mawson Stations and Macquarie Island, with our staff embedded within the Australian Antarctic Program's expeditioner community.

Our work focuses on the provision of raw, high quality meteorological data used in a variety of ways worldwide, including for the production of weather forecasting products and long-term climate research.

Our remote staff undertake manual weather observations and weather balloon releases, and also use real-time data generated by automatic weather stations. In addition, our technicians maintain all of the meteorological instrumentation at their respective station, ensuring seamless service performance.

Immediate Supervisor: Bureau's Remote Operations Lead South (Pos No. 60014481)

Core Functions

As a Technical Officer Level 4 Senior Technician, you will undertake complex technical maintenance and troubleshooting on an advanced suite of meteorological instruments, ensuring uncompromised performance of the Antarctic Observations program. You will supervise all maintenance activities at your station, and delegate some moderately complex tasks to the Technical Officer Level 3 if they are a Weather Observer/Technician. You will use the Bureau's asset management system (EAMS) to document and report on all maintenance activities and service outages. You will produce monthly technical reports documenting the state of meteorological equipment at your station.

You will play a vital role in supporting Bureau Forecasting services throughout aviation activities. You will be required to perform Aviation Observations which will directly influence the safety and success of fixed wing and helicopter operations at – or in the vicinity of – your station.

As a Technical Officer Level 4, you will also help deliver the Bureau's highly regarded Surface and Upper Air Observations program at your respective station. You will work according to a seven-day roster with your team, observing and documenting many different facets of the weather systems that the Antarctic and Macquarie Island climate throw at you. Depending on which station you are deployed to, you may also support the maintenance or delivery of external parties' programs, such as the CSIRO's Clean Air sampling.

Support Functions

All expeditioners must also actively contribute to their respective station community. These additional duties will include kitchenhand roster, weekly housekeeping, and any other community duty as requested by the Station Leader. Bureau staff may also be requested to be on Fire, Search and Rescue, or Lay Surgical Assistant teams, for which they will receive formal training through the Australian Antarctic Program (AAP).

Training & Suitability

Your participation in the Bureau's Antarctic Observations program is conducted under authority of the AAP. As an expeditioner, you will undergo rigorous pre-deployment assessments to determine your suitability to the extreme environment and isolated community. Station allocation of successful applicants will be decided by the program management to meet operational requirements.

Specific training relating to meteorological equipment and practices will be provided by the Bureau of Meteorology Training Centre. Technical Officers are required to have completed all training and maintain currency of all relevant competencies relevant to their role.

Scheduling & Deployment Length

Successful applicants will need to be available for station specific Bureau training and AAP expeditioner training in Hobart and Melbourne from early May 2026 before departure to their allocated station.

Departure for Antarctica or Macquarie Island is expected to be from early November 2026 to March2027 dependent upon which station expeditioners are allocated to and the AAP shipping program.

Return to Australia is expected to be from around November 2027 to April 2028, again depending on the location of the station you are allocated.

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Designation to a specific station will be determined by operational need, therefore you must be prepared to work at any of the four stations.

Duties

The responsibilities of the role include, but are not limited to:

Observation Roster

Carry out all duties of the Surface and Upper Air meteorological observations program, with a focus on timeliness and consistency, as determined by the roster for your respective station. Complete all supplementary reporting, stocktaking, and timely dissemination of meteorological observations, as required to maintain the program.

Network Support and Data Quality

Monitor the performance of local automatic weather station data feeds through a variety of web-based interfaces, both graphical and message based. Collaborate with the Bureau's IT Command Centre to identify faults as they arise, and implement return to service plans.

Equipment Performance and Analysis

Under local or remote supervision, undertake highly complex diagnosis and repair of equipment including automatic weather stations, Hydrogen generation equipment, IT systems, space weather, satellite and ozone equipment.

Work Package Delivery

Supervise the delivery of all scheduled work packages at your station, with a strong focus on producing highly accurate performance verification documents. Provide timely, expert responses to any unplanned faults or ad-hoc requests for work. Communicate the progress and outcome of all work to relevant stakeholders.

Liaison and Representation

Liaise with various internal and external stakeholders at the appropriate level and represent the Bureau in a professional manner in accordance with Australian Public Service values and Code of Conduct. .

Management

Delegate moderately complex maintenance tasks to other staff and provide expert support when it is required. Prepare complex technical reports and documentation covering all facets of the Observations program's instrumentation and other equipment.

Other Relevant Duties

Under the supervision of AAP Station Leader, complete all community duties as requested.

Compliance

Comply with all relevant legislation, policies, procedures and guidance in the course of your work. Model APS Values, understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment. Comply with all Bureau work, health, safety and environment policies and procedures, and take reasonable care for your own health and safety and that of your team members, other employees, expeditioners and visitors who may be affected by your conduct. Comply by all AAP policies and procedures.

Eligibility

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- COVID-19 vaccination is a mandatory requirement prior to approved travel south with the AAP.
- A psychological assessment will be conducted by a psychologist nominated by the AAP.
- A National Police Check is required for all Antarctic Expeditioners.

Mandatory Requirements

- A Certificate IV (AQF Level 4 or above) electronics or electrical preferred from an Australian educational institution, OR
- A comparable overseas qualification, which is appropriate to the duties, OR
- Relevant experience and training, which enables the employee to competently perform the duties at this level, OR
- Other comparable qualifications, which are appropriate to the duties.
- Demonstrated ability to work unsupervised in a time critical role on a rotating 7 day per week roster. Proven interpersonal skills to work in a diverse team role.
- Demonstrated level of oral and written communication skills sufficient to manage the observing operations program.
- First Aid qualification (minimum requirement HLTAID011) with at least 6 months validity remaining on Return to Australia
- Current unrestricted 'C' class Australian Driver's License
- Current Australian Passport with at least 6 months validity remaining on Return to Australia

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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	Meg Lorang, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764248

Bureau of Meteorology

Closing Date:Wednesday 05 November 2025

Community Services
National Production Services

Job Title	Operations Support Lead
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Canberra ACT, Brisbane QLD, Canberra ACT, Adelaide SA, Hobart TAS, Perth WA, Darwin NT
Salary	$115,443 - $125,832
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;Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60002209
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 Operations Support Team (OST) plays a critical role in strengthening the Bureau’s operational resilience and service delivery across national forecast and warning services. Sitting within the Service Development and Integration (SDI) function under the National Production Services (NPS) Program, OST supports the integration of science, systems, and service delivery to enable high-quality, coordinated outcomes for customers and stakeholders.

This team leads the uplift and coordination of operational tools, systems, and processes, ensuring alignment with strategic priorities and customer needs. OST also supports quality assurance through performance reporting and contributes to Post Event Review Management, helping to drive continuous improvement in service delivery.

We are seeking a proactive and adaptable team member to contribute to a broad portfolio of activities that enhance operational efficiency and innovation. This includes supporting the transition of new capabilities into routine operations, embedding automation, and driving improvements through LEAN principles and structured governance.

As part of a high-performing team, you will apply and grow your skills in business analysis, process design, stakeholder engagement, and operational strategy. This role offers the opportunity to influence the Bureau’s operational future in a fast-paced and evolving environment.

Key Activities:

- **Post Event Review Management:** Coordinate structured post-event reviews using established methodologies to capture lessons learned and drive actionable outcomes. Support seasonal preparedness through targeted exercises, reporting, and capability-building initiatives that enhance operational readiness.
- **Forecast Process Improvement:** Lead and support the mapping, documentation, and enhancement of operational forecasting processes. Apply structured methodologies and LEAN principles to improve efficiency, consistency, and alignment with strategic goals.
- **Operations Monitoring and Improvement**: Establish and maintain frameworks to capture operational feedback and transform it into prioritised requirements. Coordinate with internal stakeholders to ensure continuous improvement of support functions and service delivery.
- **Forecast Service Improvement:** Collaborate with service delivery teams and customer-facing functions to ensure operational tools, systems, and guidance reflect

evolving customer needs and business priorities. Support the integration of automated guidance and bespoke products into routine operations.
- **Forecast Quality Monitoring:** Enhance quality assurance processes by incorporating forecast performance data into reporting frameworks. Support decision-making and transparency through structured reporting to internal and external stakeholders.
- **Operations Coordination:** Maintain consistent communication channels across operational teams and stakeholders. Support coordination of systems, data, and ICT changes to ensure continuity and visibility of operational impacts.
- **Building Relationships:** Foster strong collaborative relationships across CSG, SIG, DDG, and other key stakeholders. Support structured engagement through regular meetings, shared documentation, and proactive follow-up to strengthen alignment and delivery.
- **Capacity and Capability:** Monitor and support resource availability, competency development, and training needs across operational teams. Contribute to capability-building initiatives that enhance operational effectiveness and preparedness.

Duties

The responsibilities of the role include but are not limited to:

1. Consulting across CSG operational teams to gain insights into forecasting processes, tools, and the use of guidance systems, ensuring alignment with operational needs and strategic priorities.
2. Contributing to the improvement of CSG operational processes and services, supporting enhancements that increase efficiency, responsiveness, and value to customers.
3. Leading the adoption of product and service management practices within CSG, with a focus on quality assurance, verification, and continuous improvement of routine services.
4. Driving the adoption of improved technologies and tools, supporting the transition of innovations into operations and ensuring systems meet evolving business and customer requirements.
5. Leading Post Event Reviews, applying structured methodologies to capture lessons learned, develop actionable outcomes, and implement changes that strengthen operational readiness and resilience.
6. Overseeing quality management and risk assurance activities, ensuring routine services are delivered reliably and meet performance expectations through structured monitoring and reporting.
7. Collaborating as a team to ensure forecast quality products are relevant, accessible, and regularly shared, supporting transparency and informed decision-making.
8. Partnering with research teams to enhance verification processes, contributing to the integration of scientific advancements into operational workflows.
9. Reviewing and maintaining operational communication channels, ensuring consistency, clarity, and timely dissemination of information across teams and stakeholders.
10. Providing operational support during peak demand periods, contributing in a capacity aligned with individual expertise to maintain service continuity and responsiveness.

Eligibility

- Australian Citizenship
- Be eligible to obtain and maintain a Baseline security clearance from the Australian Government Security Vetting Agency (AGSVA)

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 Lethlean, 03 9669 8133
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764297

Bureau of Meteorology

Closing Date:Wednesday 05 November 2025

Data and Digital
Data

Job Title	Team Lead - Flood Data Management Team
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Adelaide SA, Canberra ACT, Brisbane QLD, Cairns QLD, Perth WA, Darwin NT, Hobart TAS
Salary	$135,492 - $152,073
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	Executive Level 2
Position Number	60019489
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=DB238FB3-B821-9A3D-8BE9-E44D6B398AD6

Join the Bureau of Meteorology – Ensure the nation's flood data is in the right hands at the right time.

The Bureau of Meteorology is looking for a hydrology/hydrography unicorn. With a rare mix of technical skills, a flair for team management and strong strategic vision, the Team Lead will build and manage a small technical team in support of the Bureau's flood services.

Responsible for the timely delivery and quality of the nation's flood data, the Team Lead will ensure that the right data is in the right place at the right time. They will represent the Bureau in strategic engagements with flood data providers and will lead the development and promotion of standards and processes that enhance the value, accessibility, and quality of flood data and metadata.

Ensuring the seamless integration of new processes by leveraging existing employee expertise, the incumbent will identify risks and implement effective control and mitigation to ensure seamless service delivery.

Working with internationally recognised scientist and engineers at the Bureau, this is an opportunity to have real national impact. If you enjoy working in green field teams, collaborating, mentoring highly skilled and experienced staff, we want to hear from you.

At the Bureau, you'll enjoy meaningful work that benefits all Australians as well as a collaborative and inclusive culture. We value diversity and welcome applications from all backgrounds and experiences. Flexible work arrangements and reasonable adjustments are available to support all applicants, noting that some out of hours work will be required in support of significant flood events.

Duties

The responsibilities of the role include but are not limited to:

Leadership and Team Development:

- Demonstrated ability to build and develop a team-based capability to deliver required outcomes for the organisation.
- Recruit and develop of a high-performing technical team to support the FDM Team.
- Mentor and guide team members, cultivating a collaborative and growth-oriented work environment, and supporting them through change.
- Lead the oversight and management of ARRO on behalf of the Business Owners including strategic engagement with the vendor.
- Develop an Operational Level Agreement with key internal stakeholders across CSG, BSG and DDG.

Stakeholder Engagement:

- Collaborate with internal stakeholders to gather requirements, align objectives, and build organisational support for the technical function.
- Oversee engagement with external data providers
- Communicate progress, challenges, and achievements to executive leadership and other stakeholders.
- Resource Utilisation:
- Assess and leverage the skills of current employees to delivery high quality service in a timely manner.
- Actively develop staff and ensure that their skills and experience align with the current and future direction of flood data quality management services
- Comply with all Bureau work, health and safety policies and procedures. Commitment to APS Values and Code of Conduct and understanding of the Bureau's diversity and inclusion statement of commitment.
- Establish and manage the Flood Data Support Officer roster in collaboration with CSG including rostering and renumeration and complying with fatigue management guidelines.
- As a leader represent FDM during severe weather/ flood events and/ or during IT outages. This may involve restriction or overtime duty to cover extended hours and out of hours work including weekend working.

Risk Management and Compliance:

- Identify potential risks associated with the function and develop robust controls and mitigation plans.
- Ensure compliance with organisational policies, industry regulations, and quality standards.

Strategic Planning and Execution:

- Define the objectives, and roadmap for the flood data management function.
- Oversee the implementation of initiatives, ensuring timely delivery within budget constraints.
- Development of the Flood Data Handling and Quality Management team workplans and restriction duty rosters.
- Lead the development of processes, procedures and standards used in the flood data quality control.

Continuous Improvement:

- Develop key performance metrics and seek opportunities for process improvements.
- Promote a culture of innovation and adaptability within the team.

This role will involve working extended hours on a planned roster including weekends and night shifts during flood events for which relevant compensation will be offered.

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	Robert de Maid, 03 9616 8493
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=DB238FB3-B821-9A3D-8BE9-E44D6

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764317

Bureau of Meteorology

Closing Date:Thursday 06 November 2025

Data & Digital
Observing Systems & Operations

Job Title	Field Services Technician
Job Type	Full-Time, Ongoing
Location	Adelaide SA
Salary	$84,228 - $91,809
Future Merit Locations	Adelaide
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 5
Position Number	60014504
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

We are seeking enthusiastic and qualified Electronics, Electrical or Instrumentation Technician or Engineers, ideally with previous field experience.

Who are you?

You have an appetite for working in remote locations, so a willingness to travel is essential.

You are a suitably qualified team player who likes to get hands-on in the field, and the prospect of seeing many parts of Australia excites you.

Who are we?

The Observing Operations Hubs are the Bureau of Meteorology's Technical Operations centres comprising of 8 Hubs, one in each capital city and Cairns.

Staff based at the Observing Operations Hub travel far and wide and into remote areas, utilising 4WD's, planes, boats and helicopters to maintain service delivery within the various instrumentation networks. This includes:

- Rain Radars

- Automatic Weather Stations (AWS)
- Upper-Air monitoring systems (Sounding Balloons)
- Sea Level Monitoring Stations
- Wave and Wave height buoys
- Satellite ground reception and space weather instruments
- Flood warning/rainfall monitoring systems
- Cooperative observers, volunteer rainfall stations
- Communications, telemetry and instrumentation systems

We are part of a national maintenance workforce and there is every likelihood of travel to other parts of Australia on occasion to support the other seven Hubs around the country.

We offer specialised, in-house competency-based training on all our equipment and will ensure you have the necessary tools and skills to undertake this work.

We strive to deliver exceptional customer service, as we engage with stakeholders, contractors, support staff and the Australian public.

We promote a diverse and inclusive workplace culture that prioritises the health, safety and wellbeing of all our staff.

You will report to and be mentored by a Team Lead in the Observing Operations Hub.

Duties

The responsibilities of the role include but are not limited to:

1. Maintenance & Operations: Undertake routine and detailed operational diagnostics, fault finding, repair and return to service of moderate to complex field equipment. Verify the performance of meteorological instruments against calibrated reference standards. At a medium level of difficulty, take, record and report observations from meteorological systems. Undertake site inspections and document the meteorological exposure and maintain associated records.
2. Asset and Service Management: Support a strong asset management culture and consistent usage of enterprise asset management system (IBM Maximo) to accurately record asset information, asset performance and issue stakeholder communication. Adhere to service management processes based on the ITIL framework and work to meet service level targets for maintenance completion and outage restoration response times.
3. Documentation & Record Keeping: Prepare operational and technical maintenance reports and associated documentation. Undertake administrative tasks such as finance reconciliations, procurement, inventory records, stores and stock control.
4. Travel & Incident Response: Regular travel away from your home base by air, sea and road is an essential part of this role. Field work and incident response support may require working outside of normal business hours including weekends, for which over-time and other allowances are payable.

5. Supervision: Mentor, manage, supervise and develop junior staff.
6. Data Quality: Manage Observation network data quality through remote monitoring. Diagnose and triage faults within the Observations networks as they arise.
7. Liaison and Representation: Liaise with various internal and external stakeholders at the appropriate level and represent the Bureau in a professional manner in accordance with Australian Public Service values and Code of Conduct. Respond to queries on observing assets in your area of responsibility and provision of asset information and data.
8. Quality Management: 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.
9. Other Relevant Duties: Undertake other relevant Hub, station, field and business duties as required, such as new site selection, installations, decommissioning of assets, project support and work package delivery.
10. Compliance: Comply with all relevant legislation, policies, procedures and guidance in the course of your work.
11. Diversity & Inclusion: Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment.
12. WHSE: Comply with all Bureau work, health, safety and environment policies and procedures, and take reasonable care for your own wellbeing and that of your team members, other employees, contractors and visitors who may be affected by your conduct.

Eligibility

- Australia Citizenship
- hold a current Australian driver's licence
- eligible to obtain and maintain a Baseline security clearance from the Australian Government Vetting Agency (AGSVA)

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	Frank Mangeruca, 0477 610 783
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763785

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

Closing Date:Sunday 02 November 2025

Parks Australia
Science & Australian National Botanic Gardens Conservation Science

Job Title	Grasslands Project Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$77,728 - $84,619
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Employee will be expected to work in the office or onsite in any of the location/s specified
Classification	APS Level 4
Position Number	2025/2813
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=6C3353C6-5EC7-DD49-DF88-E44C3D7B2725

Identified position

This position is an ‘Identified’ position which signifies that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander people. The successful applicant must have an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander People.

Who we are

Australia’s natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

The Science and Australian National Botanic Gardens Branch leads science and conservation planning and policy for Parks Australia and conducts research in conservation and biodiversity management through a range of programs. We engage in and coordinate diverse research partnerships and ensure First Nations knowledge and innovative solutions are core to our work, enabling us to enhance engagement and embed science into decision-making at all levels.

Our work includes:

- Strategic science planning and prioritisation and shaping research partnerships for Parks Australia.
- Leading cross-cutting research to support Parks Australia – in areas such as climate change adaptation, nature positive and knowledge weaving.
- Providing scientific support for Protected Areas policy and Park Management Plans.
- Managing the Australian National Botanic Gardens, home to our Branch and the nation’s largest living collection of native plants.
- Innovation in the cross-cutting application of new technologies and data analytics to meet science and application outcomes.
- Facilitating research and science capacity building and education.
- Curating national collections of biological data and conserving and protecting plants through systematics research, seed banking and ex situ conservation.
- Regulatory compliance, operational frameworks and capability support for the use of drones across the Department.

The Conservation Science section facilitates and supports innovative, cross-disciplinary research to inform management of the Commonwealth parks and gardens, to achieve outcomes for conservation and community, and to contribute to the national nature positive conversation. The section includes marine and terrestrial conservation scientists working together on complex, real-world problems that realise the potential for the parks and gardens to build conservation knowledge for Australia.

The Conservation Science Section includes the National Seed Bank (NSB) at the Australian National Botanic Gardens (ANBG). The NSB team contributes to conservation of threatened plant species by sourcing, collecting and storing wild seeds, and conducting research on seed germination requirements, dormancy, longevity in storage and reproductive ecology. The NSB contains a unique collection of seeds and other germplasm (such as spore) of native plant species from all over Australia - approximately 8,000 collections of almost 4,000 species.

These scientific collections are associated with data such as provenance, propagation and lineage history, seed research, curated images, and verified herbarium specimens, and are integrated with wider plant conservation and research conducted at the ANBG. With combined expertise in botanical taxonomy, evolution and systematics, seed biology and horticulture, the ANBG is uniquely placed to provide holistic national plant conservation solutions.

Duties

The Grasslands Project Officer will support the National Seed Bank team to deliver on its work with ‘Lowland Grassy Ecosystems seed collection, banking and research’ project.

The role will involve the following tasks over the coming collection season:

- Collect seed from in situ populations to build on existing collections or establish new ex-situ seed collections at the National Seed Bank.
- Assist with compilation of fact sheets for each target species, the purpose of which is to assign a conservation management decision to each species.
- Support engagement with local traditional owners and foster their involvement in the collecting process Flexibly support the work of the National Seed Bank through its collection season and assist with administrative and databasing tasks as required.
- Work collaboratively with the National Seed Bank team, the ACT Government, and other areas of Parks Australia.

Desirable qualifications

Qualification in the fields of Conservation, Land management, Ecology or Environmental Science.

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

Eligibility and other requirements

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

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.

Additional requirements

- Hold a current Apply First Aid Certificate or have the ability to obtain this qualification.
- Hold and maintain a valid Australian motor vehicle drivers licence.
- The ability to obtain and maintain a working with children and vulnerable people check.

Notes

Additional information

- Note that the physical requirements of the role(s) involve a combination of outdoor and office-based work.

We currently have 2 non-ongoing vacancies available for immediate filling to support the field collection season over the next six months.

A merit pool of suitable candidates will be created which may be used to fill future ongoing or non-ongoing vacancies should they become available over the next 18 months.

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

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

requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Tom North, 0478 279 781 or 02 6250 9462
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=6C3353C6-5EC7-DD49-DF88-E44C3

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763976

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

Closing Date:Friday 31 October 2025

Parks Australia
Science & Australian National Botanic Gardens Australian National Botanic Gardens

Job Title	Interpretation and Learning Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,438 - $108,360
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Onsite - employee will be expected to work in the office or onsite.
Classification	APS Level 6
Position Number	2025/2748
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

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The Science and Australian National Botanic Gardens Branch leads science and conservation planning and policy for Parks Australia and conducts research in conservation and biodiversity management through a range of programs. We engage in and coordinate diverse research partnerships and ensure First Nations knowledge and innovative solutions are core to our work, enabling us to enhance engagement and embed science into decision-making at all levels.

Our work includes:

• Strategic science planning and prioritisation and shaping research partnerships for Parks Australia.

• Leading cross-cutting research to support Parks Australia – in areas such as climate change adaptation, nature positive and knowledge weaving.

• Providing scientific support for Protected Areas policy and Park Management Plans.

• Managing the Australian National Botanic Gardens, home to our Branch and the nation's largest living collection of native plants.

• Innovation in the cross-cutting application of new technologies and data analytics to meet science and application outcomes.

• Facilitating research and science capacity building and education.

• Curating national collections of biological data and conserving and protecting plants through systematics research, seed banking and ex situ conservation

The Australian National Botanic Gardens is a place for recreation, inspiration, conservation, science and learning. Through our Living Plant Collections and the National Seed Bank, the Gardens makes a substantial contribution to conservation of Australian native plants. We work with a range of partner organisations to conduct diverse research into Australian plants and ecosystems. The ANBG is an award-winning tourism destination, our public events and education programs aim to connect community to the stories of our unique collection of Australian flora.

The ANBG recognise the important role Aboriginal and Torres Strait Islander people play in our workplace. We aim to attract, recruit, and develop Aboriginal and Torres Strait Islander employees. Our priority is to ensure a safe workplace where we celebrate all cultures.

Duties

As Interpretation and Learning Manager, you will lead a dedicated team delivering education, science communication and community engagement at the ANBG. You'll oversee onsite and outreach education for schools, lead the development of interpretation and science communication products to connect and inspire communities to value and protect Australia's unique plants and ecosystems.

Key Responsibilities:

• Lead the development and implementation of the Interpretation, Inclusion and Engagement strategy for the ANBG.

• Oversee the Science Communication Officer and the development and delivery of interpretation and science communication products relevant to different ANBG audiences.

• Oversee the delivery of onsite school programs for over 20,000 students annually, including daily operations, program set up and education staff training and management.

• Develop, expand and evaluate onsite and online learning products aligned with the Australian Curriculum, focusing on plant science, conservation, and sustainability.

• Be the child Safe champion at ANBG and ensure a child safe and child friendly environment, that results in children’s positive engagement.

Desirable qualifications

• Education, science communication or communication qualifications.

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

Eligibility and other requirements

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

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.

Additional requirements

• Hold a current Apply First Aid Certificate or have the ability to obtain this qualification.

• The ability to obtain and maintain a working with children and vulnerable people check.

Notes

Additional information

Wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy.

We currently one vacancy available for immediate filling, ongoing (permanent) which can be worked from Canberra - ACT.

A merit pool for filling the same or similar positions from Canberra - ACT 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	Helen McHugh, 0422 979 574
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764109

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

Closing Date:Monday 27 October 2025

Parks Australia
Marine & Island Parks Christmas Island Mine to Forest Rehabilitation (CIMFR)

Job Title	Technical Coordinator (Christmas Island Mine to Forest Rehabilitation)
Job Type	Full-Time, Ongoing
Location	Christmas Island WA
Salary	$84,794 - $93,020
Future Merit Locations	Christmas Island
Office Arrangement	On Site
Office Arrangement Details	The employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 5
Position Number	2025/2956
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Australia's natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them.

The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

The Marine and Island Parks Branch works to protect the Australian Marine Parks and three Island National Parks located in Australia's External Territories in the Pacific and Indian Ocean: Norfolk Island National Park; Christmas Island National Park and Pulu Keeling National Park.

Christmas Island Mine to Forest Rehabilitation program was created to mitigate the environmental impacts associated with phosphate mining on the island. CIMFR is responsible for the

rehabilitation of cleared forest mining sites to restore the impacted areas back to tropical forest and ultimately returned to Christmas Island National Park.

Duties

In this role you will be responsible for:

- Work with the Rehabilitation Supervisor to achieve CIMFR plan objectives such as:
    - Plan and prioritise daily and long-term activities and explore opportunities for increased efficiency.
    - Forecast nursery plant species mix requirements and provide trailer stocking lists for the planting season.
    - Develop and implement planting, weeding, fertilising and maintenance efforts that optimise seasonal weather conditions.
    - Supervise and train junior staff; build productive working relationships and contribute in a positive way to the team environment.
    - Keep track of plant accessions through the process using spreadsheets, databases and GIS.
- Co-ordinate and conduct environmental research such as biophysical monitoring and field trials including:
    - Flora and fauna surveys of native and introduced species;
    - Collection and scientific analysis of soil samples;
    - Recording of key performance indicators and taking field measurements;
    - Data entry into Excel, data analysis, graphing and statistical analysis; o Interpreting results and preparing reports.
- Assist the Program Manager in developing earthworks planning and implement earthworks operations.
- Perform GPS data acquisition, processing, mapping and spatial analysis using Geographical Information System (GIS) software (e.g. ArcMap).
- Communicate necessary information to Departmental staff, the local community and visitors in an appropriate manner and timeframe.
- Using available knowledge and experience as well as theoretical information, provide technical advice and guidance to fellow staff and management and contribute pragmatic solutions to overcome complex problems.
- Co-ordinate certain logistical aspects of the program such as:
    - Managing vehicle and equipment servicing, repairs and maintenance;
    - Supplier liaison, quote sourcing, purchasing of equipment, parts, consumables and procurement of some local services for both nursery and fieldwork requirements.
- Conduct and coordinate safe operation, application, maintenance, transport and storage of all mechanical, spraying and electrical equipment, tools, and materials as per instructions, labels, MSDS, Job Safety Assessments, WHS policies, procedures and other relevant documents
- Work effectively in challenging terrain and hot, humid, often wet, muddy conditions whilst always being mindful of the safety of both yourself and fellow team members
- Harmoniously interact with a multi-cultural, socially diverse workforce and community, as well as with various stakeholders, in accordance with APS Values and the Code of Conduct.

Eligibility

- **Citizenship** - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **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.
- **Mandatory qualifications** - To be eligible for this position, you must hold a Tertiary qualification in natural resource management or related field.

The successful applicant will be required to:

- Possess suitable level of fitness to conduct fieldwork in rugged terrain and perform tasks in hot, humid and often wet conditions.
- Possess a 4WD safe driving and recovery certificate, or commit to obtaining this qualification.
- Possess a current senior first aid certificate, or commit to obtaining this qualification.
- Demonstrate experience working in a multicultural society on a remote island/location.
- Have the ability to obtain and maintain a working with children and vulnerable people check.
- Wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures.

Notes

Please note:

- The physical requirements of the role(s) involve a combination of outdoor and office based work.
- You may be required to perform occasional out-of-hours and weekend work.
- You will be required, from time to time, to work in difficult, remote and harsh environments (possibly for extended periods) under limited supervision or in teams.
- You may be required to perform occasional out-of-hours and weekend work.

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

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

To Apply

Position Contact	André Marais, (08) 9164 8700
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764110

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

Closing Date:Monday 27 October 2025

Parks Australia
Marine & Island Parks Christmas Island Mine to Forest Rehabilitation

Job Title	Nursery and Rehabilitation Supervisor
Job Type	Full-Time, Ongoing
Location	Christmas Island WA
Salary	$77,728 - $84,619
Future Merit Locations	Christmas Island
Office Arrangement	On Site
Office Arrangement Details	The employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 4
Position Number	2025/2950
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Australia’s natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them.

The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity

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

Australia has one of the largest networks of marine parks in the world. Marine parks protect the diversity of life in our oceans–from astonishing coral reefs in our tropical seas to deep ocean canyons and undersea mountains in temperate marine regions. This branch oversees the ongoing management of each of the six Marine Park Networks, Policy and Programs Coordination, Science and Management Effectiveness and Authorisations and Compliance.

Duties

In this role, you will be responsible for:

- Coordinate and conduct plant production in the CIMFR nursery, including tasks such as:
  - Collection of seed and seedlings;
  - Recording and labelling relevant information for collections;
  - Implement and improve seed handling, storage, germination, and cultivation techniques;
  - Raise seedlings to maximize hardiness and post-planting survival, re-potting when appropriate;
  - Develop a plant production program to ensure saplings are of suitable size and strength to maximise survival in the field.
- Correctly identify native and non-native plant species (over two hundred species) on Christmas Island at various stages of development (seed, seedlings, juveniles, and adults).
- Identify plant health disorders and implement appropriate control measures in a timely and effective manner; research and analyse information to draw accurate conclusions.
- Help develop plant production targets, species composition objectives, horticultural methods and resources required to achieve sufficient nursery stock for the annual planting season.
- Coordinate staff allocated to the nursery daily to achieve work plan objectives; effectively supervise and train junior staff; build productive working relationships; contribute in a positive way to the team environment.
- Assist with certain logistical aspects of the program such as:
  - Managing vehicle and equipment servicing, repairs and maintenance;
  - Supplier liaison, quote sourcing, purchasing equipment, parts, consumables, and procurement of some local services;
  - Planning of rehabilitation field maintenance.
- Communicate technical information effectively to fellow staff and management; identify, and where possible, use industry best-practice technology to increase efficiency.
- Supervise heavy equipment earthworks and contractors during rehabilitation earthwork programs to ensure programs are delivered as planned, safely, on time and within budget.
- Coordinate logistical aspects of running the nursery; consult with suppliers and take on responsibilities for procurement associated with the nursery; have knowledge and capacity to oversee maintenance of nursery infrastructure, reticulation, and equipment; be resourceful, efficient and have strong ability to problem solve.
- Effectively supervise a team in challenging terrain and hot, humid, often wet, muddy conditions whilst always being mindful of the safety of both yourself and fellow team members.
- Effectively contribute as a member of a team in a multi-cultural, socially diverse, isolated environment, and adhere to Departmental and WHS policies, guidelines, and requirements.

Eligibility

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

The successful applicant will be required to:

- Possess suitable level of fitness to conduct fieldwork in rugged terrain and perform tasks in hot, humid and often wet conditions.
- Possess a current driver's license.
- Possess a 4WD safe driving and recovery certificate, or commit to obtaining this qualification.
- Possess a current senior first aid certificate, or commit to obtaining this qualification.
- Demonstrate experience working in a multicultural society on a remote island/location.
- Have the ability to obtain and maintain a working with children and vulnerable people check.
- Wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures.

Notes

Please note:

- The physical requirements of the role(s) involve a combination of outdoor and officebased work.
- You may be required to perform occasional out-of-hours and weekend work.
- You will be required, from time to time, to work in difficult, remote and harsh environments (possibly for extended periods) under limited supervision or in teams.
- You may be required to perform occasional out-of-hours and weekend work.

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

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

To Apply

Position Contact	André Marais, (08) 9164 8700
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764113

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

Closing Date:Monday 27 October 2025

Parks Australia
Marine & Island Parks Christmas Island Mine to Forest Rehabilitation

Job Title	Nursery Attendant - Christmas Island Mine to Forest Rehabilitation
Job Type	Full-Time, Ongoing
Location	Christmas Island WA
Salary	$54,516 - $77,125
Future Merit Locations	Christmas Island
Office Arrangement	On Site
Office Arrangement Details	The employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 1;APS Level 2;APS Level 3
Position Number	2025/2946
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Australia’s natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on

earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them.

The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

The Marine and Island Parks Branch works to protect the Australian Marine Parks and three Island National Parks located in Australia's External Territories in the Pacific and Indian Ocean: Norfolk Island National Park; Christmas Island National Park and Pulu Keeling National Park.

Christmas Island Mine to Forest Rehabilitation programme was created to mitigate the environmental impacts associated with phosphate mining on the island. CIMFR is responsible for the rehabilitation of cleared forest mining sites to restore the impacted areas back to tropical forest and ultimately returned to Christmas Island National Park.

Duties

In this role you will be responsible for:

- Carry out plant production in the CIMFR nursery, including tasks such as:
  - Collection of seed and seedlings;
  - Recording and labelling relevant information for collections;
  - Implement and improve seed handling, storage, germination and cultivation techniques;
  - Raise seedlings to maximize hardiness and post-planting survival, re-potting when appropriate;
  - Assist with nursery operations, seed collection, soil-media preparation, potting-up, horticultural care, plant health monitoring and watering of plants
- Correctly identify native and non-native plant species (over 200 species) on Christmas Island at various stages of development (seed, seedlings, juveniles and adults). Managing vehicle and equipment servicing, repairs and maintenance;
- Identify plant health disorders and implement appropriate control measures in a timely and effective manner; research and analyse information to draw accurate conclusions.
- Contribute to plant production targets, species composition objectives, horticultural methods and resources required to achieve sufficient nursery stock for the annual planting season.
- Communicate technical information effectively to fellow staff and management; identify, and where possible, use industry best-practice technology to increase efficiency.
- Conduct safe operation, application, maintenance, transport and storage of all electrical equipment, tools, materials and chemicals as per instructions, labels, safety data sheets, and other relevant documents, procedures and policies.
- Work effectively in challenging terrain and hot, humid, often wet, muddy conditions whilst always being mindful of the safety of both yourself and fellow team members.

- Harmoniously interact with a multi-cultural, socially diverse workforce and community, as well as with various stakeholders, in accordance with APS Values and the Code of Conduct.

Eligibility

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

The successful applicant will be required to:

- Possess suitable level of fitness to conduct fieldwork in rugged terrain and perform tasks in hot, humid and often wet conditions.
- Possess a current driver's license.
- Possess a 4WD safe driving and recovery certificate, or commit to obtaining this qualification.
- Possess a current senior first aid certificate, or commit to obtaining this qualification.
- Demonstrate experience working in a multicultural society on a remote island/location.
- Have the ability to obtain and maintain a working with children and vulnerable people check.
- Wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures.

Notes

Please note:

- The physical requirements of the role(s) involve a combination of outdoor and officebased work.
- You may be required to perform occasional out-of-hours and weekend work.
- You will be required, from time to time, to work in difficult, remote and harsh environments (possibly for extended periods) under limited supervision or in teams.
- The physical requirements of the role(s) involve a combination of outdoor and office-based work.
- You may be required to perform occasional out-of-hours and weekend work.

This position is a broadband classification (APS 1-3). The successful applicant may be engaged at any level within the broadband.

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	André Marais, (08) 9164 8700
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764130

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

Closing Date:Monday 03 November 2025

Environmental Permitting and Compliance
Compliance & Enforcement Environmental Crime

Job Title	Director Environmental Crime
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$146,942 - $170,725
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Onsite - employee will be expected to work in the office or onsite in the location specified.
Classification	Executive Level 2
Position Number	2025/2972
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Identified position

This position is an ‘Identified’ position which signifies that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander people. The successful applicant must have an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander People.

Who we are

The Environmental Permitting and Compliance Division (EPCD) plays a pivotal role in protecting and sustainably managing our land, water, air and wildlife for the benefit of the Australian and international community. The division oversees regulatory schemes and undertakes monitoring and compliance activities integral to environmental protection, including wildlife trade, air quality, contaminated sites, waste management, sea dumping, and monitoring and compliance of projects approved under the Environment Protection and Biodiversity Conservation Act 1999. EPCD works with business, industry, government and the community to improve compliance with national environmental laws.

The Compliance and Enforcement Branch provides a centralised compliance and enforcement capability for environment regulation. The branch works closely with internal permitting and licencing areas, with business, industry, government and community to understand and improve compliance with national environmental laws. The branch focusses on serious non-compliance with a range of legislation relating to protection of threatened plants, animals and ecosystems, wildlife trade, hazardous waste and air quality, and monitoring and compliance of projects approved under the Environment Protection and Biodiversity Conservation Act 1999.

The Environmental Crime Section is primarily responsible for investigating criminal offences under Commonwealth environmental law. The section works autonomously and with state and federal law enforcement and regulatory partners to conduct investigations, make arrests and submit briefs of evidence for criminal prosecution. The section also works closely with internal intelligence capabilities and key domestic and international agencies to identify criminal offending and take disruptive and deterrence measures for long-lasting impact on criminal offending.

Duties

The job

- Leadership, strategic direction and oversight of the department’s criminal investigations capability as it relates to national environmental laws and the department’s environment compliance priorities
- Lead and manage a geographically dispersed section with diverse criminal investigations experience.
- Manage, assure and report on the criminal investigation caseload, including outcomes.
- Ensure compliance with Australian Government Investigation Standards requirements, governance processes and relevant legislation, policy and practice. Work collaboratively with key internal and external stakeholders to leverage capability, resolve issues, and achieve outcomes.
- Lead and assure risk management activities to ensure the safe and effective delivery of all operational work.
- Coordinate, prepare, or present submissions for the Executive, Minister, and various internal and external partners and stakeholders.
- Represent Environmental Crime, the Branch or department at various meetings, including chairing meetings where required.
- Proactively manage media opportunities and enquiries relating to environmental crime and investigations.
- Work collaboratively as part of a branch executive to drive branch culture, capability and continuous improvement.
- The successful applicant must be able to take the lead on delivering key compliance and enforcement priorities while working flexibly to accommodate online meetings and occasional interstate travel to work on operational activities with team members, internal and external partners and stakeholders.

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

Mandatory qualifications

Certificate IV in Government Investigations and Diploma in Government Investigations or equivalent. Your suitability for employment will be dependent on you holding relevant mandatory qualifications.

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

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

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 which can be worked from Canberra - ACT.

A merit pool for filling the same or similar positions from Canberra - ACT, may be established at the conclusion of this selection process.

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Danny Mcquillen, 0401 118 530
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764139

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

Closing Date:Monday 17 November 2025

Parks Australia
Booderee and Uluru-Kata Tjuta National Parks Booderee National Park

Job Title	Training Team Leader
Job Type	Full-Time, Ongoing
Location	Jervis Bay ACT
Salary	$95,438 - $108,360
Future Merit Locations	Jervis Bay
Office Arrangement	On Site
Office Arrangement Details	Onsite - employee will be expected to work in the office or onsite in the location specified.
Classification	APS Level 6
Position Number	2025/2979
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Affirmative measure employment - Indigenous employment

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

Who we are

Australia’s natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

Booderee National Park, with its coastal habitats is one of three national parks, leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia.

The Office of Joint Management is responsible for providing training across Booderee National Park, ensuring all staff hold the relevant qualifications to perform their roles, working in partnership with the Wreck Bay Aboriginal Community Council (WBACC) with the Cultural Heritage and Community Liaison contracts and supporting the Joint Board of Management.

Duties

The job

- Leadership & Team Management: Lead, supervise, and mentor APS staff, fostering a positive, inclusive, and culturally respectful workplace.
- Build team capacity and capability through performance management, coaching, and professional development.
- Promote the “One Booderee” team philosophy, encouraging collaboration across all park units.
- Traditional Owner Engagement & Joint Management: Work closely with Traditional Owners to embed their vision and cultural values into park management and planning.
- Partner with the Wreck Bay Aboriginal Community Council (WBACC) to deliver joint management priorities, including:
    - Training & Employment pathways (e.g. Junior Ranger, school-based apprenticeships, traineeships).
    - Cultural initiatives such as the Welcome to Country program and the development of a Traditional Use Policy.

    - Opportunities for Traditional Owner-led business development within the Park.
- Cultural Heritage & Community Liaison: Support implementation of the Cultural Heritage Strategy in collaboration with WBACC and the Cultural Heritage Officer.
- Strengthen cultural heritage planning, monitoring, and management to protect and celebrate Booderee's values.
- Foster knowledge exchange by integrating traditional, contemporary, and scientific expertise.
- Governance & Stakeholder Engagement: Provide secretariat support to the Joint Board of Management and its sub-committees, including preparing, presenting, and reporting on board papers.
- Contribute to delivery of the Park Lease obligations and the Plan of Management.
- Build and maintain effective relationships with WBACC, community stakeholders, government partners, and external organisations.
- Program, Project & Contract Management: Oversee budgets, contracts, procurement, and projects across joint management, training, and cultural programs.
- Monitor and report on operational and strategic work plans, ensuring alignment with park priorities.
- Ensure compliance with APS Code of Conduct, Parks Australia governance requirements, and WH&S obligations.
- Operational & Ranger Support: Contribute to environmental management, emergency response (including fire and evacuation), compliance, and law enforcement operations.
- Provide support to visitor management and campground operations during peak seasons.
- Undertake ranger duties such as visitor education, compliance, minor maintenance, traffic and incident management.
- Fulfil Duty Manager responsibilities on a rostered basis, including after-hours emergency coordination.

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

Eligibility and other requirements

- Hold a current Apply First Aid Certificate or have the ability to obtain this qualification.
- Hold and maintain a current manual driver's licence and ability to drive a 4WD vehicle.
- The ability to obtain and maintain a working with children and vulnerable people check.

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

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

Additional information

- Note that the ability to perform shift work is a requirement when applying for this position.
- Note that the physical requirements of the role(s) involve a combination of outdoor and office-based work.
- Wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy.

We currently have one vacancy available for immediate filling which can be worked from Jervis Bay, Booderee National Park.

A merit pool for filling the same or similar positions from Jervis Bay, Booderee National Park, may be established at the conclusion of this selection process.

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

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

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

To Apply

Position Contact	Siobhan Guerin, 0448 953 728
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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

Closing Date:Friday 07 November 2025

Parks Australia
Marine & Island Parks Indian Ocean Territories Parks

Job Title	Park Manager - Christmas Island and Cocos (Keeling) Islands & Indian Ocean Territories Marine Parks
Job Type	Full-Time, Ongoing
Location	Christmas Island WA
Salary	$146,942 - $170,725
Future Merit Locations	Christmas Island
Office Arrangement	On Site
Office Arrangement Details	The employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	Executive Level 2
Position Number	2025/2896
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Australia's natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 60 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

The Marine and Island Parks Branch works to protect the Australian Marine Parks and three Island National Parks located in Australia's External Territories in the Pacific and Indian Ocean: Norfolk Island National Park; Christmas Island National Park and Pulu Keeling National Park.

The position is located on Christmas Island, in Australia's Indian Ocean Territory (IOT) and is responsible for the day-to-day management of Christmas Island National Park and Pulu Keeling National Parks and for supporting the operational management of the Christmas Island Marine Park and the Cocos (Keeling) Islands Marine Park.

Duties

- Provide high level leadership and manage a remote and isolated workforce across two separate locations within Australia's Indian Ocean Territories, with a strong focus on developing, coaching and mentoring staff, staff wellbeing and role-modelling agreed expectations to maintain a mutually respectful workplace.
- Manage and prioritise natural and cultural resource management programs, including invasive species control, threatened species and ecosystem conservation and monitoring programs.
- Manage infrastructure and assets, including housing, plant and equipment and visitor facilities, and oversee and support the delivery of routine maintenance as well as major capital works.
- Manage budget and expenditure, including making shared decisions around capital and operational priorities, and ensuring compliance with requirements under the Commonwealth's Governance and Financial legislation and frameworks.
- Establish and maintain effective partnerships with island communities and management committees and other external stakeholders, which includes with scientific advisory committees, community organisations, Shires, Commonwealth and State government agencies, scientific and research communities and the tourism industry, as well as other groups and individuals with interests in the management of the Parks.
- Manage visitor service and experience programs and activities, including developing and enhancing interpretive and other visitor experiences.
- Seek to develop and/or facilitate tourism and associated business opportunities that support the island's socio-economic diversification and park operations.
- Oversee compliance activities under park legislation and regulations, including licence and permit compliance.
- Deliver business management and corporate services and strengthen internal governance systems and to ensure compliance and enhance accountability, including provision of staff training and capability development.
- Initiate and engage in Parks' related events and broader community and stakeholder forums, including representing the Director in these forums as required.
- Ensure a safe environment for all park staff and visitors by working to optimise safety management systems, ensure effective management of critical risks, and role-modelling safe work practices.
- Manage emergency incidents in conjunction with other agencies and participate in on call activities as required.

Mandatory qualifications

- Natural resource/protected area management qualifications or equivalent experience.

Additional requirements

- Hold a current Apply First Aid Certificate or have the ability to obtain this qualification.

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 – your suitability for employment will be dependent on you holding relevant mandatory qualifications.

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

Notes

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

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

To Apply

Position Contact	Shaun Barclay, 0417 429 385
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764199

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

Closing Date:Sunday 09 November 2025

Parks Australia
Uluru-Kata Tjuta National Park and Indigenous Protected Areas Uluru-Kata Tjuta National Park

Job Title	Senior Ranger - Caring for Culture and Country
Job Type	Full-Time, Ongoing
Location	Uluru NT
Salary	$77,728 - $84,619
Future Merit Locations	Uluru
Office Arrangement	On Site
Office Arrangement Details	The employee will be expected to work in the office or onsite in the location specified.
Classification	APS Level 4
Position Number	2025/2701
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Australia’s natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

Beyond the spinifex sand plains of arid central Australia lies Uluru-Kata Tjuta National Park, one of three national parks leased by their Aboriginal owners to the Director of National Parks and jointly managed by Traditional Owners and Parks Australia. Parks Australia assists with ongoing management of the park's natural and cultural heritage.

The Caring for Culture and Country (CCC) section consists of a diverse team who, together with traditional owners, are responsible for the conservation and management of both the natural and cultural values of a jointly managed World Heritage National Park in accordance with both the Tjukurpa and Australian law.

Duties

Under limited supervision, at the direction of the Caring for Culture and Country Manager and in accordance with the Lease Agreement, Management Plan and the Environmental Protection and Biodiversity Conservation Act 1999 (EPBC Act) the duties of the role include, however are not limited to:

- undertaking, implementing monitoring and management of threatened and invasive species programs to assist with the development of survey methodology with Parks Science team
- data analyses and reporting for Flora and Fauna Surveys
- assisting in fire management programs inclusive of prescribed burns and wildfires
- assisting with the effective management of natural and cultural resource management programs
- sharing the Traditional Owner's vision for the future of the park and encourage, facilitate and participate in the exchange of knowledge, experience and skills between Indigenous and non-Indigenous staff, the community and public.
- participating in incident response operations such as fire suppression, search and rescue and first aid response.

Eligibility

- **Citizenship** - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **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.
- You must be able to hold and maintain a valid Australian motor vehicle drivers licence.

Notes

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

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	Zoe Gavan, 0428 565 928
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764214

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

Closing Date:Thursday 13 November 2025

Australian Antarctic
Operations & Logistics Maritime Asset Management

Job Title	Assistant Director – RSV Nuyina Capability Management
Job Type	Full-Time, Ongoing
Location	Hobart TAS
Salary	$124,861 - $134,295
Future Merit Locations	Hobart
Office Arrangement	On Site
Office Arrangement Details	Onsite - employee will be expected to work in the office or onsite in the specified location.
Classification	Executive Level 1
Position Number	2025/2910
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

The Australian Antarctic Division (AAD) is part of the Commonwealth Department of Climate Change, Energy, the Environment and Water. As primary agency for Australia's Antarctic Program (AAP), the AAD is responsible for achieving the Australian Government's Antarctic goals. These goals are to: -maintain the Antarctic Treaty System and enhance Australia's influence within it -protect the Antarctic environment -understand the role of Antarctica in the global climate system -undertake scientific work of practical, economic and national significance. The AAD also has responsibility for administering the Australian Antarctic Territory and the Territory of Heard Island and McDonald Islands.

The Operations and Logistics Branch oversees our operations in Antarctica – supporting people in our year-round research stations and remote field bases. The branch oversees air and sea transport (and the contracts to manage Australia’s icebreaker, the RSV Nuyina and Aviation capabilities) to transport expeditioners south and enable them to travel around Antarctica. We have staff with diverse skills, located primarily in Tasmania, in Antarctica and on Macquarie Island.

The AAD’s Maritime Asset Management and Maritime Logistics sections jointly facilitate and administer the full scope of maritime activities for the AAD each season, encompassing:

- The provision of all shipping and watercraft capabilities for operations in the Antarctic, sub-Antarctic and the Southern Ocean.
- The planning, management and execution of voyages to deliver program outcomes as defined in each seasonal plan.
- The recruitment, training and deployment of specialist voyage management and watercraft operation personnel.
- The execution of responsibilities as ‘vessel owner’ for the RSV Nuyina on behalf of the Commonwealth of Australia, including through joint management with Serco Defence as the contracted Ship Manager.
- Coordinate all vessel operation and lifecycle maintenance activities for the RSV Nuyina.

Duties

The Assistant Director – RSV Capability Management reports to the Director, Maritime Asset Management and works closely with the Ship Manager to ensure the ongoing delivery of ship’s capability. The successful applicant will be expected to apply their well-developed knowledge and expertise to:

- Plan and manage capability requirements, ensure the ongoing suitability of functional performance specifications through-life and ensure the future readiness and effective integration across the vessel.
- Identify capability gaps and risks, and recommend timely, cost-effective solutions.
- Develop, implement, monitor and review the RSV Nuyina Capability Management Plan.
- Coordinate the delivery of capability across all fundamental inputs (organisation, management, personnel, collective training, systems, facilities and training, supplies, support and industry)
- Ensure the interoperability of RSV Nuyina’s capability across technical, procedural and human elements.
- Implement and manage capability governance to ensure transparent, effective and budget-compliant decision-making.
- Coordinate in-service management of RSV Nuyina including sustainment, obsolescence management, operational readiness and technology refresh activities or upgrades to maintain capability.
- Align cross-functional priorities and overall material delivery.
- Develop, enhance and coordinate governance practices across key internal and external stakeholders to ensure the shared objectives of capability maintenance and enhancement, reliability and safety are efficiently and effectively achieved.
- Provide leadership and coordination in the development of internal capability to enhance business continuity and professional development.
- Monitor, forecast and produce complex budgets in alignment with Commonwealth financial management guidelines and contractual obligations.
- Review and monitor daily voyage reporting from the ship’s manager and from the ship’s staff on conclusion of each voyage and season.
- Provide advice, briefings and reports to the Director, Maritime Asset Management in relation to ship availability and performance and capability management.
- As required, provide technical subject matter expertise in support of charter arrangements for commercial vessels.

Desirable qualifications

- Tertiary qualification from an Australian university (or an equivalent overseas institution) in Capability Management, Engineering, Project Management or demonstrable equivalent experience.
- 5+ years' experience working within a management role ideally within the defence or marine industry.

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

Eligibility and other requirements

- Hold a current **Apply First Aid Certificate** or have the ability to obtain this qualification.

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

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

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

Notes

We currently one vacancy available for immediate filling which can be worked from Hobart, TAS.

A merit pool for filling the same or similar positions from 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	William Quinn, 0449 947 394
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764258

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

Closing Date:Wednesday 05 November 2025

Office of Water Compliance
Office of Water Compliance Performance Assurance

Job Title	Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Adelaide SA, Albury NSW, Brisbane QLD, Dubbo NSW, Melbourne VIC, Mildura VIC, Sydney NSW, Goondiwindi QLD
Salary	$84,794 - $93,020
Future Merit Locations	Canberra, Adelaide, Albury, Brisbane, Dubbo, Melbourne, Mildura, Sydney, Goondiwindi
Office Arrangement	Hybrid
Office Arrangement Details	A mixed working arrangement about where the employee will work - it can be a combination of working from home, working onsite and working
Classification	APS Level 5
Position Number	2025/2856
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=45104DEC-99E6-4E8F-A7A8-E44C3D29DC76

Who we are

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

Inspector-General's vision:

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

Inspector-General's purpose:

The Inspector-General ensures various government bodies, water managers and users in the Murray-Darling Basin (the Basin) comply with their obligations under the Water Act 2007 (Cth) (Water Act) and the Basin Plan 2012 (Cth) (Basin Plan) and drives governments and water managers to uphold high standards of integrity and performance. The Inspector-General's role includes oversighting the performance of government agencies in the management of Basin water resources, as well as ensuring compliance with various commitments under legislation. The Inspector-General currently has offices located in Adelaide, Albury, Brisbane, Canberra, Dubbo,

Goondiwindi, Melbourne, Mildura and Sydney. The Inspector-General can support regional relocation to one of our Basin communities.

The Oversight Branch

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

The branch is comprised of the following teams:

- Inquiry
- Performance Assurance
- Strategic Relations

The Performance Assurance Team

The Performance Assurance Team supports the work of the Oversight Branch by:

- Monitoring developments in water management in the Basin to inform, incentivise and support effective regulation by relevant government agencies.
- Designing, coordinating and running performance assurance and evaluation projects.
- Informing the scoping of inquiries and other performance assurance tools.
- Analysing an array of internal and external information to integrate into monitoring, analysis and reporting work, as relevant.

In performing this role, the Performance Assurance Team is responsible for leading and managing:

- Activities to monitor and form justified conclusions about the effectiveness of water management in the Basin.
- The development of advice on outcomes of water management practices across the Basin.
- Communications with relevant government decision-makers on risks or harms arising from the management of Basin water resources.
- Day-to-day management of activities to provide assurance in regard to relevant intergovernmental agreements.

Duties

Analysts in the Performance Assurance Team are responsible for:

- Undertaking research and analytical projects to support the Inspector-General’s oversight functions.
- Preparing clear, analytical, and effective written documents on complex and nationally significant matters, often with some sensitivity, under general direction.
- Supporting the collection and management of data and information for the purposes of analysis and evaluation.
- Contributing to the development and maintenance of analytical frameworks and tools.

- Supporting stakeholder engagement regarding routine matters, information sharing and collection and so on, including on sensitive matters.
- Actively participating as a member of a small team, including providing ad hoc support to projects within the Performance Assurance work program.

Eligibility

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

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

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

Notes

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

To Apply

Position Contact	Gabriella Sulfaro, 0479 041 877
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=45104DEC-99E6-4E8F-A7A8-E44C3

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764259

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

Closing Date:Wednesday 05 November 2025

Office of Water Compliance
Oversight Inquiry

Job Title	Senior Inquiry Officer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Adelaide SA, Albury NSW, Canberra ACT, Dubbo NSW, Melbourne VIC, Mildura VIC, Sydney NSW, Goondiwindi QLD
Salary	$95,438 - $108,360
Future Merit Locations	Brisbane, Adelaide, Albury, Canberra, Dubbo, Melbourne, Mildura, Sydney, Goondiwindi
Office Arrangement	Hybrid
Office Arrangement Details	A mixed working arrangement about where the employee will work - it can be a combination of working from home, working onsite and working remotely.
Classification	APS Level 6
Position Number	2025/2852
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=63B5191B-623D-685D-8440-E44C3D1C9A4C

Who we are

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

Inspector-General's vision:

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

Inspector-General's purpose:

The Inspector-General ensures various government bodies, water managers and users in the Murray-Darling Basin (the Basin) comply with their obligations under the Water Act 2007 (Cth) (Water Act) and the Basin Plan 2012 (Cth) (Basin Plan) and drives governments and water managers to uphold high standards of integrity and performance. The Inspector-General's role includes oversighting the performance of government agencies in the management of Basin water resources, as well as ensuring compliance with various commitments under legislation. The Inspector-General currently has offices located in Adelaide, Albury, Brisbane, Canberra, Dubbo, Goondiwindi, Melbourne, Mildura and Sydney. The Inspector-General can support regional relocation to one of our Basin communities.

Oversight Branch

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

The branch is comprised of the following teams:

- Inquiry
- Performance Assurance
- Strategic Relations

The Inquiry Team

The Inquiry team undertakes inquiries as directed by the Inspector-General. Key responsibilities include:

- Conducting thorough analyses of issues prior to the commencement of an inquiry.
- Leading the collection of evidence, including documentary materials and information obtained through interviews with key stakeholders.
- Leading the production of public documents, including the development of terms of reference, calls for submissions, issues papers, and inquiry reports.

Duties

The key accountabilities of the Senior Inquiry Officer will include, but are not limited to, the following:

- Preparing high quality analytical and influential written documents on highly complex and nationally significant matters, often of a sensitive nature, under broad direction.
- Exercising sound judgement and analytical skills in supporting a regulator with transparency, accountability and integrity responsibilities, through the provision of high-quality advice and application of risk and harm management practice.
- Engaging in complex problem solving and issues management in the coordination and execution of detailed and sensitive inquiries.
- Actively managing key stakeholder relationships within and outside the agency, across a geographically dispersed area and with diverse interests.

Eligibility

Mandatory qualifications

- Relevant tertiary qualifications in areas related to law, compliance, audit or economics.

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 – your suitability for employment will be dependent on you holding relevant mandatory qualifications.

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

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

To Apply

Position Contact	Georgia Smith, 0466 516 849
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=63B5191B-623D-685D-8440-E44C3I

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

Climate Change, Energy, the Environment and Water

Vacancy VN-0764262

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

Closing Date:Wednesday 19 November 2025

Parks Australia
Several Park Management and Operations

Job Title	Service Level Agreement Coordinator
Job Type	Full-Time, Ongoing
Location	Jervis Bay ACT
Salary	$84,794 - $93,020
Future Merit Locations	Jervis Bay
Office Arrangement	On Site
Office Arrangement Details	employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 5
Position Number	2025/2931
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=885B7E44-B3B5-1E41-A127-E44D677F5835

Affirmative measure employment

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial

Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait Islander people.

Australia’s natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors

travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

Booderee National Park, with its coastal habitats is one of three national parks, leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia.

The Park Management and Operations section is responsible for the operational aspects of Booderee National Park, such as infrastructure and asset maintenance and contract management in alignment with the Booderee National Park Management Plan.

Duties

Project, contract, and SLA management expertise:

- Managing service delivery contracts and Service Level Agreements (SLAs) from initiation to completion, including developing scopes of work, monitoring performance, and ensuring contractual compliance with the Commonwealth Procurement Rules.
- Coordinate SLA processes by managing contract deliverables, approving payments, and facilitating communication between contractors and internal teams.
- Analyse contract and SLA outcomes, address performance issues promptly, and implement corrective actions collaboratively with contractors and stakeholders.
- Manage competing priorities and deliver projects on time and within budget.

SLA Coordinator duties

- Coordinate and manage Service Level Agreements (SLAs), including scope development, contract management, and performance monitoring to ensure compliance and service delivery.
- Give technical advice and support on SLA-related matters, undertaking moderately complex projects under guidance.
- Approve and certify payments related to SLA contracts and contribute to procurement and contract renewal processes.
- Support the development, implementation, and operation of long-term maintenance and service programs aligned with SLAs.

Team coordination and independent work capability

- Skilled in organising and overseeing the work of contractors, field staff, or small teams to achieve operational goals, including managing SLA-related activities and workflows.

- Capacity to work independently with minimal supervision, applying sound judgment to day-to-day decision-making.
- Experience mentoring, guiding, or training others to build team capability and ensure SLA compliance.

Eligibility

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

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 Booderee National Park. A merit pool for filling the same or similar position in Booderee National Park may be established at the conclusion of this selection process.

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

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

To Apply

Position Contact	Siobhan Guerin, 0448 953 728
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=885B7E44-B3B5-1E41-A127-E44D6

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764280

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

Closing Date:Wednesday 05 November 2025

Gas & Liquid Fuels
HOD Office Delivery and Strategy

Job Title	Project Management & Data Analyst
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - SA SA, Various locations - NT NT, Various locations - WA WA, Various locations - TAS TAS, Various locations - ACT ACT
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	Hybrid - a mixed working arrangement about where the employee will work - it can be a combination of working from home, working onsite and working rem
Classification	APS Level 6
Position Number	2025/2670
Agency Website	https://www.dcceew.gov.au/

Job Description

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

The Gas and Liquid Fuels Division (GLFD) provides policy advice and delivers policy reforms and programs that underpin the reliable and affordable supply of gas and liquid fuel. Gas powered generation has an important role in firming the electricity grid as Australia transitions to renewable energy.

AEMO forecasts the system will need up to 10 gigawatts of gas-powered generation capacity by 2050. Gas also provides a valuable source of heating for businesses and households and feedstock to industrial users. Over time gas use across the economy will need to decline to meet Australia’s net zero target.

The Division works closely with colleagues across the department and at a state/territory level to progress reforms to improve the functioning of gas markets, to ensure ongoing reliability and

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

The Division works to maintain our domestic refining capability, build our domestic fuel reserves, return Australia to compliance with our International Energy Agency (IEA) membership obligations, increase our emergency preparedness, bring forward improvements to fuel quality, and maintain security of critical inputs to our transport energy system such as Diesel Exhaust Fluid. We also identify and facilitate opportunities to support the fuel market transition and enhance Australia's energy security.

The Division strives to give staff at all levels the opportunity to participate in collaboration, consultation and problem solving and is committed to the continued development of our culture.

The Division champions and pursues three key themes, supported by an action plan:

- Grow Our People
- Be Amazing Leaders
- Promote Health and Wellbeing

The Division has a Staff Consultative Committee, Policy Steering Committee, Capability Development Series and Weekly Divisional Newsletter to support the implementation of the action plan. The Division is committed to work life balance and staff wellbeing and is fully supportive of flexible work arrangements, including remote working, where they align with business and personal needs.

The Delivery and Strategy team drives financial planning, implementation, and reporting to support divisional business, ensuring evidence-based decisions can be made by the Governance Group (HoD and BHs). The team also provides PMO support, project and monitoring tools to track key milestones. These processes help divisional staff achieve the delivery of their priorities by optimising resource allocation and managing the division's risks for the Head of Division.

The GLFD PMO is dedicated to driving project excellence by providing project management services and standardised reporting to ensure the successful delivery of projects across the G&LF Division. We aim to collaborate closely with project teams to support and foster a culture of continuous improvement, innovation, and accountability. Explore our site to access valuable tools and best practices designed to support your project management needs and help you achieve your goals.

For more information about us please visit our website.

Duties

- Support the day-to-day operations of the PMO including meeting coordination, action tracking, and document management. Assist with maintaining and updating project registers (e.g. Project Status, Delivery Risk, Schedule and Stakeholder Engagements).
- Collate and validate project status updates across the Division.
- Contribute to the preparation and distribution of program and project reports using templates and dashboards.
- Maintain and support PMO tools and templates, including registers and reporting frameworks.
- Assist in the preparation of Power BI dashboards by ensuring data completeness and integrity.
- Run periodic data refreshes and support minor updates to Power BI visuals and reports.
- Liaise with project teams to gather inputs and clarify reporting or governance requirements.
- Support project assurance and compliance processes such as health checks and Project Boards.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from the relevant job posting on 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.

Pre-employment Check - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.

Notes

We currently have one vacancy available for immediate filling in any location in Australia. A merit pool for filling the same or similar position in all Australian locations 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	Nic Jones, 0466 287 898
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764294

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

Closing Date:Sunday 09 November 2025

Parks Australia
Strategy and Indigenous Protected Areas Legislation Policy and Regulatory Support

Job Title	Policy and Regulatory Support Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - QLD QLD, Various locations - ACT ACT, Various locations - NT NT, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - SA SA, Various locations - WA WA, Various locations - NSW NSW
Salary	$84,794 - $93,020
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	a mixed working arrangement about where the employee will work - it can be a combination of working from home, working onsite and working remotely.
Classification	APS Level 5
Position Number	2025/2984
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Australia’s natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks, the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999.

The Strategy and Indigenous Protected Areas Branch provides strategic oversight and policy support for managing Australia’s Commonwealth parks and reserves and Indigenous Protected Areas, with a strong focus on supporting Indigenous land management and protection of cultural heritage. It works to improve legislative and regulatory frameworks, support cultural and environmental stewardship, and foster partnerships with Indigenous communities to ensure sustainable and transparent outcomes across Commonwealth protected areas.

The Legislation Policy and Regulatory Support Section is responsible for leading Parks Australia legislation and joint management reform and providing regulation and compliance support for

terrestrial and island parks, to support regulatory maturity and best practice. The section is comprised of three teams that work collaboratively to provide strategic oversight, policy development and capability support for the management of Australia's Commonwealth Reserves.

- The legislation policy team leads the development of the policy settings to support the expectations of Traditional Owners and stakeholders in legislation and joint management reform, in association with the broader reform agenda for the Environment Protection and Biodiversity Conservation Act 1999.
- The compliance support team leads the development of park-specific compliance plans and risk assessments, policies and procedures for best practice compliance approaches, and delivers on-park training to wardens and rangers.
- The assessment support team supports the development of consistent and best practice regulatory approaches to authorisations and permits across terrestrial, and island parks and supports the development of systems and policies to support effective regulatory practices.
- The section also administers, on behalf of the Department, the permitting regime for access to biological resources in Commonwealth areas. Our team has a strong focus on enabling the achievement of shared goals through collaboration, relationship building and a strong commitment to continual improvement. As a geographically hybrid team we prioritise maintaining strong team cohesion and accountability while supporting individual preferences and needs.

Duties

We are seeking driven and high performing individuals to join our section and work across the various teams depending on demand, priority and personal experience.

Your responsibilities will include:

- Research and analysis, and development of policy advice, on matters related to legislation and environmental regulation.
- Building strong partnerships and coordinating with internal and external stakeholders to support policy development and support systems.
- Collaborating with Traditional Owners and Parks Australia staff on regulatory improvement.
- Supporting the development and implementation of policies, guidelines, systems and procedures that support regulatory best practice.
- Developing documents such as reports, briefs, ministerial correspondence and talking points to provide high quality advice to the Senior Executive and the Minister.
- Assessment of applications for permits and other approvals under the Environment Protection and Biodiversity Conservation Act 1999 and regulations.
- Preparation and monitoring of project documentation.
- Contributing to a respectful, open and high-performing team culture.

Eligibility

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

pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

We currently have one vacancy available for immediate filling in any Australian location. A merit pool for filling the same or similar position in any Australian location 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	Megan Cooper, 0459 809 040
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764308

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

Closing Date:Wednesday 05 November 2025

Environmental Permitting and Compliance
Compliance & Enforcement Environment Intelligence

Job Title	Director Environment Intelligence Section
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$146,942 - $170,725
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	Executive Level 2
Position Number	2025/2768
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=C9ACE057-2E48-1E3C-6024-E44DA2892A8A

The Environmental Permitting and Compliance Division is looking for people who are committed and passionate about protecting our environment through ensuring compliance and enforcement with Australia's national environmental laws. It is an exciting time to join the Division within the Department of Climate Change, Energy, the Environment and Water.

Compliance and Enforcement Branch provides a centralised compliance and enforcement capability for the Department's environmental legislation. We work with business, industry, government and the community to understand and improve compliance with national environmental law. The branch conducts civil and criminal investigations, collects and analyses environmental intelligence, monitors compliance with environmental approvals, and engages with the community we regulate. The purpose of the Environment Intelligence Section (EIS) is to discover, understand and inform responses to current and emerging matters of environmental crime and serious non-compliance. It collects, analyses, and disseminates threat intelligence to inform, guide, and support environmental compliance and enforcement plans, priorities, operations, and outcomes.

The section comprises three specialised teams:

- Operations Support.
- Threat Discovery.
- Strategic Intelligence.

Operations Support applies intelligence resources and capabilities to support compliance and enforcement operations and investigations.

Threat Discovery proactively identifies, explores, and informs responses to environmental crime and serious non-compliance threats.

Strategic Intelligence provides insightful and robust analysis of current and emerging themes, trends and issues to provide insights and influence decision making.

Duties

- Leading the strategic direction of the section, including the development and refinement of intelligence priorities and the accompanying intelligence strategy to meet those priorities.
- Managing a section to deliver tactical, operational and strategic intelligence outcomes, including collection, analysis and reporting requirements.
- Managing the development of intelligence professionals, including training and workforce planning.
- Representing the environment intelligence function in senior executive meetings and government and non-government forums.
- Building and sustaining strong relationships with stakeholders, such as law enforcement and intelligence partners, commonwealth, state and territory government, and non-government organisations, to deliver environmental outcomes.
- Managing and allocating resources, including forecasting and allocating resources between competing priorities.
- Contributing to the leadership of the Compliance and Enforcement Branch.

Eligibility

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

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

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 Canberra ACT. A merit pool for filling the same or similar position in Canberra ACT may be established at the conclusion of this selection process.

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Danny McQuillen, 0401 118 530
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=C9ACE057-2E48-1E3C-6024-E44DA

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764336

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

Closing Date:Friday 07 November 2025

Job Title	Indigenous Advisory Committee Members
Job Type	Part-Time, Non-Ongoing
Location	Various locations - NSW NSW, Various locations - ACT ACT, Various locations - VIC VIC, Various locations - QLD QLD, Various locations - NT NT, Various locations - SA SA, Various locations - TAS TAS, Various locations - WA WA
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	The Indigenous Advisory Committee meets up to six (6) times per year with a combination of face-to-face and virtual meetings.
Classification	Statutory Appointment
Position Number	2025/2782
Agency Website	https://www.dcceew.gov.au/

Job Description

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

The Department of Climate Change, Energy, the Environment, and Water (DCCEEW) invites Expressions of Interest (EOIs) from Aboriginal and Torres Strait Islander peoples for part-time positions on the IAC, commencing in the first quarter of 2026.

The Indigenous Advisory Committee (IAC) is an independent, expert, statutory committee established under the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act). The EPBC Act is the Australian Government's central piece of environmental legislation that provides a framework to protect and manage nationally important flora, fauna, ecological communities, and heritage places and meet our international biodiversity conservation obligations.

The IAC provides expert Indigenous advice to the Federal Minister for the Environment on the operation of the EPBC Act, considering the significance of Aboriginal and Torres Strait Islander peoples' knowledge of the management of land, sea and the conservation and sustainable use of biodiversity.

The IAC is an advisory committee and does not act as a representative group that advocates for specific interests on behalf of Aboriginal and Torres Strait Islander communities and other stakeholder groups.

Duties

Meetings and workload

The IAC meets up to six (6) times per year with a combination of face-to-face and virtual meetings, to consider and develop advice for the Minister and the department. Weekend and out-of-hours travel to enable attendance to meetings is likely. There is also an out of session workload for the IAC including the potential responsibility of representing the IAC in meetings with external stakeholders or the Minister.

Remuneration

The remuneration for members is calculated in accordance with the relevant principal

determination, the Remuneration Tribunal Determination (Remuneration and Allowances for Holders of Part-time Public Office) (as amended from time to time).

Travel expenses are calculated in accordance with Remuneration Tribunal (Official Travel) Determination (as amended from time to time).

Tenure

The successful candidates will be appointed to this statutory position on a part-time basis for a period of 3 years.

Eligibility

Applicants must be Aboriginal and/or Torres Strait Islander peoples.

Notes

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

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

To Apply

Position Contact	Amanda Thompson, .
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Employment and Workplace Relations

Vacancy VN-0764045

Comcare

Closing Date:Wednesday 29 October 2025

Scheme Management Group
Office of the Chief Data and Analytics Officer Team Data Governance

Job Title	Assistant Director, Data Governance
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Launceston TAS
Salary	$123,660 - $147,347
Future Merit Locations	Canberra, Melbourne, Launceston
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	Executive Level 1
Position Number	01391
Agency Website	

Job Description

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

About the team

The Scheme Management Group contributes to Comcare’s purpose to promote and enable safe and healthy work through excellence in scheme design and management. We are insight driven and work with scheme participants to achieve sustainable and better practice national schemes.

Comcare has an ambitious program for the governance, organisation, presentation analysis and utilisation of our data capability and assets. The Office of the Chief Data and Analytics Officer (OCDAO) is the focal point that brings together business groups, IT, legal and other corporate functions to craft and implement Comcare’s enterprise data strategy and associated data initiatives.

Duties

The Assistant Director, Data Governance will establish and manage Comcare’s Data Governance framework across Comcare’s data domains. The Assistant Director’s role is to oversee and lead the data governance capability in a way that safeguard’s Comcare’s data in line with legislative requirements and ethical principles, while also enabling data driven decisions.

The Assistant Director is responsible for embedding data governance roles and responsibilities and nurturing capability and a proactive culture of good practice across the Data Stewardship Network. This will be done through embedding fit-for-purpose data governance practices in various systems and business processes. It is critical that the Assistant Director facilitates a sound balance between compliance and enablement, ensuring policies and procedures mitigate risks without unnecessarily restricting operational efficiency.

The Assistant Director will continually strengthen Comcare’s data governance framework to adapt to the evolving operating and external environment, including legislative changes. Developing and maintaining a comprehensive suite of data governance policies, procedures and processes to support enterprise data governance practices. The Assistant Director is also responsible for evaluating the outcomes of data governance including how it enables strategic priorities.

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

- Develop and maintain a view of the current and future state of Data Governance in Comcare that will enable 'data driven decisions' and safeguarding of Comcare data.
- Implement, lead, manage and review data governance programs, projects or initiatives and drive continuous improvement and change.
- Establish and nurture key internal stakeholder relationships including the Data Stewardship Network through training, support and communication.
- Facilitate engagement with external (including APS-wide) data governance initiatives and requests as the key point of contact.
- Champion the adoption of data governance best practice through facilitation of easy-to-use processes which are embedded as part of BAU.
- In collaboration with the Chief Data and Analytics Officer, set clear priorities for data governance in line with organisational objectives, and develop and manage delivery against an implementation plan.

Desirable qualifications and experience

- Experience designing and implementing a data governance framework
- Practical experience as a developer or user of data products

Eligibility

1. Australian citizenship
2. Character clearance (Australian Criminal History Check)
3. Employee Health Declaration
4. Six months probationary period for new engagements

Notes

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

About the Comcare

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

To Apply

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

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Employment and Workplace Relations

Vacancy VN-0764059

Department of Employment and Workplace Relations (DEWR)

Closing Date:Sunday 02 November 2025

Deputy Jobs and Skills Australia
Labour Market and Migration Employer Recruitment Survey and Analysis

Job Title	Labour Market Interviewer
Job Type	Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$75,419 - $78,554
Future Merit Locations	Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Perth, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	APS Level 3
Position Number	25/1232
Agency Website	https://www.dewr.gov.au/

Job Description

https://dewr.nga.net.au/cp/

Jobs and Skills Australia is an independent agency, responsible for providing advice to the Australian Government to improve Australia's response to current, emerging, and future labour market and workforce skills and training needs.

The team you will be working in undertakes the Recruitment Experiences and Outlook Survey (REOS). The survey examines employers' recruitment activities, outcomes, expectations, and needs. The survey is conducted in-house with a team of interviewers responsible for calling businesses to respond to the survey.

The results from the survey are presented in reports which are published on the Jobs and Skills Australia website.

Duties

Labour Market Interview Officers conduct employer surveys to gather information from employers about their recruitment experiences.

Reporting to the Call Centre Supervisor, Labour Market Interview Officers are responsible for:

- Conducting telephone interviews with Australian employers using a set questionnaire script.
- Recording high quality data.
- Completing ad hoc survey tasks as required: coding data, cross-checking samples, meeting minutes, etc.

Skills required for the role:

- Oral communication skills of a high order to engage employers to participate in the survey.
- Ability to manage your time and other ad hoc tasks.
- Achieve call rates to ensure the survey program is delivered to a high quality.
- Uphold the APS code of conduct.
- Ability to work in a team environment and be supportive to other staff in the branch.

Please note that these roles will commence early February 2026.

Eligibility

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

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

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 Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Kylie Lane, 0492 776 547
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0764068

Department of Employment and Workplace Relations (DEWR)

Closing Date:Wednesday 05 November 2025

Entitlements Safeguard
Recovery and Litigation Active Creditor/ Recovery Funding / Policy,
Governance and Reporting

Job Title	Principal Government Lawyer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Sydney NSW, Melbourne VIC, Perth WA, Canberra ACT
Salary	$167,502 - $181,300
Future Merit Locations	Adelaide, Brisbane, Sydney, Melbourne, Perth, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	Principal Government Lawyer
Position Number	25/1285
Agency Website	https://www.dewr.gov.au/

Job Description

https://dewr.nga.net.au/cp/

Reporting to the Assistant Secretary, Recovery and Litigation Branch, the Principal Government Lawyer leads a multidisciplinary team responsible for managing recovery actions under the Fair Entitlements Guarantee (FEG) Recovery Program, ensuring compliance with legal, financial, and governance frameworks.

Duties

Working with three other Principal Government Lawyers across the Recovery and Litigation Branch, the Principal Government Lawyer contributes to policy development, stakeholder engagement, and program oversight by:

- Supervising recovery actions to increase returns of FEG payments and superannuation guarantee charges to the Commonwealth.
- Assessing and approving funding applications from liquidators and trustees in bankruptcy.
- Preparing and settling legal documents including funding minutes, settlement memos, advice, correspondence, and briefing materials.
- Signing off on communications and briefs for departmental executives.
- Contributing to policy development and legal reform relevant to the work of the branch.
- Representing the department in diverse settings, including industry presentations and promotional activities.
- Ensuring the team operates within the framework of Commonwealth legal policies and procurement and governance requirements.

Eligibility

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

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

Qualifications and education

- Legal practicing certificate and admission to practice as a lawyer

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 Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Tara Mazzulla, 0455 433 019
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0764154

Fair Work Ombudsman

Closing Date:Sunday 02 November 2025

Advice and Education Customer Service Delivery

Job Title	Fair Work Adviser
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	$74,881 - $80,713
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 3
Position Number	25/087EA
Agency Website	http://www.fairwork.gov.au

Job Description

https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=7A26A857%2D2489%2D43

We are currently seeking Fair Work Advisers in our Melbourne and Sydney offices at the Office of the Fair Work Ombudsman (OFWO). Part-time and full-time hours available. You will be required to work in one of the advertised office locations during initial training and may also work from home when not operationally required to attend the office.

All positions are expected to commence towards the end of January 2026. We anticipate the recruitment assessment stages, including interviews, will take place throughout November 2025. Please ensure you have access to your email during this time and check your junk mail accounts regularly.

About Us

Our role is to promote harmonious, productive, cooperative, and compliant workplace relations in Australia. We do this by providing education, assistance, advice and guidance to employers and employees. In 2023-24, we recovered more than $473 million in unpaid wages and entitlements for nearly 160,000 employees.

What We Offer

Great training and ongoing support

- We provide in depth and extensive training that is highly sought after within OFWO and in the private sector.
- Each Adviser will have a coach who will work closely with them to develop their skills.

Healthy work-life balance

- Various flexible working options, such as working from home
- 4 weeks annual leave, plus an additional close-down between Christmas and New Year
- 18 days of paid personal leave a year

Other great benefits

- A competitive salary, with annual wage increases built into our Enterprise Agreement, plus 15.4% superannuation
- Salary packaging options
- Access to a free counselling service for you and your family

96% of our Customer Service staff in 2024 were satisfied with their non-monetary employment conditions (e.g. leave, flexible work arrangements, other benefits).

The Team

The Fair Work Infoline plays a critical role within the agency by answering enquiries from the public regarding workplace issues. We provide tailored advice and information to both employers and employees. We empower our customers by:

- Promoting and helping customers navigate our online self-help resources
- Offering tailored assistance to those most in need of our services

- Providing guidance on the best way to resolve workplace issues

The Role

Working as a Fair Work Adviser you will be on the phone in a fast-paced contact centre environment advising and assisting the Australian public every day. You will be helping a diverse range of employees and employers to understand workplace rights, entitlements, and responsibilities. What is most important to succeed in this role is a desire to help people, good communication skills and willingness to learn.

The Career

Through our comprehensive training and coaching program, you will gain skills in researching and interpreting legislation and be able to advance your communications skills. This will enable you to progress your career, not only within the Fair Work Infoline as a Coach or Team Leader, but across the OFWO. For example, past Advisers have become Fair Work Inspectors, Communications officers, or joined the Data teams.

“This is the first job where I not only feel secure, but that investment is from both sides. It feels like OFWO wants us to do well in this role and continue to invest in its employees”. Fair Work Adviser, 10 months experience.

We Value Diversity

You can expect to work in a supportive work environment where we value diversity and provide an inclusive workplace culture. OFWO has been accredited as a Breastfeeding Friendly Workplace since 2011. We are also members of the Australian Network on Disability and Pride in Diversity.

We encourage and welcome applications from people who bring diverse perspectives including:

- Aboriginal and Torres Strait Islander peoples
- people with disability
- members of the LGBTQIA+ community
- people from culturally and linguistically diverse backgrounds
- mature age people.

All suitably qualified applicants will receive consideration when applying for roles with us. You may also request reasonable adjustments during any stage of the recruitment process. Please note it in your application in Step 6, and or contact recruitment@fwo.gov.au

Duties

Typical Duties

The duties of this role include:

- Interacting with customers and providing high quality customer service via phone or email.
- Identifying customer needs and tailoring advice to each customer to enable them to resolve workplace issues.
- Analysing and interpreting complex information under the Fair Work Act 2009, including Modern Awards and Enterprise Agreements.
- Confidently guiding customers through difficult situations, including referring to relevant online resources.
- Identifying appropriate pathways for customers requiring additional assistance in resolving workplace issues.
- Simultaneously navigating multiple systems to review and analyse information and record customer data.
- Receive and engage in advice and coaching from Senior Customer Service Advisers, Coaches or Team Leaders in the handling of customer enquiries or regarding role specific skills.
- Operating within a contact centre environment to achieve individual and team performance expectations.

What We Are Looking For

To be successful in this role you will need to meet the following skills and attributes:

- Strong communication skills to translate complex information into simple terms and articulate to customers in a confident manner.
- Demonstrated ability to learn new and complex information such as legislation and policies.
- Demonstrated ability to problem solve and make informed decisions to assist customers.
- Strong ability to independently research information across multiple systems.
- Ability to demonstrate empathy and resilience whilst maintaining professional distance.

Eligibility

- To be eligible for employment with the OFWO you must be an Australian citizen.
- The successful candidate must hold a current Australian Government Security Clearance (AGSVA) or be willing to undergo and obtain a Baseline security clearance - we will support you throughout the process.

Notes

How to Apply

All applications must be submitted via our online application system through the OFWO website.

Please see below for more information and FAQs. If you have any questions about this recruitment exercise, please email recruitment@fwo.gov.au.

Applications close 11:00pm (AEDT) Sunday 2 November 2025

More Information

- Working with us and tips on applying, visit https://www.fairwork.gov.au/about-us/careers
- Office of the OFWO purpose and functions, visit https://www.fairwork.gov.au/about-us/our-role-and-purpose
- Office locations, visit https://www.fairwork.gov.au/about-us/contact-us/offices

About the Fair Work Ombudsman

The Fair Work Ombudsman (FWO) is an independent government agency created by the Fair Work Act 2009. The FWO is responsible for promoting harmonious, productive, cooperative and compliant workplace relations in Australia. Please visit the FWO website for further information. For a full list of our current office locations in each state, please visit: https://www.fairwork.gov.au/contact-us/offices The FWO provides a challenging and supportive work environment with access to great training and development opportunities and flexible working arrangements. To be eligible for employment with the FWO, you must be an Australian citizen.

To Apply

Position Contact	Recruitment Team, N/A
Agency Recruitment Site	https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=E

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Communications and the Arts

Vacancy VN-0763005

Australian Communications and Media Authority

Closing Date:Monday 03 November 2025

Corporate & Research Division
Research, Data & Governance Branch Data Strategy & Visual Analytics

Job Title	Geospatial Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
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	2182-2025-2
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

Corporate and Research Division

The **Corporate and Research Division** partners with business areas across the ACMA, to provide enterprise wide enabling services and strategic advice so that the ACMA can achieve its purpose. The Division facilitates this through the delivery of key corporate functions including

financial management, property services, security, procurement advice, performance reporting, research and data, digital and technology services, human resources, communications, and governance services.

Research, Data and Governance Branch

The **Research, Data and Governance Branch** is at the forefront of shaping and delivering impactful consumer and market research that drives regulatory decisions and supports the ACMA's compliance and enforcement priorities. We champion the ACMA's data strategy, data governance, and geospatial frameworks, ensuring agency decision-making is supported by high-quality data, sharp analytics, and solid evidence-based insights. The Branch also provides essential governance services, robust risk and fraud management frameworks, seamless parliamentary coordination, efficient internal audit contract management, and targeted international advice and services. The Branch supports the Audit and Risk Committee with secretariat services and oversees the ACMA's strategic planning and performance reporting.

About the role

This role will play a key part in building ACMA's geospatial capability and supporting the transformation of data and outputs with modern geospatial technologies. This is an exciting new opportunity to help shape how the ACMA integrates geospatial thinking into the way information is managed, analysed, and presented, while also strengthening broader regulatory and policy objectives.

As a Geospatial Analyst, you will apply your technical expertise to deliver high-quality geospatial analysis, visual products and support the administration of geospatial platforms, while also helping to establish better practices and new ways of working with geospatial data. You will work with teams across the ACMA to embed geospatial into everyday decision-making and outcomes.

Duties

In this role you will:

- Provide specialist geospatial services and solutions to support ACMA line areas and priority projects
- Develop and apply geospatial tools, workflows, and methods that are consistent, repeatable and aligned with agency, government, and industry standards and best practice
- Deliver trusted and authoritative advice and guidance across the geospatial data lifecycle, including consideration of regulatory and legislative implications
- Support the administration of ACMA's geospatial platforms and manage user access to ensure reliable, secure, and consistent use across the agency
- Curate and maintain core geospatial datasets and develop user-friendly tools that support common data requirements across the agency, enabling data to be used with confidence
- Contribute to modernising enterprise geospatial platforms and expanding data publishing approaches, providing users with more flexible ways to access and use ACMA's geospatial data
- Help build ACMA's geospatial capability and maturity by sharing knowledge, providing training, mentoring colleagues, and demonstrating geospatial tools and approaches

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	Luke Caruana, (02) 6219 5110
Agency Recruitment Site	https://www.acma.gov.au/careers

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Communications and the Arts

Vacancy VN-0764134

Australian Communications and Media Authority

Closing Date:Tuesday 04 November 2025

Corporate and Research Division
Human Resources and Communications Branch Media and External Communications Section

Job Title	Editorial and Production Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$115,443 - $129,706
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	Executive Level 1
Position Number	851-2025-1
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

The **Corporate and Research Division** partners with business areas across the ACMA, to provide enterprise wide enabling services and strategic advice so that the ACMA can achieve its purpose. The Division facilitates this through the delivery of key corporate functions including financial management, property services, security, procurement advice, performance reporting, research and data, digital and technology services, human resources, communications, and governance services.

The **Human Resources and Communications Branch** supports the ACMA to meet its purpose by delivering services that enhance the ACMA's capacity to make the best use of its people, build a positive workplace culture, and to effectively communicate to stakeholders about its purpose, activities, and achievements. Services delivered by the Branch include recruitment, work health and safety, learning and development, payroll, human resource strategic and policy advice, internal and external communications and media and editorial services.

The **Media and External Communications Section** manage the ACMA's strategic communications, including:

- proactive and reactive media management
- social media management
- advertising planning, design and placement
- editorial services, including content creation, editing and design
- website production, publishing and analytics

About the role

This is your opportunity to shape how the ACMA communicates with the world. In this role, you'll lead a team that provides expert editorial, design, and production services—bringing clarity, creativity, and consistency to everything we publish. You'll be the go-to advisor on style, writing, editing and design, while managing relationships with contractors and agencies to deliver polished, professional outputs.

Your work will span high-profile projects, including leading the editing, design and production of the ACMA annual report, coordinating major publications including corporate plans, consultation and research papers, and web content.

You'll also oversee the creation of engaging visual content—graphic design, video, animation, and infographics—and produce marketing collateral such as displays and merchandise.

Beyond delivery, you'll play a key role in maintaining and evolving our in-house visual and editorial style, ensuring accessibility standards are met across all channels.

You'll champion editorial excellence across all ACMA publications, ensuring content adheres to the Australian Government Style Manual and reflects industry leading principles for web content and report writing, including meeting relevant accessibility standards.

A key part of the role involves working closely with senior stakeholders across the organisation to shape content that meets strategic objectives. You'll need to confidently advocate for best-practice communication approaches, provide constructive feedback, and assertively guide stakeholders to ensure outputs are effective and audience-focused.

You'll lead and mentor a high-performing team, supporting their professional development and building their capability. You'll also play a crucial role in educating staff across the ACMA on communication best practices for external publications and content, contributing to the development of communication strategies that amplify our impact.

Duties

In this role you will:

- Lead a multidisciplinary team delivering expert editorial, design and production services, ensuring all published materials are clear, creative, and consistent.
- Manage high-profile publications such as the annual report, corporate plans, consultation papers and web content, while overseeing the creation of visual media including graphics and other promotional materials.
- Maintain and develop editorial and visual standards, ensuring all content complies with accessibility requirements and aligns with the Australian Government Style Manual and best practices for digital and print communication.
- Collaborate with senior stakeholders to shape strategic content, advocate for effective communication methods, mentor team members, and educate staff on best practices to enhance the impact of external publications.

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	Kevin McAlinden, 02 9334 7805
Agency Recruitment Site	https://www.acma.gov.au/careers

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Communications and the Arts

Vacancy VN-0764158

National Museum of Australia

Closing Date:Sunday 02 November 2025

Growth and Engagement
Commerical

Job Title	Tourism Partnerships Coordinator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$94,563 - $105,910
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated on commencement
Classification	APS Level 6
Position Number	150361
Agency Website	https://www.nma.gov.au/about/employment

Job Description

https://www.nma.gov.au/about/employment

The Tourism Partnerships team works to further the Museum's share of the domestic and international tourism market by developing new engagement strategies, markets, products and services. The team is also responsible for developing and maintaining strong relationships with relevant industry sectors in the ACT, Australia and overseas.

Along with the Head of Commercial and Business Development Manager, the Tourism Partnerships Coordinator is responsible for delivering and driving the Museum's tourism and corporate partnership strategy and objectives across the broad and established network of tourism and commercial partners, as well as engaging with and extending this network. The successful candidate will work collaboratively across Museum business units in designing and delivering tourism and events products that provide both excellent visitor experience and commercial benefit to the Museum's financial deliverables.

Duties

- Coordinate the requirements for the Tourism Partnerships team, supporting delivery of tourism projects, product development and corporate partnerships.
- Assist Business Development Manager in monitoring budgets, procurement activities, risk registers and contract administration, ensuring compliance with public sector and Museum frameworks.
- Prepare and maintain high-quality project documentation, including meeting notes, schedules, procurement records and progress reports.
- Work collaboratively across teams and with external partners – such as corporate partners and tourism industry partners – to innovate and deliver tourism initiatives that drive visitation from interstate and international markets, increase revenue and raise the profile of the NMA.
- Coordinate all NMA tourism events, including industry familiarisations, trade shows and industry briefings, ensuring these are effectively project managed and reported to the Business Development Manager.
- Coordinate all NMA tourism products including wholesale ticketing for tourism partners, Virtual Reality products, customer data in Tessitura and ensuring effective workflow and stakeholder engagement within the Commercial BU and across the NMA teams.
- Coordinate all submissions to relevant tourism awards and accreditation programs.
- Support the Business Development Manager and Head of Commercial with all corporate partnership proposals, pipeline management and reporting in Tessitura.
- Undertake project research and benchmarking, contribute to evaluation processes, and support innovation and continuous improvement across the BU's operations.
- Maintain accurate records and uphold strong administrative, procurement and documentation practices aligned with government and Museum requirements.
- Represent the NMA at key industry events.
- Manage the APS4 Tourism Officer and work closely with the APS6 Venue Services Coordinator to ensure excellent communication and workflow for partnership opportunities.
- Demonstrate a strong commitment to Work Health and Safety (WH&S) by actively supporting a positive safety culture, following the Museum's WHS policies and procedures, and complying with reasonable instructions to ensure alignment with the Work Health and Safety Act 2011

Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo pre-employment checks, including a police record check

- hold or be eligible to hold a security clearance at the level specified in the position description.

Notes

To apply

Applicants must include an 800-word pitch addressing their suitability for the role against the essential and desirable skills, experience and qualifications. Applicants must also provide a resume and contact details for 2 referees.

Visit https://www.nma.gov.au/about/employment and apply online.

Applications close 11:59pm Sunday 2 November 2025.

Reasonable adjustments are available throughout the recruitment process. If you require, or would like to discuss reasonable adjustments, please contact the Contact Officer for this position.

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

About the National Museum of Australia

The National Museum of Australia is recognised at home and around the world as the place where the story of Australia comes alive. The Museum is the only institution equipped to tell the complex and comprehensive story of Australia from 65,000 years ago to the present day. The story of Australia is a remarkable one, from the ancient and enduring histories of the world's oldest living cultures to the achievements of modern Australia. It is a story that is ever evolving and growing – and it is a story for a nation and for the world. Our vision and mission • The Museum inspires, challenges and empowers people to find their voice and place in the world. • We strive to build a just and equitable society that honours and respects the First Nations peoples of this continent and all who have come after. • We collect, document, research and make accessible heritage collections that represent the diversity of experience in Australia. • We engage with audiences physically and digitally to promote learning, dialogue and debate about our past, present and future. • We promote collaborative work across the breadth of artistic and creative practice to enhance the cultural life of our nation. • We value and respect the commitment and contribution of all who participate in and contribute to the Museum's community. • The National Museum of Australia brings to life the rich and diverse stories of Australia through compelling objects, ideas and events. For more information, visit the NMA website.

To Apply

Position Contact	Jacqui Smith, 02 6208 5025
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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Communications and the Arts

Vacancy VN-0764182

National Museum of Australia

Closing Date:Sunday 02 November 2025

Corporate
People and Culture

Job Title	Talent and Employee Experience Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$84,228 - $91,809
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated on commencement
Classification	APS Level 5
Position Number	150332
Agency Website	https://www.nma.gov.au/about/employment

Job Description

https://www.nma.gov.au/about/employment

The APS5 Talent and Employee Experience Officer is a proactive HR professional working in the recruitment, onboarding, talent, diversity and employee experience space.

The team and role partners across the Museum to deliver timely, fit-for-purpose workforce solutions. The position plays a role in improving recruitment systems and practices, supporting employee mobility and onboarding, and contributing to people initiatives, including employee experience, capability, learning and development and diversity and inclusion.

Operating with a high degree of autonomy, the role combines policy knowledge with practical delivery to drive innovation and ensure a high-quality candidate and employee experience aligned to APS frameworks and the Museum's priorities.

Duties

- Actively participate in a small team to deliver end-to-end recruitment, onboarding and induction, learning and development coordination, diversity and inclusion programs and HR related projects.
- Provide advice on classification, merit-based selection to support equitable and strategic hiring decisions.
- Partner with stakeholders to understand workforce requirements and deliver timely, fit-for-purpose solutions.
- Assist with process improvements, including automation and system enhancements, to improve the candidate, onboarding and separation experience.
- Contribute to employee experience, engagement and inclusion initiatives, including participation in internal committees and workforce development projects.
- Prepare recruitment reports and workforce insights to inform planning and support broader HR functions and priorities as needed.
- Assist with ad-hoc work in other functions within the P&C team as required such as payroll and reporting.
- Demonstrate a strong commitment to Work Health and Safety (WH&S) by actively supporting a positive safety culture, following the Museum's WHS policies and procedures, and complying with reasonable instructions to ensure alignment with the Work Health and Safety Act 2011

Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo pre-employment checks, including a police record check
- hold or be eligible to hold a security clearance at the level specified in the position description.

Notes

To apply

Applicants must include a 2-page pitch addressing their suitability for the role against the essential and desirable skills, experience and qualifications. Applicants must also provide a resume and contact details for 2 referees.

Visit https://www.nma.gov.au/about/employment and apply online.

Applications close 11:59pm Sunday 2 November 2025.

Reasonable adjustments are available throughout the recruitment process. If you require, or would like to discuss reasonable adjustments, please contact the Contact Officer for this position.

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

About the National Museum of Australia

The National Museum of Australia is recognised at home and around the world as the place where the story of Australia comes alive. The Museum is the only institution equipped to tell the complex and comprehensive story of Australia from 65,000 years ago to the present day. The story of Australia is a remarkable one, from the ancient and enduring histories of the world's oldest living cultures to the achievements of modern Australia. It is a story that is ever evolving and growing – and it is a story for a nation and for the world. Our vision and mission • The Museum inspires, challenges and empowers people to find their voice and place in the world. • We strive to build a just and equitable society that honours and respects the First Nations peoples of this continent and all who have come after. • We collect, document, research and make accessible heritage collections that represent the diversity of experience in Australia. • We engage with audiences physically and digitally to promote learning, dialogue and debate about our past, present and future. • We promote collaborative work across the breadth of artistic and creative practice to enhance the cultural life of our nation. • We value and respect the commitment and contribution of all who participate in and contribute to the Museum's community. • The National Museum of Australia brings to life the rich and diverse stories of Australia through compelling objects, ideas and events. For more information, visit the NMA website.

To Apply

Position Contact	Stacey Colyer, 02 6208 5006
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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

Communications and the Arts

Vacancy VN-0764323

National Museum of Australia

Closing Date:Sunday 09 November 2025

Growth and Engagement
Creative Content

Job Title	Executive Level 1 - Audience Marketing Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$118,256 - $126,927
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated on Commencement
Classification	Executive Level 1
Position Number	150551
Agency Website	https://www.nma.gov.au/about/employment

Job Description

https://www.nma.gov.au/about/employment

We are seeking a high performing, strategic and data-driven Audience Marketing Manager to define, grow, engage and retain key audiences and segments nationally and internationally. This role is pivotal in ensuring our marketing efforts are highly targeted, relevant and impactful, ultimately driving higher engagement, conversion and loyalty. You will be the expert on who we are talking to and why they should care.

Duties

Key accountabilities

- Own the creation, maintenance, and refinement of detailed audience personas and segmentation strategies across the customer lifecycle (acquisition, activation and retention) to build audience lifetime value.
- Conduct in-depth market research, competitive analysis, and internal data analysis to uncover deep audience insights, pain points, motivations, and behaviours.
- Day to day management of the Marketing Team and budget to ensure high quality work is delivered on time and on budget
- Developing and implementing strategic and impacting marketing campaigns for always-on paid digital marketing, public programs and other Museum activities. This includes creative campaign development, digital and traditional marketing integration and optimisation, production of marketing materials, and stakeholder management.
- Develop a new and compelling audience lifetime value program that creates a relationship between key audience segments and the Museum – deepening engagement over time.

- Working with the Museum’s commercial and programs team to develop and deploy value added benefits that respond to and amplify, audience behaviours.
- Managing integrity and application of the Museum's brand and ensuring that the Museum's brand is reflected in all marketing activities
- Working closely and liaising effectively with the Media Liaison Coordinator, Social Media Coordinator and other business units within the Museum, and external partners and stakeholders to leverage the best outcomes from marketing strategies
- Assisting with audience research, visitor number analysis and campaign evaluation to inform the Museum's continuous brand growth
- Demonstrate a strong commitment to Work Health and Safety (WH&S) by actively supporting a positive safety culture, following the Museum’s WHS policies and procedures, and complying with reasonable instructions to ensure alignment with the Work Health and Safety Act 2011

Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo pre-employment checks, including a police record check
- hold or be eligible to hold a security clearance at the level specified in the position description.

Notes

To apply

Applicants must include a 2-page pitch addressing their suitability for the role against the essential and desirable Skills, experience and qualifications. Applicants must also provide a resume and contact details for 2 referees.

Visit https://www.nma.gov.au/about/employment and apply online.

Applications close 11:59pm Sunday 9 November 2025.

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To Apply

Position Contact	Dean Christie, 02 6208 5042
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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