



Commonwealth of Australia
APSJobs - Vacancies Daily
PS42 Daily Gazette Friday - 20 October 2023.pdf

Australian Government

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS43 Weekly Gazette Thursday - 26 October 2023.pdf.

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

These Vacancies Daily will also appear in the Gazette PS43 Weekly Gazette Thursday - 26 October 2023.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

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IMPORTANT INFORMATION

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Vacancies

Vacancy VN-0730959

Australian Charities and Not-for-profits Commission (ACNC)

Closing Date: Thursday 02 November 2023

Australian Charities and Not-for-profits Commission
Registration

Job Title	Australian Charities and Not-for-profits Commission Law Interpretation Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$83,922 - \$88,967
Classification	APS Level 5
Position Number	EXT_ACNC_1206_23
Agency Website	https://www.acnc.gov.au/about

Job Description

<https://ato.nga.net.au/?jati=9A25F6F7-5229-5ACC-6355-D21A7595F03A>

Duties

We are seeking skilled and motivated individuals to join our Registration team.

As a Law Interpretation Analyst, you'll undertake moderately complex legal research and factual analysis to form robust and defensible decisions about charity applications and the ongoing registration entitlements of existing charities.

You will provide accurate advice by maintaining knowledge of charity law and the legal requirements for charity registration. You'll manage a range of moderately complex cases and collaborate with business partners to ensure positive outcomes.

You will be engaged in team procedure or policy development and workflow improvement initiatives to support Australian Charities and Not-for-profits Commission strategies, business plans and the operational environment.

Eligibility

Notes

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

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

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 18 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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

About the Australian Charities and Not-for-profits Commission (ACNC)

We determine whether an organisation meets the legal definition of charity and we work to ensure charities understand and meet their obligations by providing guidance and support. Located in Melbourne CBD, we are proud to have a diverse workforce that understands our vision and purpose and is made up of people who are committed to achieving our Corporate Priorities. We work hard to attract and retain talented staff. We promote a people centred culture that models our values and understands our vision and purpose. You may be required to undergo integrity checks during the course of your engagement with the ACNC. Find out more information about us on our website <https://www.acnc.gov.au/about>.

To Apply

Position Contact	Lisa Difford, (03) 9247 0971
Agency Recruitment Site	https://ato.nga.net.au/?jati=9A25F6F7-5229-5ACC-6355-D21A7595F03A

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Vacancy VN-0730961

Australian Charities and Not-for-profits Commission (ACNC)

Closing Date: Thursday 02 November 2023

Australian Charities and Not-for-profits Commission
Registration

Job Title	Australian Charities and Not-for-profits Commission Law Interpretation Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$90,611 - \$104,038
Classification	APS Level 6
Position Number	EXT_ACNC_1207_23
Agency Website	https://www.acnc.gov.au/about

Job Description

<https://ato.nga.net.au/?jati=8959618B-3774-56FD-B76B-D21A75FD9374>

Duties

We are seeking motivated and enthusiastic individuals to join our Registration team.

As a Law Interpretation Analyst, you'll undertake legal research and factual analysis to form robust and defensible decisions about charity applications and the ongoing registration entitlements of existing charities.

You will provide accurate and complex advice by maintaining knowledge of charity law and the legal requirements for charity registration. You'll manage highly complex cases and collaborate with business partners to ensure positive outcomes.

You will assist other team members with the procedural or legal aspects of their work through formal or informal mentoring arrangements. You'll also lead team procedure or policy development and workflow improvement initiatives to support Australian Charities and Not-for-profits Commission strategies, business plans and the operational environment.

Eligibility

Notes

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

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

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 18 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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

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We determine whether an organisation meets the legal definition of charity and we work to ensure charities understand and meet their obligations by providing guidance and support. Located in Melbourne CBD, we are proud to have a diverse workforce that understands our vision and purpose and is made up of people who are committed to achieving our Corporate Priorities. We work hard to attract and retain talented staff. We promote a people centred culture that models our values and understands our vision and purpose. You may be required to undergo integrity checks during the course of your engagement with the ACNC. Find out more information about us on our website <https://www.acnc.gov.au/about>.

To Apply

Position Contact	Danielle Tully, (03) 8346 7752
Agency Recruitment Site	https://ato.nga.net.au/?jati=8959618B-3774-56FD-B76B-D21A75FD9374

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Vacancy VN-0731740

Australian Competition and Consumer Commission

Closing Date: Sunday 05 November 2023

Consumer and Fair Trading Division
Consumer and Compliance Strategies Branch

Job Title	Senior Project Officer (multiple positions)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Townsville QLD, Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA
Salary	\$92,228 - \$103,370
Classification	APS Level 6
Position Number	EA2023/315
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 contribute to building the ACCC's strategic compliance and enforcement response to emerging consumer and fair trading issues and industry practices?**

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 a disability and those from different cultural backgrounds are encouraged to apply.

Duties

What you will do as a Senior Project Officer

We are seeking applications from highly motivated people with strong investigation, research and analysis skills. Our ideal candidate will be dedicated to working in dynamic and changing environments, will take collegiate and collaborative approaches to delivering outcomes, and is an effective communicator, including preparation of publications and reports. We value stakeholder engagement skills and the ability to effectively represent the ACCC in a variety of forums.

Your key responsibilities will include:

- Identifying and analysing new and emerging issues, assessing complaints and enquiries, and contributing to the development of compliance and enforcement responses to consumer and fair trading issues.
- Communicating with, maintaining relationships, and engagement with key stakeholders across governments, industry, NGOs and representative bodies.
- Contributing to the development and delivery of the ACCC's annual Compliance and Enforcement Policy and Priorities.
- Providing advice to decision makers on compliance, enforcement, policy, reform, projects and programs delivering outcomes and protecting the interests of consumers and small business.

About you

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

- A demonstrated ability to research, investigate and analyse complex issues, develop solutions, and make recommendations in line with strategic objectives.
- A demonstrated ability to communicate clearly and persuasively to internal and external audiences.
- A demonstrated understanding, or an ability to quickly acquire an understanding, of the *Competition and Consumer Act 2010* and other relevant legislation.
- Tertiary qualifications in law, economics, public policy or similar fields are highly desirable but not essential.

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

How to apply

You will be asked to respond to the statement of claims of no more than 800 words and submit your resume with key outcomes or what you are most proud of in each role you have held (2 pages maximum)

Eligibility

Notes

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

About the Australian 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	Nicholas Heys 02 6243 1059, Rebecca MacDonagh 08 8213 3495, 02 6243 1059 or 08 8213 3495
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0731741

Australian Competition and Consumer Commission

Closing Date: Sunday 05 November 2023

Consumer and Fair Trading Division
Consumer and Compliance Strategies Branch

Job Title	Assistant Director (multiple positions)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Darwin NT, Townsville QLD, Brisbane QLD, Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA
Salary	\$114,589 - \$126,815
Classification	Executive Level 1
Position Number	EA2023/316
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 contribute to building the ACCC's responsiveness through its research and analysis of emerging consumer and fair trading issues and industry practices?**

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 a disability and those from different cultural backgrounds are encouraged to apply.

Duties

What you will do as an Assistant Director

We are seeking applications from highly motivated people with strong stakeholder engagement skills and the ability to develop and deliver strategic priorities. Our ideal candidate will be dedicated to working in dynamic and changing environments, will take collegiate and collaborative approaches to managing outcomes, and is experienced in leading and coordinating compliance projects.

Your key responsibilities will be:

- Communicating with, maintaining relationships, and engagement with key stakeholders across governments, industry, NGOs and representative bodies.
- Contributing to the development and delivery of the ACCC's annual Compliance and Enforcement Policy and Priorities.
- Providing advice to decision makers on compliance, enforcement, policy, reform, projects and programs delivering outcomes and protecting the interests of consumers and small business.
- Identifying and analysing new and emerging issues, developing responses, publications, educational material and briefs to support the ACCC's operations and maintain its reputation as a leading national and international regulator.

About you

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

- A demonstrated ability to undertake objective, systematic analysis to draw accurate conclusions and support evidence-based decision making.
- Experience leading and managing investigations and/or projects including efficient and effective allocation of resources, achievement of standards and delivery of outcomes.
- Comprehensive knowledge of the *Competition and Consumer Act 2010* (CCA) (or the ability to quickly acquire), including the ability to apply all consumer protection and competition provisions of the CCA, or demonstrated ability to undertake similar work and an ability to quickly acquire technical expertise.
- Desirable but not essential: Tertiary qualifications combined with at least 3 years post-qualifications experience in law (this can include certification to undertake investigations), economics, public policy or related fields.

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

How to apply

You will be asked to respond to the statement of claims of no more than 800 words and submit your resume with key outcomes or what you are most proud of in each role you have held (2 pages maximum)

Eligibility Notes

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

About the Australian 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	Nicholas Heys, 02 6243 1059, Rebecca MacDonagh, 08 8213 3495, 02 6243 1059 or 08 8213 3495
Agency Recruitment Site	https://accr.bigredsky.com/page.php?pageID=106

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Vacancy VN-0731744

Australian Competition and Consumer Commission

Closing Date: Sunday 05 November 2023

Corporate Division
Executive Office

Job Title	Assistant Director, Performance Planning and Reporting
Job Type	Full-Time; Part-Time, Non-Ongoing
Location	Darwin NT, Townsville QLD, Brisbane QLD, Canberra ACT, Sydney NSW, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA
Salary	\$114,589 - \$126,815
Classification	Executive Level 1
Position Number	EA2023/317
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 contribute to managing the delivery of the agency's planning, performance and reporting obligations?**

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 a disability and those from different cultural backgrounds are encouraged to apply.

Duties

What you will do as the Assistant Director, Performance Planning and Reporting

The ACCC is a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters, challenge themselves and make a significant and lasting impact for all of Australia. This 12 month temporary role will provide the opportunity to learn about the varied, exciting, and important work that the ACCC undertakes to make markets work for consumers, now and in the future.

As the Assistant Director, Performance and Reporting, you will have the opportunity to further develop your skills and experience in project management, governance, and stakeholder engagement, and expand your networks. Your key responsibilities will include:

- Leading engagement with key internal and external stakeholders to obtain and provide information, advice and recommendations on the agency's planning, performance and reporting outcomes.
- Preparing high quality written reports and oral presentations on the agency's planning, performance and reporting to relevant decision-making boards and committees.
- Leading, implementing and promoting clear, current and relevant work processes and project planning to assist people to undertake functions and meet reporting obligations.
- Keeping abreast of guidance from the Department of Finance about best practice planning, performance and reporting for Commonwealth entities, and appropriately advise senior management.

About you

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

- Experience in developing an Annual Report or Corporate Plan for a Commonwealth entity (highly desired), including ensuring compliance with the *Public Governance, Performance and Accountability Act 2013* and the Public Governance, Performance and Accountability Rule 2014.
- Excellent communication skills including the ability to succinctly present and clearly communicate information in written form.
- Strong interpersonal skills including the ability to build and sustain relationships with key stakeholders.
- Problem solving, critical thinking and analytical skills, and the ability to undertake objective, systematic analysis to draw accurate conclusions and support evidence-based decision making.

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

How to apply

You will be asked to respond to the statement of claims of no more than 800 words and submit your resume with key outcomes or what you are most proud of in each role you have held (2 pages maximum).

Eligibility Notes

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

About the Australian 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	Emily Douglas, 02 9102 4056
Agency Recruitment Site	https://accr.bigredsky.com/page.php?pageID=106

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Vacancy VN-0731890

Australian Competition and Consumer Commission

Closing Date: Sunday 05 November 2023

Consumers, Policy and Markets Division
Consumers Branch

Job Title	Assistant Director – Policy, Energy Made Easy and Consumer Data Right
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW, Melbourne VIC, Adelaide SA
Salary	\$114,589 - \$126,815
Classification	Executive Level 1
Position Number	EA2023/318
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 contribute to understanding and championing consumer interests and driving a consumer centric culture at the AER?**

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 a disability and those from different cultural backgrounds are encouraged to apply.

Duties

What you will do as the Assistant Director – Policy, Energy Made Easy and Consumer Data Right

In this role, you will report to the Director, Energy Made Easy, while also working closely with other AER teams. You will operate with a high level of autonomy and contribute to the success of the

Consumer Branch, with a specific focus on Energy Made Easy. You will have a strategic mindset, as well as strong communication skills, with the capability to:

- Build and manage relationships with other AER staff and branches, to identify and influence responses to issues affecting consumers in the market or created by rules and policies – with a particular focus on Energy Made Easy and Consumer Data Right.
- Complete research and analysis on the policy landscape affecting Energy Made Easy and Consumer Data Right to ensure they remain capable and relevant to meet its statutory functions.
- Monitor changes to standard and rules, including developing submissions where required. Work closely with business analysts on the implications of regulatory or standards changes, making recommendations on changes that may be required. Establish and maintain positive relationships with key stakeholders, including key consumer, government and industry stakeholders, to inform the AER's work and influence the policy environment.
- Adopt a flexible style in working with contractors and external vendors.

About you

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

- A well-developed understanding or ability to quickly acquire an understanding of the role, purpose and objectives of the AER, particularly in relation to our role for Energy Made Easy and Consumer Data Right.
- A well-developed understanding or ability to quickly acquire an understanding of key policy issues and challenges within the energy sector and the institutional and legislative framework within which the AER operate.
- Ability to lead and manage delivery of projects, including strategic analysis and research initiatives to achieve organisational strategic outcomes.
- Ability to develop strong networks across the AER and build relationships with key consumer and industry stakeholders to inform your work and bring consumer focus to our work.
- Relevant tertiary qualifications, in areas such as economics, public policy, consumer or community engagement, law, or other fields are highly desirable. Relevant qualifications or training in information technology and management would be highly regarded.

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

How to apply

You will be asked to respond to the statement of claims of no more than 800 words and submit your resume with key outcomes or what you are most proud of in each role you have held (2 pages maximum)

Eligibility

Notes

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To Apply

Position Contact	Evie Redshaw, 0407 034 992
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0731950

Australian Competition and Consumer Commission

Closing Date: Sunday 05 November 2023

Consumers, Policy and Markets
Consumers

Job Title	Senior Consumer Engagement and Insights Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA
Salary	\$92,228 - \$103,370
Classification	APS Level 6
Position Number	EA2023/321
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 to make all Australian energy consumers better off, now and in the future.**

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 a disability and those from different cultural backgrounds are encouraged to apply.

Duties

What you will do as the Senior Consumer Engagement and Insights Officer

The Senior Consumer Engagement and Insights Officer plays a pivotal role in supporting the Australian Energy Regulator (AER) to fulfil its purpose to make all energy consumers better off, now and in the future. They are tasked with:

- Managing the AER's key consumer stakeholder panel, ensuring that on-the-ground consumer insights inform policy decisions and work.
- Building relationships with stakeholders to help the AER understand the real life experiences of consumers, and to inform the development of tools and materials for consumers to better engage with the energy market and understand their rights and protections available to them.
- Using consumer insights to propose recommendations to make consumers better off.
- Driving the development of a consumer-centric culture by helping staff understand principles and processes for good consumer engagement.

About you

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

- Proven experience in consumer and/or community engagement. IAP2 training or an understanding of IAP2 principles is highly desirable.
- Proven experience in managing a Secretariat function, including planning and organising stakeholder meetings and other requirements, managing briefings provided to managers and senior leadership, and monitoring milestone and reporting requirements. Event management experience would be beneficial in this role.
- Tertiary qualifications in one or more of the following: communications, engagement (such as IAP2 or similar), behavioural economics, social science, public policy, law, psychology, or related fields.
- Demonstrated ability to:
 1. Develop and implement engagement strategies.
 2. Establish and maintain effective relationships with a diverse range of stakeholders, to influence and drive organisational change.
 3. Plan, prioritise and organise a demanding workload to deliver high quality results.
- Well-developed understanding or ability to quickly acquire knowledge of the energy sector from a consumer perspective, and an understanding of the role, purpose and objectives of the AER.
- A strong understanding of the issues facing First Nations consumers and a demonstrated commitment to positive outcomes is highly desirable.

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

Eligibility Notes

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

About the Australian 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	Simone Tyson, (08) 8213 3490
Agency Recruitment Site	https://accr.bigredsky.com/page.php?pageID=106

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Vacancy VN-0731917

Australian Electoral Commission

Closing Date: Sunday 05 November 2023

Enabling and Regulation Group
Legal Service Branch

Job Title	Senior Policy Officers and Investigating Officer, Legal Services Branch
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$87,635 - \$98,223
Classification	APS Level 6
Position Number	2023-283 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

Legal Services Branch

The Legal Services Branch is a small and dynamic team that provides legal, commercial and regulatory advice, and conducts investigations to ensure the integrity of Commonwealth electoral systems and processes. The Branch also has an active role supporting and increasing capabilities across the AEC through training and guidance.

The Legal Services Branch is headed by the Chief Legal Officer and is divided into three teams: Corporate Law, Regulatory Law and Electoral Law. The Branch is based in Canberra and in Brisbane.

Corporate law

- Advises on a wide range privacy, information law and/or commercial and employment law matters.

Electoral law - administrative law and statutory interpretation

- Provides strategic legal advice to the AEC in relation to the Commonwealth Electoral Act 1918 and Referendum (Machinery Provisions) Act 1984.
- Advises on statutory interpretation and administrative law issues.
- Provides advice and support in relation to the legislative development process.
- Assists the AEC in making robust administrative law decisions.

Regulatory law (Authorisation & Electoral/Referendum Offences, Anti-Avoidance and Voter Integrity)

- Provides legal advice to the AEC in relation to the Commonwealth Electoral Act 1918 and Referendum (Machinery Provisions) Act 1984, in particular providing regulatory enforcement advice.
- Manages legal complaints, investigations, and litigations in particular regarding Part XX-XX1 of the Commonwealth Electoral Act 1918 (the authorisation of electoral communications and compliance with the funding and disclosure requirements) and Part VIIIA-XI of the Referendum (Machinery Provisions) Act 1984.
- Provide analysis, judgement and advice on multiple voting and non-voting issues and make significant contributions to the management, preparation and coordination of non-voter prosecution briefs for AEC Legal Services and Commonwealth Director of Public Prosecution (CDPP). Work will include liaising with external stakeholders (public and CDPP) and opportunities for court appearance work in non-voter prosecutions.

Duties

We have two positions and are looking for an energetic and motivated senior project officer and an investigations officer to join the Regulatory law team. The successful applicants will have exceptional communication skills in order to develop and maintain key internal and external relationships, including collaborating with key stakeholders to identify opportunities, achieve outcomes and facilitate cooperation.

The duties of the officers involve being responsible for undertaking complex and/or sensitive investigations under broad direction, including:

- providing high quality regulatory advice and conducting investigations in relation to multiple and non-voter regime (Senior Project Officer)
- providing high quality regulatory and compliance advice and conducting investigations (anti-avoidance provisions and funding and disclosure obligations) (Investigations Officer)
- undertaking research and analysis of regulatory issues, and
- participating in section planning and aligning longer term plans with the AEC's goals and objectives.

The APS work level standards accommodate the diversity of roles across the APS and are structured to clearly differentiate between the work expected (i.e., responsibilities and duties) at each classification level.

To excel you'll have:

- Certificate IV in Government Investigations (and/or Regulatory Compliance), or equivalent qualification (desirable, not mandatory).
- Demonstrated ability to perform the duties of an investigator or project officer and well-developed ability to analyse issues and provide high quality investigations
- High standard of attention to detail and effective oral and written communication skills
- Ability to work under limited supervision, take initiative, meet deadlines, and support management of a legal practice.
- Proven ability to work within a team and assist legal matters to ensure high quality outputs, including building team capability to maintain a high level of expertise and encourage career development.
- Experience in developing and actively managing key internal and external relationships, including collaborating with key stakeholders to identify opportunities, achieve outcomes and facilitate cooperation.
- Personal drive and integrity whilst achieving results within legislative and budget parameters.
- The ability and the confidence to make sound judgements based on thorough research, problem solving, innovation and evidence-based practice, to achieve the objectives of a legal practice.

Additional responsibilities during an Electoral Event

- The volume of legal work, along with the urgency to resolve matters, will increase significantly prior to and during electoral and referendum events.

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 Baseline security clearance required for this role.

Notes

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

About the Australian Electoral Commission

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

To Apply

Position Contact	Megan Weimar, (02) 5127 6451
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0731931

Australian Electoral Commission

Closing Date: Sunday 05 November 2023

Enterprise Transformation Group
Enterprise Strategy & Transformation

Job Title	Executive Officer to the First Assistant Commissioner
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$109,443 - \$123,331
Classification	Executive Level 1
Position Number	2023-282 15878
Agency Website	https://www.aec.gov.au/

Job Description

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

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

The ESTD is committed to establishing and maintaining a high performing and positive workplace culture. You will operate in a fast paced, dynamic environment, working closely with the First Assistant Commissioner (FAC), Assistant Commissioners (ACs), Directors and other Executive Support staff.

Duties

We are looking for a professional and enthusiastic Executive Officer to provide strategic advice, coordination and high-level support to the FAC ESTD, including managing a diverse range of critical issues, services and projects to support the achievement of ETG's strategic and operational objectives.

In your role you will undertake work that is complex and sensitive in nature, under very limited direction. This may include:

- Analysing and synthesising information from a range of internal and external sources to provide timely strategic advice to the FAC.
- Proactively managing the workflow through the FAC's office, including providing advice on context, quality assurance and coordinating any necessary follow up to ensure priorities and deadlines are met.
- Producing correspondence, briefings, and communication material on behalf of the FAC.
- Acting as the primary point of contact for the FAC's office and responding appropriately to a range of routine, sensitive and urgent agency matters with ease.
- Providing high-level support to governance committees, meetings and forums chaired or convened by the FAC.
- Making and communicating decisions using professional judgement in a complex and changing environment.
- Attending meetings with the FAC and/or other members of the ETG Leadership Team to assist with arising actions.

- Developing and actively managing internal and external relationships, including collaborating with key stakeholders to achieve outcomes and facilitate cooperation, representing the ETG and the agency in various forums.
- Performing additional duties and undertaking projects as directed by the FAC.

To excel, you'll have
Mandatory:

- Excellent written and verbal communication skills, with the ability to effectively communicate information to people from different backgrounds and levels of seniority.
- Experience in preparing complex and/or sensitive correspondence, briefings, talking points, business plans, papers and other written artefacts.
- Excellent stakeholder management skills, with the ability to build productive relationships and communicate decisions using professional judgement.
- Strong attention to detail and experience in managing quality assurance (writing, editing, proof reading) of high volumes of correspondence, briefs and reports.
- Experience in effectively managing competing priorities with the ability to manage upwards and provide strategic advice and support to Senior Executives.
- A high degree of initiative, integrity and discretion when dealing with confidential and sensitive matters.

Desirable

- Prior experience as an Executive Officer in the Australian Public Service.

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 Baseline security clearance required for this role.
- Applicants may be required to undertake psychometric testing as part of this recruitment 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>

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	Alex Famelis, alex.famelis@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0732002

Australian Signals Directorate

Closing Date: Sunday 05 November 2023

Australian Cyber Security Centre
Cyber Security Resilience

Job Title	ASD EL1 Manager – Cyber Security Exercises
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	\$118,193 - \$133,322
Classification	Executive Level 1
Position Number	ASD/05226/23
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About The Role

The Manager Cyber Security Exercises will be responsible for leading the development, conduct and evaluation of cyber security exercise activities to improve Australia's overall cyber resilience. They will also lead and contribute to the development, delivery and continuous improvement of exercise management training workshops.

The Manager Cyber Security Exercises will lead the analysis of information collected from cyber security exercises to identify and promulgate key insights and learnings. They will also be responsible for proactively developing and sustaining effective

relationships with internal and external stakeholders to enable the design, delivery and evaluation of cyber security exercise activities.

As a leader within the team the Manager Cyber Security Exercises will create a collaborative team culture to harness collective capability. They will set operational business objectives, and manage team priorities to ensure work outputs are delivered and meet organisational objectives.

About The Team

The National Exercise Program (NEP) is the team within the Australian Signals Directorate's (ASD) Australian Cyber Security Centre (ACSC) dedicated to validating and strengthening Australia's cyber security resilience through the conduct of cyber security exercises and other readiness activities.

- The NEP works in partnership with Australian Critical Infrastructure (CI) and government to scope, plan, deliver and evaluate cyber security exercises to improve Australia's overall cyber resilience.

An exercise is a controlled, objectives driven activity that simulates a real life incident through the use of specifically designed scenarios. Cyber security exercises allow organisations to prepare themselves in advance for the ongoing threat posed by malicious cyber actors.

Duties

Our Ideal Candidate

We're looking for proven leaders with strong communication, project management and stakeholder engagement skills. The applicant should thrive working in a collaborative team environment, and demonstrate initiative as well as the ability to manage multiple work streams to ensure quality outputs are delivered on time.

Eligibility

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

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

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

Security Clearance - The preferred applicant will be required to successfully undergo the security clearance vetting process at a specified clearance level. The preferred applicant **MUST** be willing to disclose all relevant and required information. It is a condition of employment that applicants are willing and able to obtain and maintain the requisite security clearance for the duration of their employment with ASD.

Notes

Desirable Qualifications

Although not essential, previous cyber security experience and experience leading the design, conduct and evaluation of exercises and/or training would be highly desirable to succeed in this role.

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

About the Australian Signals Directorate

To Apply

Position Contact	ASD Recruitment, asd.recruitment@defence.gov.au
Agency Recruitment Site	https://www.asd.gov.au/careers

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Vacancy VN-0732007

Australian Signals Directorate

Closing Date: Sunday 05 November 2023

Australian Cyber Security Centre
Cyber Security Resilience

Job Title	ASD 5 & 6 Support Officer – Cyber Security Exercises
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	\$85,364 - \$106,828
Classification	APS Level 5; APS Level 6
Position Number	ASD/09979/23
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About The Role

The Support Officer Cyber Security Exercises will proactively contribute to the development, conduct and evaluation of cyber security exercise activities to improve Australia's overall cyber resilience. They will also contribute to the development and delivery of exercise management training workshops.

The Support Officer Cyber Security Exercises will contribute to the identification of key insights from exercises and the development of after action reports. They will support the development and sustainment of effective relationships with internal and external stakeholders to enable successful delivery of cyber security exercise activities.

As an ASD 5 you will:

- Work under limited direction to support the development, conduct and evaluation of cyber security exercise activities;
- Assist with developing all material required for exercise conduct and coordinating exercise logistics activities; and
- Support team building capabilities and continual improvement.

As an ASD 6 you will also:

- Support the Manager Cyber Security Exercises with strategic stakeholder management;
- Work independently to develop, conduct and evaluate cyber security exercises;
- Develop and provide expert advice on cyber security exercise matters;
- Draft briefing materials, planning documents, reports, and other relevant documents;
- Make timely, effective decisions to manage your workload to meet expected timeframes, adapt to changing priorities while supporting others to do the same; and
- Work independently under broad direction and possess the ability to manage others.

About The Team

The National Exercise Program (NEP) is the team within the Australian Signals Directorate's (ASD) Australian Cyber Security Centre (ACSC) dedicated to validating and strengthening Australia's cyber security resilience through the conduct of cyber security exercises and other readiness activities.

- The NEP works in partnership with Australian Critical Infrastructure (CI) and government to scope, plan, deliver and evaluate cyber security exercises to improve Australia's overall cyber resilience.

An exercise is a controlled, objectives driven activity that simulates a real life incident through the use of specifically designed scenarios. Cyber security exercises allow organisations to prepare themselves in advance for the ongoing threat posed by malicious cyber actors.

Duties

Our Ideal Candidate

We're looking for someone that shows initiative and with proven project management, communication and stakeholder engagement skills.

The applicant should thrive working in a collaborative team environment and have the ability to handle multiple streams of work.

Eligibility

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

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

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

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

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

Notes

Desirable Qualifications

Although not essential, previous cyber security experience and experience in the design, conduct and evaluation of exercises and/or training would be highly desirable to succeed this role.

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

About the Australian Signals Directorate

To Apply

Position Contact	ASD Recruitment, asd.recruitment@defence.gov.au
Agency Recruitment Site	https://www.asd.gov.au/careers

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Vacancy VN-0732015

Australian Signals Directorate

Closing Date: Thursday 02 November 2023

Chief Operating Officer Group
Integrity, Security & Governance

Job Title	ASD EL1- EL2 Assistant Director, Assistant Technical Director & Technical Director Security Capability & Research
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA
Salary	\$118,193 - \$228,074
Classification	Executive Level 1; Executive Level 2
Position Number	ASD/10322/23
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

These vacancies are within ASD's Information Security Branch (ISB), which has core responsibility for oversight and support for safeguarding ASD's most sensitive information across all IT systems through the implementation of the Information Security Manual's four cyber security principles: Govern, Protect, Detect and Respond.

The Security Capability and Research (SCaR) team works in an Agile environment to build, configure and maintain physical and virtual infrastructure using a mix of COTS, GOTS, and in-house software for key ISB customers. These roles are responsible for oversight and technical direction of the operation and maintenance of infrastructure, ensuring the confidentiality, integrity and

availability of the information we collect, store and process.

About the Role

As an EL1 – EL2 Assistant Director, Assistant Technical Director & Technical Director within SCaR, you will work with teams from across the organisation to ensure interoperability of systems so that a variety of security incidents and risks across all Defence Intelligence networks are appropriately detected, addressed, and reported on to enable the security of ASD's IT systems and missions. You will be responsible for setting and implementing the strategic direction of SCaR in support of the ASD's objectives.

The vacant positions include:

- 1) EL1 Assistant Director Security Capability and Research
- 2) EL1 Assistant Technical Director Security Capability and Research
- 3) EL2 Technical Director Security Capability and Research

1) The Assistant Director Security Capability and Research position will manage the strategic direction and provide governance oversight to a team of contractors and Commonwealth Officers to design, deliver, sustain and iterate on compute and networking environments built on current day technologies.

2) The Assistant Technical Director Security Capability and Research position will provide technical direction to a team of contractors and Commonwealth Officers to design, deliver, sustain and iterate on compute and networking environments built on current day technologies.

3) The Technical Director Security Capability and Research position will provide strategic technical direction by developing technology roadmaps, policies, managing risk, priorities and operational practices to guide a team of contractors and Commonwealth Officers to design, deliver, sustain and iterate on compute and networking environments built on current day technologies.

Duties

Our Ideal Candidate

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

Successful applicants will lead and provide technical direction to a team of systems engineers, security specialists.

Eligibility

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

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

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

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

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

Notes

Desirable Qualifications, Experience or Training

- Project management.
- Contract management
- Budget management
- Governance and Policy, and Risk Management
- ICT systems administration
- Cloud Platforms
- Strong understanding of security concepts
- ICT Security systems design (SIEM)
- Programming or scripting skills
- Networking engineering
- Vulnerability management
- Configuration management
- CISSP
- Bachelors/Masters of Cyber Security

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

About the Australian Signals Directorate

To Apply

Position Contact	asd.recruitment@defence.gov.au, asd.recruitment@defence.gov.au
Agency Recruitment Site	https://www.asd.gov.au/careers

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Vacancy VN-0731956

Australian Sports Commission

Closing Date: Thursday 02 November 2023

Information Communication Technology
Technology

Job Title	Dynamics Developer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$98,209 - \$113,229
Classification	APS Level 6
Position Number	1861
Agency Website	https://www.sportaus.gov.au/

Job Description

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

Duties

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

Are you up for the challenge?

About the team – The Information, Communication & Technology (ICT) team is within the Technology Branch of the Australian Sports Commission (ASC). The section delivers a range of strategic and advisory services relating to ICT to ASC and the wider sport community through its internal capabilities. The section also coordinates ICT support services to the ASC through several internal and external capabilities and arrangements.

About the role – The Project and Application Development Team is engaged, passionate and innovative – we're committed to developing strong partnerships and focused on enabling business outcomes. Teamwork is incredibly important to us, and we value inclusiveness, ingenuity, and outcomes over convention. ICT is a social and dynamic team; we manage well with uncertainty and balance diverse thinking and strong collaboration to develop achievable and innovative plans.

About you – You will be an experienced and motivated individual who is able to contribute to the development and maintenance of technical platforms across SharePoint, CRM, integration, and analytics environments to ensure platform solutions provide reliable, secure, and efficient digital services for ASC.

The successful candidate will have:

- Tertiary qualifications and/or business experience using structured methods.
- Demonstrated experience and strong understanding of Microsoft Dynamics CRM and/or Azure integration services and reporting tools.
- Demonstrated ability undertake self-directed and autonomous work that delivers timely outcomes in a service performance context.
- Demonstrated knowledge of Cyber Security principles.
- High level written and communication skills.

This position is offered as an **ONGOING** position.

Why work with us?

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

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

Additionally, our Canberra campus offers:

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

Eligibility

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

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

Notes

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

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	Kristen Joseph, Application Development Manager (A/g), 02 6214 1285
Agency Recruitment Site	https://careers.ausport.gov.au/current-vacancies/

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Vacancy VN-0732025

Australian Sports Commission

Closing Date: Thursday 02 November 2023

Technology Group

Job Title	Interaction Design Lead
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$115,540 - \$136,336
Classification	Executive Level 1
Position Number	1109
Agency Website	https://www.sportaus.gov.au/

Job Description

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

Duties

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

Are you up for the challenge?

About the team – The role works in a small design team using agile ways of working and a double diamond approach. The design team works collaboratively across a number of delivery teams designing services and experiences for both ASC and sport. We are a collaborative team with a growth mindset and seek to improve government and sport sector information and services. With this dynamic and fun team, the role has meaningful and interesting work that impacts everyday Australians.

About the role – Digital technologies are transforming all aspects of sport, from participation to high performance and administration. Working within a small multidisciplinary design team, the Lead Interaction Designer role helps deliver seamless experiences across all channels and services to connect the Australian sport industry with participants and the Australian public. The role works across product teams to understand user needs and design usable, consistent and delightful user experiences across our digital services.

The Lead Interaction Designer directs and guides research, design and testing of the scenarios, interaction patterns, information architecture and interface systems that make up the interaction component of a given service. The role ensures design decisions are guided by evidence from experience analysis and evaluation of user needs. Working with a Service Design Lead, the Lead Interaction Designer helps to create user journey maps, participate in user research, and prototype and test products and services through co-design with ASC and sport stakeholders.

This is achieved through the development of a design system for ASC and sport, with a focus on usability and re-usable components and developing best-practice design-ops and design system capabilities and guidance within ASC and Australian sport.

About you – The Lead Interaction Designer role requires a human-centred mindset which can drive the capability of interaction and experience design at the ASC. The role also leads the development of an open design system for the sport sector and ASC's digital properties, utilising other foundational design systems for reference and guidance.

The following skills are also required for the role:

- User experience design: Planning and driving user experience design activities, Determining the approaches to be used to design user experiences. Using iterative approaches to incorporate user feedback or evaluation rapidly into designs. Integrating required visual design and branding into the user experience design activities;

- User experience analysis: Determining the approaches to be used for user experience analysis. Planning and managing user experience and accessibility analysis activities. Providing expert advice and guidance to support the adoption and adaptation of agreed approaches. Developing user experience tools, techniques and standards;
- User experience evaluation: Selects appropriate tools and techniques to evaluate user experiences of systems, products, services or devices. Validates that security, usability and accessibility requirements have been met. Checks operational systems, products, services or devices for changes in usability and accessibility needs. Interprets and presents results of evaluations, prioritises issues and reports on remedial actions. Collates input for future user research;
- Stakeholder relationship management: Experience in co-designing and facilitating workshops and discussions;
- Information architecture knowledge;
- Experience with design and design-ops tools including Figma and Storybook or similar;
- Providing expert advice in their specialist area;
- Desired experience with design systems; and
- Desired industry experience of 5-10+ years.

This position is offered as an ONGOING position.

Why work with us?

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

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

Additionally, our Canberra campus offers:

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

Eligibility

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

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

Notes

The ASC is committed to protecting children from harm. We require all applicants that will work with children to undergo screening processes prior to appointment.

Should a merit pool be established for this position, it may be used to fill ongoing or fixed term opportunities as they arise within 18 months from the date advertised.

The ASC operates under the Australian Sports Commission Act 1989 and is separate to the Public Service Act 1999. The ASC accepts most leave liability and recognition of prior service if you are currently employed at a Commonwealth agency.

Acknowledgement of Country

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

About the Australian Sports Commission

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

To Apply

Position Contact	Belle Hogg, 0430 777 228
Agency Recruitment Site	https://careers.ausport.gov.au/current-vacancies/

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Vacancy VN-0731940

Job Title	Corporate Services
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$79,885 - \$94,633
Classification	APS Level 6
Position Number	PN05810
Agency Website	

Job Description

www.climatechangeauthority.gov.au

About this role

The Climate Change Authority (the authority) is an independent statutory body established under the *Climate Change Authority Act 2011* to provide expert advice to the Australian Government on climate change policy.

The authority plays an important role in the governance of Australia's climate change mitigation policies including by providing independent advice on:

- the preparation of the Annual Climate Change Statement to Parliament; and
- greenhouse gas emissions reduction targets to be included in new or adjusted nationally determined contributions (NDC).

The Corporate Services Branch works collaboratively as a multidisciplinary team to provide strategic and operational services and advice across the authority's enabling services.

The authority is seeking talented and motivated people to support the policy development and delivery of enabling services including procurement and contract management, governance and enterprise risk, information and records management.

Duties

Multiple roles are available with a range of focus areas including:

- Establish and maintain positive and productive working relationships.
- Display a high standard of compliance with organisational practices and procedures and corporate governance.
- Support the preparation of key reporting including the annual report and corporate plan in accordance with the PGPA Act and supporting legislation, policies and frameworks.
- Provide training, advice, information and guidance on procurement related matters to staff across the authority to provide governance and support good practice in procurement.
- Identify, mitigate and escalate procurement risks to enable the organisation to meet its obligations and maximise business opportunities.
- Management of the authority's Information Management system and metadata.
- Management of the authority's risk management frameworks, policies and registers and timely reporting to senior executive team.
- Monitor, review and ensure compliance with relevant legislation and regulatory frameworks as well as Commonwealth and authority policies and procedures.

- Support financial activities related to contracts, vendor management and vendor payments.

Eligibility

Skills, knowledge and attributes

- Demonstrated ability to coordinate, manage and report on business activities.
- Highly developed verbal, written and communication skills to logically convey thoughts and new ideas.
- Demonstrated capability to influence key stakeholders in order to achieve effective strategic outcomes.
- Strong skill sets in analysing, synthesising and presenting business data.
- Well-developed interpersonal skills that foster trust and cooperation, and a proven ability to work effectively and with integrity.
- Ability to work in a fluid environment, remaining flexible, agile and adaptable to support colleagues.
- Excellent attention to detail and the ability to pick up new processes, systems and knowledge quickly.
- Demonstrated technical experience in the relevant areas.

Experience and suitable qualifications in business, risk, governance or information management desirable.

Eligibility

To be eligible for employment in the APS and the department, applicants must:

- Be an Australian citizen or going to be granted Australian Citizenship before commencement. You may be asked to provide evidence of this.
- Undertake a pre-employment security assessment and subsequent security clearance. All staff are required to have a minimum baseline security clearance however some roles will require a higher-level security clearance. If you are offered a role and do not have a current security clearance, we will work with you to arrange for this to be undertaken.
- Be medically fit to undertake the duties of the job.

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

To apply for these positions, please send a pitch of no more than 500 words outlining how you meet the requirements outlined in this job advertisement to recruitment@climatechangeauthority.gov.au by Sunday 5 November 2023.

Locations outside of Canberra may be considered.

****Please note that this opportunity is only available to Australian Public Service employees****

About the Climate Change Authority

To Apply

Position Contact	Joe Hardwicke, 0401 583 075
Agency Recruitment Site	www.climatechangeauthority.gov.au

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Vacancy VN-0731957

Department of Home Affairs

Closing Date: Thursday 02 November 2023

N/A
Services Delivery Operations Visa and Travel Business Systems Support

Job Title	TRIPS Business Systems Support Manager
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$84,335 - \$99,779
Classification	APS Level 6
Position Number	JR 130050
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/130050/>

About our team

Immigration | Services Delivery Operations | Visa and Travel Business Systems Support

Our team has a reputation for delivering quality and timely outcomes. We operate in a fast-paced environment often having to address urgent enquiries that impact clients in real time. We support the business priorities of the Visa and Citizenship program and the broader Immigration Program. We support migration to Australia - end to end, global visa and citizenship decision-making and Australia's international border - travel to / from Australia. We are responsible for whole of Government services such as services by the Australian Taxation Office, Department of Foreign Affairs and Trade, Services Australia etc.

Please visit our website for more information about the [Department of Home Affairs](http://www.homeaffairs.gov.au) or [Australian Border Force](http://www.border.gov.au)

Our ideal candidate

- Ability to think strategically and plan ahead based on shifting priorities.
- Strong stakeholder engagement capability and communication skills
- Technical aptitude and the capacity to learn how Home Affairs systems are integrated
- Works well in a high-pressure team environment
- Strong client service and Incident Management background.

Duties

Duties and responsibilities

- Manage and supervise across second level resolver group teams (including workload coordination and staff rostering)
- Manage assigned work within prescribed deadlines, mitigate work backlogs and ensure team compliance with resolver group obligations (including departmental Service Level Agreements)
- Respond to sensitive complaints and manage delicate issues and escalations
- Represent the team in a range of settings including engagement with internal stakeholders from ICT, business and network as well as external stakeholders from other government agencies
- Manage heightened support arrangements during peak periods including major system release maintenance.

Additional information

Desirable

- Experience in managing human resources and/or team unit/s
- The ability to rapidly acquire and apply well-developed skills in the troubleshooting of issues associated with application processing systems
- High level attention to detail and undertake robust quality assurance in own work and work carried out by a team unit
- The ability to deliver accurate, consistent, timely and appropriate services to customers
- Strong organisational and coordination skills including the ability to prioritise tasks and work independently in a high pressured team environment
- The ability to manage accurate, consistent, timely and appropriate provision of support desk services to customers and stakeholders
- The ability to effectively interrogate, analyse and resolve client data across multiple systems
- The ability to effectively handle conflict resolution as part of dealing with difficult stakeholders or internal staffing matters
- A strong ability to effectively develop and maintain stakeholder relationships
- Strong oral and written communication skills
- Strong interpersonal and customer relations skills with sound negotiation skills
- Excellent time management skills.

Eligibility

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

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

Notes

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

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

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

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	Marty Screen, 0408 664 470
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/130050/

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Vacancy VN-0731958

Director of Public Prosecutions

Closing Date: Sunday 05 November 2023

Enabling Services

Job Title	Chief Financial Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$203,468 - \$228,938
Classification	Senior Executive Service Band 1
Position Number	23_83
Agency Website	

Job Description

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

The Commonwealth Director of Public Prosecutions (CDPP) is seeking a dynamic, motivated and experienced Chief Finance Officer (CFO) to provide strategic financial advice to the agency's Executive and to direct and oversee all aspects of the finance and accounting functions inclusive of budget consolidation, financial forecasting and reporting and procurement.

The CFO role has primary responsibility for developing and delivering finance, property management, security and office services functions across all our locations and will lead a dedicated and vital group of skilled professionals, undertaking a key role in support of CDPP's operations.

Working within a challenging and rewarding environment, the CFO will lead the CDPP's finance capability in a way that enables the organisation to achieve its strategic and operational goals. You will have advanced financial management skills and extensive experience leading financial functions, along with public administration expertise and a highly developed understanding of the Australian Government's budget and financial framework.

The CFO will achieve organisational objectives, develop staff, promote a healthy and safe workplace environment, and model ethical behaviour in accordance with the APS Code of Conduct and APS Values.

Duties

- Set the strategic direction for the Financial Services Branch, communicating objectives and expectations to create a shared sense of purpose to deliver CDPP's priorities.
- Identify, establish and nurture relationships with key strategic stakeholders both internal and outside of the CDPP.
- Apply sound judgement and strong decision-making to formulate and implement CDPP's priorities, anticipating and addressing risks, maximising opportunities and driving innovation.
- Mentor, coach, encourage and empower staff, drive high performance and build capability.
- Adhere to and promote the APS Values and Code of Conduct, displaying integrity, professionalism and encouraging these standards in staff.

Eligibility

Mandatory:

- The ability to obtain and maintain Negative Vetting 2 clearance is required
- Australian Citizenship

Desirable:

- Postgraduate or undergraduate degree in a relevant discipline
- Membership of a professional accounting body (CPA Australia or CA ANZ)

Notes

Please refer to Candidate Information Pack for more information.

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

About the Director of Public Prosecutions

To Apply

Position Contact	Sabeena Oberoi, 02 6206 5663
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0731963

National Library of Australia

Closing Date: Sunday 05 November 2023

Collection Strategy and Transformation

Job Title	APS5 - Project Officer, Strategy and Transformation
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$78,276 - \$83,438
Classification	APS Level 5
Position Number	105024
Agency Website	

Job Description

<https://www.nla.gov.au/about-us/working-library>

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

Duties

The National Library of Australia is seeking to fill the role of **Project Officer, Strategy and Transformation (APS5)** in the Collection Branch, on an ongoing basis. This is a key role in the delivery of services to the rest of the Collection Branch and managing small projects for the Strategy and Transformation section. The work is moderately complex in nature and the incumbent will work under limited direction.

You will provide expertise that contributes to the outcomes of the team and Branch and is accountable for tasks, decisions and the management and quality of own work.

This may include advice and decisions on:

- Process improvement, including around administrative tasks.
- Policy development.
- Project management.
- Reporting and budgeting.
- Research, analytical thinking and review.

You will apply your sound written and oral communication skills supporting an ability to liaise with, and provide advice to, staff at all levels of the organisation and to work effectively within and across teams. You will have ability to work independently and collaboratively and to manage stakeholders.

Eligibility

This vacancy represents an opportunity for the right candidate to apply their skills to a range of activities that support and advance the work of the National Library of Australia's Collection Branch.

Notes

We encourage and welcome applications from people with disability, First Nations Peoples, those from the LGBTIQ+ community, people from culturally and linguistically diverse backgrounds, those in the veteran community and mature age people.

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

About the National Library of Australia

To Apply

Position Contact	Vicki Humphrey, 02 6262 1189
Agency Recruitment Site	https://www.nla.gov.au/about-us/working-library

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Vacancy VN-0731968

National Library of Australia

Closing Date: Sunday 05 November 2023

Digital Knowledge Management

Job Title	APS4 - Senior Administrative Officer, Knowledge Management
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$70,342 - \$75,954
Classification	APS Level 4
Position Number	104059
Agency Website	

Job Description

<https://www.nla.gov.au/about-us/working-library>

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

Duties

The Library is seeking to fill a Senior Administrative Officer, Knowledge Management role (APS4) in the Knowledge Management Section of the Digital Branch. We will create a merit pool to fill vacancies as they arise across the section.

Reporting to the Director, the Senior Administrative Officer, Knowledge Management will provide day to day advice and assistance to internal clients in relation to the operation of the Library's Records Management systems, policies, procedures and services.

It is desirable if you have qualifications or experience in Australian Government Archival Acts and the Library's established guidelines and procedures.

Eligibility

In this interesting role, you will organise classify and catalogue records and documents according to established protocols and standards. You will also ensure the proper storage and preservation of records, both physical and electronic, to maintain their integrity and accessibility.

Notes

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

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

About the National Library of Australia

To Apply

Position Contact	Ivan Goranov, 02 6262 1006
Agency Recruitment Site	https://www.nla.gov.au/about-us/working-library

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Vacancy VN-0732026

National Offshore Petroleum Safety and
Environmental Management Authority (NOPSEMA)

Closing Date:Monday 06 November 2023

Corporate and Business Transformation
Perth Information Management and Technology

Job Title	ICT Support Engineer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	\$77,216 - \$90,305
Classification	APS Level 4
Position Number	13474
Agency Website	https://www.nopsema.gov.au/

Job Description

<https://www.nopsema.gov.au/about/careers>

The National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA) is Australia's independent expert regulator for health and safety, structural integrity, well integrity and environmental management for all offshore energy operations and greenhouse gas storage activities in Commonwealth waters, and in coastal waters where regulatory powers and functions have been conferred. NOPSEMA also administers the functions of the Offshore Infrastructure Regulator (OIR), for the offshore renewables industry. This includes the regulation of work health and safety, infrastructure integrity, and environmental management for offshore renewable energy infrastructure activities.

Working with NOPSEMA provides an opportunity to make a real difference to people working in Australia's offshore energy industry.

NOPSEMA is recruiting an experienced ICT Support Engineer to join its Information Management and Technology Team on an ongoing (permanent) basis, based in our Perth Office.

Why work for NOPSEMA?

As a highly skilled, agile and competent regulator, our people are our number one asset. NOPSEMA offers highly competitive remuneration packages, five weeks annual leave, 15 personal leave days per annum, 15.4% superannuation contribution and flexible working arrangements.

Guided by our values of professionalism, ethics, independence and leadership the decisions we make and the actions we take affect individuals, businesses, communities and the environment. Our people can make a difference. Grow your career in the offshore energy sector. Be a part of Australia's future and apply today.

NOPSEMA is committed to a fair, flexible, safe and rewarding workplace which allows for diversity amongst all its employees. Applicants who are First Nations people, come from a diverse cultural or linguistic background or have a disability are encouraged to apply.

If you are an experienced ICT professional, apply now and take the next step in your career with this exciting opportunity.

Applications must be submitted by the closing date. Any applications received beyond the closing date will not be considered.

Please note this recruitment process will be valid for a period of 18 months and may be used to fill ongoing and non-ongoing positions within the Australian Public Service at this level or similar that arise over the 18 month period.

Duties

In the role you will deal with end users directly and manage support queries and primarily provide operational support and maintenance for the Microsoft Windows 10 and Office environments together with a standard set of apps including Adobe Acrobat.

The role requires a candidate with experience as a customer-focused Service Desk Technician in a front-line support role. You will possess technical experience maintaining standardised MOE desktop environments with excellent problem solving and analytical skills together with experience with Microsoft MECM.

You must be able to demonstrate ITIL Service Management experience, and, in particular, monitoring and triage of ticket queues, ensuring prompt and accurate handling of customer requests and technical issues across all Service Delivery teams. You will work collegially as a member of a multidisciplinary team and have sound knowledge of current and emerging information security risks and controls.

The successful candidate should possess demonstrated ability to work in collaboration with internal and external second and third level resolver groups and work with external suppliers for raising and escalating incidents and requests. You will be a strong team player, with the flexibility to shift tasks and manage priorities to deliver on operational needs. Experience with the offshore and onshore oil and gas industry would be an advantage.

Eligibility

You will be required to pass a pre-employment medical and maintain medical fitness.

You must pass and maintain a security clearance to the level 'Baseline'.

Prior to any offer of employment, the recommended applicant will be required to undertake pre-employment checks, including national police clearance and declaration of conflict of interest.

NOPSEMA staff are prohibited from trading in oil and gas resources and/or offshore renewable electricity sector shares.

This position is open to Australian citizens only.

Notes

About the National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

NOPSEMA is Australia's independent regulator for health and safety, well integrity and environmental management for offshore petroleum and greenhouse gas storage activities in Commonwealth waters (comprising the first three nautical miles of the territorial sea) and in coastal waters where regulatory powers and functions have been conferred. For more information see [nopsema.gov.au](https://www.nopsema.gov.au)

To Apply

Position Contact	Human Resources and Safety Adviser, 08 6188 8853
Agency Recruitment Site	https://www.nopsema.gov.au/about/careers

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Vacancy VN-0732027

National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

Closing Date: Monday 06 November 2023

Corporate and Business Transformation
Perth Information Management and Technology

Job Title	ICT Technical Lead
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Perth WA
Salary	\$106,010 - \$119,097
Classification	APS Level 6
Position Number	13474
Agency Website	https://www.nopsema.gov.au/

Job Description

<https://www.nopsema.gov.au/about/careers>

The National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA) is Australia's independent expert regulator for health and safety, structural integrity, well integrity and environmental management for all offshore energy operations and greenhouse gas storage activities in Commonwealth waters, and in coastal waters where regulatory powers and functions have been conferred. NOPSEMA also administers the functions of the Offshore Infrastructure Regulator (OIR), for the offshore renewables industry. This includes the regulation of work health and safety, infrastructure integrity, and environmental management for offshore renewable energy infrastructure activities.

Working with NOPSEMA provides an opportunity to make a real difference to people working in Australia's offshore energy industry.

We are looking for an experienced and motivated ICT Technical Lead to join our Information Management and Technology Team on an ongoing (permanent) basis at our Perth Office.

Why work for NOPSEMA?

As a highly skilled, agile and competent regulator, our people are our number one asset. NOPSEMA offers highly competitive remuneration packages, five weeks annual leave, 15 personal leave days per annum, 15.4% superannuation contribution and flexible working arrangements.

Guided by our values of professionalism, ethics, independence and leadership the decisions we make and the actions we take affect individuals, businesses, communities and the environment. Our people can make a difference. Grow your career in the

offshore energy sector. Be a part of Australia's future and apply today.

NOPSEMA is committed to a fair, flexible, safe and rewarding workplace which allows for diversity amongst all its employees. Applicants who are First Nations people, come from a diverse cultural or linguistic background or have a disability are encouraged to apply.

If you are an experienced ICT professional, apply now and take the next step in your career with this exciting opportunity.

Applications must be submitted by the closing date. Any applications received beyond the closing date will not be considered.

Please note this recruitment process will be valid for a period of 18 months and may be used to fill ongoing and non-ongoing positions within the Australian Public Service at this level or similar that arise over the 18 month period.

Duties

In this role you will provide expert advice and guidance for the analysis, design, and implementation of services and solutions to optimally meet NOPSEMA's information management and governance needs.

You will play a lead role in day-to-day ICT operations managing internal and external stakeholders in a hybrid ICT support environment. A proven ability to manage external service providers from a contractual and operational perspective is essential.

As a senior contributor to ICT strategic and tactical planning, you will lead initiatives across highly technical ICT resources and business teams and possess experience in mentoring and training for new technologies, services, and solutions.

This role requires experience in technical engineering to support complex ICT solutions including Windows Server and Linux, MS SQL and related technologies and software products. A sound knowledge of Fortinet network design, operations and security is also required.

Experience of ITIL Service Management and security standards such as the Protective Security Policy Framework, the Information Security Manual, and the ASD Essential 8 cyber security mitigations is an essential requirement for this role. Experience with the offshore and onshore oil and gas industry would be an advantage.

Eligibility

You will be required to pass a pre-employment medical and maintain medical fitness.

You must pass and maintain a security clearance to the level 'Baseline'.

Prior to any offer of employment, the recommended applicant will be required to undertake pre-employment checks, including national police clearance and declaration of conflict of interest.

NOPSEMA staff are prohibited from trading in oil and gas resources and/or offshore renewable electricity sector shares.

This position is open to Australian citizens only.

Notes

About the National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

NOPSEMA is Australia's independent regulator for health and safety, well integrity and environmental management for offshore petroleum and greenhouse gas storage activities in Commonwealth waters (comprising the first three nautical miles of the territorial sea) and in coastal waters where regulatory powers and functions have been conferred. For more information see nopsema.gov.au

To Apply

Position Contact	Human Resources and Safety Adviser, 08 6188 8853
Agency Recruitment Site	https://www.nopsema.gov.au/about/careers

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Vacancy VN-0731942

National Portrait Gallery of Australia

Closing Date:Sunday 29 October 2023

Curatorial and Collection

Job Title	Collection Officer
Job Type	Full-Time, Non-Ongoing
Location	Parkes ACT
Salary	\$64,445 - \$69,551
Classification	APS Level 3
Position Number	6738
Agency Website	https://www.portrait.gov.au/

Job Description

<https://www.portrait.gov.au/content/employment/>

The Collection Officer works closely with the Preparator & Exhibition Designer and reports directly to the Collection Manager. The Portrait Gallery employs two Collection Officers who work mostly as a team to install works of art in the permanent and temporary galleries, to pack works of art for transport and to ensure the safe storage, tracking and processing of works of art.

The Gallery is seeking to fill one of these roles on a non-ongoing basis through to 31 March 2024 with possible extension.

Duties

- 1.As a member of the collection management team undertake handling, installation, packing and unpacking of art objects and ensure that the Gallery's collection, and all art objects in the temporary custody of the Gallery (exhibitions, acquisitions and loans) are handled, displayed and stored to current museum standards.
- 2.Assist with the documentation of works of art, including initial receipting and condition reporting.
- 3.Assist in the unloading, transportation and delivery of works of art, exhibition equipment and associated materials.
- 4.Undertake packing and crating for outgoing loans and travelling exhibitions
- 5.Installation and maintenance of permanent and temporary exhibitions.
- 6.Work as a member of a multi-disciplinary project team to assist the delivery of the exhibition program and access to the collection ensuring best practice application of Work Health and Safety and participative work management practices.

Eligibility

1. Knowledge and practical experience of safe manual handling, installation and storage of a range of works of art preferably within a gallery or museum environment.
- 2.Proven ability to work on several projects simultaneously and prioritise activities to specific deadlines.
- 3.Demonstrated skills in the maintenance of accurate records in manual and computer-based formats. Knowledge and skills in the use of museum collection management software would be an advantage.
- 4.Evidence of effective skills in written and oral communication and in establishing good working relationships within a team based working environment.

This position requires a high level of manual dexterity and a willingness to lift loads within Work Health and Safety guidelines. Working at heights and WAV (Work Assist Vehicle) operation training will be provided.

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.

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 (NPG) aspires to reflect the face of Australia. It is the place where the national story unfolds with clarity, without complacency or self-satisfaction. We use portraiture to tell Australian stories and to increase understanding and appreciation of Australian people – their identity, history, culture, creativity and diversity. We are open 364 days a year, offering visitors the opportunity to view the collection and special exhibitions, and participate in a variety of cutting-edge public and educational programs. The Gallery also offers venue hire for private and corporate events and houses a popular cafe and bookstore. We recognise the great contribution from our staff in realising our mission and values; and encourage applications from Aboriginal and/or Torres Strait Islander people, the LGBTQIA+ communities, people with disability and people from culturally and linguistically diverse backgrounds. We're committed to ensuring a child safe and child friendly environment, and to sustaining a safe workplace and inclusive culture. Our staff actively contribute to the wellbeing and safety of our visitors and each other.

To Apply

Position Contact	James Ley, 02 6102 7044
Agency Recruitment Site	https://www.portrait.gov.au/content/employment/

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Vacancy VN-0731551

Parliamentary Budget Office

Closing Date: Sunday 05 November 2023

Corporate Strategy Branch
Corporate Strategy Branch

Job Title	Assistant Director - Finance
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$120,567 - \$139,210
Classification	Executive Level 1
Position Number	PBO96
Agency Website	https://www.pbo.gov.au/

Job Description

<https://www.pbo.gov.au/about-the-pbo/our-people/careers>

About the role

The PBO is seeking a self-motivated individual to be an Assistant Director in the Corporate Strategy Branch. The successful candidate will have demonstrated experience in financial management and will lead the successful day to day operation of Finance for the Agency. In addition, you will have the ability to assist and advise across other corporate areas including human resources, risk management, audit, governance, and compliance.

You will be able to provide assistance on financial management and reporting across the PBO including advice on procurement. As the Corporate Strategy Branch is a small team with responsibility for a broad range of functions, the successful applicant will be able to work flexibly and collaboratively and will have strong stakeholder engagement and communication skills to support and deliver the PBO's corporate functions. The ability to develop productive relationships with key stakeholders who provide outsourced services is critical to the success of the role.

Don't meet every single requirement?

Before we get further into the details of the role, we recognise that women and people from diverse backgrounds may be less likely to apply to jobs unless they meet every single criteria. We are dedicated to building a diverse and inclusive workforce so if you're excited about this role but your past experience doesn't align perfectly, we encourage you to apply anyway.

Duties

Duties of the position include:

- preparing monthly finance updates for entry into CBMS
- preparing financial information for the PBO Executive
- preparing the PBO's Portfolio Budget Statements
- preparing the annual financial statements
- drafting of the internal annual budget for the PBO portfolio
- prepare and input financial information for budget estimates processes in CBMS
- provide accurate and timely advice on forward estimates for the PBO
- overseeing the operation of compliant best practice for procurement across the PBO

- assisting in managing the provision of corporate services by outsourced providers coordinating the PBO's response to the ANAO audit or our financial statements
- other duties as directed.

Eligibility

- A relevant tertiary qualification in accounting or finance and/or relevant demonstrated experience in leading a financial function in a public sector environment
- demonstrated experience in financial accounting and in the preparation of financial statements
- demonstrated interpersonal skills with the ability to establish and maintain relationships with key internal and external stakeholders
- demonstrated experience in developing and monitoring budgets
- demonstrated experience in public sector procurement
- a NV1 security clearance must be obtained and maintained.

Notes

Corporate Strategy Branch is a small team that plays a major role in driving and delivering our people and systems function. Our people and systems function develops and implements our organisational strategies and policies. We manage the delivery of a broad range of corporate services including human resources, financial management and reporting, governance and compliance, performance reporting, risk management, information management and communications.

The PBO's payroll and financial transaction services are outsourced to the Department of the Senate. ICT and physical security services are provided by the Department of Parliamentary Services.

In the year ahead, particular focus areas for the Finance stream will be:

- implementing learnings from a review of our end of year financial processes and audit of our financial statements,
- developing a new business plan for the Finance stream
- implementing a new framework to provide finance updates to Executive
- exploring opportunities to streamline our Finance related processes
- bedding down improved procurement practices; and
- broadening awareness of and involvement in our internal budgeting process.

About the Parliamentary Budget Office

The Parliamentary Budget Office (PBO) supports the Parliament by providing independent and non-partisan analysis of the budget cycle, fiscal policy and the financial implications of proposals. We do this in 3 main ways: - responding to requests made by senators and members for costings of policy proposals or for analysis of matters relating to the Australian Government's budget - publishing a report after every election that provides transparency around the fiscal impact of the election commitments of major parties - conducting and publishing self-initiated work, including interactive tools, that enhance public understanding of budget and fiscal policy settings.

To Apply

Position Contact	Mark Eady, 02 6277 9522
Agency Recruitment Site	https://www.pbo.gov.au/about-the-pbo/our-people/careers

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Agriculture, Water and the Environment

Vacancy VN-0731290

Bureau of Meteorology

Closing Date: Sunday 05 November 2023

Data & Digital
Observing Systems & Operations

Job Title	Field Services Technician – Weather Observing Networks
Job Type	Full-Time, Non-Ongoing
Location	Cairns QLD
Salary	\$84,670 - \$96,267
Classification	APS Level 6
Position Number	60014365
Agency Website	

Job Description

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

We are seeking an enthusiastic and qualified Electronics, Electrical or Instrumentation technician or engineer, ideally with previous field experience. 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 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.

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, plane's, 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 the Hub Manager or another Team lead in the Observing Operations Hub. **Duties**

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 (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

Qualifications & experience:

- A Certificate III (AQF Level 3 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

Successful applicants will be required to:

- Hold a Current Australian Drivers Licence
- Eligible to obtain and maintain a Baseline security clearance from the Australian Government Vetting Agency (AGSVA)

Desirable competencies:

Applicants should have experience working in a technical environment or a maintenance organisation. Experience with automated weather observing systems would be advantageous.

Applicants should hold or have capability to acquire

- Electrical Test and Tag
- Working at heights
- National Restricted Electrical Licence (NREL)
- Remote First Aid
- 4WD Competency
- Safety & Survival at Sea Certificate with AMSA Medical clearance

Notes

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

About the 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, tsunamis 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	Cathie Young, 07 3239 8637
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0731960

Bureau of Meteorology

Closing Date: Thursday 02 November 2023

Data and Digital
Application Services

Job Title	Extreme Weather Applications Engineer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Hobart TAS, Melbourne VIC, Canberra ACT, Sydney NSW, Adelaide SA, Perth WA, Darwin NT
Salary	\$103,085 - \$116,115
Classification	Executive Level 1
Position Number	60018486
Agency Website	

Job Description

<https://bomcareers.nga.net.au/?jati=872146FC-AA51-DD50-7846-D21C539F1A3E>

Duties

This role is in the Extreme Weather unit of the Application Services Program in the Data and Digital Group. The unit is responsible for many forecasting software systems related to extreme weather and other areas, including thunderstorm forecasting, tropical cyclone forecasting, radar data and processing.

As a Senior Applications Engineer, you will be a member of a team who is responsible for the development, operational support, upgrades, and management of extreme weather applications. The occupant of this position will be involved in working on radar data processing applications and meteorological observation extraction and reporting systems. This work involves using and programming in Linux, C/C++, Perl, PHP, Python, Java, and Bash. Interactions with other teams will be required to manage data delivery, server configuration, support, and training. You will work closely with the Bureau IT teams to ensure the smooth operation of the Bureau's critical applications, to address operational needs quickly, and to optimise existing systems, as well as bring new

systems into production. Frequent planning and reporting to IT specialists, forecasters, policy managers and other stakeholders is expected.

The software systems are critical category 1 applications which are required to be available 24x7 and must meet the highest standards of reliability, accuracy, professionalism, and may require you to be available for after-hours roster restriction.

To succeed in this role, you should possess excellent communication skills, both technical and non-technical, motivated, self-driven and have strong analytical and problem-solving abilities. Experience in software development, operational support, testing and implementing new applications on premise and cloud (AWS) and software/application upgrades will be an advantage, as will familiarity with the ITIL framework.

The successful candidate will have the ability to work independently as well as part of a team and will identify opportunities for process improvement and provide recommendations to management. You will report to the Extreme Weather Manager and will work closely with other members of the team to ensure the efficient and effective operation of applications.

Eligibility

Successful candidates may be required to obtain, and maintain, a security clearance from the Australian Government Security Vetting Agency.

Available for After-Hours roster restriction.

Notes

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

About the Bureau of Meteorology

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

To Apply

Position Contact	Yen Le, yen.le@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=872146FC-AA51-DD50-7846-D21C539F1A3E

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Agriculture, Water and the Environment

Vacancy VN-0731986

Bureau of Meteorology

Closing Date: Sunday 05 November 2023

Enterprise Services
Business Management

Job Title	National Property Manager
Job Type	Full-Time; Part-Time, Ongoing
Location	Melbourne VIC
Salary	\$125,428 - \$140,871
Classification	Executive Level 2
Position Number	60018383
Agency Website	

Job Description

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

The Bureau has an extensive property portfolio located throughout the Australian mainland and adjacent islands comprising 42 staffed offices, 62 weather surveillance radar sites and approximately 700 automatic weather station sites. The Property Services function is responsible for the delivery of facilities management and leasing services, together with the provision of strategic property advice ensuring that our facilities support the Bureau's activities and outcomes.

The National Property Manager, reporting directly to the Head of Property Services, will be responsible for property and facilities management activities at the Bureau's offices and observing sites. Supported by a Regional Manager West (WA, SA and NT) and a Regional Manager East (QLD, NSW, ACT and TAS), the National Property Manager will be directly responsible for Victorian property activities and oversee the West and East Regions ensuring that property activities are delivered that provide safe, compliant, and fit for purpose facilities for the Bureau to achieve our objectives.

The successful applicant will possess the following attributes.

1. Extensive experience in property and facilities management.
2. Excellent leadership, interpersonal, communication and team management skills including the ability to manage teams remotely.
3. A thorough understanding of the relevant laws and statutory requirements relating to the built environment.
4. Advanced contract management skills.
5. A proven ability to plan, prioritise and deliver.
6. The ability to operate with a strategic focus.

Duties

1. 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.
2. Provide strategic and operational leadership of the Regional Property Management team.
3. Directly manage the Victorian Property Management team.

4. Oversee the coordination of all Bureau property maintenance activities within budget parameters.
5. Review all Regional unplanned maintenance issues as they arise to determine the most appropriate corrective action. Investigate and report on services and asset failures and other incidents.
6. Ensure that site records, facility drawings and plans are kept up to date with all facility and services maintenance alterations.
7. Monitor contractor performance against key indicators and provide regular reports on contractor performance.
8. Oversee activities with the Bureau's Property Services Provider relating to facilities management ensuring compliance, value for money and timely delivery.
9. Provide assistance to the Property Services Leasing team on leasing activities.
10. Be aware of, and apply as necessary, the principles and practices of the various elements of the Bureau's Social Justice policies.

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

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To Apply

Position Contact	Daniel Hannan, 02 6232 3561
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0731285

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

Closing Date: Thursday 02 November 2023

Various
Various

Job Title	SES Band 1, Branch Head
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	-
Classification	Senior Executive Service Band 1
Position Number	2023/4324
Agency Website	https://www.dcceew.gov.au/

Job Description

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

The opportunities

This recruitment round will be used to fill immediate vacancies across the Energy Group and establish a merit list that will be valid for 18 months from the date the vacancy was advertised in the Gazette and may be used to fill future ongoing and non-ongoing vacancies across the department where the duties are of a similar nature.

Applications from Aboriginal and Torres Strait Islander people, and people with a disability are highly encouraged to apply, as your diverse experience, perspectives, and background will strengthen our service delivery, productivity, capability and innovation, providing better outcomes for Australia.

The department is committed to creating fair, accessible and flexible working arrangements that accommodate the individual needs of employees. Applicants from locations outside of Canberra are welcome to apply.

Who we are

We are the Department of Climate Change, Energy, the Environment and Water. We lead Australia's response to climate change and sustainable energy use, and help protect our environment, heritage, and water. We provide advice to the Australian Government around climate, energy, and the environment, and administer legislation. The department also enforces laws relating to the protection of the environment and biodiversity, wildlife, fuel quality and greenhouse gas storage.

About the Energy Group

The Energy Group supports the affordable, reliable, secure and competitive operation of energy markets for the long-term benefit of the Australian community through improving Australia's energy supply, efficiency, quality, performance and productivity. It is working to deliver energy market reform to support investment and market outcomes in the long-term interests of consumers, increase national energy efficiency, and support the security of domestic and international supply chains for electricity, gas and liquid fuels.

The energy industry is undergoing a once-in-a-generation transformational change. These roles will contribute to the Commonwealth Government's commitment to providing cheaper, cleaner energy that will power more jobs and industries, and contribute to Australia's vision of becoming a renewable energy superpower.

The Energy Group has four divisions: Gas and Liquid Fuels Division, Electricity Division, National Energy Transformation Division and the Energy Performance and Security Division.

Duties

About the role

There are several current vacancies available across the Energy Group. The duties of the various roles include:

- working with the broader department to deliver a people-focussed national energy transition and lead on the Energy Sector Plan
- overseeing the Australian Government's engagement with jurisdictions and policymakers on energy and climate issues
- providing input or leading policy work across the department on measures aimed at electrifying vehicles, reducing industrial emissions, improving energy performance, as well as international initiatives.
- managing regulatory and compliance functions
- leading a capability to provide to inform and influence policy development and Government decision making.
- overseeing the delivery of data and statistics on key indicators for Australia's energy transition, and modelling and analysis to guide policy design.
- building a capability to provide specialist advice across the department's Energy and Climate Change Groups including economic advice on policy impacts, and analysis, insights and foresights on current and future energy market dynamics and trends, within the context of broader domestic and international economic developments.
- oversee the application of behavioural science to policy development across the Energy Group
- building the social licence for the national energy transformation and the associated infrastructure projects
- leading teams that are respected, capable and a responsive source of high quality and robust advice.

Eligibility

What we are looking for

To be successful in these roles 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 financial management 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.
- Demonstrated strategic perspective and ability to manage competing demands and work 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.
- Exceptional communication skills and an ability to explain complex technical concepts to non-technical stakeholders.
- Demonstrated public service professionalism and probity.

In addition, specialist skills are desired or necessary for some roles, including the Capacity Investment Scheme. To be successful in these roles you will need to demonstrate:

- Strong ability to oversee a specialist technical function, including to provide robust economic advice, or

- experience with financial markets in the electricity sector (desirable).

Notes

Eligibility and other requirements

Citizenship

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

Security Clearance

There are several positions available which may require a Negative Vetting Level 1 or Negative Vetting Level 2 security clearance, depending on the specific role. If you do not already hold the required clearance, you must be able to obtain and maintain a clearance at the required 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.

Statement of claims

Applicants are required to submit a current CV/resume and a statement of claims (500 words maximum) outlining why you are interested in this position and why you believe that you have the skills, capabilities, knowledge and experience to be considered for this role. Please provide examples which demonstrate your ability to perform the duties of the position.

Work Health and Safety Obligations

All workers (APS1-Secretary) have a duty to take reasonable care for their own health and safety whilst at work, to ensure their acts or omissions do not adversely affect the health and safety of other persons and to comply with any reasonable instruction given to comply with the Work Health and Safety legislation.

An officer (EL2-Secretary) makes and participates in making decisions that affect the whole or a substantial part of the department. All EL2 and above required to complete officer due diligence training. Officers have a duty to be proactive and continuously ensure that the department complies with relevant duties and obligations.

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

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

To Apply

Position Contact	Paula Svarcas, 0408 981 494
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0731897

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

Closing Date: Sunday 05 November 2023

Environmental Permitting and Compliance
Wildlife, Waste and Environmental Permits Waste Export Monitoring and
Enabling

Job Title	Regulatory/Program Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Adelaide SA, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$78,548 - \$86,168
Classification	APS Level 5
Position Number	2023/4071
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

Australia's National Environmental Permitting and Compliance Division works to protect our environment from the harmful effects of pollution. We work closely with our regulated communities to minimise the environmental and human health impacts of pollution and waste. We lead the administration of a broad range of regulation to manage waste and recycling, industrial chemicals, air quality, ozone depleting gases, and wildlife trade.

The Wildlife, Waste and Environmental Permitting Branch delivers priorities across eight sections.

The Waste Exports section (there are two) administer regulation relating to the export certain waste material including glass, plastic and tyres. This includes assessing applications for licences, exemptions, variations, and renewals, leading industry engagement and communication on the regulation of waste exports and program compliance, audit, data analysis and insights and evaluation activities.

The Environmental Contamination Advice and Standards section provides scientific, technical and regulatory advice on the investigation and management of contaminated sites within the Department, to other commonwealth entities, and external stakeholders. The Section is also responsible for the development of Commonwealth and national contamination standards for contaminated site investigation and remediation such as the PFAS National Environmental Management Plan 3.0.

The Wildlife Trade Regulation section administers regulation of the international movement of wildlife trade to ensure the sustainability and conservation of both native and CITES listed species in trade including the assessment of permit applications and compliance activities such as education and awareness. Wildlife Trade Regulation also acts as the CITES Management Authority of Australia.

The Sea Dumping section administer regulation of the assessment of sea dumping and artificial reef placement permit applications, regulatory policy and international engagement.

The Hazardous Waste and NTCRS section administer the National Television and Computer Recycling scheme (NTCRS) which regulates importers who are obliged to contribute to the recycling of e-products at the end of their useful life. The section also regulates the import, transit, and export of hazardous, household, and mixed plastic wastes.

Air Quality Emissions Standards section administer regulation of emission-controlled products under the Product Emission

Standards, and Ozone Protection and Synthetic Green House Gas Management Regulations. The section manages co-regulators for refrigeration and air conditioning, and fire protection permit scheme, and issues importation permits and manages HFC quota.

The Strategy and Regulatory Practice section provides support and an enabling function, to share good practice and strengthen regulatory maturity including in relation to governance, compliance and assurance, IT systems, capability / communities of practice, stakeholder engagement and regulatory posture.

The Job

We have immediate vacancies for licence assessors, a compliance officer and a data analyst in the Waste Exports section and for contaminated sites assessment officers in the Environmental Contamination Advice and Standards section. We also have anticipated vacancies across other roles and sections in the branch.

Successful candidates may undertake one or more of the following:

- Investigation, assessment, research, analysis, and evaluation of technical and scientific data for providing advice to improve the management and delivery of national environmental initiatives.
- Provide expert scientific and technical advice on a range of contamination issues including per- and poly-fluoroalkyl substances (PFASs), asbestos, pesticides, dioxins, PCBs, heavy metals, and emerging contaminants of concern.
- Regulatory assessments against legislation and provide briefing material that supports evidence-based decisions.
- Drafting briefs for Government, preparing ministerial correspondence and other materials on key issues associated with the implementation of regulatory arrangements.
- Analyse data and research to help describe emerging issues, offer evidence-based solutions and tell the story about improvements to Australia's environment over time.
- Assist with developing assessment guidance materials for both policy and regulatory support functions.
- Support Australia's participation in global environment protection treaties from a regulatory perspective.

Duties

What we are looking for

Knowledge and experience

Successful candidates will demonstrate experience in one or more of the following:

- Implementing legislation or regulation – interpreting requirements, making evidence-based assessments or compliance responses and following guidance and procedures.
- Program administration – including engagement, evaluation, monitoring and reporting.
- Procurement and contract management – including knowledge of the financial and administrative frameworks that apply to the Australian Public Service.

Skills and capabilities

We are looking for motivated, high performing people to join us and to contribute to our work and culture. We employ dedicated people from a range of backgrounds - what is important is that you are keen to deliver outcomes that support priorities of the Australian Government and our community.

Your application should demonstrate your ability to:

- Draw on information from a variety of sources and identify what information is important and how it should be used to inform evidence-based decisions against legislative frameworks, and regulatory requirements.
- Communicate clearly, concisely and with influence – verbally and in writing.
- Work effectively with others to achieve positive outcomes.
- Deliver high quality outcomes, and to respond rapidly to changes, when working under time pressure and limited supervision.

For data roles:

- Use Microsoft Excel and other database tools to extract, analyse and present varied data through a combination of functions, pivot tables and graphs.

Desirable Qualifications

For some roles qualifications and experience in environmental science, contaminated site assessment, compliance or investigations are desirable.

Eligibility

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

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

Notes

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

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

To Apply

Position Contact	Stuart McElroy, 02 5156 3167
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0732004

Administrative Appeals Tribunal

Closing Date: Friday 18 October 2024

Tribunal Support
Registry Operations

Job Title	Associate Employment Register (Non-ongoing)
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Melbourne VIC, Adelaide SA, Perth WA, Canberra ACT, Hobart TAS
Salary	\$71,223 - \$77,331
Classification	APS Level 4
Position Number	various
Agency Website	http://www.aat.gov.au/

Job Description

<https://www.aat.gov.au/about-the-aat/working-at-the-aat>

The Administrative Appeals Tribunal is seeking Associates to provide paralegal, administrative, and case-management support to members of the AAT to assist members with the conduct of their practice. Associates may be assigned to a particular member or members, or work in a team supporting multiple members.

Our Associate roles provide recent and soon-to-be Law graduates with a 12-month opportunity to develop their legal and professional skills in an organisation that plays a crucial role in Australia's legal landscape.

Duties

Duties may include:

- Undertaking legal or general research
- Assisting with the preparation, editing, or proofing of Tribunal orders and decisions
- Liaising with parties and their representatives
- Drafting case summaries, correspondence, directions, and interlocutory orders
- Accompanying and supporting members in hearings.

Candidates must have completed, or substantially completed, a recognised degree in Laws. The position description has more information about the role and the required capabilities and experience (click Apply to access the position description).

Associates may be located in Adelaide, Brisbane, Canberra, Hobart, Melbourne, Perth, or Sydney. Associates are engaged for a period of 12 months. Hybrid (office/WFH) arrangements are available.

Associates work in one or more of the following divisions of the AAT:

- Freedom of Information Division
- General Division
- National Disability Insurance Scheme Division
- Security Division
- Small Business Taxation Division
- Taxation & Commercial Division
- Veterans' Appeals Division

The annual salary on offer for these positions is between \$71,223 - \$77,331 plus 15.4% Superannuation.

How to apply:

To apply, register your interest on the AAT's Associate Employment Register. Once on the Register, you may be considered for any Associate position that may arise during the period of the register in the location(s) you have identified. Associate position vacancies will arise at different times in different locations.

Applications must be lodged by selecting apply below. A current resume should be attached to your application. Please attach your Resume/CV and a statement of capability (maximum 400 words) against the area that you have expressed interest in working for and your current resume.

The Associate Employment Register will close 11:45 pm (AEDT) on Friday 18 October 2024. If you wish to remain on our register after this date you will need to reapply.

Eligibility

The AAT requires Australian citizenship as a condition of engagement.

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

Mandatory: You must have completed, or substantially completed, recognised degree in Laws.

More information about this position, the scope of the role, duties and selection criteria, is contained within the position description for this role, available from the Working at the AAT page of our website, www.aat.gov.au

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

Notes

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

Should you have any questions about the recruitment process, please feel free to reach out via email to Recruitment@aat.gov.au

About the Administrative Appeals Tribunal

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

To Apply

Position Contact	Recruitment Team, (02) 9276 5443
Agency Recruitment Site	https://www.aat.gov.au/about-the-aat/working-at-the-aat

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Attorney-General's

Vacancy VN-0731854

Australian Criminal Intelligence Commission (ACIC)

Closing Date: Thursday 02 November 2023

Intelligence
Intelligence Operations North Operations

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Sydney NSW
Salary	\$71,560 - \$77,699
Classification	APS Level 4
Position Number	5016_10/23_IO
Agency Website	https://www.acic.gov.au/

Job Description

<https://aciccareers.nga.net.au/?jati=C2098994-98EA-25E4-9148-D21C16DA2E9D>

About the role

As an Executive Assistant, you will provide quality administrative support services to a member of the Senior Executive team under general direction. This will include managing the Senior Executive's diary appointments and inbox, preparing meeting papers, organising venues and managing travel arrangements.

You will liaise with a broad range of internal and external stakeholders, have the ability to anticipate the needs of the Senior Executive and demonstrate flexibility and resilience.

Duties

Key responsibilities:

- Provide active support to a branch or work area by undertaking 'front of office' functions, including greeting visitors, receiving and responding to phone calls, emails and correspondence, directing enquiries to the most appropriate service channel and assisting in resolving more complex customer issues that arise

- Communicate with employees internally and externally, such as ministerial offices, external government departments and members of the public on behalf of the SES Officer
- Provide advice, organise, schedule and coordinate all travel arrangements and supporting documentation for the Senior Executive and/or staff in a branch or work area
- Build and sustain relationships and obtain cooperation and assistance within the work area and other areas of the ACIC
- Understand and support the principles of the legislative, regulatory, and corporate policy and procedures as they apply in the ACIC
- Be responsive to changes and use common sense to solve problems that may be complex yet broadly similar to previous situations, research solutions which generally can be found in documented precedents or procedures
- Apply sufficient expertise and experience to perform a range of procedural, operational, administrative, analytical and problem-solving activities.

Our ideal candidate

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

- Ability to apply sound judgment in providing executive and administrative assistance to senior executives, managing diaries, organising conferences and meetings and collating required documentation
- Ability to provide administrative support and to research, manage multiple tasks, adapt to changing work priorities and deliver outcomes on time
- Well-developed communication skills and the ability to adapt to an audience both in written and oral form
- Ability to develop and maintain effective relationships with a wide range of internal and external stakeholders
- Strong team skills with the ability to transfer knowledge, support colleagues and contribute to team/organisational goals.

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 Level 1 security clearance.
- **Pre-Employment Screening** – All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC. Please refer to the [ACIC's Character Standards](#) for further information.
- **Vaccination Status** – To be eligible to work at the ACIC, you must be fully vaccinated against COVID-19.

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 2016–2019 and Determination 2022/1 on our [website](#).

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

To Apply

Position Contact	Erin, 0499 624 547
Agency Recruitment Site	https://aciccareers.nga.net.au/?jati=C2098994-98EA-25E4-9148-D21C16DA2E9D

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Attorney-General's

Vacancy VN-0731969

Australian Financial Security Authority

Closing Date: Sunday 29 October 2023

Strategy and Government

Job Title	Federal Prosecutor
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Brisbane QLD, Adelaide SA, Perth WA, Hobart TAS
Salary	\$107,643 - \$126,714
Classification	Executive Level 1
Position Number	31319
Agency Website	

Job Description

<https://www.afsa.gov.au/current-vacancies/el1-federal-prosecutor>

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

The **Strategy and Government Division** drives AFSA's engagement across Government, provides expert advice on our legal framework, and ensures good governance and compliance with public sector requirements.

AFSA Legal provides legal advice, legal and litigation support to all areas of our operations. In addition to providing specialist advice on bankruptcy, personal property securities and proceeds of crime legislation, the division advises on administrative law, contracts, and other matters relevant to our corporate governance.

The Enforcement team of the Enforcement & Practitioner Supervision Division is responsible for investigating alleged offences against the *Bankruptcy Act 1966* (Bankruptcy Act) and the *Personal Property Securities Act 2009* (PPS Act) and where appropriate referring cases for prosecution.

The position sits within AFSA Legal, however you will work closely with the investigators in the Enforcement team who promote compliance with bankruptcy and personal property securities laws, through the investigation of allegations and implementation of enforcement actions, combined with the provision of education and awareness to internal and external stakeholders on their responsibilities under the *Bankruptcy Act* and *PPS Act*.

Position:

To assist the Principal Legal Officer in the establishment of an AFSA in-house prosecution team, including assisting with the establishment of prosecution processes, practices and governance and criminal law capability with AGS.

After the in-house prosecution processes, practices and governance are established, you will work closely with the investigators in our Enforcement team who manage and conduct multiple investigations into alleged breaches of the *Bankruptcy Act* and *PPS Act* and will be responsible for undertaking prosecutions on the compliance enforcement cases, while the CDPP will be responsible for the more complex cases.

The most common compliance offences for enforcement relate to Official Receiver Notices and Trustee in Bankruptcy requests for information (e.g. the failure to file a Statement of Affairs, comply with a requirement under s 77A or 130 of the *Bankruptcy Act* or failure to provide evidence of income etc).

Duties

You will play a key role in working closely with the investigators in the Enforcement team and will be responsible for undertaking prosecutions on the compliance enforcement cases including:

- Competently managing a caseload of prosecution matters in the Enforcement teams case management system.
- Conducting prosecution advocacy in Court in all or most state jurisdictions.
- Assisting the investigators assess and investigate alleged offence referrals, including recommending appropriate courses of action, evidence collection, exhibit handling, preparing witness statements, conducting recorded interviews and preparing briefs of evidence.
- Draft charges, court documents, evidence summaries, witness statements and chronologies, preparation of briefs to external counsel and participate in witness conferences and maintain associated file notes and records.
- Build relationships and liaise with internal and external stakeholders, including the CDPP, Court officials, and other parties establishing key contacts and communication channels.
- Responding to enquiries from internal and external stakeholders, by telephone, in writing or face to face.
- Assist with providing legal advice and assistance with more complex matters including:
 - The implementation of the *Bankruptcy Act 1966* and/or *Personal Property Securities Act 2009*.
 - Decision making relating to handling client enquiries and complaints (including freedom of information, privacy and ombudsman matters).
 - The resolution of complaints including those made to the minister, inspector-general in bankruptcy, registrar and the commonwealth ombudsman.
 - Supporting AFSA's executive with matters relating to AFSA's functions.
 - The development and refinement of policies and work processes compliant with relevant legislation.
- Represent AFSA at government and non-government forums.

- Display, uphold and adhere to the APS Values, Code of Conduct and AFSA's Workplace Diversity Program.
- Comply with WHS obligations and take responsibility for own health and safety and that of others.
- Understand and comply with the agency risk management framework and relevant legislation. Contribute to identification, reporting and migration of risks in your area.

Skills and capabilities

Shapes Strategic Direction

- Has a macro view and looks beyond the boundaries of own responsibilities to the team, AFSA, the APS and industry and the broader community.
- Represents and advocates the agency's position in a professional and specialist context.
- Keeps the end user in mind to shape program outcomes to meet needs.

Communicates simply and clearly

- Communicates clearly in plain English, without using jargon.
- Demonstrates an ability to convey a message succinctly and with empathy, regardless of medium (written, verbal, digital).
- Understand the target audience, and tailors' message in a way that appeals to them.

Uses information to make evidence-based decisions

- Researches, identifies and integrates relevant evidence towards finding solutions to the problem.
- Provides unbiased, comprehensive and accurate advice to others.
- Uses past experience and organisation/environmental awareness to analyse what information is important and how it should be used in the decision-making process.

Engages proactively with risk

- Ensures compliance with all legislative and policy requirements to mitigate risk.
- Challenges assumptions and explores possibilities to take calculated risks.
- Consistently demonstrates a proactive and responsible attitude towards the identification and management of risk.

Promotes performance excellence

- Holds self and others responsible for achieving results and agreed outcomes.
- Positively contributes to a culture of high performance, through effective performance management practices.
- Strives for continuous improvement by identifying better ways of working or opportunities to contribute to the work of others.
- Is open, persistent and has genuine debate around critical issues.

Drives innovation and continuous improvement

- Constructively challenges and questions status quo with a view to continually improve the way we work.
- Explores and works with new ideas that will benefit our stakeholders.

Qualifications, accreditations and experience

- Degree in law from an Australian tertiary institution or comparable qualification.
- A current legal practicing certificate, or the eligibility to obtain one.
- 5 years post admission experience.
- Demonstrated advocacy experience in prosecutions and criminal law and are experienced with appearing in all or most jurisdictions in Australia and personal insolvency law experience desirable.

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 Vetting 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.

Notes

Why AFSA?

The Australian Financial Security Authority (AFSA) is responsible for managing the application of bankruptcy and personal property securities laws through high-quality personal insolvency and trustee, regulation and enforcement, and personal property securities services. AFSA is an executive agency in the Attorney-General's portfolio.

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, LGBTIQ+ persons, people from culturally diverse backgrounds and people with disabilities.

At AFSA we encourage and support employees to balance their family commitments and personal interests with flexible working options.

How to apply?

Applications close: 11:59PM AEDT Sunday 29 October 2023

If you would like to be considered for this opportunity, please email afsa@au.manpowergroup.com the following:

- A completed Position Application Form (available on AFSA's website).
- A current resume.
- A one-page pitch setting out the value you will bring to AFSA, informed by the key accountabilities and skills and capabilities as outlined in the position description.
- Clearly state your name, the position title and location of the role you are applying for in the subject line.

Applicants who fail to provide the above requested information, will not be assessed by the selection panel.

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

About the Australian Financial Security Authority

To Apply

Position Contact	Manpower, N/A
Agency Recruitment Site	https://www.afsa.gov.au/current-vacancies/el1-federal-prosecutor

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Attorney-General's

Vacancy VN-0731973

Australian Financial Security Authority

Closing Date: Sunday 29 October 2023

Strategy and Government

Job Title	Litigation Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Sydney NSW, Canberra ACT, Brisbane QLD, Adelaide SA, Perth WA, Melbourne VIC, Hobart TAS
Salary	\$90,357 - \$101,277
Classification	APS Level 6
Position Number	31320
Agency Website	

Job Description

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

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

The Strategy and Government Division drives AFSA's engagement across Government, provides expert advice on our legal framework, and ensures good governance and compliance with public sector requirements.

Duties

As Litigation Officer, you will assist the Litigation Director/Principal Legal Officer with the oversight of a large caseload of litigation matters for the Official Trustee, Official Receiver, Inspector-General in Bankruptcy, and the Registrar of the Personal Property Securities.

You will also be required to provide legal advice on the regulatory functions of the Official Trustee in Bankruptcy, Official Receiver, Inspector-General in Bankruptcy and the Registrar of the Personal Properties Securities.

Under supervision assist with and/or undertake:

- The oversight of a large caseload of litigation matters.
- Providing advice, guidance, and litigation support.
- Receipt of court documents served on AFSA on a litigation register and in updating the litigation register and external law firm and counsel register.
- Instructing AGS, external law firms and counsel and attend conferences.
- Providing advice to AFSA's operational areas on legal strategy on their litigation matters.
- Identifying risks, sensitivities, and reputational damage on the litigation matters.
- Progressing litigation matters from commencement until finalisation.
- Attendance in court (some interstate travel is required, at short notice).
- Attendance at regular litigation update meetings with our operational areas.
- Assist with internal in-house prosecution work under regulatory provisions (if required).
- Communicating with operational areas, stakeholders, AGS, external lawyers, counsel and other government agencies and departments.

Provide advice on:

- The *Bankruptcy Act 1966* and *Personal Property Securities Act 2009*.
- Decision making related to handling client enquiries and complaints (including freedom of information, privacy and ombudsman matters).
- The resolution of complaints including those made to the Minister, Inspector-General in Bankruptcy, registrar and the commonwealth ombudsman.
- Supporting the AFSA executive with matters relating to AFSA's functions.
- The development and refinement of policies and work practices compliant with relevant legislation.
- Prepare briefings provided to the Chief Executive and AFSA's Executive Committee and the Attorney-General's Department on legal, governance and practices issues.
- Display, uphold and adhere to the APS Values, Code of Conduct and AFSA's Workplace Diversity Program.
- Comply with WHS obligations and take responsibility for own health and safety and that of others.
- Understand and comply with the agency risk management framework and relevant legislation. Contribute to identification, reporting and mitigation of risks in your area.

Skills and capabilities

Shapes Strategic Direction

- Has a macro view and looks beyond the boundaries of own responsibilities to the team, AFSA, the APS and industry and the broader community.
- Represents and advocates the agency's position in a professional and specialist context.

- Keeps the end user in mind to shape program outcomes to meet needs.

Communicates simply and clearly

- Communicates clearly in plain English, without using jargon.
- Demonstrates an ability to convey a message succinctly and with empathy, regardless of medium (written, verbal, digital).
- Understand the target audience, and tailors' message in a way that appeals to them.

Uses information to make evidence-based decisions

- Researches, identifies and integrates relevant evidence towards finding solutions to the problem.
- Provides unbiased, comprehensive and accurate advice to others.
- Uses past experience and organisation/environmental awareness to analyse what information is important and how it should be used in the decision-making process.

Engages proactively with risk

- Ensures compliance with all legislative and policy requirements to mitigate risk.
- Challenges assumptions and explores possibilities to take calculated risks.
- Consistently demonstrates a proactive and responsible attitude towards the identification and management of risk.

Promotes performance excellence

- Holds self and others responsible for achieving results and agreed outcomes.
- Positively contributes to a culture of high performance, through effective performance management practices.
- Strives for continuous improvement by identifying better ways of working or opportunities to contribute to the work of others.
- Is open, persistent and has genuine debate around critical issues.

Drives innovation and continuous improvement

- Constructively challenges and questions status quo with a view to continually improve the way we work.
- Explores and works with new ideas that will benefit our stakeholders.

Qualifications, accreditations and experience

- Degree in law from an Australia tertiary institution or comparable qualification.
- A current legal practicing certificate, or the eligibility to obtain one.
- 3 years post admission experience.
- Demonstrated experience in litigation and personal insolvency law.
- Estate planning experience desirable.

Why AFSA?

You will enjoy excellent conditions including:

- generous superannuation (15.4%).
- hybrid working environment.
- a modern work environment.

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 disabilities.

At AFSA we encourage every employee to 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 Vetting** 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.

Notes

How to apply?

Applications close: 11:59PM AEDT Sunday 29 October 2023

If you would like to be considered for this opportunity, please email afsa@au.manpowergroup.com the following:

- A completed Position Application Form (available on AFSA's website).
- A current resume.
- A one-page pitch setting out the value you will bring to AFSA, informed by the key accountabilities and skills and capabilities as outlined in the position description.
- Clearly state your name, the position title and location of the role you are applying for in the subject line.

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

About the Australian Financial Security Authority

To Apply

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

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Attorney-General's

Vacancy VN-0731985

Australian Financial Security Authority

Closing Date: Sunday 29 October 2023

Regulatory Operations

Job Title	Business Process Officer
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Canberra ACT, Brisbane QLD, Adelaide SA, Perth WA, Melbourne VIC, Hobart TAS
Salary	\$73,187 - \$79,462
Classification	APS Level 4
Position Number	NA
Agency Website	

Job Description

<https://www.afsa.gov.au/current-vacancies/aps4-business-process-officer>

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

The Regulatory Operations Group is responsible for operations in Regulatory Services and Enforcement and Practitioner Surveillance. This work operationalises AFSA's strategy, delivering integrated end to end regulatory services that supports clients through AFSA systems and ensures compliance in line with AFSA's approach to regulation to: People centric, Outcomes focused, Harms based, Intelligence led, and Strengths based.

Duties

The Regulatory Operations Group conducts compliance activities, provides trustee services and exercises statutory coercive powers to minimise harms and maintain community confidence.

Working under the guidance of the Senior Advisor Practice Management, the Business Process Officer will assist with the development of a suite of practice documents (practice guides, standard operating procedures, work instructions) that assist operational staff to deliver Official Trustee and Official Receiver services that are effective, efficient and in accordance with legislative frameworks.

Working collaboratively across AFSA you'll contribute to a team environment with a supportive culture that encourages innovation and business improvement where staff are valued and committed to producing outcomes that enhance public value.

Under guidance of the Senior Advisor Practice Management:

- Collaborate with key stakeholders to proactively assist with the development of detailed practice documents for operational staff.
- Manage, maintain, and update accurate & detailed records of Service Delivery procedures, document versions and change requests in plain English as defined by the AFSA records management convention and style guides.
- Create and maintain a regular review cycle to examine and improve all Change Requests, user guidelines, procedures, and processes by engaging in user and stakeholder feedback

to ensure relevant and up to date content is promoted; recording all review outcomes as needed for audit purposes.

- Identify opportunities for streamlining work processes and methodologies by seeking and promoting innovation from users and stakeholders to ensure continuous business improvement whilst building and maintaining high quality standards.

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.

Skills and capabilities:

To be successful in the role, you will demonstrate the following:

Communicates simply and clearly

- Communicates clearly in plain English, without using jargon.
- Demonstrates an ability to convey a message succinctly and with empathy, regardless of medium (written, verbal, digital).
- Understands the target audience, and tailors' message in a way that appeals to them.

Digital dexterity

- Demonstrate willingness and ability to explore and utilise existing and emerging technologies effectively to achieve better business outcomes.

Fosters a service culture

- Keeps people at the centre of thinking, decisions and actions, including internal systems and processes.
- Demonstrates empathy, curiosity and listens deeply to understand a person's context, challenges and needs.
- Keep one's word and follow through on promises or commitments made.

Working with ambiguity

- Demonstrates proactivity, emotional intelligence and self-direction in the face of uncertainty, change or new situations.
- Chooses a course of action or decision without having the total picture.

Innovation & Process Improvement

- Supports and contributes to the development and implementation of solutions and improved procedures and practices.

Qualifications, accreditations, and experience

Proficient in Microsoft office (excel, word, PowerPoint, outlook) and Microsoft SharePoint

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 Vetting 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.

Notes

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, LGBTIQ+ persons, people from culturally diverse backgrounds and people with disabilities.

At AFSA we encourage and support employees to balance their family commitments and personal interests with flexible working options.

How to apply?

Applications close: 11:59PM AEDT Sunday 29 October 2023

If you would like to be considered for this opportunity, please email afsa@au.manpowergroup.com the following:

- A completed Position Application Form (available on AFSA's website).
- A current resume.
- A one-page pitch setting out the value you will bring to AFSA, informed by the key accountabilities and skills and capabilities as outlined in the position description.
- Clearly state your name, the position title and location of the role you are applying for in the subject line.

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

About the Australian Financial Security Authority

To Apply

Position Contact	Recruitment Team, NA
Agency Recruitment Site	https://www.afsa.gov.au/current-vacancies/aps4-business-process-officer

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Attorney-General's

Vacancy VN-0731993

Australian Financial Security Authority

Closing Date: Sunday 29 October 2023

Strategy and Government

Job Title	Legal Officer/s
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Adelaide SA, Perth WA, Melbourne VIC, Hobart TAS
Salary	\$90,357 - \$101,277
Classification	APS Level 6
Position Number	Multiple
Agency Website	

Job Description

<https://afsa.gov.au/current-vacancies/aps6-legal-officers>

Organisational context

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

The Strategy and Government Division drives AFSA's engagement across Government, provides expert advice on our legal framework, and ensures good governance and compliance with public sector requirements.

AFSA Legal provides legal advice, legal and litigation support to all areas of our operations. In addition to providing specialist advice on bankruptcy, personal property securities and proceeds of crime legislation, the division advises on administrative law, contracts, and other matters relevant to our corporate governance.

Duties

Assist the Principal Legal Officers to support AFSA business and be responsible for providing advice on matters including legislation administered by AFSA, its policies and practices, operations and systems.

Accountabilities

- Under supervision provide advice and assistance with:
 - the implementation of the *Bankruptcy Act 1966* (BA) and/or *Personal Property Securities Act 2009* (PPS Act)
 - decision making related to handling client enquiries and complaints, (including freedom of information, privacy and Ombudsman matters)

- the resolution of complaints including those made to the Minister, Inspector-General in Bankruptcy, Registrar and the Commonwealth Ombudsman
- supporting the General Counsel/ Personal Property Securities Registrar with matters relating to AFSA's functions
- the development and refinement of policies and work practices compliant with relevant legislation
- Assist to develop and enhance understanding of the *Bankruptcy Act* and/or *PPS Act* and related legislation within AFSA and amongst the community.
- Prepare briefings provided to the Chief Executive and AFSA's National Management Board, Operational Management Committee and the Attorney-General's Department on legal, governance and practice issues.
- Represent AFSA at government and non-government forums.
- Display, uphold and adhere to the APS Values, Code of Conduct and AFSA's Workplace Diversity Program.
- Comply with WHS obligations and take responsibility for own health and safety and that of others.
- Understand and comply with the agency risk management framework and relevant legislation.
- Contribute to identification, reporting and mitigation of risks in your area.

Core skills and capabilities

Shapes Strategic Direction

- Has a macro view and looks beyond the boundaries of own responsibilities to the team, AFSA, the APS and industry and the broader community.
- Represents and advocates the agency's position in a professional and specialist context.
- Keeps the end user in mind to shape program outcomes to meet needs.

Communicates simply and clearly

- Communicates clearly in plain English, without using jargon.
- Demonstrates an ability to convey a message succinctly and with empathy, regardless of medium (written, verbal, digital).
- Understand the target audience, and tailors' message in a way that appeals to them.

Uses information to make evidence-based decisions

- Researches, identifies and integrates relevant evidence towards finding solutions to the problem.
- Provides unbiased, comprehensive and accurate advice to others.
- Uses past experience and organisation/environmental awareness to analyse what information is important and how it should be used in the decision-making process.

Engages proactively with risk

- Ensures compliance with all legislative and policy requirements to mitigate risk.
- Challenges assumptions and explores possibilities to take calculated risks.
- Consistently demonstrates a proactive and responsible attitude towards the identification and management of risk.

Promotes performance excellence

- Holds self and others responsible for achieving results and agreed outcomes.

- Positively contributes to a culture of high performance, through effective performance management practices.
- Strives for continuous improvement by identifying better ways of working or opportunities to contribute to the work of others.
- Is open, persistent and has genuine debate around critical issues.

Drives innovation and continuous improvement

- Constructively challenges and questions status quo with a view to continually improve the way we work.
- Explores and works with new ideas that will benefit our stakeholders.

Qualifications, accreditations and experience

- Degree in law from an Australia tertiary institution or comparable qualification.
- A current legal practicing certificate, or the eligibility to obtain one.
- 5 years post admission experience.
- Demonstrated experience in litigation and personal insolvency law.
- Estate planning experience desirable.

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 Vetting 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.

Notes

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, LGBTIQ+ persons, people from culturally diverse backgrounds and people with disabilities.

At AFSA we encourage and support employees to balance their family commitments and personal interests with flexible working options.

How to apply?

Applications close: 11:59PM AEDT Sunday 29 October 2023

If you would like to be considered for this opportunity, please email afsa@au.manpowergroup.com the following:

- A completed Position Application Form (available on AFSA's website).
- A current resume.
- A one-page pitch setting out the value you will bring to AFSA, informed by the key accountabilities and skills and capabilities as outlined in the position description.

Clearly state your name, the position title and location of the role you are applying for in the subject line.

Applicants who fail to provide the above requested information, will not be assessed by the selection panel.

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

About the Australian Financial Security Authority

To Apply

Position Contact	Manpower, N/A
Agency Recruitment Site	https://afsa.gov.au/current-vacancies/aps6-legal-officers

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Attorney-General's

Vacancy VN-0732016

Australian Financial Security Authority

Closing Date: Sunday 05 November 2023

Corporate Services

Job Title	Change Manager
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Adelaide SA, Perth WA, Hobart TAS
Salary	\$107,643 - \$126,714
Classification	Executive Level 1
Position Number	NA
Agency Website	

Job Description

<https://candidate.aurion.cloud/afsa/production/redirect/to/dmFjYW5jaWVzLzI5MTMyNDg1OTA5NzA0OTI-MS9IZGI>

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

The Corporate Services delivers services that promote the efficient and effective operations of the agency and its people whilst ensuring compliance with commonwealth legislation, policies and guidelines.

The Change Management Office is responsible for providing advice and guidance to support business transformation activities. The practice is a team of change management practitioners that work with the business to prepare them for and transition to the future state of the organisation, maximising people capability and psychological preparedness through the transition. Through a scalable model, the practice has the expertise and capacity to support the business with planning activities to support activities aligned to transformation.

Duties

The **Change Manager** will collaborate with senior leaders to offer strategic advice and direction on change management initiatives aimed at assisting the organisation in achieving its desired outcomes. This position carries the responsibility of supporting the business and enabling the integration of AFSA's Change Management Framework and practices, thereby bolstering the organisation's overall change management capabilities.

Key accountabilities:

- Collaborate as a strategic Change Manager for a designated division/s, offering guidance and support to National Managers, People Leaders, Business Owners, and Project leads in defining and executing change-related initiatives.
- Work with divisions to create and deliver comprehensive change management plans, while providing regular progress updates into the CMO, the Enterprise Capability Office and to divisional leaders to enhance transparency regarding the advancement and consequences of change-related activities across your assigned division/s and activities.
- Provide advice and strategic change support to senior leaders, project teams, and people leaders concerning the AFSA change management framework, ensuring alignment with AFSA's legal and policy framework and strategic direction, while promoting the integration of change management principles throughout AFSA.
- Facilitate the delivery of change coaching to people leaders as required, supporting their engagement and influence during the change journey. This encompasses identifying necessary interventions, opportunities for skill enhancement, and the promotion of behavioural change in accordance with the Capability Framework, thereby cultivating the capabilities of future AFSA leaders.

- Foster relationships within the division and serve as the primary point of contact for obtaining a comprehensive understanding of the division's change activities, business priorities, and key operational activities. This knowledge is utilised to create and sustain an ongoing assessment of the division's capacity for change.
- Provide support to other change business partners and divisions as prioritised by the change management office to enable the team to deliver on the organisational priorities.

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.

Skills and capabilities

Engages people to build productive working relationships

- Acts with honesty, integrity and respect in dealings with others.
- Is willing and able to understand others' perspectives.
- Sets and manages expectations to achieve positive outcomes.

Collaborates

- Embraces a diversity of people and opinions and facilitates an environment for the open exchange of ideas.
- Actively seeks different perspectives, experiences and techniques from a broad spectrum of sources, when analysing complex problems.

Uses information to make evidence-based decisions

- Researches, identifies and integrates relevant evidence and insights towards finding solutions to the problem.
- Provides unbiased, comprehensive and accurate advice to others.
- Uses past experience and organisational/environmental awareness to analyse what information is important and how it should be used in the decision-making process.

Drives innovation and continuous improvement

- Constructively challenges and questions status quo with a view to continually improving the way we work.
- Explores and works with new ideas that will benefit our stakeholders.

Effectively manages stakeholders and initiatives

- Engages effectively with stakeholders to negotiate, develop and implement projects, initiatives, programs, and/or cases.
- Demonstrates fiscal responsibility to interpret documentation, legislation and/or business requirements to successfully meet obligations and expectations.
- Is able to work independently and collaboratively, and is able to effectively prioritise competing priorities.

Engages effectively with risk

- Ensures compliance with all legislative and policy requirements to mitigate risk.

- Challenges assumptions and explores possibilities to take calculated risks.
- Consistently demonstrates a proactive and responsible attitude towards the identification and management of risk.

Qualifications, accreditations and experience

- A tertiary qualification in a relevant field of study or extensive experience in business, human resources, projects, change management or related discipline is highly desirable.
- Min 3+ years demonstrated experience delivering targeted change management activities.
- Prosci qualification highly desired.

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 Vetting 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.

Notes

Why AFSA?

You will enjoy excellent conditions including:

- Generous superannuation (15.4%).
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- 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).

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We encourage applications from Indigenous Australians, LGBTIQ+ persons, people from culturally diverse backgrounds and people with disabilities.

At AFSA we encourage and support employees to balance their family commitments and personal interests with flexible working options.

How to apply?

Applications for this vacancy are submitted online through the AFSA careers portal.

If accessing the AFSA careers portal for the first time you will need to register. Click the 'Apply' button and click 'Sign up for Recruitment' and complete the registration details. You will receive a confirmation email with a link to confirm your registration. Make sure to check your Junk folder if you don't see this email in your Inbox. Please note that the registration process only needs to be completed one.

Once you have confirmed your registration, to complete your application, you need to:

- Click the 'Apply' button below which will open the [AFSA careers portal](#).
- Provide evidence in the education/qualifications section of your application, if applicable
- Complete a short questionnaire (mandatory)

- Attach your resume and statement of claims (cover letter no more than one pages) addressing the skills and capabilities and required qualifications, accreditations, and experience outlined in the position description (mandatory).
- Provide the full name, employer, and contact details of at least two referees, one of which must be your current or most recent manager.
- Ensure that all mandatory fields (marked with a red banner) are completed.

The closing date for this position is: **11:59PM AEDT Sunday 5 November 2023.**

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

About the Australian Financial Security Authority

To Apply

Position Contact	AFSA Recruitment, NA
Agency Recruitment Site	https://candidate.aurion.cloud/afsa/production/redirect/to/dmFjYW5jaWVzLzI5MTMyNDg1OTA5NzA0C

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Attorney-General's

Vacancy VN-0731818

Job Title	Deputy Associate (Legal)
Job Type	Full-Time, Non-Ongoing
Location	Brisbane QLD
Salary	\$68,643 - \$74,529
Classification	APS Level 4
Position Number	6184
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

Duties

Position Overview

The Deputy Associate is part of a small team who assist the Judge in the day-to-day management of Chambers and Court. This role also assists with the preparation of Court materials for the judge and involves undertaking legal research and assisting with judgment preparation as required.

Key Responsibilities and Duties

1. Assist in the conduct of Court proceedings, including the transcription of orders, ensuring the orderly conduct of matters and general Courtroom management;
2. Assist the Associate in the day-to-day management of chambers including responding to enquiries and, as required, managing the Associate inbox on behalf of the Judge;
3. Undertake legal research as required by the Judge, including identifying relevant legislation, summarising key legal authorities and preparation and maintenance of legal research materials;
4. Assist the Judge with the management of cases and, as required, enter data into the Court's case management systems to reflect the outcomes of Court events;
5. Assist with the preparation of matters for both the Court and the Judge, which may include the preparation of case summaries, general file maintenance and other tasks as required;
6. Assist the Judge with the preparation and delivery of judgments, which may include undertaking complex legal research as well as editing in line with the Courts' judgments publication standards;
7. Assist with the general operation of chambers; and
8. Other duties, as required.

Qualifications

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

Selection Criteria

1. Well-developed interpersonal skills including tact, discretion, initiative and the ability to communicate effectively with members of the judiciary, the legal profession, the public and other court staff.

2. Ability to undertake legal research (including on-line research) and prepare reports and written correspondence.
3. Demonstrated organisational skills, including the ability to manage priorities, meet deadlines and work effectively under pressure in a team environment.
4. Demonstrated high-level keyboard skills and ability to use relevant software applications including Microsoft Office applications and the Internet.
5. The ability to adapt to changing situations and priorities and participate in collective work practices.
6. The ability to travel on circuits.

Contact Officer

For more information please contact Emma Crutchfield, Manager Court Operations via telephone (07) 3052 4159 or email emma.crutchfield@fedcourt.gov.au

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 P&C@fedcourt.gov.au

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

Eligibility Notes

About the Federal Court of Australia

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

To Apply

Position Contact	Emma Crutchfield, (07) 3052 4159
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Attorney-General's

Vacancy VN-0731834

Federal Court of Australia

Closing Date: Tuesday 31 October 2023

Federal Circuit and Family Court of Australia (Division 1 and Division 2)
Office of the Chief Executive Officer and Principal Registrar

Job Title	Indigenous Family Liaison Officer
Job Type	Full-Time;Part-Time;Casual, Ongoing;Non-Ongoing
Location	Darwin NT, Adelaide SA, Brisbane QLD, Canberra ACT, Dandenong East VIC, Hobart TAS, Launceston TAS, Melbourne VIC, Newcastle NSW, Parramatta NSW, Rockhampton QLD, Sydney NSW, Wollongong NSW
Salary	\$76,560 - \$81,179
Classification	APS Level 5
Position Number	8247
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

Duties

The filling of this vacancy is intended to constitute an affirmative measure under Section 31 of the *Australia Public Service Commissioner's Directions 2022*.

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

The Indigenous Family Law Liaison Officer role is fundamentally a support role to assist Aboriginal and Torres Strait Islander families through the Court system. There are two primary elements to the Indigenous Family Law Liaison Officer role:

1. Providing support to Aboriginal and Torres Strait Islander identifying litigants in family law matters by way of:

- explaining the importance of attending and participating in Court hearings to litigants;
- attending Court hearings and explaining court processes and requirements to litigants;
- assisting litigants to file documents;
- attending Court Children's Service events and providing assistance to ensure that litigants and other significant persons are able to fully participate in these events;
- attending dispute resolution events or any other events in the Courts' case management pathway to ensure that litigants and other significant persons are able to fully participate in these events;
- addressing the Judge during Court events to explain the practical difficulties which a litigant may be facing in a matter;
- connecting litigants to Aboriginal and Torres Strait Islander litigants to legal and other community based services;
- reporting to the Courts' Committees for Aboriginal and Torres Strait Islander litigants; and
- liaising with Independent Children's Lawyers (where appointed in a matter).

2. Engaging with the local Aboriginal and Torres Strait Islander community and support agencies to raise awareness of the role of the Courts in family law matters and its connection with various governmental departments.

Additionally, Indigenous Family Law Liaison Officers will need to be effective at:

- Maintaining positive working relationships within the Court, and with local support services which may assist Aboriginal and Torres Strait Islander litigants.
- Working with the local Judge(s) and Registrar(s) to organise and promote engagement events with local communities.
- Under the guidance of the Director – Indigenous Liaison Officer Practice and Support, appropriately educating the Courts' staff on the needs and circumstances of Aboriginal and Torres Strait Islander peoples to assist them to fully participate in Court proceedings.

Candidates with particular skills and experience may have the opportunity to work in additional areas within the Courts, subject to the operational need of the Courts.

Selection Criteria

The successful applicants will need to have:

1. Have an understanding of Aboriginal and Torres Strait Islander court-user needs especially in the area of family conflict.
2. Demonstrated ability to work in a positive, effective and culturally appropriate manner with Aboriginal and Torres Strait Islander people, and a positive and effective way with all key stakeholders internally within the Court (such as judges and staff) and externally (such as key organisations).
3. Demonstrated ability to be able to learn about the Court and to be able to pass on this information to Aboriginal and Torres Strait Islander people effectively.
4. Ability to work with Judges and Court staff including Judicial Registrars, lawyers, Court Child Experts, and administrative staff in assisting Aboriginal and Torres Strait Islander people to fully access all the services provided by the Court.
5. Demonstrated experience in the engagement with, and strong links to, Aboriginal and Torres Strait Islander communities, such as experience with: not for profit organisations or Aboriginal Controlled Community Organisations (ACCOs) or service delivery of Commonwealth and/or State Government initiatives relevant to improving outcomes for Aboriginal and Torres Strait Islander peoples, with the ability to provide information about the Courts, which will allow the Courts and the community to work together. Demonstrated ability to make recommendations about the changes needed to procedures and policies to ensure Aboriginal and Torres Strait Islanders people can access the Court and use their services effectively.
6. Have appropriate oral and written communication skills and a willingness to participate collaboratively and positively in further education.
7. Have an understanding of language and cultural needs of Aboriginal and Torres Strait Islander people and an ability to access and use interpreter services.

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 (criteria 1 & 2 above).

Recruitment Process

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

Applications close Tuesday, 31 October 2023.

The intention of the Courts is to complete the selection process expeditiously.

For more information, confidential enquiries can be made to Kirsty Maylin, National Coordinator – Indigenous Family Liaison Officers at kirsty.maylin@fcfcoa.gov.au . **Eligibility**

Notes

About the Federal Court of Australia

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

To Apply

Position Contact	Kirsty Maylin, 0499 566 696
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Attorney-General's

Vacancy VN-0731872

Federal Court of Australia

Closing Date: Friday 27 October 2023

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

Job Title	Deputy Associate to FCFCOA Judge (General Federal Law)
Job Type	Full-Time, Non-Ongoing
Location	Parramatta NSW
Salary	\$68,643 - \$74,529
Classification	APS Level 4
Position Number	1715
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

<https://fcajobs.nga.net.au/?jati=F8371C8A-B762-1BCC-33E1-D21C1802D7DF>

Duties

Purpose of Position

The Deputy Associate is part of a small team who assist the Judge in the day-to-day management of Chambers and Court. This role also assists with the preparation of Court materials for the judge and involves undertaking research and assisting with judgment preparation as required.

Key Responsibilities and Duties

1. Assist in the conduct of Court proceedings, including the transcription of orders, ensuring the orderly conduct of matters and general Courtroom management;
2. Assist the Associate in the day-to-day management of chambers including responding to enquiries and, as required, managing the Associate inbox on behalf of the Judge;
3. Undertake research as required by the Judge;
4. Assist the Judge with the management of cases and, as required, enter data into the Court's case management systems to reflect the outcomes of Court events;
5. Assist with the preparation of matters for both the Court and the Judge, which may include the preparation of case summaries, general file maintenance and other tasks as required;
6. Assist the Judge with the preparation and delivery of judgments, including editing in line with the Courts' judgments publication standards;
7. Assist with the general operation of chambers; and
8. Other duties, as required.

Eligibility

Selection Criteria

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

4. Demonstrated high-level keyboard skills and ability to use relevant software applications including Microsoft Office applications and the Internet.
5. The ability to adapt to changing situations and priorities and participate in collective work practices.
6. The ability to travel on circuits.

Notes

This role sits within the Federal Circuit and Family Court of Australia (Division 2).

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

About the Federal Court of Australia

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

To Apply

Position Contact	Nazrana Saheb, Associate / Chambers Coordinator, (02) 8623 4329
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=F8371C8A-B762-1BCC-33E1-D21C1802D7DF

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Attorney-General's

Vacancy VN-0731821

National Anti-Corruption Commission

Closing Date: Sunday 05 November 2023

Operational Capabilities

Job Title	Operations Governance Support Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD, Perth WA
Salary	\$79,719 - \$84,532
Classification	APS Level 5
Position Number	176_10/23_PN1187
Agency Website	https://nacc.gov.au/

Job Description

<https://nacc.nga.net.au/>

The position of Operations Governance Support Officer reports to the Operations Governance Officer, and will work within a small team responsible for supporting the Commissioner and Operations directorates in exhibit management processes, reviewing of operational Standard Operating Procedures and ensuring the Commission meets its legislative obligations under the *National Anti-Corruption Commission Act 2022 (Cth)*, the *Telecommunications (Intercept and Access) Act 1979 (Cth)*, the *Surveillance Devices Act 2004 (Cth)*, and Part 1AB (Controlled Operations) and Part 1AC (Assumed Identities) of the *Crimes Act 1914 (Cth)*.

Duties

The successful candidate will work under the general direction of the Operations Governance Officer and the Assistant Director Evidence Compliance.

Key activities of this position include:

- Assist with Exhibit management in support of the Commission's operations, ensuring exhibit security, continuity of evidence and chain of custody is maintained.
- Assist with the ongoing review and update of operational Standard Operating Procedures, including any legislative changes and updates to best practice. In addition, ensure the operational information catalogue is up to date and accurate.
- Manage group inboxes, including tasking of duties, administrative management and conducting relevant follow up enquiries to support the Operations teams.
- Assist with record keeping requirements and regulatory reporting in accordance with the *Telecommunications (Interception and Access) Act 1979* and the *Surveillance Devices Act 2004*, Part 1AB (Controlled Operations) and Part 1AC (Assumed Identities) of the *Crimes Act 1914*.
- Support the Commission's covert operational activities by providing technical support governing telecommunications interception capabilities.
- Assist with the preparation of and participation in compliance inspections conducted by the Office of the Commonwealth Ombudsman.
- Represent the Commission's interests and manage the Commission's relationships with relevant stakeholders including other Australian government agencies, State and Territory government representatives and the private sector.

The Commission is a small agency. 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 agency and is an integral part of the Commission's positive workplace culture. **Eligibility**

Employment with the Commission is subject to the following conditions:

- **Citizenship** – Applicants must be an Australian Citizen.
- **Security Clearance** – This is a Designated Security Assessment Position (DSAP). The occupant of this position must obtain and retain an AGSVA security clearance to the specified level.
- **Suitability assessment** – The Commission 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 not limited to) detailed background, character, employment, police and financial checks.
- **Probation** - A probation period will apply to any new ongoing engagement to the Australian Public Service.

Notes

We offer attractive rewards and benefits to eligible employees, including:

- competitive rates of pay and 15.4% superannuation.
- 14 weeks paid parental leave.
- 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.
- access to studies assistance.

The Commission provides a service allowance of \$1,827 per annum (pro-rata for part-time) to non-SES employees which acknowledges the special requirements of working at the Commission. 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>

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	Charlotte Owens, 0499 972 634
Agency Recruitment Site	https://nacc.nga.net.au/

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Defence

Vacancy VN-0730642

Department of Defence

Closing Date: Sunday 05 November 2023

Defence People Group
People Services

Job Title	Payroll Team Leader
Job Type	Full-Time, Ongoing
Location	Raymond Terrace NSW
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	DPG/08548/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A47363FD-C6C4-6E54-5299-D206AB4EC945>

Duties

The Role

As a Team Leader, you will provide strategic and operational leadership of payroll assurance and customer service functions, ensuring the achievement of people, quality, and business outcomes.

You will:

- Lead and develop a team and be accountable for setting daily priorities and managing workflow aligned with the organisation's vision, mission, and objectives.
- Foster a supportive team environment focusing on well-being and achieving positive outcomes in a hybrid working environment.
- Develop capability and confidence through coaching, constructive feedback, and encouragement.
- Identify, anticipate and respond to stakeholders' needs and expectations and liaise with stakeholders to resolve complex issues to achieve business outcomes.
- Use your analytical thinking to identify issues, take calculated risks, and make data-based decisions to achieve business outcomes.
- Contribute to strategic planning, program and project management and policy development.
- Lead and champion change in the workplace by identifying and driving continuous improvement.

Security Clearance - You will be required to start the role on a Baseline Clearance with the ability to obtain a Negative Vetting 1 Clearance.

Information Session - Applicants are encouraged to attend an Information Session held at Hunter Business Centre, Raymond Terrace, NSW. Please bring a form of photo ID with you.
Address - 28-30 King Street, Raymond Terrace, NSW.
When – Monday, 30 October 2023, 1730 for 1745 - 1900 session.
Please see above for advertisement dates.

About our Team

We are:

- A passionate, diverse and talented group who value our people as our greatest asset;
- Committed to delivering customer service excellence;
- Dedicated to building strong partnerships with our stakeholders;
- An empowered workforce with a culture of accountability, engagement and collaboration;
- Flexible and innovative in our thinking, with a focus on continuous improvement;
- Supported by strong leaders who are genuinely invested in capability development.

You will enjoy Australian Public Service conditions which include an attractive salary and superannuation package and flexible working arrangements. Following an initial probation period our team members have access to flexible working arrangements including part-time and blended office/home-based work.

Our Ideal Candidate

To be successful in this role, you will:

- Enjoy contributing to and working as part of a team, communicating openly in a collaborative and consultative manner, and valuing the contribution of diverse perspectives.
- Be curious and seek to understand, support, and communicate the reasons for decisions and recommendations.
- Foster a high-performance culture using innovative solutions to improve productivity and customer service outcomes.
- Identify and communicate the relationship between organisational goals and operational tasks.
- Be a leader who takes accountability for your behaviours, decisions, and actions.
- Role-model a commitment to continuous learning by reflecting on your performance and that of the organisation, seeking, providing, and acting on constructive feedback.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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	PAC-NSW Business Support, 02 4987 8769
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A47363FD-C6C4-6E54-5299-D206AB4EC945

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Defence

Vacancy VN-0730671

Department of Defence

Closing Date: Sunday 05 November 2023

Defence People Group
Defence People Group

Job Title	Payroll Officer
Job Type	Full-Time, Ongoing
Location	Raymond Terrace NSW
Salary	\$80,487 - \$86,211
Classification	APS Level 5
Position Number	DPG/09517/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=75C17AB1-11C9-DD92-26F6-D206ACFC2C5D>

Duties

The Role

As an APS 5 Payroll Officer, you will work collaboratively to ensure efficient, effective, and accurate pay and personnel administration and deliver customer service excellence to the Defence organisation. You will support PAC-NSW to contribute to Defence people capability by:

- Being customer focused and improving the customer experience.
- Facilitating the training and upskilling of others and identifying capability needs.
- Investigating and resolving complex payroll and HR systems matters.
- Interpreting and advising on established pay and conditions legislation, policy, and procedures.
- Researching and analysing data to identify opportunities for efficiencies and improvement.
- Reviewing and developing the quality of work others undertake and providing coaching and constructive feedback.
- Being agile in your thinking, proactive in engaging with your peer network and stakeholders, and actively identifying opportunities to implement improvements to service delivery, to meet current needs whilst looking to the future.

Security Clearance - You will be required to start the role on a Baseline Clearance with the ability to obtain a Negative Vetting 1 Clearance.

Information Session - Applicants are encouraged to attend an Information Session held at Hunter Business Centre, Raymond Terrace, NSW. Please bring a form of photo ID with you.

Address - 28-30 King Street, Raymond Terrace, NSW.

When – Monday, 30 October 2023, 1730 for 1745 - 1900 session

Please see above for advertisement dates.

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- Flexible and innovative in our thinking, with a focus on continuous improvement;
- Supported by strong leaders who are genuinely invested in capability development.

You will enjoy Australian Public Service conditions which include an attractive salary and superannuation package and flexible working arrangements. Following an initial probation period our team members have access to flexible working arrangements including part-time and blended office/home-based work.

Our Ideal Candidate

To be successful in this role you will:

- Take accountability for your behaviours, decisions, and actions.
- Collaborate with other teams and team members to ensure a high-quality experience for our customers.
- Role-model a commitment to continuous learning by reflecting on your performance and seeking, providing, and acting on constructive feedback.
- Enjoy contributing to and working as part of a team, communicating openly, valuing the input of diverse perspectives, and promoting innovation.
- Be resilient and embracing of change by modelling the Defence behaviours.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	PAC-NSW Business Support, 02 4987 8769
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=75C17AB1-11C9-DD92-26F6-D206ACFC2C5D

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Defence

Vacancy VN-0730685

Department of Defence

Closing Date: Sunday 05 November 2023

Defence People Group
People Services

Job Title	Payroll Officer
Job Type	Full-Time, Ongoing
Location	Raymond Terrace NSW
Salary	\$73,343 - \$80,071
Classification	APS Level 4
Position Number	DPG/09511/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=5D54E227-82E6-8F67-714F-D206AE421BA5>

Duties

The Role

People Systems and Payroll Services (PS&PS) Branch is seeking APS 4 Payroll Officers for the Pay and Administration Centre in Raymond Terrace (NSW). As an APS 4 Payroll Officer, you will work collaboratively within a team to ensure efficient, effective & accurate pay & personnel administration, and deliver customer service excellence by:

- Being customer focused to achieve the best outcomes for our customers;
- Participating in the delivery of training and upskilling of others;
- Completing moderately complex administrative payroll activities within established guidelines and procedures;
- Undertaking data analysis to investigate anomalies and applying corrective action;
- Working within a framework of legislation established work practices;
- Engaging with customers and stakeholders, including providing solutions using a range of ICT platforms;
- Collaborating with customers and stakeholders to exchange information, problem solve and resolve issues;
- Demonstrating a commitment to innovation and continuous improvement.

Security Clearance – You will required to start the role on a Baseline Clearance with the ability to obtain a Negative Vetting 1 Clearance.

Information Session - Applicants are encouraged to attend an Information Session held at Hunter Business Centre, Raymond Terrace, NSW.

Please bring a form of photo ID with you.

Address - 28-30 King Street, Raymond Terrace, NSW

When – Monday, 30 October 2023, 1730 for 1745 - 1900 session.

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We are:

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- An empowered workforce with a culture of accountability, engagement and collaboration;
- Flexible and innovative in our thinking, with a focus on continuous improvement;
- Supported by strong leaders who are genuinely invested in capability development.

You will enjoy Australian Public Service conditions which include an attractive salary and superannuation package and flexible working arrangements. Following an initial probation period our team members have access to flexible working arrangements including part-time and blended office/home-based work.

Our Ideal Candidate

To be successful in this role you will:

- Be customer focused and committed to delivering the best outcomes for customers;
- Participate in the delivery of training and upskilling;
- Be a positive and engaged team member, willing to assist others;
- Be curious, have a growth mindset and committed to your ongoing learning and development;
- Have well-developed written and verbal communication skills;
- Engage professionally with customers, via phone, video and email;
- Identify and implement ideas to improve processes and functions;
- Be flexible and resilient in your approach to working in a fluid environment with changing priorities.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	PAC-NSW Business Support, 02 4987 8769
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5D54E227-82E6-8F67-714F-D206AE421BA5

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Defence

Vacancy VN-0731370

Department of Defence

Closing Date: Sunday 05 November 2023

Defence Intelligence Group
Defence Intelligence Organisation

Job Title	Technical Intelligence Assessment Analyst
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$73,343 - \$80,071
Classification	APS Level 4
Position Number	DIG/09896/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=B8C2FE85-89C0-2935-E89E-D21A3B30761B>

Duties

The Role

The Defence Intelligence Organisation (DIO) Weapons and Technical Intelligence (WTI) branch is seeking applicants who are motivated to develop and learn new skills, work collaboratively and use modelling and simulation to solve problems with a real-world impact. As a Technical Intelligence Assessment Analyst in WTI's Modelling and Simulation team, you will perform complex engineering analysis to generate physics-based models of weapon systems to predict weapon performance and identify vulnerabilities.

You will evaluate technical information from a variety of classified and unclassified sources, drawing on your engineering judgement to characterise threat weapon systems. In doing so, you will use modelling and simulation to develop your understanding of weapon systems, using novel tools and techniques to fill key intelligence gaps. You will be critical to Defence's understanding of the threat, supporting Defence experimental activities to inform tactics and capability development, ensuring Defence is positioned to protect Australia's national interests.

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 Defence Intelligence Organisation (DIO) provides intelligence assessments on state and non-state actors, threat platforms, and other military-strategic issues relevant to Australia's security, the planning and conduct of Australian Defence Force operations, strategic policy formulation, Defence capability development, and government decisions on Defence and national security issues.

WTI is comprised of highly-motivated APS, ADF and contracting staff who provide technical and subject matter expertise on a range of intelligence related matters. You will work within a distinguished, multidisciplinary, and collaborative team providing rigorous scientific analysis to inform national security policy, enabling national-level decision makers to remain agile amongst challenging and constantly evolving global threats.

Our Ideal Candidate

To succeed as a Technical Intelligence Assessment Analyst, applicants must be able to demonstrate:

- Excellent engineering, scientific, mathematical or technical skills, and the ability to apply these to solve complex problems.
- Ability to work independently and as a member of high-performing teams;
- A suitability to handle highly sensitive information in accordance with government security requirements;
- An outcomes-focused mindset, with an ability to apply innovative and flexible approaches to achieving results;
- Ability to leverage your extensive knowledge, become experienced, and build professional networks to research and analyse diverse data sets, extracting value for our customers;
- Ability to develop and utilise your excellent verbal and written communication skills to enable clear and influential collaboration with Defence staff, Australian Government, and foreign security partners;
- An appetite to take on responsibility, a desire to innovate, and adaptability to a constantly shifting problem set to contribute to a culture of sharing and cooperation.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	WTI Recruitment, 02 5108 2119
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B8C2FE85-89C0-2935-E89E-D21A3B30761B

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Defence

Vacancy VN-0731456

Department of Defence

Closing Date: Sunday 12 November 2023

Defence Intelligence Group
Intelligence Capability Division Geospatial Capability Integration

Job Title	Capability Analyst/Project Managers
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	DIG/09922/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D442CBB5-A7A6-445A-9B2D-D21A76D33394>

Duties

The Role

Geospatial Capability Integration (GCI) Branch is seeking Capability Analysts, Project Managers and Project Support Officers to conduct analysis, planning and delivery of geospatial intelligence systems, and support the governance of the Joint Geospatial Program.

The role requires highly motivated and talented leaders with a keen eye for detail and excellent analysis skills. We will be creating a merit pool to fill existing and future vacancies across Intelligence Capability Division (ICD) over the next 18 months.

Working in either Geospatial Collection Systems (GCS), Geospatial Systems (GS) or the Joint Geospatial Program Office (JGPMO) you will contribute to advancing capability proposals to government, sponsoring geospatial intelligence capabilities through delivery, governing the Joint Geospatial Program (JGP), or supporting risk mitigation activities for the JGP.

Each role requires a slightly different skill set, but each role will see you working in a challenging and rewarding environment that

contributes directly to national security and intelligence outcomes.

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

Geospatial Capability Integration (GCI) Branch is made up of three directorates: Geospatial Collection Systems (GCS), Geospatial Systems (GS), and the Joint Geospatial Program Management Office (JGPMO).

GCS Directorate develops plans and business cases for new geospatial collection capabilities that consider the complete project life cycle and assure in-service capability through sustainment and disposal. GCS is also responsible for providing assurance as Project Sponsor for a range of collection capability projects and products including the DEF799 series and the Hydrographic Industry Partnership Program.

GS Directorate develops plans, strategies, concepts and options papers for the future of Defence geospatial production and dissemination capabilities. GS is responsible for providing assurance and Project Sponsor for a range of projects and products including DEF100 and DEF2064.

JGPMO is responsible for the governance, compliance, regulatory and business intelligence functions of the Joint Geospatial Program – functions critical to the performance of the branch.

Our Ideal Candidate

We are looking for developing leaders, who display initiative and can work as a part of a diverse team, who have a desire to work on complex and rewarding capability programs. Our ideal candidates are:

- Critical thinkers, able to think strategically and work collaboratively to solve complex problems.
- Excellent communicators, with compelling written and oral communication skills.
- Project professionals, looking to develop their expertise in project delivery, governance or analysis in large, complicated projects.
- Committed to continuous improvement, able to implement and respond positively to change.
- Driven, able to adopt risk-based strategies to deliver capability in a fast-paced environment with a high performing team.
- Flexible, able to achieve their critical work in an ambiguous and changing strategic environment.

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>

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To Apply

Position Contact	Name withheld, 02 5108 8739
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D442CBB5-A7A6-445A-9B2D-D21A76D33394

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Defence

Vacancy VN-0731476

Department of Defence

Closing Date: Sunday 05 November 2023

Defence Intelligence Group
Defence Intelligence Organisation WTI

Job Title	Technical Intelligence Assessment Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	DIG/10003/23
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=3A1AA7D3-3A98-B857-9B12-D21A7882EB4B>

Duties

The Role

The Defence Intelligence Organisation (DIO) Weapons and Technical Intelligence (WTI) branch is seeking applicants who are motivated to develop and learn new skills, work collaboratively and use modelling and simulation to solve problems with a real-world impact.

As a Technical Intelligence Assessment Analyst in WTI's Modelling and Simulation team, you will perform complex engineering analysis to generate physics-based models of weapon systems to predict weapon performance and identify vulnerabilities.

You will evaluate technical information from a variety of classified and unclassified sources, drawing on your engineering judgement to characterise threat weapon systems. In doing so, you will use modelling and simulation to develop your understanding of weapon systems, using novel tools and techniques to fill key intelligence gaps.

You will be critical to Defence's understanding of the threat, supporting Defence experimental activities to inform tactics and capability development, ensuring Defence is positioned to protect Australia's national interests.

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

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WTI is comprised of highly-motivated APS, ADF and contracting staff who provide technical and subject matter expertise on a range of intelligence related matters. You will work within a distinguished, multidisciplinary, and collaborative team providing rigorous scientific analysis to inform national security policy, enabling national-level decision makers to remain agile amongst challenging and constantly evolving global threats.

Our Ideal Candidate

To succeed as a Technical Intelligence Assessment Analyst, applicants must be able to demonstrate:

- Excellent engineering, scientific, mathematical or technical skills, and the ability to apply these to solve complex problems.
- Ability to work independently and as a member of high-performing teams;
- A suitability to handle highly sensitive information in accordance with government security requirements;
- An outcomes-focused mindset, with an ability to apply innovative and flexible approaches to achieving results;
- Ability to leverage your extensive knowledge, become experienced, and build professional networks to research and analyse diverse data sets, extracting value for our customers;
- Ability to develop and utilise your excellent verbal and written communication skills to enable clear and influential collaboration with Defence staff, Australian Government, and foreign security partners;
- An appetite to take on responsibility, a desire to innovate, and adaptability to a constantly shifting problem set to contribute to a culture of sharing and cooperation.

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.

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To Apply

Position Contact	WTI Recruitment, 02 5108 2119
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3A1AA7D3-3A98-B857-9B12-D21A7882EB4B

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Defence

Vacancy VN-0731487

Department of Defence

Closing Date: Sunday 05 November 2023

Defence Intelligence Group
Defence Intelligence Organisation WTI

Job Title	Technical Intelligence Assessment Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$80,487 - \$86,211
Classification	APS Level 5
Position Number	DIG/10005/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=8059AB7B-6D01-3125-5953-D21A7913C506>

Duties

The Role

The Defence Intelligence Organisation (DIO) Weapons and Technical Intelligence (WTI) branch is seeking applicants who are motivated to develop and learn new skills, work collaboratively and use modelling and simulation to solve problems with a real-world impact.

As a Technical Intelligence Assessment Analyst in WTI's Modelling and Simulation team, you will perform complex engineering analysis to generate physics-based models of weapon systems to predict weapon performance and identify vulnerabilities.

You will evaluate technical information from a variety of classified and unclassified sources, drawing on your engineering judgement to characterise threat weapon systems.

In doing so, you will use modelling and simulation to develop your understanding of weapon systems, using novel tools and techniques to fill key intelligence gaps. You will be critical to Defence's understanding of the threat, supporting Defence experimental activities to inform tactics and capability development, ensuring Defence is positioned to protect Australia's national interests.

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Our Ideal Candidate

To succeed as a Technical Intelligence Assessment Analyst, applicants must be able to demonstrate:

- Excellent engineering, scientific, mathematical or technical skills, and the ability to apply these to solve complex problems.
- Ability to work independently and as a member of high-performing teams;
- A suitability to handle highly sensitive information in accordance with government security requirements;
- An outcomes-focused mindset, with an ability to apply innovative and flexible approaches to achieving results;
- Ability to leverage your extensive knowledge, become experienced, and build professional networks to research and analyse diverse data sets, extracting value for our customers;
- Ability to develop and utilise your excellent verbal and written communication skills to enable clear and influential collaboration with Defence staff, Australian Government, and foreign security partners;
- An appetite to take on responsibility, a desire to innovate, and adaptability to a constantly shifting problem set to contribute to a culture of sharing and cooperation.

Eligibility

Security Clearance:

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To Apply

Position Contact	WTI Recruitment, 02 5108 2119
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8059AB7B-6D01-3125-5953-D21A7913C506

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Defence

Vacancy VN-0731495

Department of Defence

Closing Date: Sunday 12 November 2023

Defence Intelligence Group
Intelligence Capability Division Geospatial Capability Integration

Job Title	Capability Analyst/Project Support
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$88,175 - \$100,724
Classification	APS Level 5
Position Number	DIG/10022/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=86FFF372-E10F-0C23-DA15-D21A79439011>

Duties

The Role

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As a Technical Intelligence Assessment Analyst in WTI's Modelling and Simulation team, you will perform complex engineering analysis to generate physics-based models of weapon systems to predict weapon performance and identify vulnerabilities.

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Our Ideal Candidate

To succeed as a Technical Intelligence Assessment Analyst, applicants must be able to demonstrate:

- Excellent engineering, scientific, mathematical or technical skills, and the ability to apply these to solve complex problems.
- Ability to work independently and as a member of high-performing teams;
- A suitability to handle highly sensitive information in accordance with government security requirements;
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- An appetite to take on responsibility, a desire to innovate, and adaptability to a constantly shifting problem set to contribute to a culture of sharing and cooperation.

Eligibility

Security Clearance:

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To Apply

Position Contact	Name Withheld, 02 5108 8739
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=86FFF372-E10F-0C23-DA15-D21A79439011

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Defence

Vacancy VN-0731513

Department of Defence

Closing Date:Sunday 05 November 2023

Defence People Group
Australian Defence College

Job Title	Work Health and Safety Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$80,487 - \$86,211
Classification	APS Level 5
Position Number	DPG/09613/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=E4DBB7C3-CDD8-D271-6144-D21AB114EB24>

Duties

Your Role

The Australian Defence Force Academy (ADFA) is currently seeking an experienced Work Health and Safety (WHS) Officer at the APS 5 level. Reporting to the ADFA APS 6 WHS Work Health and Safety Manager, the role supports the improvement, monitoring and maintenance of work health and safety outcomes for all stakeholders of ADFA.

Responsibilities include:

- Have a good understanding of the management of a safety environment where there are multiple duty holders.
- Support the development, implementation, management and review of the Safety Management System and associated activities.
- Undertake a WHS Safety Management System Audit Program across ADFA.
- Support the ADF WHS Manager in developing and delivering a training and awareness program.
- Undertake incident investigations.
- Ensure consultation and engagement activities align with the ADFA Safety Management System.
- Manage the ADFAWHS inbox.
- Monitor and report all WHS incidents in accordance with established escalation protocols.

Our Team

The WHS officer directly supports the Commandant ADFA as Officers under the WHS Act 2011 (Commonwealth) and the related due diligence requirements.

The APS 5 WHS Officer position sits within the ADFA Headquarters team and is responsible for work health and safety activities for ADFA in Canberra. The WHS team supports senior leadership in Defence by providing high quality, timely and accurate advice on work health and safety matters.

The position provides secretariat services for the ADFA Work Health and Safety committees.

This role requires you to engage with stakeholders that can be dispersed throughout the precinct, and walking around the site will be a requirement of the role.

Our Ideal Candidate

In this role, the WHS Officer will require:

- A good working knowledge of Work Health and Safety legislation and practices in a complex shared duty environment.
- Experience maintaining and updating a complex WHS Management System for a large private or government organisation.
- Collaborating with and providing well-structured advice to influence internal and external stakeholders.
- Working with senior staff (designated as officers under S 27 of the WHS Act).
- Work in a team to plan and prioritise work to tight deadlines.
- Represent a WHS team at WHS related conversations, training and forums.
- Well-developed writing skills including briefs, reports, papers.
- Be proactive, resilient and organised.
- The ability to work with limited supervision to action multiple priorities in a fast faced environment.

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	Sharni Mitchell, 02 6144 7028
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E4DBB7C3-CDD8-D271-6144-D21AB114EB24

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Defence

Vacancy VN-0731517

Department of Defence

Closing Date: Sunday 05 November 2023

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Integrated Logistics Support Officer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	CASG/10046/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=B0325278-6E32-3556-89B9-D21AB199DEE2>

Duties

Your Role

The APS6 Integrated Logistic Support (ILS) Officer within Army Aviation System Program Office (AASPO) will be accountable under broad direction to perform and achieve complex materiel logistics work within an integrated workforce. They will have knowledge and experience within Defence Logistics in relation to Defence Policies and legislative frameworks.

The APS6 ILS Officer will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will be the Materiel Logistics and Acceptance Management subject matter expert within the SPO and will manage the introduction of all sustainment items including repairable items (RIs) and Support and Test Equipment (S&TE) through the Suppliers Acceptance (SG1) Process to deliver safe and effective capability inputs to Army Aviation as established through Materiel Acquisition Agreements, Acquisition Contracts and Product Management Plans.

Our Team

Technical Governance & Assurance (TG&A) is responsible to AASPO for the development and management of logistics, engineering, risk and WHS governance programs, activities and tools to ensure conformance, compliance, performance and outcomes achieved satisfactory and ethically. An EL2 Director Governance oversees these four teams. The Logistics Governance team is responsible for the assurance of the logistics support management of ARH and MRH in meeting the Electronic Supply Chain Manual (ESCM) requirements. The team is also performing the role of the SPO ERP Coordination Cell responsible for managing SPO activities relating to the implementation of ERP.

Our Ideal Candidate

Our ideal candidate will possess strong leadership and team building skills, with a detailed understanding of Defence logistics practices and legislative, policy and regulatory requirements.

To achieve high quality outcomes, the following attributes and skills will be key to the role:

- Adaptability, resilience and flexibility;
- Ability to allocate work and set team priorities;
- Strong communication and interpersonal skills with the ability to communicate logistics requirements through detailed written documents or oral presentations;
- Understanding of Defence processes and procedures to lead the development of Integrated Logistics Support Concepts, Analyses and Plans;

- Strong stakeholder engagement skills to liaise and maintain productive relationships with internal and external logistics stakeholders.

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	Lisa Miller, 07 3903 0153
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B0325278-6E32-3556-89B9-D21AB199DEE2

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Defence

Vacancy VN-0731521

Department of Defence

Closing Date: Sunday 05 November 2023

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Integrated Logistics Officer - Acquisition
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	CASG/10060/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=09BD631D-63DC-0AB6-725C-D21AB1E48636>

Duties

Your Role

The APS6 ILS Officer - Acquisition within Army Uncrewed Aerial Systems Project Office (AUASPO) will be accountable under broad direction to perform and achieve complex materiel logistics work within an integrated workforce. They are accountable to ensure they have knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

The APS6 ILS Officer - Acquisition will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will be the Materiel Logistics and Acceptance Management subject matter expert in the Project Office and will manage the introduction into service of AUASPO items through the Suppliers Acceptance (SG1) Process to deliver safe and effective capability inputs to Army Aviation as established through Materiel Acquisition Agreements, Acquisition Contracts and Product Management Plans.

Routine duties will include:

- Manage Items of Stock Acceptance, specifically:
 - Liaise and assist with industry Supplies Acceptance Certificate (SG1) submissions.
 - Register SG1 and conduct pre-Acceptance verification.
 - Coordinate inspections (e.g. Aircraft Component Receipt Officer and Technical Assurance inspections).
- Conduct Logistics Assurance, specifically:
 - Confirm items and quantities are IAW quote/contract.
 - Verify items in MILIS (Catalogued).
 - Confirm Purchase Order in ROMAN.
- Raise External Purchase Orders (EPO) in MILIS.
- Draft and data manage formal correspondence for Acceptance/Non-Acceptance.
- Receipt and Issue accepted items.
- Assets Capitalisation Tool (ACT) management for AUASAPO.

The APS6 ILS Officer – Acquisition will lead a team within AUASAPO and be accountable to set work priorities and manage workflows. They are expected to be capable of building team capability through coaching, feedback and developing the quality of work undertaken by others within a work unit. They will exercise the associated people and financial responsibilities to achieve work unit outcomes.

The APS6 ILS Officer - Acquisition will have considerable level of stakeholder engagement and will liaise with both internal and external stakeholders in relation to complex issues. They will be

required to identify, anticipate and respond to stakeholders' needs and expectations to achieve project outcomes.

Our Team

The Army Uncrewed Aerial Systems Army Project Office (AUAS APO) is a dynamic and innovative team dedicated to the sustainment and management of advanced Army Uncrewed Aerial Systems. At AUAS APO, we value collaboration, creativity, and a culture of excellence. We offer a supportive and inclusive work environment where all team members are encouraged to contribute their ideas and grow their careers.

Our Ideal Candidate

Our ideal candidate will possess strong leadership and team building skills, with a detailed understanding of Defence logistics practices and legislative, policy and regulatory requirements.

To achieve high quality outcomes, the following attributes and skills will be key to the role:

- Adaptability, resilience and flexibility.
- Ability to allocate work and set team priorities.
- Strong written, interpersonal and verbal communications skills to communicate logistics requirements through detailed written documents or oral presentations.
- Understanding of Defence processes and procedures to lead the development of Integrated Logistics Support Concepts, Analyses and Plans.
- Ability to lead to the development of acquisition materiel logistics strategies.
- Strong stakeholder engagement skills to liaise and maintain productive relationships with internal and external logistics stakeholders.

Eligibility

Security Clearance

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Lisa Miller, 07 3903 0153
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=09BD631D-63DC-0AB6-725C-D21AB1E48636

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Defence

Vacancy VN-0731524

Department of Defence

Closing Date: Sunday 05 November 2023

Air Force
Air Command Australia

Job Title	Test and Trials Manager
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$111,441 - \$125,705
Classification	Executive Level 1
Position Number	AF/10008/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D7A31358-C891-32E9-840B-D21AB24C838D>

Duties

The Role

Are you interested in being involved with cutting edge military aircraft, flight test activities, and providing specialist aircraft engineering advice? If so, then this is the job for you.

This position offers a rare opportunity to be involved in supporting Defence trials at Air Warfare Engineering Squadron (AWE SQN) where you will partake in a wide variety of challenging and rewarding tasks, and collaborate with a range of experts within the Test and Trials field.

As an EL 1 Test and Trials Manager in Air Warfare Engineering Squadron, you will lead a small team of specialists to deliver the following technical and engineering outputs:

- Exercise assigned technical authorities and relevant Technical Regulatory Authority delegations.

- Lead the team to plan and deliver critical and complex technical activities within the Test and Trials field, in particular for weapons and countermeasures assessments.
- Translate and work to achieve high level goals, based on agreed priorities, identify issues and uncertainties while managing risk through the provision of advice, planning, decision making and implementation outputs.
- Implement technical knowledge and processes within relevant specialist field to develop advancements to established technical code of practices, techniques, methods and regulations.
- Assess technical packages, reports, processes, product and equipment performance to meet specified requirements, and review recommendations for continuous improvements, innovation and corrective actions.
- Evaluate and ensure the delivered capability meets requirements, legislative policy and regulatory frameworks, and implement actions.
- Lead and ensure safety aspects of Defence capability are considered and incorporated into technical activities.

About our Team

AWE SQN is the only Defence Unit operating as a DASA Approved 21J Design Organisation. Accordingly, we are dedicated to the provision of specialist engineering designs and expert advice for:

- Aircraft Instrumentation and Specialist Aerospace Advice.
- Specialist Air Weapons and Stores (including loading, clearance and employment), and integration of AUS/US air weapons programs.
- Electromagnetic Compatibility and Radio Frequency Analysis.
- Aerodynamic Modelling, Weapon Danger Area and Safety Assessments.
- Rapid Prototyping and Mechanical/ Electrical Component and Systems Manufacture.

Our Ideal Candidate

To be successful in this role, you will have personal drive and integrity, with the ability to perform the following duties:

- Work collaboratively and demonstrate excellent communication skills to liaise effectively with internal and external stakeholders, and influence the work of teams.
- Manage workflows, resources, prepare work area and team plans detailing measurable milestones and expected outcomes.
- Motivate and mentor the technical workforce, aligning complementary skills and allocate resources in a manner that delivers results.
- Comply with organisational values and have a shared responsibility for the achievement of team goals and objectives.
- Maintain prolonged focus on detailed testing tasks.
- Develop formal test reports and technical advice to a high standard.
- Deliver outcomes in accordance with the organisational strategy.

Eligibility

Security Clearance

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

Mandatory Qualifications

Minimum of Cert IV in engineering / Cert VI in aircraft armament systems or equivalent qualification and/or demonstrated equivalent experience.

Notes

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

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To Apply

Position Contact	Lucas Ricciardi, 02 5131 4197
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D7A31358-C891-32E9-840B-D21AB24C838D

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Defence

Vacancy VN-0731536

Department of Defence

Closing Date: Sunday 05 November 2023

Guided Weapons and Explosive Ordnance
GWEO Delivery Division

Job Title	Logistics Officer
Job Type	Full-Time, Ongoing
Location	Amberley QLD
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	GWEO/10079/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=51A78E15-EFDB-CDBD-30EE-D21AB309B781>

Duties

The Role

Do you want to take your career to the next level?

Do you want to challenge yourself?

Do you want to enhance your logistics, communication and data analysis skills?

As a Logistics Officer, working in Guided Weapons and Explosive Ordnance Delivery Division Materiel Logistics (GWEODD ML) in the Department of Defence, you will be working with some of the most exciting and complex guided weapons and explosive ordnance products used by the Australian Defence Force.

You will spend your days:

- Investigating, analysing and reporting on logistics data.
- Planning and delivering critical logistics data quality programs.
- Providing advice to stakeholders;* mentoring junior members.
- Enabling good inventory decisions with quality and timely advice.

Your ability to analyse data, problem solve and provide clear, current and concise advice will be key to allowing you to deliver outcomes. An ability to operate key logistics systems MILIS and COMSARM is highly desirable, or the ability to quickly acquire the knowledge and ability.

About our Team

Materiel Logistics is part of the GWEODD. Our team is based in Amberley and offers a support function to the GWEODD Systems Program Offices (SPOs) including data quality, centralised cataloguing, logistics systems access and security, compliance and assurance and subject matter expertise.

GWEODD is dedicated to providing our staff with a diverse, manageable, favourable work-life balance, and we support flexible working arrangements. We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally. We are committed to achieving a workplace culture that is inclusive and diverse; one which directly reflects the needs and scope of Defence's varied operational requirements.

GWEODD comprises approximately 560 dedicated employees performing requirements determination; contracting; procurement; data integrity; logistics governance; international logistics; domestic manufacturing; item management and maintenance and co-ordination of

disposal activities.

Our people are capable, innovative, committed and diverse. We support an inclusive culture that emphasises respect and collaboration. In GWEODD, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get with any other organisation.

Other benefits include:

- 15.4% superannuation.
- Access to personalised professional development pathways, including opportunities for Defence-funded post-graduate study.
- Additional leave days between Christmas and New Year.
- Focus on work/life balance.
- Salary sacrifice opportunities.

Our Ideal Candidate

GWEODD ML is seeking an experienced Logistics Officer to join our growing team who:

- Can demonstrate an understanding of logistics management principles and the ability to quickly learn the two current systems used by the team.
- Can demonstrate superior analytical skills, with motivation to be innovative, and to challenge traditional ways of conducting business.
- Has an ability to lead and mentor integrated teams to achieve results in a collaborative and inclusive manner, fostering a positive team culture.
- Has exemplar communication skills, with an ability to confidently influence and engage with stakeholders with diverse backgrounds and seniority.
- Is passionate about ongoing self-improvement, and professional development for your staff.

If you are someone who enjoys supporting challenging and highly complex logistics activities, Is creative, pragmatic and solutions focused and Is not afraid to challenge the traditional ways of doing business, then this is the role for you!

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Doriana Kalafatis, 07 5362 2782
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=51A78E15-EFDB-CDBD-30EE-D21AB309B781

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Defence

Vacancy VN-0731537

Department of Defence

Closing Date: Sunday 05 November 2023

Joint Capabilities Group
Joint Logistics Command

Job Title	Logistics Officer
Job Type	Full-Time, Ongoing
Location	Moorebank NSW
Salary	\$64,749 - \$71,343
Classification	APS Level 3
Position Number	JCG/10064/23
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=CE831929-6102-E808-D1C9-D21AB2E6C704>

Duties

Your Role

We are looking for dynamic and motivated person to join our team in Logistics Officer Role within Joint Logistics Unit East located at Moorebank. You will contribute to the delivery of superior customer service to support Defence logistics.

The Logistics Officer will be responsible for a range of logistics functions including but not limited to, inventory management, logistics assurance, governance, contract management, procurement, local systems support. Whilst primarily office based, some work will involve interaction within our warehouse environment.

Within the Logistics Management function, an APS 3 Logistics Officer, once trained, will be accountable under limited direction to perform and achieve logistics inventory management work within an integrated workforce. They will be accountable to have a good

understanding of and compliance to relevant legislative frameworks, government decision-making and Defence's mission and policy requirements.

An APS3 Logistics Officer will work established priorities and procedures, while exercising some autonomy about how their work is performed. They may prioritise and manage their workflow and produce work that is subject to routine monitoring by more senior Defence employees. They may undertake specialist, procedural, clerical, administrative support or operational tasks including some basic research and analysis activities to support their work unit. The work may have an element of complexity.

The APS3 Logistics Officer may be required to liaise and apply standard procedures to meet stakeholder requirements and achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development. They will be accountable to contribute towards ongoing self-improvement and professional development.

Our Team

Joint Logistics Unit (East) is one of Defence's largest warehousing units managing approximately 13 million items. Located in Moorebank, we are a fast paced, transformative logistics unit with a diverse workforce of military, public servants and contractors.

We are committed to supporting our customers by providing quality advice and negotiating the best solutions across multiple areas within Defence. We are always looking to improve and this role provides the opportunity for you to contribute to this continuous improvement process while insuring compliance measures are adhered to.

Our Ideal Candidate

The ideal candidate will possess the following skills and attributes:

- Have a keen interest in working within the Logistics and sustainment environment.
- Looking to build a long term career.
- Support prioritise tasks to ensure deadlines are achieved, with suitable stakeholder consultation.
- Be energetic, and able to create and maintain positive working relationships with key Defence and private industry stakeholders. Working cooperatively with ADF, APS, and contracted personnel, including participating, as a Branch representative at various working level meetings.
- Have the ability to work in accordance with relevant legislation, regulatory frameworks, policies and procedures.
- Possess good administrative skills along with the ability to work with a diverse group of people.
- Strong interpersonal skills, an aptitude for organisation and proactive approach to problem solving.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Mr Bradley Cross, 02 8108 6960
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CE831929-6102-E808-D1C9-D21AB2E6C704

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Defence

Vacancy VN-0731539

Department of Defence

Closing Date: Sunday 05 November 2023

Guided Weapons and Explosive Ordnance
GWEO Delivery Division

Job Title	Technical Specialist (Draftsman)
Job Type	Full-Time, Ongoing
Location	Penrith NSW
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	GWEO/10107/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3B9F4505-4C1A-A4D9-1DA8-D21AB3F49705>

Duties

The Role

Do you want to take your career to the next level?

Do you want to challenge yourself across some of the most complex and challenging projects in Australia, if not the world?

Do you want to enhance your leadership, Technical/Engineering drawing capability, collaboration, challenges and skills?

As a Technical Specialist, working in Guided Weapons and Explosive Ordnance (GWEO) Delivery Division, in the Department of Defence, you will be working on some of the most exciting and complex guided weapons and explosive ordnance products used by the Australian Defence Force.

- You will manage engineering technical draftsman activities, within the Technical Drawing Team, within the Technical Data Unit, where you will spend your days:

- Investigating, analysing and reporting on engineering Technical/Engineering drawing concepts and risks.
- Planning and delivering critical engineering activities.
- Assisting the Team Leader with operational functions of the Technical Drawing Team.
- Ensuring effective prioritisation and coordination of workloads.
- Providing management and secretariat support to the Technical Drawing Team Leader.
- Oversighting the creation, maintenance and validation of compliant technical data and Technical/Engineering drawings.
- Providing advice to stakeholders, enabling good technical decisions with quality and timely engineering advice
- Mentoring junior members.

Your ability to influence and negotiate will be key to allowing you to deliver outcomes.

There may be some domestic business travel associated with this position.

About our Team

The Directorate of Engineering is an integral part of the Guided Weapons and Explosive Ordnance (GWEO) Delivery Division, which is part of GWEO Group. Our team is made up of various disciplines (including engineering, project management, commercial, logistics, and corporate enabling services). We are located in Canberra, Penrith, Orchard Hills, Amberley, Melbourne and Stirling, and our focus is to acquire and sustain guided weapons and munitions for the Australian Defence Force (ADF).

GWEO is dedicated to providing our staff with a diverse, manageable, favourable work-life balance, and we support flexible working arrangements. We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally. We are committed to achieving a workplace culture that is inclusive and diverse; one which directly reflects the needs and scope of Defence's varied operational requirements.

GWEO is a group of approximately 560 dedicated employees. Our mission is acquiring and sustaining guided weapons and munitions for the ADF across the life-cycle phases: requirements setting; contracting; procurement; international logistics; domestic manufacturing; item management and maintenance, and co-ordination of disposal activities.

GWEO partners with domestic and international industry to deliver materiel capability to Defence, managing a multi-billion dollar portfolio of complex, high-profile acquisitions and sustainment activities to support the ADF.

Our people are capable, innovative, committed and diverse. We support an inclusive culture, that emphasises respect and collaboration.

In GWEO you will enjoy experiences and opportunities that, as an APS employee, you simply would not get with any other organisation. Other benefits include:

- 15.4% superannuation.
- Access to personalised professional development pathways, including opportunities for Defence-funded post-graduate study.
- Additional leave days between Christmas and New Year.
- Focus on work/life balance.
- Salary sacrifice opportunities.

Our Ideal Candidate

The Technical Data Unit “Drawing Office” is seeking an experienced technical specialist draftsman to join our growing team who:

- Can demonstrate superior analytical skills, with motivation to be innovative, and to challenge traditional ways of conducting business.
- Has an ability to lead and mentor integrated teams to achieve results in a collaborative and inclusive manner.
- Has exemplar communication skills, with an ability to confidently influence and engage with stakeholders with diverse backgrounds and seniority.
- Is passionate about ongoing self-improvement, and professional development for your staff.
- Has an ability to support complex engineering technical drawing activities, whilst maintaining integrity, and fostering a positive team culture.

This is the role for you if you are someone who:

- Enjoys supporting challenging and highly complex technical drawing activities.
- Is creative, pragmatic and solutions focused.
- Is not afraid to challenge the traditional ways of doing business.

Eligibility

Security Clearance

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

Mandatory Qualifications

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 6 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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

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To Apply

Position Contact	Nigel Eggins, 02 4738 4046
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3B9F4505-4C1A-A4D9-1DA8-D21AB3F49705

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Defence

Vacancy VN-0731543

Department of Defence

Closing Date: Sunday 05 November 2023

Capability Acquisition and Sustainment Group
CASG Business Management

Job Title	Assistant Director Entry and Pathway Programs
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$111,441 - \$125,705
Classification	Executive Level 1
Position Number	CASG/10065/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=BFE95D40-C13F-12CA-09D5-D21AB40974E2>

Duties

Your Role

As the Assistant Director Entry and Pathway Programs, you will be embedded within the Capability Acquisition and Sustainment Group (CASG). A key element of your role will be to engage with internal and external stakeholder, ensuring that appropriate entry and pathway programs are in place to build employee capability across CASG. You will also bring innovation and forward planning to your team to support the delivery of both strategic and operational entry level pathway functions.

This opportunity will see you:

- Lead and manage work team/s responsible for the implementation and coordination of entry level programs and services to support the achievement of business objectives.
- Take initiative to explore strategically aligned alternative courses of action for entry level programs in accordance with established frameworks.
- Engage and influence a wide variety of stakeholders to shape and implement entry level pathway strategy and policy.
- Provide expert advice to influence business decisions using your knowledge of entry level pathway programs, services, policies and systems.
- Negotiate and influence stakeholders through effective communication, collaboration and coordination to achieve outcomes.

Our Ideal Candidate

To thrive in this opportunity, you will:

- Have in-depth experience in leading the development, implementation and continuous improvement of enterprise entry level pathway strategies and programs.
- Demonstrate experience in curating entry level programs that cater to diverse skill levels, fostering a cohesive learning journey to address workforce needs.
- Demonstrate experience leading the implementation and coordinating entry pathway and/or graduate programs including, but not limited to, marketing, recruitment, onboarding processes, placements and rotations, budget and invoice management, and graduation ceremonies.
- Lead a team exercising independence to manage competing priorities within your team, develop and engage them responding in a positive and flexible manner, to achieve results.
- Have very strong stakeholder engagement and stakeholder management skills, with a demonstrated ability to foster and maintain effective relationships and networks with internal and external stakeholders to achieve business outcomes.

Why Choose Us?

This role will see you lead and coordinate the graduate, entry-level and professional pathway programs in support of Defence objectives. You will interact with a range of stakeholders across Defence including our senior leaders, allowing you to gain great professional exposure.

If you are seeking to work flexibly, we strongly encourage you to apply! At the Department of Defence, the opportunities are endless:

- A **competitive remuneration package** that helps with the little, and not so little, things in life.
- Defence is full of **exciting work opportunities** you won't find anywhere else.
- Defence **invests heavily in developing** the expertise of our people to ensure that everyone has the opportunity to work with great leaders and in great teams to deliver great capability.
- We know that as much as you may love your job, it's important to be able to get away. We provide **generous leave entitlements** for whatever happens in life.
- We provide a range of **wellbeing programs dedicated to supporting you** and your family through whatever work and life have to offer.
- We **empower you to work** in a way that reflects your circumstances and your lifestyle.

If this role sounds exciting and you have a passion for Entry Level Pathways, we want to hear from you! We are looking for talented individuals with a growth mindset. APS and/or Defence experience is not required for this role. **Eligibility**

Security Clearance

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Natalie Francis, N/A
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BFE95D40-C13F-12CA-09D5-D21AB40974E2

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Defence

Vacancy VN-0731561

Department of Defence

Closing Date: Sunday 05 November 2023

Joint Operations Command
Headquarters Joint Operations Command

Job Title	Deputy Director Workforce and Culture
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Bungendore NSW
Salary	\$111,441 - \$125,705
Classification	Executive Level 1
Position Number	JOC/10077/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=6CF5F985-2568-0499-D45E-D21AB4D6A2C3>

Duties

Your Role

As EL1 Deputy Director Workforce and Culture, we are seeking highly motivated and experienced candidate who will play a pivotal role shaping the future workforce of Defence's JOC Group. Working in an integrated team of APS, ADF and contractors you will lead a small technical team to provide JOC senior leadership clear, considered and strategic advice and reports. This position is responsible for leading and managing JOCs current and future APS workforce, including driving the strategic future growth and Culture of JOC group.

The EL1 Deputy Director Workforce and Culture role includes:

- Develop and implement targeted ADF/APS attraction and retention strategies to support workforce management.
- Identify and implement strategies to mitigate workforce risks and develop materials and documentation to support effective workforce management.
- Liaise with stakeholders to obtain workforce planning intelligence to support the development of workforce resources.
- Build and sustain relationships with a range of stakeholders across Defence and other organisations to achieve outcomes.
- Analyse workforce data and understand and monitor the impact of changes to the workforce over the short, medium and long term.
- Build, Maintain and implement the Culture plan across the Group.
- Supporting Defence Stakeholders with JOC workforce planning across the capability life cycle through the review of workforce plans.
- Plan and initiate activities in collaboration with key stakeholders to actively monitor the impact of change on the organisation, designing strategies to manage these impacts in a way that supports engagement, retention and an uplifting of skills, experience and impact.

Our Team

The Directorate of Workforce Planning is responsible for developing and shaping the workforce strategy for the JOC group under Defence guidelines and frameworks. The Directorate contributes to defining the business objectives and creating evidence-based workforce strategies, organisational structures and workforce plans required to support and enable effective and efficient activities, actions and operations (OAA). The planning and the management of the workforce within JOC Group. The Directorate partner with the JOC leadership and branches to proactively identify capability and capacity requirements to manage the supply of APS and ADF talent. From an operational perspective, the function delivers customer-focused human resources services to optimise the employment life-cycle experience at an individual and organisational level.

Our Ideal Candidate

The EL1 Deputy Director Workforce and Culture is accountable and reports to the EL2 Director Workforce Planning. The successful candidate will be a team player with highly developed communication and stakeholder management skills and someone who genuinely believes in collaborating both within and across organisational boundaries to achieve outcomes.

They will have a keen eye for detail and be innovative and self-motivated to prioritise and complete tasks within agreed timeframes. They will have the ability to work effectively in a small team with limited direction and will thrive in high performing team with competing priorities and deadlines. Most of all, they will be passionate about improving the workforce status of Defence's integrated workforce.

You must be able to obtain and maintain an NV2 Security Clearance. **Eligibility**

Security Clearance

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

Notes

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

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To Apply

Position Contact	Ms. Vaishali Goel, 02 5109 7273
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6CF5F985-2568-0499-D45E-D21AB4D6A2C3

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Defence

Vacancy VN-0731567

Department of Defence

Closing Date: Sunday 05 November 2023

NAVY
Fleet Command

Job Title	Torpedo Systems Engineer
Job Type	Full-Time, Ongoing
Location	Garden Island NSW
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	NAVY/10091/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=C46C88F7-95A4-3141-70F1-D21AB57A08B2>

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 field of weapons and combat system performance.

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 evaluation and data exploitation, including Machine Learning.

About our Team

Our people are expertly trained and leaders in the field. 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 Navy and ability to apply engineering/analytical skills to help Navy improve its warfighting effectiveness and minimise vulnerability to our 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:

- Naval Combat Systems, guided and non-guided munitions.
- Data acquisition systems.
- Development of analytic systems for performance evaluation (e.g. software, hardware and data professionals).
- Geographic information systems.
- Autonomous vehicles.
- Modelling and simulation.

The successful candidate will have engineering or scientific qualifications at Diploma level or higher with practical experience in the field of their primary qualification. Disciplines that are appropriate to these positions include:

- Electrical/electronic engineer/technician.
- Mechatronics.
- Mechanical engineering.
- Software development / Machine Learning
- RF Communication engineer/technician.

Eligibility

Mandatory Qualifications

The successful candidate will have engineering or scientific qualifications at Diploma level or higher with practical experience in the field of their primary qualification.

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	Phil Welling, 02 9537 5898 or 0402 264 740
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C46C88F7-95A4-3141-70F1-D21AB57A08B2

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Department of Defence

Closing Date: Sunday 05 November 2023

Joint Capabilities Group
ICT Operations Division

Job Title	JMPU Customer Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$80,487 - \$86,211
Classification	APS Level 5
Position Number	JCG/10063/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=35EA2A3E-83C1-C8A5-B26A-D21AED6D60D6>

Duties

The Role

Defence Mobility is seeking a motivated and high performing individual to support the team in providing ongoing mobility services to Defence. This includes the management of support requests for laptops, tablets and remote access to ICT services with a particular focus on supporting the push to talk phones and body worn cameras used by the Joint Military Police Units. You will work closely with a diverse range of stakeholders, including Australian Public Servants, Australian Defence Force Members, Contractors and our Industry Partners.

As an APS 5 ICT Customer Support Officer, you will be able to:

- Respond to support requests by providing information to enable problem resolution and promptly refer unresolved calls as appropriate.
- Communicate service and degradation issues to customers applying a range of customer service skills.
- Ensure that documentation is available and in appropriate format for those providing or receiving support.
- Understand and apply knowledge of the general features and capabilities of supported hardware and software products.
- Build and sustain effective working relationships with team members and actively participate in team work and group activities.
- Engage with relevant stakeholders and understand their expectations and concerns.

About our Team

The Defence Mobility Team is responsible for providing Mobility capability to Defence. This includes mobile phones, tablets, laptops, mobile applications, remote access solutions and mobile communication services across the various security classifications whether that be standalone or network connected.

It is our mission to deliver leading edge sovereign capability to support Defence's mission. Due to the classified nature of the work, our successful candidate will predominantly work on-site, but we

can offer unique, challenging and rewarding work, access to training, development and mentoring program and work life balance. Collectively we rely on each other's knowledge and strengths to achieve the end result.

Our Ideal Candidate

We are seeking a motivated, high performing and experienced Customer Support Officer to work alongside ICT Service Delivery Managers in the Defence Mobility Operational Support team. This role is ideal for someone with a can-do approach, with a strong understanding of Service Desk Operations and who enjoys working in a fast paced team and offering a high level of support to our end users.

Defence Mobility is a skilled and diverse team dedicated to the planning, delivery and support of Defence's ICT mobility capability and who values a diverse workforce and supports work life balance and offers flexible working arrangements.

As an APS 5 ICT Customer Support Officer, you will be able to:

- Assist in managing the service request catalogue queue with strong attention to detail and time management skills.
- Assist in the regular monitoring and analysis of performance metrics for user services and recommend innovative ways to continuously improve the user experience.
- Be able to work in a fluid environment by remaining flexible and negotiate outcomes while maintaining good stakeholder relationships.
- Have excellent verbal and written communications skills.

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	Sebastian Ford, 02 6266 7372
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=35EA2A3E-83C1-C8A5-B26A-D21AED6D60D6

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Defence

Vacancy VN-0731606

Department of Defence

Closing Date: Sunday 05 November 2023

NAVY
Fleet Command

Job Title	Torpedo Systems Engineer
Job Type	Full-Time, Ongoing
Location	Garden Island NSW
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	NAVY/09906/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=B94E161D-7272-87CC-6C2B-D21AEDF5F1AA>

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 field of weapons and combat system performance.

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 and data science and engineering.

The additional payment is a Building Defence Capability Payment (BDGP) 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

Our people are expertly trained and leaders in the field. 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 Navy and ability to apply engineering/analytical skills to help Navy improve its warfighting effectiveness and minimise vulnerability to our 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:

- Naval Combat Systems, guided and non-guided munitions.
- Data acquisition systems.
- Development of analytic systems for performance evaluation (e.g. software, hardware and data professionals).
- Geographic information systems.
- Autonomous vehicles.
- Modelling and simulation.

The successful candidate will have engineering or scientific qualifications at Diploma level or higher with practical experience in the field of their primary qualification. Disciplines that are appropriate to these positions include:

- Electrical/electronic engineer/technician.
- Mechatronics
- Mechanical engineering.
- Software development.
- RF Communication engineer/technician.

Eligibility

Mandatory Qualifications

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 6 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

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	Phil Welling, 02 9537 5898 or 0402 264 740
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B94E161D-7272-87CC-6C2B-D21AEDF5F1AA

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Defence

Vacancy VN-0731615

Department of Defence

Closing Date: Sunday 05 November 2023

Defence People Group
People Services

Job Title	Assistant Director Complaints Policy & Training
Job Type	Full-Time, Ongoing
Location	Amberley QLD, Canberra ACT, Melbourne VIC
Salary	\$111,441 - \$125,705
Classification	Executive Level 1
Position Number	DPG/10143/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=E5FE7789-A1D3-BE8A-577F-D21AEE82B719>

Duties

The Role

The (EL 1) Assistant Director - policy & training within HR Services Branch will exercise a considerable degree of independence and perform a leadership role. You will exercise sound decision making and judgement to provide expert advice, influence reform, make decisions and education as it relates to complaint handling.

You will be committed to providing great customer service, contribute to building organisational capability through education; proactively engage and communicate with stakeholders to identify, respond and provide advice in complex complaint situations, and provide policy and guidance as it relates to this complaint handling.

About our Team

The Privacy, Complaints and Resolution Team, within Defence People Group, are Responsible for management of APS Review of Actions, alternative dispute resolution, Defence Privacy Contact Office, and unacceptable behaviour policy, training and reporting.

The team coordinates Defence responses to external complaint agencies and represents the department at some external conciliations. We are trusted advisors in complaint handling and review mechanisms as well as deliver training and workshops across the Defence organisation. The team collaborate with colleagues across the Department in an integrated environment.

We are trusted to deliver current, clear, concise services with a trauma informed approach on matters relating to Privacy, Complaints and Resolutions

Our Ideal Candidate

The Assistant Director leads a small, high performing team within a complex HR environment, supporting compliant review processes, policy and training both internal and external to the Department.

- You will be customer focused and have the ability to manage relationships with multiple stakeholders, both internal and external to the department.
- You will have excellent written and verbal communication. Briefing through verbal and written communications is required.
- Essential to the role is proactive communication and leadership of a team responsible for delivering policy reform on complaint matters and support to drive optimum and sustained outcomes.
- We work in a fast-paced operational environment and the ability to meet tight deadlines, while managing competing priorities is essential.
- Successful applicants will have superior problem solving and time management skills and demonstrate resilience and the ability to lead a team delivering complex complaint services and support. Liaison and client responsiveness are critical features of these roles.
- Have a passion for, and experience in, Human Resources, policy development, complex complaint handling and/or Policy development role.
- Will be agile, innovative and demonstrate initiative and proactive customer service.

Eligibility

Security Clearance

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

Notes

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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	Angela Gilbert, 0427 481 511
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E5FE7789-A1D3-BE8A-577F-D21AEE82B719

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Defence

Vacancy VN-0731622

Department of Defence

Closing Date: Sunday 05 November 2023

Joint Capabilities Group
ICT Operations Division

Job Title	Customer Relationship Officer
Job Type	Full-Time, Ongoing
Location	Townsville QLD
Salary	\$80,487 - \$86,211
Classification	APS Level 5
Position Number	JCG/10156/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=DEB32CB8-A5C7-45CD-DA66-D21AEEA91BEA>

Duties

The Role

Customer Relationship staff are enthusiastic in establishing and maintaining productive working relationships between Joint Capabilities Group (JCG), Chief Information Officer Group (CIOG), Defence Enabler partners and Defence personnel, with the aim to provide CIOG with active representation of customer issues and requirements.

Customer Relationship staff also develop and execute Customer Engagement Plans to support targeted liaison and engagement

with Defence personnel to enhance their access to CIOG capabilities. If you have a passion for delivering excellence in customer service then we want to hear from you!

This position is located at Lavarack Barracks, Townsville, QLD and is a Face to Face Customer Service Position.

About our Team

The Directorate of Regional ICT Services (DRICTS) acts as the Joint Capabilities Group (JCG) representative for all 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 to Customer Success in JCG".

Our Mission is to advocate on behalf of our customers the efficient and effective delivery of Enabler Services with specific emphasis on JCG provided services across all regions both nationally and internationally with the intent on improving the customer experience.

Our Ideal Candidate

To accomplish their goal of enhancing customer experience, our ideal candidates will have:

- Strong interpersonal skills with the ability to communicate clearly and with influence.
- An appetite for creating positive change in a fast-paced environment.
- An innovative approach to work that applies holistic thinking towards the continuous improvement of our services.
- The ability to harness information to ensure support to strategic direction.
- The skills to identify and use resources wisely.
- A willingness to work independently and collaboratively as part of a high performing team.

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	Cara Indian, 0421 504 823
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DEB32CB8-A5C7-45CD-DA66-D21AEEA91BEA

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Defence

Vacancy VN-0731631

Department of Defence

Closing Date:Sunday 05 November 2023

ARMY
1st Division

Job Title	Business Intelligence Officer - Business Analyst
Job Type	Full-Time, Ongoing
Location	Townsville QLD
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	ARMY/10088/23
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=2B9D36EE-A38B-EE61-6D8A-D21AEF324723>

Duties

The Role
Headquarters 3 Brigade, based in Townsville NQLD, are seeking an APS 6 Business Analyst as part of our National Business Intelligence Network. As a core member, this position supports the operations area in 3 BDE and provides resource management expertise and analysis on all resource elements utilised (cash, ammunition, and rations). This position is a key enabling role for the headquarters, and incorporates resource budget management, planning, and analysis.

This role requires a level of adherence to governance in resource and budget management, as well as reporting within Army and to external stakeholders. Importantly, Army will be commencing the introduction-into-service of an Enterprise Resource Planning Program (ERP – Project ICT 2283) which will be developed and released incrementally from 2024 until 2029. An integrated ERP capability will help simplify, standardise, and integrate Defence’s business processes and ICT landscape, and this APS 6 – Business Analyst position will be central to achieving this new program.

About our Team
The team is part of Forces Command Business Analyst network. There are 23 APS Business Analysts across Forces Command, and staff are positioned at the headquarter level in each of our military organisations. These positions are part of an APS embedded workforce and work directly with Defence staff (predominantly Army).

Working closely with all units, these positions will undertake complex reporting tasks as well as managing in-year resources, and contribute to ensuring each unit has an integrated approach to governance risk and compliance. This approach is a critical element of Forces Command's operations, directly enabling Army to resource and execute the recruitment, training, and sustainment of land forces.

Our Ideal Candidate

This role will ideally suit a highly motivated and experienced individual with a background in business and resource management. The ideal candidate will also have experience in technical reporting utilising spread sheets and data inputs, and have an understanding of contemporary corporate governance.

To be the successful candidate for this position, you will need to demonstrate:

- Proven experience in the management of budgets and resources and corporate governance processes.
- Excellent communication skills.
- Auditing experience.
- Demonstrated analytical skills, and an ability to think strategically when solving problems.
- Experience with, or knowledge of, business intelligence systems.
- The ability to interact positively with internal Forces Command and as well as other Army stakeholders.

Eligibility

Security Clearance

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Mick Gordon, 07 4441 1682
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2B9D36EE-A38B-EE61-6D8A-D21AEF324723

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Defence

Vacancy VN-0731651

Department of Defence

Closing Date: Sunday 05 November 2023

Guided Weapons and Explosive Ordnance
GWEO Delivery Division

Job Title	Project Scheduler
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	GWEO/09548/23
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=866B158A-A26E-8F76-A44C-D21AF061BD73>

Duties

The Role

Do you have skills and experience in project scheduling? Or are you the type of person that thrives on being organised, is a quick learner and has excellent attention to detail?

An opportunity exists to be involved in planning and coordinating Australia's newest and most advanced air-launched guided weapons as an APS6 Project Scheduler within the Guided Weapons Explosive Ordnance Delivery Division.

Your responsibilities will require you to apply your project scheduling and data management skills and experience to assist in managing the life cycle of a range of weapon systems.

Every day will be different as you embrace opportunities to:

- Actively plan, develop, establish, schedule, engage and coordinate a range of products and projects in support of the service delivery of guided weapons and explosive ordnance for the Australian Defence Force.
- Exercise sound initiative and judgment in applying appropriate practices and procedures.
- Engage with defence and industry stakeholders in the delivery of key programs of work.

About our Team

Aerospace Explosive Ordnance System Program Office is an integral part of Explosive Materiel Branch within the Guided Weapons and Explosive Ordnance Delivery Division, which is part of the new Guided Weapons and Explosive Ordnance Group. Our team is made up of various disciplines, including engineering, maintenance and repair, project management, commercial,

logistics, and corporate enabling services.

We are located in Canberra (Brindabella Park), Penrith (Defence Establishment Orchard Hills) and Ipswich (RAAF Amberley) and our focus is to acquire and sustain guided weapons and munitions for the Australian Defence Force.

We are dedicated to providing our staff with a manageable and favourable work-life balance, and we support flexible working arrangements. We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally. We are committed to achieving a workplace culture that is inclusive and diverse; one, which directly reflects the needs, and scope of Defence's varied operational requirements. Our people are capable, innovative, committed and diverse. We support an inclusive culture, that emphasises respect and collaboration.

In Guided Weapons and Explosive Ordnance Delivery Division, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get with any other organisation. Other benefits include:

- 15.4% superannuation.
- Access to personalised professional development pathways, including opportunities for Defence-funded post-graduate study.
- Additional leave days between Christmas and New Year.
- Focus on work/life balance.
- Salary sacrifice opportunities.

Our Ideal Candidate

The right person for this role will be an individual who is able to demonstrate adaptability and flexibility to respond to the needs of their stakeholders in order to meet Defence outcomes. They will be required to work within a team, assisting project managers to meet their required outputs to achieve targets required by the Department of Defence. Our ideal candidate will be able to exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. They will provide planning and scheduling of air-launched weapons projects in line with Defences strategic plans.

Defence is committed to recruiting the right people, in the right jobs, at the right time. We are committed to building a diverse and inclusive workplace.

You will enjoy working in a team to come together and excel in order to achieve organisational objectives, whilst continuing to pursue your own self-development goals.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Sheena Stapleton, 02 5950 7578
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=866B158A-A26E-8F76-A44C-D21AF061BD73

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Defence

Vacancy VN-0731667

Department of Defence

Closing Date: Sunday 05 November 2023

Guided Weapons and Explosive Ordnance
GWEO Delivery Division

Job Title	Administration Officer
Job Type	Full-Time, Ongoing
Location	Penrith NSW
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	GWEO/10169/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=B8431D14-E811-598E-DB94-D21AF114304C>

Duties

The Role

Do you want to take your career to the next level?

Do you want to challenge yourself across some of the most complex and challenging projects in Australia, if not the world?

Do you want to enhance your Administration and Business Operations skills?

As an APS 6 Administration Officer, working in Explosive Materiel Branch (EMB) in the Department of Defence, you will be working on some of the most exciting and complex guided weapons and explosive ordnance products used by the Australian Defence Force.

You will spend your days:

- Coordinating and performing complex administrative and business support activities within an integrated and geographically dispersed team.
- Engaging and negotiating with stakeholders on complex issues to achieve business outcomes.
- Working collaboratively, building and sustaining effective relationships and providing constructive feedback.
- Resolving problems and implementing alternative courses of action.

Your organisational and stakeholder engagement skills will be key to allowing you to deliver outcomes. There may be some domestic business travel associated with this position. We currently have a vacancy located in either Penrith, NSW or Canberra, ACT.

About our Team

LEOSPO is an integral part of Explosive Materiel Branch, which is part of the new Guided Weapons Guided Weapons & Explosive Ordnance Delivery Division. Our team is comprised of various disciplines (including engineering, project management, commercial, logistics, and corporate enabling services). We are primarily located in Canberra and Penrith and our focus is on the acquisition, sustainment and disposal of EO products across a range of major ARMY project's supporting hundreds of Australian Defence Force weapons and platforms.

Explosive Materiel Branch is dedicated to providing our staff with a diverse, manageable, favourable work-life balance, and we support flexible working arrangements. We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally. We are committed to achieving a workplace culture that is inclusive and diverse; one which directly reflects the needs and scope of Defence's varied operational requirements.

EMB comprises approximately 560 dedicated employees performing requirements setting; contracting; procurement; international logistics; domestic manufacturing; item management and maintenance, and co-ordination of disposal activities.

EMB partners with domestic and international industry to deliver materiel capability to Defence, managing a multi-billion dollar portfolio of complex, high-profile acquisitions and sustainment activities to support the ADF.

Our people are capable, innovative, committed and diverse. We support an inclusive culture that emphasises respect and collaboration. In EMB, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get with any other organisation.

Other benefits include:

- 15.4% superannuation.
- Access to personalised professional development pathways, including opportunities for Defence-funded post-graduate study.
- Additional leave days between Christmas and New Year.
- Focus on work/life balance.
- Salary sacrifice opportunities.

Our Ideal Candidate

The Land Explosive Ordnance System Program Office (LEOSPO) within EMB is seeking an experienced Administration Officer to join our growing team who is able to:

- Respond to complex operational and business support related requirements whilst providing advice and services to achieve outcomes within defined timelines.
- Negotiate with, and manage others, to achieve business objectives.
- Consolidate and analyse data to inform stakeholders in a logical and well-presented manner.
- Coordinate and assist in the preparation of written submissions, briefs, inquiry outcomes, corporate reports, minutes and other correspondence for Defence and external stakeholders.
- Identify, anticipate and respond to stakeholders' needs and expectations to achieve continual improvement outcomes.

If you are someone who:

- Enjoys supporting challenging and complex business related activities.
- Is creative, organised and solutions focused.
- Is proactive in developing business improvement initiatives

Then this is the role for you!

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Vidoul Ev, 02 4726 1001
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B8431D14-E811-598E-DB94-D21AF114304C

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Defence

Vacancy VN-0731680

Department of Defence

Closing Date: Sunday 05 November 2023

Defence Intelligence Group
Australian Geospatial-Intelligence Organisation GME

Job Title	Geospatial Intelligence Team Leader
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Bendigo VIC
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	DIG/08027/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=960A69B2-33CB-91B3-7974-D21BA0438083>

Duties

The Role

Are you looking for a role that provides variety, challenging work and the ability to make a significant contribution to Australia's national interests? The Australian Geospatial-Intelligence Organisation (AGO) is seeking highly motivated candidates to fill several APS 6 Level positions. We are looking for people with a range of experiences.

Previous Geospatial-Intelligence (GEOINT) experience is not essential as formal and informal training opportunities will be made available. The current and expected vacancies advertised include 24/7 shift work opportunities and full time (37.5 hours per week) arrangements.

In these roles, you will be required to:

- Lead and conduct efforts to monitor and analyse global events;
- Lead efforts to link tactical work plans to strategic objectives;
- Develop policy advice on operational and strategic matters;
- Generate advice and briefing material for key stakeholders;
- Develop and maintain effective stakeholder relationships; and
- Manage a small team and be accountable for achieving outcomes within short timeframes.

These positions are tracked with 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 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

GEOINT Mission and Engagement (GME) Branch drives AGO's focus on mission and enables AGO to leverage unique capabilities to deliver GEOINT in support of Australia's national interests. We are recruiting specifically for GEOINT Team Leader roles in:

- AGO's 24/7 operations centre (AGOC);
- the GEOINT Mission Management team (GMM); and
- the Policy, Compliance and Governance team (PCG).

The AGOC provides Defence and the Australian Government with round-the-clock situational awareness through timely GEOINT products, briefs and advice. The AGOC collaborates with government and allied partners to achieve shared outcomes.

GMM drives AGO's delivery against whole-of-government priorities. They provide strategic direction for AGO and coordinate AGO's participation in the intelligence community's prioritisation and management cycle.

PCG provides operational advice to AGO staff and shapes AGO's position on strategic policy issues. They also ensure AGO remains compliant with Defence policies and Australian legislation, and manage AGO's complex corporate responsibilities.

Our Ideal Candidate

Our people provide critical support to decision-makers throughout government. You will work in a unique, challenging and dynamic environment. Our ideal candidate will be collaborative, curious and enthusiastic about supporting Australia's national interests.

You will need to:

- Understand the relationship between organisational goals and operational tasks;
- Exercise judgement and triage information to identify key factors that support decision making;
- Respond positively to tight deadlines and changing requirements in high-pressure situations;
- Build and leverage internal and external partnerships; and
- Communicate clearly, concisely and articulately with stakeholders and senior decision-makers.

Additionally: Successful applicants for positions within AGO's 24/7 operations centre will need to operate with minimal oversight, multitask and balance competing priorities. Candidates will also

need the ability and availability to work rotating shifts, including nights and weekends. This will attract shift worker penalty rates in accordance with the Defence Enterprise Agreement.

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>

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To Apply

Position Contact	Name Withheld, 03 4431 2976
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=960A69B2-33CB-91B3-7974-D21BA0438083

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Defence

Vacancy VN-0731686

Department of Defence

Closing Date: Sunday 05 November 2023

Defence Intelligence Group
Australian Geospatial-Intelligence Organisation GME

Job Title	GEOINT Shift Analysts
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Bendigo VIC
Salary	\$80,487 - \$86,211
Classification	APS Level 5
Position Number	DIG/10281/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D47E0EF8-E640-A4EE-8602-D21BA0D2BA68>

Duties

The Role

Are you looking for a role that provides variety, challenging work and the ability to make a significant contribution to Australia's national interests? The Australian Geospatial-Intelligence Organisation (AGO) is seeking highly motivated candidates to fill several APS Level 5 positions.

We are looking for people with a range of experiences. Previous Geospatial-Intelligence (GEOINT) experience is not essential as formal and informal training opportunities will be made available. The current and expected vacancies advertised are all 24/7 shift work opportunities.

In these roles, you will be required to:

- Support and conduct efforts to monitor and analyse global events;
- Support efforts to link tactical work plans to strategic objectives;
- Generate advice and briefing material for key stakeholders;
- Support and assist with maintaining effective stakeholder relationships; and
- Work within a small team and be accountable for achieving outcomes within short timeframes.

These positions are tracked with 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 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

Our people provide critical support to key decision-makers throughout government. You will work in a unique, challenging and dynamic environment. The Branch drives AGO's focus on mission, we lead the Defence Geospatial-Intelligence (GEOINT) community, we prioritise engagement with our partners and we develop policy to support GEOINT and ensure compliance with Australian legislation.

GME Branch supports and drives AGO's ability to leverage unique capabilities to lead the delivery of GEOINT in support of Australia's national interests. We are recruiting specifically for GEOINT Shift Analyst roles in AGO's 24/7 operations centre, within GEOINT Mission and Engagement (GME) Branch. We are a diverse branch with a workforce dispersed across Australia and the world.

AGO's 24/7 operations centre provides Defence and the Australian Government with round-the-clock situational awareness through timely GEOINT products, briefs and advice. AGO's 24/7 operations centre collaborates with partners throughout government and with allied partners to achieve shared outcomes.

Our Ideal Candidate

Our ideal candidate will be collaborative, curious and enthusiastic about supporting Australia's national interests.

You will need to:

- Gain and maintain an understanding of the relationship between organisational goals and operational tasks;
- Exercise judgement and triage information to identify key factors that support decision making;
- Respond positively to tight deadlines and changing requirements in high-pressure situations;
- Achieve results by leveraging internal and external partnerships; and
- Communicate in a clear, concise and articulate manner with a diverse range of internal and external stakeholders.

Successful applicants will work in AGO's 24/7 operations centre, and will need to operate with minimal oversight, to multitask and balance competing priorities to achieve results. Candidates will also need the ability and availability to work rotating shifts, including nights and weekends. This will attract shift worker penalty rates in accordance with the Defence Enterprise Agreement.

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>

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To Apply

Position Contact	Name Withheld, 03 4431 2976
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D47E0EF8-E640-A4EE-8602-D21BA0D2BA68

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Defence

Vacancy VN-0731701

Department of Defence

Closing Date: Sunday 05 November 2023

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Project Director - multiple positions
Job Type	Full-Time, Ongoing
Location	Fyshwick ACT, Russell ACT
Salary	\$129,391 - \$155,309
Classification	Executive Level 2
Position Number	CASG/10071/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=212CCCEC-E8A9-30C7-3C8D-D21BA21859ED>

Duties

The Role

Are you ready to lead integrated teams of professionals to deliver critical technology to protect the ADF on land, air or sea?

Are you a dynamic leader with a proven record of delivering complex projects in a fast-paced environment and who possesses

exceptional stakeholder engagement, communication and negotiation skills, with a proven history of building, maintaining and growing productive and empowered teams?

Three challenging but rewarding roles are available to draw on all of your experience, knowledge and leadership qualities:

- Project Director Joint Counter Improvised Explosive Devices leads the delivery of Counter Improvised Explosive Device capability to the ADF to address threats arising from operations.
- Deputy SPO Director AESA ensure the capability outcomes for Defence's International Active Electronically Scanned Array Export Program.
- Project Director Effects leads a complex program of work that delivers and sustains all aspects of the Nulka Decoy Capability to the Royal Australian Navy and supports activities for the United States Navy.

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 Electromagnetic Warfare and Intelligence Systems (EWIS) Branch under Joint Systems Division is an exciting and complex environment, offering a rewarding career in one of the most dynamic organisations within CASG. We deliver joint capability and work primarily on three areas: electronic protection, electronic support and electronic attack and seek to be recognised and respected as a centre of expertise and global leader delivering and supporting capability solutions in the EWIS and Active Electronically Scanned Array (AESA) radar domains.

A Merit Pool of highly suitable candidates will be established to fill similar vacancies that may occur within the next 18 months.

Our Ideal Candidate

Our ideal candidate will possess an extensive knowledge of project management (across acquisition and sustainment) and an ability to lead a team to deliver strategic capabilities. You will be responsible for a large, geographically dispersed and multi-disciplinary team across project, engineering, logistics and commercial activities to achieve capability outcomes for the ADF.

Key attributes and experience we are looking for:

- A highly engaged leader with highly developed emotional intelligence who is able to drive and deliver outcomes.
- A competent leader who will deliver endorsed capabilities on time, to budget and within the scope.
- An innovative and adaptive thinker who will accept accountability while taking a risk-based and flexible approach to delivering outcomes.

- A highly effective communicator, who is collaborative, agile and can effectively manage a highly integrated workforce.
- A confident leader who understands the audience and adjust their communication to provide advice in a clear and concise manner.

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.

Mandatory Qualifications

All three positions have the following security clearance requirements.

Position 1 – Negative Vetting 2 Security Clearance (NV2) The successful candidate will be required to attain and maintain a NV2 security clearance as a minimum but may require a Positive Vetting (PV) security clearance and therefore the successful candidate may need to meet PV eligibility requirements in the future.

Positions 2 and 3 - Positive Vetting Security Clearance (PV) The successful candidates will be required to undergo a PV security clearance. The successful candidates may be able to commence a role with a NV2 clearance however, failure to attain the PV security clearance may necessitate a role change.

Please ensure you understand the eligibility requirements for security clearance by visiting <https://www1.defence.gov.au/security/clearances> when considering these positions.

Notes

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

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To Apply

Position Contact	Teena Wallace, 02 5109 5188
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=212CCCEC-E8A9-30C7-3C8D-D21BA21859ED

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Defence

Vacancy VN-0731702

Department of Defence

Closing Date: Sunday 05 November 2023

ARMY
Forces Command

Job Title	Vehicle Technician
Job Type	Full-Time, Ongoing
Location	Townsville QLD
Salary	\$64,749 - \$80,071
Classification	
Position Number	ARMY/10126/23
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=5E081E37-2653-92A7-37DE-D21BA26B7BD5>

Duties

The Role

As a direct report to the maintenance section coordinator, you will be responsible for the provision of corrective and preventative maintenance to a wide variety of Defence vehicles and equipment. Your duties include but are not limited to; vehicle servicing, vehicle repairs, interpretation of technical data and documentation, compiling of technical inspection reports, liaising with industry partners, supervision of on-the-job trainees and junior tradespersons. You are also required to provide subject matter expert advice to the command team in order to maintain equipment capability and availability. This role also requires infrequent field servicing and repairs to be conducted in the local Townsville area. The role is based out of Lavarack Barracks Townsville.

About our Team

The maintenance team provide integral or close support to the 10th Force Support Battalion (10 FSB) vehicle fleet. The successful candidate will be a significant part of the workforce continuity within the workshop. The successful candidate will be required to work within and work to an ADF chain of command/supervision. 10 FSB affords the ability to work on unique and complex logistics equipment that is only held within the Battalion.

Our Ideal Candidate

An ideal candidate is a self-starter with heavy material handling equipment and mobile crane maintenance experience. They are able to work independently with good fault diagnosis and technical data interpretation skills that they can utilise to support the team and the organisation. This extends to the ability to brief and interact with ADF personnel on a daily basis. Defence experience and ICT literacy is desirable but not essential.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 3 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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

About the Department of Defence

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To Apply

Position Contact	Captain Angus Cutts, 07 3510 0661
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5E081E37-2653-92A7-37DE-D21BA26B7BD5

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Defence

Vacancy VN-0731709

Department of Defence

Closing Date: Sunday 05 November 2023

Defence People Group
Military Personnel Division

Job Title	Defence Member and Family Support - Helpline Worker
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	DPG/10193/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=1126C5C0-F735-3BCA-92FD-D21BA2FC8E63>

Duties

The Role

Are you an experienced human services practitioner?

Are you interested in supporting Command, Defence members and their families?

Would you like the opportunity to be part of a high functioning team?

Exciting opportunities exist within the Defence Member and Family Support (DMFS) National Intake Centre based in Deakin (The Defence Member and Family Helpline). We are looking for experienced Human Services Practitioners to staff our Helpline for Defence Members and their families. The Helpline has national and international reach dealing with military communities from many locations around Australia and in key posting locations overseas.

Working within a small team, your duties will include:

- Fielding phone and email enquiries in relation to military life.
- Providing proactive reach out as necessary.
- Making referrals to appropriate Defence, DVA and community services.
- Conducting assessments, delivering brief interventions and writing reports for Command.
- Supporting delivery of absence from home support, presentations and webinars where required.

About our Team

Work in a place where you are a valuable member of the team! Defence Member and Family Support (DMFS) Branch is a diverse and inclusive workplace which offers a broad range of programs and services to help Commanders, Australian Defence Force members and their families manage the military lifestyle. DMFS supports Defence families' self-reliance and capacity to engage with community agencies. The Defence Member and Family Helpline provides DMFS's 24/7 response and aims to promote active coping and family readiness and support to all three services – Navy, Army and Air Force. Helpline employees work in a self-managing team that is adaptable and responsive to the organisation's changing needs, tasks and directions. We offer a competitive remuneration package as well as a 24/7 rotating shift work roster and associated allowances. You will enjoy job security, access to personal and annual leave entitlements.

Our Ideal Candidate

We are seeking passionate and skilled professionals who possess tertiary level qualifications in human services (e.g. social work, psychology, counselling). You will have demonstrated

experience working with clients to undertake assessments, implement crisis intervention strategies if necessary, problem solve and develop plans to attain agreed goals. Your previous experience as human services practitioner included employing best practice brief interventions and case management processes in your practice.

Our ideal candidate for this role will:

- Utilise professional judgement in support of individuals needs and work from a customer centred framework.
- Have well developed counselling skills including client engagement, crisis intervention, assessment and the use of empathy.
- Be available to work on a roster system of different shifts over 7 days. The overnight shift is managed through a restricted telephone duty system.
- Be able to attain a 'Baseline' 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>

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To Apply

Position Contact	Cathy Davis, 0439 500 857
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1126C5C0-F735-3BCA-92FD-D21BA2FC8E63

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Defence

Vacancy VN-0731720

Department of Defence

Closing Date: Sunday 05 November 2023

Defence People Group
Military Personnel Division

Job Title	Defence Social Worker – ACT/SNSW
Job Type	Full-Time, Ongoing
Location	Bandiana VIC, Canberra ACT, Nowra NSW, Wagga Wagga NSW
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	DPG/10209/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=228A5272-AB4B-352D-0727-D21BA3468198>

Duties

The Role

Are you a Social Worker looking for a great work life balance in a supportive and inclusive team environment within the APS?

Exciting opportunities exist within the Department of Defence for qualified & experienced Social Workers with a minimum of 3 years practising experience.

The Defence Member & Family Support Branch (DMFS) are seeking Social Workers in various locations nationally to assist Defence families and capability.

Defence Social Workers:

- Provide social work services in a generalist practice framework, including comprehensive assessments, bereavement support, brief intervention and referrals to enhance the social functioning of Australian Defence Force personnel and their families.
- Provide support to Defence families to manage the military lifestyle and engage with their local services and communities.
- Provide training, psychosocial programs and detailed presentations to Defence members, their families and a variety of ADF Command teams.
- Develop strong relationships with the local community, Defence families and the Defence Organisation.

About our Team

Bring your skills and ambition to our team!

Defence Member and Family Support (DMFS) Branch is a diverse and inclusive workplace which offers a broad range of programs and services to help Commanders, Australian Defence Force

members and their families manage the military lifestyle. DMFS supports Defence families' self-reliance and capacity to engage with community agencies. Defence Social Workers provide support to all three services – Navy, Army and Air Force. The role requires working both autonomously and collaboratively within a dynamic multi-disciplinary environment with Military Support Officers, Defence Social Workers, Family Liaison Officers, an Educational Liaison Officer and a Business Support Officer. We offer a competitive remuneration package as well as options for a flexible work environment. You will enjoy job security, access to personal and annual leave entitlements as well as the ability to accrue flextime when required. Join our knowledgeable, high-achieving, experienced and fun team!

Our Ideal Candidate

We are seeking enthusiastic, energetic and motivated Social Workers to join our dynamic and encouraging, multidisciplinary team which provides support to Defence members and families. You will have strong written and verbal communication skills and proven ability to build and sustain positive relationships with team members, stakeholders and customers. Critical thinking and detailed report writing capability is a must.

Along with at least 3 years of practicing experience, our ideal candidate for this role will:

- Apply professional expertise in social work including short term case management, individual assessments and crisis intervention.
- Operate within the boundaries of organisational processes and policies to provide brief interventions, critical incident management, psychosocial assessments and social work reports.
- Utilise professional judgement in support of individuals needs and work from a customer centered framework.
- Possess strong stakeholder engagement, group work and presentation skills.
- Possess an ability to work independently, manage competing priorities and meet deadlines.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Trina Hill, 0497 546 016
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=228A5272-AB4B-352D-0727-D21BA3468198

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Defence

Vacancy VN-0731730

Department of Defence

Closing Date: Sunday 05 November 2023

Joint Operations Command
Headquarters Joint Operations Command

Job Title	EL 1 - Deputy Director Estate Manager
Job Type	Full-Time, Ongoing
Location	Harman ACT
Salary	\$111,441 - \$125,705
Classification	Executive Level 1
Position Number	JOC/10372/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=4A69661E-5086-6FF0-5C93-D21BA3DB7079>

Duties

The Role

The Deputy Director Estate Manager (DDEM) will lead the development and implementation of plans and procedures for Facilities Management, Workplace Health and Safety, Emergency Management and Security, to accord with the Defence Base Accountabilities Model. They will also manage Government Furnished Materiel in support of JCTB operations, including maintaining asset registers and reports.

The DDEM will support the implementation of strategies and solutions for transition of existing facilities and infrastructure to the new facility. They will assure that continued delivery of critical functions and deliverables in the event of disruption during the transition. After transition, they will be accountable for planning, managing and delivering a range of property-related activities as required by a broad stakeholder group, in accordance with relevant legislation, policy and procedures, to achieve Defence outcomes.

The DDEM will manage the requirements of all resident units, ensuring integrity of the facility and security is maintained.

About our Team

The Joint Collective Training Branch (JCTB) has primary responsibility for: planning and executing allocated joint and combined

training activities; providing simulation support to designated Defence exercises and activities; and enterprise-wide simulation product governance and coordination.

The JCTB comprises a diverse team of military and civilian Defence personnel and contractors, applying and promoting simulation and relevant technology to support Defence exercises and training.

JCTB works across a broad stakeholder group to deliver Defence's joint training outcomes.

Our Ideal Candidate

The ideal candidate will take on the work required to deliver the best outcomes for Defence. They will be willing to optimise and enable the use of the facility to deliver Defence outcomes. They will have the ability to achieve results by developing and nurturing internal and external relationships, to apply and build professional expertise, communicate with influence.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Justin Taylor, 02 5131 4722
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4A69661E-5086-6FF0-5C93-D21BA3DB7079

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Department of Defence

Closing Date: Sunday 05 November 2023

Defence People Group
Military Personnel Division

Job Title	Defence Social Worker - Townsville
Job Type	Full-Time, Ongoing
Location	Townsville QLD
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	DPG/10196/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=17E6F34E-3317-A715-3200-D21BDB241D02>

Duties

The Role

Are you a Social Worker looking for a great work life balance in a supportive and inclusive team environment within the APS?

Exciting opportunities exist within the Department of Defence for qualified & experienced Social Workers with a minimum of 3 years practising experience.

The Defence Member & Family Support Branch (DMFS) are seeking Social Workers in various locations nationally to assist Defence families and capability.

Defence Social Workers:

- Provide social work services in a generalist practice framework, including comprehensive assessments, bereavement support, brief intervention and referrals to enhance the social functioning of Australian Defence Force personnel and their families.
- Provide support to Defence families to manage the military lifestyle and engage with their local services and communities.
- Provide training, psychosocial programs and detailed presentations to Defence members, their families and a variety of ADF Command teams.
- Develop strong relationships with the local community, Defence families and the Defence Organisation.

About our Team

Bring your skills and ambition to our team!

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autonomously and collaboratively within a dynamic multi-disciplinary environment with Military Support Officers, Defence Social Workers, Family Liaison Officers, an Educational Liaison Officer and a Business Support Officer. We offer a competitive remuneration package as well as options for a flexible work environment. You will enjoy job security, access to personal and annual leave entitlements as well as the ability to accrue flextime when required. Join our knowledgeable, high-achieving, experienced and fun team!

Our Ideal Candidate

We are seeking enthusiastic, energetic and motivated Social Workers to join our dynamic and encouraging, multidisciplinary team which provides support to Defence members and families. You will have strong written and verbal communication skills and proven ability to build and sustain positive relationships with team members, stakeholders and customers. Critical thinking and detailed report writing capability is a must.

Along with at least 3 years of practicing experience, our ideal candidate for this role will:

- Apply professional expertise in social work including short term case management, individual assessments and crisis intervention.
- Operate within the boundaries of organisational processes and policies to provide brief interventions, critical incident management, psychosocial assessments and social work reports.
- Utilise professional judgement in support of individuals needs and work from a customer centered framework.
- Possess strong stakeholder engagement, group work and presentation skills.
- Possess an ability to work independently, manage competing priorities and meet deadlines.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Rachel Baker, 07 4430 3805
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=17E6F34E-3317-A715-3200-D21BDB241D02

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Defence

Vacancy VN-0731757

Department of Defence

Closing Date: Sunday 05 November 2023

Air Force
Air Command Australia

Job Title	81 Wing Information Systems Security Manager
Job Type	Full-Time, Ongoing
Location	Williamtown NSW
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	AF/09782/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=AD3EB5ED-4F7C-8D9B-EF44-D21BDC65DC43>

Duties

The Role

As the Information Systems Security Manager, you will work with a dedicated and motivated team to ensure the information security posture of multiple military units is maintained. Using dedicated systems, processes and procedures, you will be responsible for the information security of Australia's most advanced aircraft in the Royal Australian Air Force. They will rely on your information assurance to plan, prepare and execute their missions. Your role will have key outputs to ensure that the information security aspects of the facility remain accredited, secure and fit for purpose.

About our Team

In the Wing Headquarters, you will enjoy Australian Public Service conditions while working in a dynamic military environment which includes an attractive salary package and flexible, family-friendly working arrangements. Our staff have access to flexible working hours with opportunities for part-time and home-based work where possible. Defence provides a superannuation contribution of 15.4 per cent, higher than most industries, with the opportunity for you to make additional personal contributions.

Our Ideal Candidate

We are looking for a collaborator who will work alongside a highly motivated team to ensure the best outcome for information

systems security and information assurance which when maintained will facilitate the conduct of routine and operational flying missions. You will be working in a primarily uniformed workforce and across all levels of the organisation from the Commander to the aviators. You should be able to work with limited guidance, interpret high level policy and advice and ensure that procedures are followed across the organisation to maintain the integrity of information systems.

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	Michael Fox, 02 4078 0145
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AD3EB5ED-4F7C-8D9B-EF44-D21BDC65DC43

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Defence

Vacancy VN-0731767

Department of Defence

Closing Date: Sunday 29 October 2023

Air Force
ADFHQ-Office of Chief Air Force

Job Title	Event Planner
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	AF/10192/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=5899B725-4123-AC62-30D0-D21BDD04EC2A>

Duties

The Role

The Event Planner is responsible to Deputy Director Event Planning and works within the Event Planning team that coordinates, manages and executes events to achieve Air Force strategic intent and outcomes. Events include, but are not limited to, the biennial Air and Space Power Conference, Exercise Pitch Black International Observers group, the biennial Avalon International Airshow, Chief of Air Force Change of Command, and Senior Leadership Team farewell functions.

Your role:

- Perform a lead or support role in Directorate of Air Force Events (DAFE) events; managing the event from concept design to execution.
- Liaise with speakers, venues, contractors, government departments and agencies and DAFE event support staff to ensure the successful execution of DAFE events.
- Coordinate the finance and governance around simple procurement activities, hospitality and sponsorship arrangements for DAFE events.
- Draft Event Management Plans (EMP), run sheets, site plans, administrative instruction and other documents necessary to support DAFE Air Force Events.
- Draft event documents as required, for example, invitations, letters, DEFGRAMs to support planning for DAFE events.
- Develop guest lists as necessary for DAFE event/events including processing RSVPs and ongoing liaison with event attendees.
- Coordinate event equipment (banners, signs, programs). Work with Royal Australian Air Force (RAAF) Public Affairs, Strategic Communications, Head Quarters Air Command (HQAC) and Air Force Head Quarters (AFHQ) stakeholders.
- Develop event briefing packs for senior officers, escort officers, etc.
- Develop BLIs, SOPs and event templates as necessary to support DAFE events
- Be proficient in DAFE's event management software platforms and tools.

About our Team

Established in 2018 the Directorate of Air Force Events provides Air Force with one centralised area of expertise for the planning, management and delivery of significant Air Force events. These events typically involve the coordination of multiple Air Force units at on and off-base locations across Australia and are hosted by a star-ranked officer. Attendance will often include senior ADF, Vice-Regal, ministerial, parliamentary and international guests.

Our Ideal Candidate

We are searching for an energetic and highly motivated Events Officer who has corporate events experience from an agency or internal background. You will be responsible for every part of event preparations, such as choosing venues, approving menus, developing seating plans, and evaluating success afterward. To be successful in this role you will demonstrate a keen client service approach with a proven track record of delivering unique and creative experiences. Ideally you will have existing knowledge of local event suppliers and venues and will have a detail oriented and a hands-on work ethic.

You will be someone who loves brainstorming, thrives on variety and enjoys a challenge. You will be genuinely passionate about dealing with people and providing an amazing customer experience .As the Events Officer, you should be a self-starter, well-organized and possess a sound knowledge of vendor management. Excellent communication skills and attention to detail are vital in this role. You are someone who thrives in a fast paced, delivery focused environment, and you are comfortable working under pressure and with little supervision. **Eligibility**

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

Notes

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

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To Apply

Position Contact	Olivia Todkill, 0408 505 832
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5899B725-4123-AC62-30D0-D21BDD04EC2A

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Defence

Vacancy VN-0731768

Department of Defence

Closing Date: Sunday 05 November 2023

Defence People Group
Military Personnel Division

Job Title	Defence Social Worker
Job Type	Full-Time, Ongoing
Location	Amberley QLD, Mitchelton QLD
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	DPG/10224/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=424B838C-C2B2-34B5-43CA-D21BDD0E06FD>

Duties

The Role

Are you a Social Worker looking for a great work life balance in a supportive and inclusive team environment within the APS?

Exciting opportunities exist within the Department of Defence for qualified & experienced Social Workers with a minimum of 3 years practicing experience. The Defence Member & Family Support Branch (DMFS) are seeking Social Workers in various locations nationally to assist Defence families and capability.

Defence Social Workers:

- Provide social work services in a generalist practice framework, including comprehensive assessments, bereavement support, brief intervention and referrals to enhance the social functioning of Australian Defence Force personnel and their families.
- Provide support to Defence families to manage the military lifestyle and engage with their local services and communities.
- Provide training, psychosocial programs and detailed presentations to Defence members, their families and a variety of ADF Command teams.
- Develop strong relationships with the local community, Defence families and the Defence Organisation.

About our Team

Bring your skills and ambition to our team!

Defence Member and Family Support (DMFS) Branch is a diverse and inclusive workplace which offers a broad range of programs and services to help Commanders, Australian Defence Force members and their families manage the military lifestyle. DMFS supports Defence families' self-reliance and capacity to engage with community agencies. Defence Social Workers provide

support to all three services – Navy, Army and Air Force.

The role requires working both autonomously and collaboratively within a dynamic multi-disciplinary environment with Military Support Officers, Defence Social Workers, Family Liaison Officers, an Educational Liaison Officer and a Business Support Officer. We offer a competitive remuneration package as well as options for a flexible work environment.

You will enjoy job security, access to personal and annual leave entitlements as well as the ability to accrue flextime when required. Join our knowledgeable, high-achieving, experienced and fun team!

Our Ideal Candidate

We are seeking enthusiastic, energetic and motivated Social Workers to join our dynamic and encouraging, multidisciplinary team which provides support to Defence members and families. You will have strong written and verbal communication skills and proven ability to build and sustain positive relationships with team members, stakeholders and customers.

Critical thinking and detailed report writing capability is a must. Along with at least 3 years of practicing experience, our ideal candidate for this role will:

- Apply professional expertise in social work including short term case management, individual assessments and crisis intervention.
- Operate within the boundaries of organisational processes and policies to provide brief interventions, critical incident management, psychosocial assessments and social work reports.
- Utilise professional judgement in support of individuals needs and work from a customer centered framework.

Possess strong stakeholder engagement, group work and presentation skills.

Possess an ability to work independently, manage competing priorities and meet deadlines.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Elizabeth Rawson, 07 4571 3144
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=424B838C-C2B2-34B5-43CA-D21BDD0E06FD

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Defence

Vacancy VN-0731770

Department of Defence

Closing Date: Sunday 05 November 2023

Security and Estate Group
Service Delivery Division

Job Title	Contracting Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Brisbane QLD, Canberra ACT
Salary	\$80,487 - \$86,211
Classification	APS Level 5
Position Number	SEG/10214/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=DF32949B-E218-3D18-62B4-D21BDD125C70>

Duties

The Role

Are you looking to apply your contract management and procurement skills to support Defence capability? As the Contracting Officer, you will work closely with internal and external stakeholders, while using your skills and knowledge to support delivery of essential services to Defence. You will work independently with the opportunity for reasonable autonomy and be accountable for achieving your deliverables including procurement planning, evaluation, tendering and contract formation and management and finance. You will exercise both initiative and judgement in the interpretation and application of procurement policy and procedures.

This role will suit you if you:

- Enjoy internal and external stakeholder engagement

- Can adapt to change in a positive and flexible manner
- Are able to manage a high performing and diverse team
- Enjoy performing procurement and contracting activities including: approach to market documentation, tendering, evaluation, negotiation, probity support and contract management
- Are interested in providing finance support
- Are well organised and a team player

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 Defence Library Services and Service Centres (DLSSC) is part of the Defence Customer Service network (CSN) Network that comprises call centre, email and face-to-face customer services, archives, travel, publishing and library functions. The team provides supports to the Directorate in procurement, contracting and finance. You will be instrumental in managing contracts and procurement activities in support of our strategic objectives.

We are a dynamic Directorate, which is constantly improving the way we work, and the way we approach our work in order to improve the customer experience. We value our team and expect all members to demonstrate Leadership Behaviours. We are committed to ongoing learning, and will invest in your training and development to ensure your work with us is deeply rewarding, both personally and professionally.

Our Ideal Candidate

Our ideal candidate is a committed professional, who is adaptable and flexible to changing work priorities, and effectively responds to stakeholder needs, while contributing to the continuous improvement of the team. They possess strong organisational skills, a strong work ethic, and a desire to improve the world around them. The successful candidate will be highly motivated and able to support a team to achieve organisational goals whilst contributing to building a high-performance service delivery culture.

To be successful in the role, you will have:

- Experience in procurement and contract management
- Experience in applying Defence or equivalent procurement policy and practices and ability to interpret contract terms and conditions and identify key deliverables
- Financial administration skills/experience
- Excellent time management skills and ability to prioritise work under pressure, attention to detail
- An ability to work autonomously, and as part of a team
- Flexibility in approach, adaptable to changing priorities, and ability to deliver required outcomes with limited direction.
- You will be solutions focused, can 'think on your feet' and manage multiple and competing priorities in a calm and logical manner.
- Excellent communication skills, both written and verbal

- You will display initiative, good judgement and a positive, collaborative approach
- Willingness to learn and be challenged
- You will be self-motivated, and committed to professional development and business process improvement.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Trinh Tran, 03 9254 8699
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DF32949B-E218-3D18-62B4-D21BDD125C70

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Defence

Vacancy VN-0731783

Department of Defence

Closing Date: Sunday 05 November 2023

Associate Secretary Group
Defence Legal

Job Title	Paralegal
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$73,343 - \$86,211
Classification	APS Level 4;APS Level 5
Position Number	ASG/10198/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=5DD4EE4C-5F0A-20F4-CE2C-D21BDDA8433E>

Duties

The Role

General Counsel - Dispute Resolution & Litigation is seeking the services of a paralegal to assist with various tasks across the Branch.

This will include (but is not limited to):

- Responsible for obtaining and reviewing documents responsive to requests for information and Court orders for production of documents including subpoenas, notices to produce, notices for non-party production and summons.
- Liaising with external parties and internal Defence stakeholders.
- Working closely with a Deputy General Counsel – Dispute Resolution & Litigation, senior and junior lawyers to provide administrative support in relation to file management, conducting legal research, assisting with discovery in accordance with court timetables, as well as day-to-day legal support.
- Assisting with preparing applications for legal assistance pursuant to Appendix E of the Legal Services Directions 2017 (Cth).
- Processing invoices and managing financial registers, including in relation to Appendix E applications.
- Monitoring group inboxes, attending to filing, delivering legal documents, opening/closing legal files and other ad hoc administrative tasks.

About our Team

Defence Legal is a culturally diverse and inclusive organisation. It is a critical enabler that provides legal services to the Department of Defence, including the Australian Defence Force. The legal services provided by Defence Legal cut across broad ranging issues that contribute to the capability of Defence achieving its mission to defend Australia and its national interests in order to advance Australia's security and prosperity. General Counsel - Dispute Resolution and Litigation (GC-DR&L), within Defence Legal, provides strategic legal advice on all litigation and dispute resolution, on behalf of Defence. GC-DRL is an integrated team of APS lawyers, paralegals, contracted lawyers and administrative staff. The team works on significant litigation matters and regularly works to Court deadlines.

Some of the main streams of work in GC-DRL are:

- Managing claims against the Commonwealth including inquests, contractual disputes, commercial claims, personal injury claims, work health and safety matters (including prosecutions), judicial review challenges, debt recovery actions and compensation claims.
- Responding to court orders such as subpoenas and summonses, legislative requests and police requests and search warrants.
- Managing common law compensation claims relating to alleged historic abuse.
- Managing litigated and non-litigated claims relating to Defence's historic use of aqueous film forming foam containing per- and poly-fluoroalkyl substances.

Our Ideal Candidate

Our Ideal Candidate will:

- Be an honest, ethical and professional individual who uses initiative and possesses the ability to work in a fast-paced environment and manage competing priorities.
- Have an eye for detail and accuracy and have good technology skills.
- Work well in a team-based environment and can work independently when the need arises.
- Be able to demonstrate that you are a key contributor to the achievement of legal service delivery excellence within the Department of Defence.

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	Megan Willoughby, 02 6132 7906
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5DD4EE4C-5F0A-20F4-CE2C-D21BDDA8433E

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Defence

Vacancy VN-0731793

Department of Defence

Closing Date: Sunday 12 November 2023

Joint Capabilities Group
Joint Logistics Command

Job Title	Regional Fleet Manager - B Vehicles
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$80,487 - \$86,211
Classification	APS Level 5
Position Number	JCG/10202/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=68A9C551-DBA9-53FD-7EDD-D21BDE1D8702>

Duties

The Role

The B vehicle Regional Fleet Manager is required to:

- Coordinate the delivery of preventative and corrective maintenance to allocated materiel logistics platforms and systems in accordance with legislative and organisational requirements.
- Monitor, analyse, develop, implement and maintain materiel logistics plans, processes and procedures related to the maintenance support system for allocated systems.
- Provide advice and support to the materiel logistics team to maintain the effectiveness and efficiency of the maintenance support system for allocated systems.
- Draft responses to complex correspondence, briefs and reports for higher delegate consideration.
- Build and sustain effective relationships with team members and actively participate in team work and group activities.
- Work collaboratively, operate as an effective team member and provide constructive feedback.
- Investigate and resolve problems using expertise, taking the initiative to identify alternative courses of actions.
- Interpret and comply with legislative, policy, regulatory frameworks and organisational objectives.

About our Team

Material Maintenance within Joint Logistics Unit – South, is responsible for varying levels of Defence Land Material maintenance in the South Australian region. You will be part of a commonwealth team consisting of a peer group of technical managers and logistical support personnel. The maintenance facilities and workforce are supported by Australian Industry Partner contractors including personnel managers, technical administrators, trades people and warehousing personnel. All members work in a cohesive shared environment with a reputable team and customer focused culture.

Our Ideal Candidate

The preferred candidate will have:

- A thorough and progressive understanding of vehicle fleet management principles whilst adhering to budgetary requirements.
- Experience using Computer Maintenance Management System (CMMS) to enhance Work Order management and trend analyse to optimise fleet availability, to support vehicle fleet management.
- Strong stakeholder focus and will require direct liaise with customers, suppliers and the maintenance contractor.
- The successful candidate will build and maintain positive relationships with key stakeholders to facilitate effective contract relationship management and achieve the most appropriate and desirable outcomes for the organisation.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Jason Smith, 08 7374 4535
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=68A9C551-DBA9-53FD-7EDD-D21BDE1D8702

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Defence

Vacancy VN-0731800

Department of Defence

Closing Date: Sunday 05 November 2023

Capability Acquisition and Sustainment Group
CASG Business Management

Job Title	Learning Contracts Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	CASG/10183/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=9C48C247-AAB3-D529-83A5-D21BDE426D5E>

Duties

The Role

As the Learning Contract Officer, you will be embedded with the Capability Acquisition and Sustainment Group (CASG). You will be accountable under broad direction to perform and achieve complex learning and development work within an integrated and dynamic workforce. A key element of your role will be to work closely with internal and external stakeholders, providing support and advice on learning contract content, delivery and management of corporate learning programs.

This opportunity will see you:

- Lead and coordinate contract delivery for a suite of contracted learning and development providers in a high profile and impactful environment.
- Apply initiative and judgment in the interpretation of policy related to sourcing and delivery of corporate learning programs.

- Exercise autonomy and accountability to manage contracts on Defence panels, including working closely with procurement and finance areas to establish and manage learning providers.
- Manage a suite of diverse learning contracts, working closely with the internal learning team and business stakeholders to achieve work area and agency goals.
- Provide expert advice to influence business decisions using your knowledge of learning and development products, services, policies and systems.
- Defence is committed to assisting employees with flexible working arrangements.

About our Team

Why Choose Us?

This role will see you perform purposeful work, coordinating a range of activities that gives you the opportunity to source, deliver and manage a suite of corporate learning programs for CASG. Providing you with exposure to a multifaceted business and continuous professional development.

If you are seeking to work flexibly, we strongly encourage you to apply! At the Department of Defence, the opportunities are endless:

- A competitive remuneration package that helps with the little, and not so little, things in life.
- Defence is full of exciting work opportunities you won't find anywhere else.
- Defence invests heavily in developing the expertise of our people to ensure that everyone has the opportunity to work with great leaders and in great teams to deliver great capability.
- We know that as much as you may love your job, it's important to be able to get away. We provide generous leave entitlements for whatever happens in life.
- We provide a range of wellbeing programs dedicated to supporting you and your family through whatever work and life have to offer.
- We empower you to work in a way that reflects your circumstances and your lifestyle.

If this role sounds exciting and you have a passion for learning and development contract management, we want to hear from you! We are looking for talented individuals with a growth mindset. APS and/or Defence experience is not required for this role.

Our Ideal Candidate

Ideally you have experience in a learning environment and have acquired contracting and procurement knowledge as your learning career has grown.

To thrive in this opportunity, you will:

- Have experience and expertise in, sourcing appropriate providers, establishing learning deliverables and delivery end-to-end learning contract management processes.
- Demonstrate or have the ability to develop an understanding of relevant legislation, including compliance of Public Governance, Performance and Accountability (PGPA) Act and the Commonwealth Procurement Rules (CPRs).
- Provide strategic advice, support and guidance on learning contract questions, ensuring decisions are governed by the application of regulations and align with best practice principles and procedures.
- Foster and maintain stakeholder relationships, escalating issues and providing regular updates on key activities, risks, performance and priorities.
- Lead a small team by setting priorities through clear and consistent communication. Fostering a diverse and cohesive team to deliver quality outcomes.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Fitz Olivares, 02 5108 8867
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9C48C247-AAB3-D529-83A5-D21BDE426D5E

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Defence

Vacancy VN-0731825

Department of Defence

Closing Date: Sunday 05 November 2023

Security and Estate Group
Service Delivery Division

Job Title	Assistant Director Estate Management & Planning
Job Type	Part-Time, Ongoing
Location	Duntroon ACT
Salary	\$111,441 - \$125,705
Classification	Executive Level 1
Position Number	SEG/10222/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=8678286E-E03F-3E34-F6A6-D21BDEC29530>

Duties

The Role

The EL 1 Assistant Director Estate Management & Planning is accountable under broad direction to perform and achieve complex to very complex estate planning and development work within an integrated workforce. They will require an in-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

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

You will be accountable to plan, lead and manage a range of human and physical resources and exercise the associated people and financial responsibilities to achieve business outcomes. You will manage a team, develop and implement work plans, set performance indicators, review individual, team and business performance, and identify opportunities for innovation and continuous improvement. You will set work that aligns with the strategic objectives of the organisation and communicate expected outcomes.

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

This position has people management responsibility and as such you will be required to exercise your people management skills and knowledge to lead a high performing and cohesive team.

This is a part-time job share position up to 22.5 hours per week. Actual workdays and arrangements will be negotiated with the successful applicant.

About our Team

The Department of Defence, Security and Estate Group has an ongoing, Part Time, Job Share vacancy for Executive Level 1 (EL1) Assistant Director, Estate Management and Planning. The A/D Estate Management and Planning will lead a technical team in supporting construction and infrastructure projects across the Defence Estate in the ACT.

The team informs the planning process, supports and assists project teams through the project lifecycle, by providing local technical Estate and policy knowledge, and guidance on legislative and other requirement, to ensure project delivery. At times this requires complex problem solving and issues management and may include sensitive projects that impact on strategic, political or operational outcomes for Defence. This role works within a framework of legislation, Standards, established principles, work practices and procedures.

We value our team and expect all members to demonstrate Leadership Behaviours. Our team demonstrate and encourage initiative in problem solving and innovation. We are an evolving Department which is constantly improving and undergoing change to the way we work and the way we approach our work.

Our Ideal Candidate

This role may suit you if:

- You enjoy being a leader and have experience building teams and developing individuals, you are comfortable providing coaching and mentoring.
- You thrive in a fast paced environment where you're given latitude to manage multiple responsibilities, and you are able to engage with policy makers and technical experts to make high level strategic.
- You are a skilled networker, able to develop relationships across disciplines in a large complex.
- You thinking strategically yet enjoy learning the technical aspects that relate to your subject matter, to provide accurate advice and support to stakeholders.
- You are seeking a Part Time position.

We are seeking to engage people with the following:

- Strong leadership skills, the ability to plan, lead, and manage resources and achieve strategic outcomes. Effective people management skills are essential. Experience with stakeholder management and a high level of emotional intelligence and an ability to influence others to achieve
- A positive and inclusive approach to working as part of a geographically dispersed team in a large and complex organisation that relies on a high level of written and verbal communication.
- Commercial or public sector facilities management experience, and an understanding of the delivery of.
- A Degree qualification in a related discipline would be advantageous, however we do acknowledge equivalent skills demonstrated in related disciplines and Leadership.

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	Andrew Horrigan, 0434 667 344
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8678286E-E03F-3E34-F6A6-D21BDEC29530

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Defence

Vacancy VN-0731838

Department of Defence

Closing Date: Sunday 05 November 2023

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Governance Manager
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$111,441 - \$125,705
Classification	Executive Level 1
Position Number	CASG/10185/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=4E56CA5D-4115-EA23-C244-D21BDF535C81>

Duties

The Role

- Are you interested in applying your governance skills to support the acquisition and delivery of critical, cutting edge Army command & control capabilities?
- Does supporting multi-billion dollar projects sound exciting to you?
- Would you like to be part of a dedicated, collaborative and high performing team?
- Do you value a diverse workforce that promotes a positive workplace culture, supports work life balance and offers flexible working arrangements?

Land Command, Control, Communications & Computer Systems (LC4S) Acquisition Systems Program Office (SPO) Head Quarters (HQ) Governance & Strategy team is seeking a highly motivated and skilled Governance professional. The EL 1 Governance Manager will be part of a small collaborative team, providing support to multiple LAND projects under direction of the EL 2.1 SPO Director.

The role is fast paced and requires sound problem solving and communication skills, effective organisational and recordkeeping skills and a responsive approach to dealing with stakeholder

enquiries. The role will lead the Governance & Strategy team who support approximately 200 personnel across the SPO in: financial management, project governance, quality management, coordination of high level tasks, reporting policy development & support and staffing items to the SPO Director and Branch Head for clearance.

Liaison with both internal and external stakeholders is core to the role. We are looking for someone who is approachable and demonstrates a high level of professionalism and is committed to developing positive working relationships. You will enjoy Australian Public Service conditions which includes an attractive salary package, a superannuation contribution of 15.4% and access to flexible working hours with opportunities for home based work.

Defence also provides employees with the option to undertake further studies/training and are committed to the personal and professional development of our staff. Working with us will provide you the opportunity to advance your career, whilst actively playing a role in supporting Army and ADF operations for the safety and security of all Australians. We welcome you to apply and join our team!

About our Team

Working to support Acquisition projects within the LC4S Branch under Joint Systems Division (JSD) is an exciting and complex environment that offers a rewarding career in one of the most dynamic organisations within CASG. The Acquisition SPO HQ team is made up of two sub teams – Business Management & Governance and Strategy – the SPO HQ works together to provide support across a number of acquisition projects.

The HQ Governance & Strategy team will utilise their administrative, financial, governance and quality management skills as well as their problem solving strategies to support Defence projects in maintaining cutting edge communications capabilities. These capabilities are critical for the Australian Defence Force to equip the Joint force in order to meet their operational challenges into the future.

Our Ideal Candidate

The Joint Systems Division within CASG is a world leading complex enterprise with a heavy dependence on information technology and its personnel. We are not only looking for highly competent professionals, but also for collaborators, contributors, communicators and team players to join our integrated workforce.

Key attributes and experience required:

- Highly motivated, organised and proactive team
- Experience leading administrative/governance/quality management roles leading a team and supporting other work areas.
- Sound initiative and judgement in the interpretation of policy and the application of practice.
- Ability to generate and maintain systems that measure quality performance and compliance against established standards.
- Excellent communication skills and proven ability to liaise with various stakeholders regarding complex issues.
- Demonstrates leadership qualities, values teamwork and performs well in a diverse and integrated environment.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Stewart Jenkinson, 03 8531 9083
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4E56CA5D-4115-EA23-C244-D21BDF535C81

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Defence

Vacancy VN-0731851

Department of Defence

Closing Date: Sunday 05 November 2023

Army
Forces Command

Job Title	Production Manager
Job Type	Full-Time, Ongoing
Location	Puckapunyal VIC
Salary	\$73,343 - \$80,071
Classification	APS Level 4
Position Number	ARMY/10242/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=F5AD52C2-9E9E-C33A-1BEE-D21C163B58E6>

Duties

The Role

The APS 4 Production Officer is responsible for managing the SOArmd fleet of vehicles. The position manages vehicle maintenance, breakdown/repairs and liaison with external service maintenance providers JLU(V) and white fleet to support the Directed Training Requirements of the SOArmd.

- The position is responsible for MILIS reporting including interrogating data to provide historical information and program advice to SOArmd staff.
- The position supports Introduction to Service Trials and provides technical information to CASG Tech Advisors and FORCOMD.
- The incumbent attends Commanding Officer, Operations and Tech conferences as required.

About our Team

The School of Armour (SOARMMD) is part of the Mounted Combat Faculty which sits within the newly formed Land Combat College. It is Army's centre of excellence for the delivery of mounted combined arms Armoured Fighting Vehicle (AFV) training; ab-initio through to instructor. The School of Armour delivers realistic combined arms AFV training to soldiers and junior officers which prepares them with the skills required to operate in a foundation warfighting environment.

Our Ideal Candidate

SOARMMD is seeking an APS4 Production Manager to provide function specific administrative support to the SOARMMD Headquarters Command Team; specifically Fleet Management Cell. The successful applicant will work as part of the SOARMMD Headquarters. They will be responsible for the initiation, co-ordination, and prioritisation of all technical maintenance requirements via JLU (V) across all Fleets of Vehicles held by SOARMMD; in consultation with Operations Officer, Artificer Sergeant Major (ASM) and Logistics Warrant Officer (LOGWO).

The ideal candidate will have excellent customer service skills combined with a high level of administrative and organisational ability, well-developed oral and written communication and time management skills. The majority of the tasks will be office based, therefore a high level of computer competence is required and the ability to establish effecting working relationships, maintain confidentiality and work as part of a command team. As an APS4, a level of supervisorial skills will also be needed.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	WO1 John Miller, 03 8531 6736
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F5AD52C2-9E9E-C33A-1BEE-D21C163B58E6

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Defence

Vacancy VN-0731852

Department of Defence

Closing Date: Sunday 29 October 2023

Army
ADFHQ-Office Of Chief of Army

Job Title	ICT Business Architect - ARMY
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$111,441 - \$125,705
Classification	Executive Level 1
Position Number	ARMY/10250/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3273D501-FC91-EF91-E381-D21C16D10969>

Duties

The Role

The successful candidate will be Army's lead business architect with a scope of activities that includes helping the organisation achieve targeted business outcomes related to: increasing our competitive advantage, optimising our investments, and mitigate risks. You will focus on supporting the development of the business strategy and develop the business architecture of the organisation as a whole. Your focus is to:

- Strategically guide the design and realisation of Army's business and operating models.
- Identify and guide our people, processes and technology requirements to execute the operating models.
- Support organisational change and investments in response to external forces and toward achieving targeted business outcomes.
- Create business architecture deliverables that clarify strategic intentions, identify business outcomes, explore implications, impacts and risks.
- Help our executive to apply, monetise and operationalise existing, new, and emerging technologies to transform and optimise business and operating models.
- Align business and IT.

About our Team

Directorate Business ICT is part of the digital capability within Army that provides technical advice on the current & future requirements of Army's Information management, Technology and Business Systems. We support people, preparedness and Land capability systems to be Ready Now, whilst improving Army's competitive advantage. Our vision is to be a digitally enabled organisation, effectively balancing capability risk and costs, to deliver outcomes through the improved utilisation of technology, processes and data. The digital enablement of the soldier is supported through four key areas:

- Army ICT Program of Works,
- Digital products and applications,
- Processes optimisation and transformation, and
- Delivery of Land Support ICT

Your team will be part of a new Architectural function within the digital capability Army and will be pivotal in ensuring that the targeted investments are aligned to the Army business plan and its

stated objectives.

Our Ideal Candidate

Capable of understanding and navigating the personalities, obstacles and politics of a higher HQ.

- Able to communicate, influence and persuade — both business and IT leaders, as well as peers. Uses the language of business leaders.
- Trusted and respected as a thinker who can influence and persuade business and IT leaders, and maintain a high level of customer trust and confidence.
- Highly collaborative and supportive of Army and the centrality of the Soldier.
- Comfortable, experienced and accomplished at working with business executives, and able to push back in a professional manner.
- Unbiased towards products, technologies and vendors used or considered.
- Motivated by long-term results and achieving targeted business outcomes.
- Highly innovative with aptitude for foresight, and design and systems thinking.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Rowan Clayton, 02 5131 3255
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3273D501-FC91-EF91-E381-D21C16D10969

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Defence

Vacancy VN-0731853

Department of Defence

Closing Date: Sunday 29 October 2023

Associate Secretary Group
Enterprise Transformation and Governance

Job Title	Assistant Director Web Projects
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$111,441 - \$125,705
Classification	Executive Level 1
Position Number	ASG/10084/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D78A0DA3-D2B0-688E-022D-D21C16DF3D5B>

Duties

The Role

The Assistant Director Web Projects leads a team of professionals delivering web projects, services and expert advice to internal stakeholders, building organisational capability via the creation of optimised web user experiences.

The Assistant Director works closely with content owners distributed across Defence to providing direction on audience engagement strategies and steering the delivery of enterprise web solutions. They will have the ability to understand user needs and business objectives, aligning operational activities in order to translate them into user-centered web experiences.

The Assistant Director will harness information and opportunities to improve the user journey and the user experience of web audiences. They will contribute their expertise to the continuous improvement of the enterprise web environment via the provision of exceptional customer service, governance and training that guides the efficient and effective delivery of digital initiatives.

About our Team

Enterprise Web is in the Enterprise Transformation Branch in the Enterprise Transformation and Governance Division. Enterprise Web is a team of web experts, including web designers and developers, web content and audience engagement strategists, and web content publishers. The team works collaboratively and with a mindset of continuous improvement to optimise the user experience of Defence websites and support efficient delivery of web communication.

Our Ideal Candidate

The Assistant Director will be a confident leader of people, capable of managing difficulties, celebrating successes and building a culture of inclusion and respect with their team.

They will have extensive experience in digital technologies, a passion for user research and digital design, a commitment to web standards, the ability to develop information architecture and produce content, and experience with wire-framing and prototyping digital solutions.

The Assistant Director will be responsible for proactive data monitoring and analysis, in order to provide evidence-based strategic insights and recommendations regarding content performance, search engine optimisation, quality assurance and standards compliance.

They provide strategic and operational leadership related to the governance and efficient management of the immense Defence

enterprise web environment. They have the opportunity to positively influence both the internal and external customer experience.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Leanne Shorb, 02 6155 9176
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D78A0DA3-D2B0-688E-022D-D21C16DF3D5B

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Defence

Vacancy VN-0731856

Department of Defence

Closing Date: Sunday 05 November 2023

NAVY
Navy Capability

Job Title	Manager Quality, Information and Knowledge Management
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	NAVY/10093/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=FDC2A526-2314-9252-EDBA-D21C1739053B>

Duties

The Role

The Maritime Domain Support Branch is seeking a high performing and motivated APS 6 data and information manager. In this role you will work to improve the management of program data in corporate systems used by the Branch. You will look to create and standardise performance reports that identify our compliance with expected standards. You will play an important role in supporting data-driven decision making within the Navy Capability Division.

About our Team

his role sits within the Maritime Domain Support Branch (MDSB) within Navy Capability Division. MDSB supports the Head of Navy Capability to establish requirements for and then acquire future maritime capability.

Our Ideal Candidate

Our ideal candidate will have experience in the development and implementation of data quality strategies, creation of data dictionaries and review of datasets for completeness and accuracy. You understand and can progress the principles of data governance, data security and accessibility and are familiar with data management plans and processes.

You have 3+ years of experience working as a data analyst or in a data related role. You understand data management best practice, risk and controls, and have excellent problem-solving skills. Experience in data visualisation tools such as Power Bi or Tableau will be well regarded.

This is a unique opportunity for leading, stewarding, and promoting Naval Capability Division (NCD) data quality efforts, including building stakeholder relationships and championing data quality within the Division. The position is largely self-directed and has significant autonomy and will also work closely with an important and growing in house data analytics team.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	John Liew, 02 5130 4101
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=FDC2A526-2314-9252-EDBA-D21C1739053B

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Defence

Vacancy VN-0731857

Department of Defence

Closing Date: Sunday 05 November 2023

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Integrated Logistics Officer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	\$80,487 - \$86,211
Classification	APS Level 5
Position Number	CASG/10226/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=96809677-3C58-63E0-21CC-D21C1731663E>

Duties

The Role

The APS 5 ILS Officer - Acquisition role within Army UAS Project Office (AUASPO) will be accountable under limited direction to perform complex material logistics work within an integrated workforce. They require a well developed understanding of relevant legislative frameworks, government decision-making and Defence's mission and policy requirements.

The APS 5 ILS Officer will work within a relatively small team of APS, ADF and Contractors with the opportunity for reasonable autonomy and accountability. They will be one of the Materiel Logistics subject matter experts in the Project Office and will perform various Acquisition and Introduction Into Service logistics duties to ensure the delivery of safe and effective capability for Army Aviation as established through Materiel Acquisition Agreements, Acquisition Contracts and Product Management Plans.

Routine duties will include:

- Assist with Items of Stock (IOS) Acquisition Acceptance, specifically:
- Liaise and assist with industry Supplies Acceptance Certificate (SG1) submissions.
- Register SG1 and conduct pre-Acceptance logistics checks.
- Coordinate and conduct inspections (e.g. Aircraft Component Receipt Officer).
- Codification, Cataloguing and Item Of Stock (IOS) management:
- Manage IOS Codification and Cataloguing in consultation with Defence Industry and the National Codification Branch.
- Act in the best interests of the Commonwealth and provide excellent stewardship of assigned IOS to maximise efficiency, effectiveness and value for money.
- Bring any matters that adversely impact on the efficient and effective management of assigned IOS to the attention of the relevant Product Manager or APO Director.
- Conduct Logistics Governance and Assurance, specifically:
- Confirm supplied items and quantities are in accordance with quotes/contracts.
- Verify items in MILIS/ERP, and coordinate and conduct stocktakes.
- MILIS/ERP account management and governance.
- Draft and data-manage formal logistics correspondence for AUASPO.

The APS 5 ILS Officer will coordinate and contribute to the work of the AUAS APO Integrated Logistics Management team. They may be accountable to set work priorities, allocate work and manage workflows and performance. They will be required to engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve APO outcomes.

About our Team

The Cargo Helicopter and Uncrewed Surveillance Program Office (CHUSPO) delivers through-life support for the CH-47F Chinook and Army Aviation System Branch supported fleets of Uncrewed Aerial Systems (UAS). The Program Office is made up of the Cargo Helicopter Management Unit (CHMU), the Uncrewed Aerial Systems Management Unit (UASMU), the Engineering Management Unit (EMU), the Army Uncrewed Aerial Systems Project Office (AUASPO) and the Business Management Unit (BMU).

AUAS APO is the primary acquisition agency supporting Army's UAS capability requirements. We manage and deliver the acquisition of a range of UAS, including operator and aircrew UAS training systems for Army, and work with industry to understand the latest developments in UAS technology and applications.

Our Ideal Candidate

Our ideal candidate will be a strong team member, with a detailed understanding of Defence Logistics practices, policy and regulatory requirements.

To achieve high quality outcomes, the following attributes and skills will be key to the role:

- Adaptability, resilience and flexibility;
- Strong written, interpersonal and verbal communications skills to communicate logistics requirements through detailed written documents or oral presentations;
- Understanding of Defence processes and procedures to contribute to the development Integrated Logistics Support Concepts, Analyses and Plans;

- Ability to contribute to the development of acquisition materiel logistics plans; and
- Engagement skills to liaise and maintain productive relationships with internal and external logistics stakeholders.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	John Harris, 02 6246 8214
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=96809677-3C58-63E0-21CC-D21C1731663E

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Defence

Vacancy VN-0731858

Department of Defence

Closing Date: Sunday 05 November 2023

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	DWAN System Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$111,441 - \$125,705
Classification	Executive Level 1
Position Number	CASG/10204/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=959193EA-3595-35DE-36C0-D21C17572E97>

Duties

The Role

- Are you interested in applying your sustainment management skills to support and deliver critical Army capability?
- Do you thrive working in a challenging environment where you can utilise your strong problem solving skills and stakeholder management skills?
- Do you value a diverse workforce that promotes a positive workplace culture, supports work life balance and offers flexible working arrangements?

LC4S Sustainment System Program Office is seeking a suitably qualified and experienced system manager to support the sustainment of deployable command and intelligence systems, including software applications, deployable hardware and specialist military equipment, for which Army is the Lead Capability Manager. The system manager will exercise a considerable degree of independence and perform a leadership role. They will exercise sound decision making and judgement to support capability sustainment requirements in line with stakeholder requirements. They will provide detailed product management advice, including professional and policy advice in relation to complex systems, and contribute to strategic planning, program and project management development.

The System Manager will be required to:

- Manage the sustainment of capability to the required level of capability within the assigned budget in line with the Army Product Management Plan (PMP).
- Analyse, develop and implement product management options that achieve optimal use of Defence assets, balancing cost. Opportunities and risks against desired asset performance, including system reporting, stakeholder liaison and engagement, configuration management, security accreditation, system reviews, change management, budget management, procurement activities for software, hardware and licensing, contract management, and other governance activities as directed.
- Manage diverse stakeholder relationships to ensure that operational requirements related to sustainment are satisfied. 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.

You will be an outcome-focused leader who provides support and guidance to your team to ensure they are sensitive to Defence strategic direction and equipped to excel in their capabilities. The team is based in Canberra, ACT. We are supportive of achieving a balance between work and life. Flexible working arrangements and opportunities for part-time and home-based work can be negotiated, including remote working arrangements for the right candidates.

About our Team

Land C4 Systems Branch under Joint Systems Division (JSD) is an exciting and complex environment, offering a rewarding career in one of the most dynamic organisations within Defence Capability Acquisition and Sustainment Group (CASG).

CA40, a sustainment product within LC4S Branch, has been established to sustain deployable command and intelligence systems, including software applications, deployable hardware and specialist military equipment, for which Army is the Lead Capability Manager.

Our Ideal Candidate

The Joint System Division within CASG is a world-leading complex enterprise with a heavy dependence on information technology and its personnel. We are not only looking for highly competent professionals but also looking for innovators, collaborators, contributors, communicators and team players to be part of our highly integrated workforce. Key attributes and experience we are looking for:

- Outcome focused, highly motivated, organised and proactive team players.
- Well-developed and demonstrated project management skills and ability to contribute to and undertake strategic planning.
- Experienced in developing and implementing work plans, set performance indicators, and review individual, team and business performance, focusing on identifying opportunities for building team capability and continuous improvement.
- Sound initiative and judgement in the interpretation of policy and the application of practice and procedures to ensure it aligns with the strategic objectives.
- Excellent communication skills and proven ability to liaise with various levels of stakeholders in relation to complex issues.
- Experienced in managing teams and harnessing skills across teams to deliver outcomes.
- Values team work and performs well in a diverse and integrated environment.

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	Darren Burggraaff, (02) 6203 6248
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=959193EA-3595-35DE-36C0-D21C17572E97

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Defence

Vacancy VN-0731859

Department of Defence

Closing Date: Sunday 05 November 2023

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Security and Facilities Advisor
Job Type	Full-Time, Ongoing
Location	Henderson WA
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	NSSG/09897/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=BE397E2E-5E57-2656-D450-D21C17541058>

Duties

The Role

There has never been a more exciting time to join our progressive and dynamic organisation. Regional Maintenance Centre West (RMC-W) is seeking an experienced and passionate Security & Facilities Advisor who is looking for a new challenge and to be part of a growing workforce based Henderson WA derived on the Defence's Maritime Sustainment Model. As the Security & Facilities Advisor, you will be accountable under limited direction to perform and achieve complex physical security work.

You will have demonstrated knowledge and experience in policy, procedural requirements and legislative frameworks in order to interpret and provide high-level security advice and guidance to Management. You will work within established Defence Security and Protective Security Frameworks and will be able to risk assess and implement security measures. As part of your role, you will be accountable to manage and administer all aspect of facility operations including, processing facility admin requests and managing all unit facility issues.

In this position you will be expected to work independently having some authority and discretion to undertake security research and analysis, conduct reviews, incident reporting and explore innovative approaches to support the longer-term security objectives to both CoA and Defence Industry. This work is primarily administrative requiring you to assume responsibility for unit security coordination, set work priorities, allocate work and manage workflow to support staff.

About our Team

Regional Maintenance Centres (RMC) are a key element of the Maritime Sustainment Model to realise Plan Galileo. It is planned there will be four Regional Maintenance Centres Nationwide, RMC-North East in Cairns, RMC West here in Henderson, RMC-North in Darwin, RMC- East in Sydney along with RMC National planned for 2023- 2024. They will provide an integrated and consistent approach to continuous sustainment by enabling a longer term picture of demand, coordination of resources, standardisation of processes, contracts and procedures across asset classes.

Combined with enabling maintenance to occur closer to operational areas, this will ensure future Navy can prepare Naval power in order to enable the joint force in peace and war. Regional Maintenance Centres will build on the Australian Industry Capability Program by incentivising industry to build regional and local capacity and capability. They will also support the development and improved utilisation of the Navy technical workforce. This will lead to the development of?Sovereign Sustainment Capability.

Our Ideal Candidate

The successful applicant will join the Regional Maintenance Centre–West (RMC-W) Business team. The position is responsible to deliver Defence Security and Facilities Management within RMC-W. To succeed in this role applicants will be required to demonstrate:

- Experience in leading a team and supervising staff
- Experience in a protective security environment.
- Detailed knowledge of the Protective Security Principals Framework (PSPF) and Defence Security Principals Framework (DSPF).
- Knowledge of ASIO protective security guidelines and their relevance within the Defence environment.
- Ability to work in a secure workplace and to handle sensitive matters discreetly.
- Ability to interpret and apply legislation, policy and procedures.
- Ability to influence and build relationships with a network of stakeholders.
- Ability to resolve complex problems and exercise sound judgement.
- Experience in being a Facility Officer with an understanding of Defence estates services (highly preferable).
- Excellent written and verbal communication skills.
- Ability to operate under limited guidance.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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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	Jennifer Gaunt, 0422 437 377
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BE397E2E-5E57-2656-D450-D21C17541058

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Defence

Vacancy VN-0731861

Department of Defence

Closing Date: Sunday 05 November 2023

Naval Shipbuilding and Sustainment Group
Office of DEPSEC Naval Shipbuilding and Sustainment

Job Title	Quality Assurance and Document Controller
Job Type	Full-Time, Ongoing
Location	Osborne SA
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	NSSG/08099/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=294987D2-B8A9-EB88-7530-D21C1760B977>

Duties

The Role

The Quality Assurance and Document Controller is responsible for:

- Monitoring procedures and processes in line with ISO9001:2015 Quality Management Systems.
- Developing and delivering Management System training programs and initiatives.
- Leading internal audit program with a focus on ensuring project management system compliance and promoting best practice initiatives.
- SharePoint management.
- Ensuring compliance with current regulations.
- Developing internal auditing tools and conducting internal audits and reports.
- Performing regular inspections and reviews to ensure employees adhere to quality and safety policies.
- Assisting with the development of company policies, processes, and procedures.
- Providing departments with quality planning and support.
- Preparing and maintaining quality management documentation.
- Ensuring all documentation meets formal requirements and required standards.

About our Team

The Naval Construction Branch (NCB) is accountable for the assurance of ship construction, set-to work and transit of vessels constructed at the Osborne Naval Shipyard and Henderson precinct. We are headquartered in Osborne, SA and have a detachment in Henderson, WA and a smaller presence in Port Macquarie, NSW.

NCB is furthering continuous naval shipbuilding and growing sovereign capability by overseeing the construction to ensure quality and standards are met, storing lessons learnt and developing standard shipbuilding procedures for construction.

NCB will oversee the construction of many different Navy vessels including Offshore Patrol Vessels, Hunter Class Frigates, Young Endeavour, Mine Hunter Vessels, Evolved Cape Class and Pacific Patrol Boats. Working at NCB will enable you to be at the grassroots of continuous naval shipbuilding, where you are part of a working shipyard, being able to see and contribute to the vessels delivered and used in Service by Navy.

NCB currently has highly skilled and diverse shipbuilding experience which will be shared to grow your hands-on construction knowledge. You will work alongside Navy personnel, internal project management officers and Prime contractors. The opportunity for technical staff to undertake industry placement is also available. What we offer;

- 15.4% superannuation on top of your take home annual salary
- Generous leave conditions
- Christmas closedown between Christmas Eve and New Year's Day (with no requirement to take leave)
- APS 1-6 have access to flexitime
- Staff training and leadership development programs as well as access to study assistance for formal tertiary qualifications and short courses at UNSW
- Salary sacrificing options
- Supported to take defence reservist leave
- Access to Flexible working arrangements (including home based work and/or part time working arrangements)
- Free onsite parking
- Public café and onsite cafeteria available
- Access to base facilities (pool and gym at Edinburgh)
- Focus on health and wellbeing with Mental Health First Aiders and access to free and confidential Employee Assistance Program for employees and their families.

Our Ideal Candidate

To succeed in this role, you must have personal drive and integrity with the ability to:

- Manage conflicting priorities and meet deadlines
- Work effectively in a team environment by recognising and appreciating the contribution of all team members
- Align personal behaviours to the organisational strategy
- Build trust and demonstrate integrity with internal and external stakeholders
- Solve complex technical problems and determine effective mitigation strategies
- Support the NCB leadership team by monitoring and effectively reporting the progress of assigned tasking in a timely manner.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Edward Burgess, 08 8227 4012
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=294987D2-B8A9-EB88-7530-D21C1760B977

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Department of Defence

Closing Date: Sunday 19 November 2023

Joint Capabilities Group
Joint Logistics Command

Job Title	Logistics Assurance Manager (Joint Proof and Experimental Unit)
Job Type	Full-Time, Ongoing
Location	Graytown VIC, Port Wakefield SA
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	JCG/09196/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=4B950598-8C11-1BA3-8E19-D21C17D804D1>

Duties

The Role

Our ideal candidate will work within the Joint Proof and Experimental Headquarters leading a team of logistics management professionals.

The Logistics Manager manages logistics support and governance for the Unit. This includes the management and accounting of assets, equipment and explosive ordnance. They are required to develop logistics and supporting plans that enable quality test outcomes on behalf of the Commanding Officer.

About our Team

The Logistics Team is a critical part of the support function within the Unit. The Team supports explosives ordnance test and evaluation activities by achieving a range of logistics planning, assurance and governance outcomes.

Our Ideal Candidate

Our ideal candidate will have contemporary logistics management and governance knowledge and experience. This includes logistics planning, assurance and asset management. Furthermore, a sound knowledge of logistics assurance processes including logistics information systems (MILIS) is beneficial for the role. An understanding of Lean / Continuous Improvement methodologies would also be advantageous.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	LTCCOL Mathew Brooks, 02 5108 7674
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4B950598-8C11-1BA3-8E19-D21C17D804D1

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Defence

Vacancy VN-0731871

Department of Defence

Closing Date: Sunday 05 November 2023

Security and Estate Group
Defence Security

Job Title	Customer Service Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$73,343 - \$80,071
Classification	APS Level 4
Position Number	SEG/10311/23
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=12628F5F-85BC-AD47-6E9E-D21C17F19F5F>

Duties

The Role

In this position you will be responsible for:

- Working, with limited direction, within a dedicated team of customer service experts in a contact centre or specialist customer service environment to effectively deliver a range of services to ensure AGSVA meets its Service Level guidelines.
- Contributing to a culture of customer service excellence, striving to exceed customer expectations and maintaining high customer satisfaction levels.
- Contributing to a supportive and inspiring team environment with an open communication culture.
- Working closely with stakeholders to ensure cohesive processes and timely resolution.
- Escalating complex customer service issues in a timely manner.
- Contributing to performance metrics, identifying areas for improvement, and supporting the implementation of corrective measures as needed to drive improvements.
- Developing and maintaining collaborative and effective relationships with key stakeholders, including customers and interdepartmental teams.
- Participating in relevant training and development activities to ensure appropriately skilled, and informed about the APS and Defence Values.

About our Team

The Australian Government Security Vetting Agency (AGSVA) is the central vetting agency for the Australian Government and conducts security clearance assessments for federal, state and territory agencies. As part of the Vetting Customer Services (VCS) team within AGSVA, you will be part of a dedicated team of customer service experts.

VCS is responsible for responding to stakeholder enquiries via phone and email, completing transactional tasks related to security clearances and supporting a diverse range of stakeholders. The role is fast paced, comprising complex tasks and responsibilities in a challenging and rewarding environment.

The VCS Team is geographically dispersed across Canberra and Adelaide. This includes a dedicated contact centre and specialist customer service teams providing assistance to a wide range of stakeholders regarding security clearance matters. The AGSVA Contact Centre operates between 8:30am and 5:00pm (EST) Monday to Friday excluding national public holidays.

Our Ideal Candidate

We are seeking someone who inspires others and thrives in a high tempo, high pressure environment to provide effective guidance, advice and support for customers, and the security clearance community more broadly. As our ideal candidate you will have demonstrated:

- Excellent organisational, interpersonal and communication skills.
- Proven ability to handle multiple priorities and adapt to changing situations.
- Understanding of performance metrics and analysing data to achieve improved outcomes.
- Proficiency in relevant computer applications and call centre systems.
- An understanding of, or ability to gain an understanding of and comply with relevant legislative frameworks, whole-of-government decision-making and AGSVA's mission and policy requirements.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	James Atkins, 08 8288 4199
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=12628F5F-85BC-AD47-6E9E-D21C17F19F5F

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Defence

Vacancy VN-0731978

Department of Defence

Closing Date: Sunday 29 October 2023

ARMY
ADFHQ-Office of Chief of Army

Job Title	ICT Solutions Architect - Army
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$111,441 - \$125,705
Classification	Executive Level 1
Position Number	ARMY/10255/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=822C25E3-A150-B701-CC95-D21C555F48E2>

Duties

The Role

The successful candidate will be Army's solutions architect with a scope of work that includes proactively and holistically leading / supporting EA activities that guide the development and management of a portfolio of solutions. Solutions include Army funded, owned and sustained projects, systems (including applications, technologies, processes and information), shared infrastructure services and shared application services. You will understand the concepts of business goals, objectives and business outcomes, business capabilities, value-streams, and business processes and their importance in solution architecture.

You will provide the necessary leadership, analysis and design tasks related to support the development of technology solutions to ensure that solutions meet business needs and align with architectural governance and standards. You will create deliverables for managing the organisation's portfolio of "to be" and "as is" solutions — including systems (applications, processes, information and technology), shared infrastructure services, and shared application services to drive targeted business outcomes.

About our Team

Directorate Business ICT is part of the digital capability within Army that provides technical advice on the current & future requirements of Army's Information management, Technology and Business Systems. We support people, preparedness and Land capability systems to be Ready Now, whilst improving Army's competitive advantage. Our vision is to be a digitally enabled organisation, effectively balancing capability risk and costs, to deliver outcomes through the improved utilisation of technology, processes and data.

The digital enablement of the soldier is supported through four key areas:

- Army ICT Program of Works.
- digital products and applications.
- Processes optimisation and transformation.
- Delivery of Land Support.

ICTYour team will be part of a new Architectural function within the digital capability Army and will be pivotal in ensuring that the targeted investments are aligned to the Army business plan and its stated objectives.

Our Ideal Candidate

- Skilled at influencing, guiding and facilitating stakeholders and peers with decision making.
- Ability to articulate new ideas and concepts to technical and nontechnical audiences that includes understanding the long-term ("big picture") and short-term perspectives of situations.

- Ability to translate future-state business capabilities and requirements into solution architecture requirements.
- Ability to propose and estimate the financial impact of solution architecture alternatives.
- Ability to work creatively and analytically to solve business problems and propose solutions.
- Ability to quickly comprehend the functions and capabilities of new technologies.
- Trusted and respected as a thought leader who can influence and persuade business and IT leaders and IT development teams.
- Technology neutral: remains unbiased toward any specific technology or vendor choice, and is more interested in results than personal preferences.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Rowan Clayton, 02 5131 3255
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=822C25E3-A150-B701-CC95-D21C555F48E2

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Defence

Vacancy VN-0731996

Department of Defence

Closing Date: Sunday 05 November 2023

Security and Estate Group
Defence Security

Job Title	Customer Service Officer
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$73,343 - \$80,071
Classification	APS Level 4
Position Number	SEG/10310/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=BA88DDF5-57A7-A818-3436-D21C5619D2B6>

Duties

The Role

In this position you will be responsible for:

- Working, with limited direction, within a dedicated team of customer service experts in a contact centre or specialist customer service environment to effectively deliver a range of services to ensure AGSVA meets its Service Level guidelines.
- Contributing to a culture of customer service excellence, striving to exceed customer expectations and maintaining high customer satisfaction levels.
- Contributing to a supportive and inspiring team environment with an open communication culture.
- Working closely with stakeholders to ensure cohesive processes and timely resolution.
- Escalating complex customer service issues in a timely manner.
- Contributing to performance metrics, identifying areas for improvement, and supporting the implementation of corrective measures as needed to drive improvements.
- Developing and maintaining collaborative and effective relationships with key stakeholders, including customers and interdepartmental teams.
- Participating in relevant training and development activities to ensure appropriately skilled, and informed about the APS and Defence Values.

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The role is faced paced, comprising complex tasks and responsibilities in a challenging and

rewarding environment. The VCS Team is geographically dispersed across Canberra and Adelaide. This includes a dedicated contact centre and specialist customer service teams providing assistance to a wide range of stakeholders regarding security clearance matters. The AGSVA Contact Centre operates between 8:30am and 5:00pm (EST) Monday to Friday excluding national public holidays.

Our Ideal Candidate

We are seeking someone who inspires others and thrives in a high tempo, high pressure environment to provide effective guidance, advice and support for customers, and the security clearance community more broadly.

As our ideal candidate you will have demonstrated:

- Excellent organisational, interpersonal and communication skills.
- Proven ability to handle multiple priorities and adapt to changing situations.
- Understanding of performance metrics and analysing data to achieve improved outcomes.
- Proficiency in relevant computer applications and call centre systems.
- An understanding of, or ability to gain an understanding of and comply with relevant legislative frameworks, whole-of-government decision-making and AGSVA’s mission and policy 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	James Atkins, 08 8288 4199
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BA88DDF5-57A7-A818-3436-D21C5619D2B6

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Education, Skills and Employment

Vacancy VN-0731425

National Gallery of Australia

Closing Date: Tuesday 31 October 2023

Collections and Exhibitions
Conservation

Job Title	Senior Conservator, Paper
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Parkes ACT
Salary	-
Classification	Executive Level 1
Position Number	5032
Agency Website	https://nga.gov.au

Job Description

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

The Senior Conservator, Paper will lead a small team of 2 conservators and 3 framing technicians to manage all aspects of the care of works of art of that media, the largest in the Gallery collecting areas. This includes prints, books, drawings, photographs and sculptures that incorporate paper elements.

The National Collection has an exciting and diverse collection of works of art that fall within the category of objects. The Gallery is a leader in lending, touring and exhibiting traditional and contemporary art and this role will play a key role in meeting these requirements. To achieve this, you will work closely with a wide variety of internal stakeholders, external contractors and clients. This role is also responsible for managing the mounting and framing of works of art on paper and photographs and will manage the framing technicians employed to undertake this work.

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.

This position reports to the Head of Conservation and is responsible for managing staff, research, resources, and the workflow through the Paper Section to manage the permanent collection and to meet the Gallery's exhibition, touring and lending program.

This position of Senior Conservator, Paper, an ongoing full-time role with the conservation team.

Duties

In accordance with the APS Executive Level 1 work level standards, you will:

- Develop, monitor and maintain the workflow of the Paper and Mount cutting sections to ensure exhibition, loan and travelling exhibition deadlines can be managed and resources effectively. Manage staff within the Paper and Mount cutting sections and promote their development.

- Supervise the conservation, documentation and research of objects within the National Collection and on loan to the NGA. Carry out examinations, treatments and maintain conservation records of objects to the highest professional standards.
- Provide expert advice on all matters relating to the preservation of paper and photographic works of art. This may include internal stakeholders, exhibition development, scheduling, storage, movement and transportation of works of art on paper within the collection. Develop and contribute Risk Assessments to assist with caring for the collection.
- Initiate and coordinate research and development into conservation methods and materials and into the techniques of works of art. Participate and encourage staff to develop lectures and research projects relevant to the NGA collection.
- Participate in preventative conservation activities including design and manufacture of packing and display systems, design and maintenance of storage systems, integrated pest management, environmental control activities and disaster response.
- Undertake other duties as required by the Head of Conservation, including preparations of policies, guidelines, corporate and financial reporting for the Department.

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.

To be eligible for this role you must

- Hold an Australian Citizenship, and
- satisfy a police check.

Role specific qualifications certification and/or registrations include:

- Current Drivers Licence
- Accurate colour vision, excellent manual dexterity and the ability to lift, climb ladders, use tools and equipment.
- Tertiary qualification in the conservation of cultural materials

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 'Our ideal candidate' information above.

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

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

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

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

About the National Gallery of Australia

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

To Apply

Position Contact	Debbie Ward, +61 2 6240 6657
Agency Recruitment Site	https://nga.gov.au/about-us/jobs/

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Education, Skills and Employment

Vacancy VN-0731428

National Gallery of Australia

Closing Date: Tuesday 31 October 2023

Collections and Exhibitions
Conservation

Job Title	Senior Conservator, Objects
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Parkes ACT
Salary	-
Classification	Executive Level 1
Position Number	5042
Agency Website	https://nga.gov.au

Job Description

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

The Senior Conservator, Objects will lead a team of 4 conservators and a technician to manage all aspects of the care of works of art of that media, a diverse and growing area of the NGA collection. This includes works of art on display in the NG Sculpture Garden, metals, ceramics, decorative arts, time based media, electrical and kinetic works of art as well as plastics and bark paintings.

The National Collection has an exciting and diverse collection of works of art that fall within the category of objects. The Gallery is a leader in lending, touring and exhibiting traditional and contemporary art and this role will play a key role in meeting these requirements. To achieve this, you will work closely with a wide variety of internal stakeholders, external contractors and clients.

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.

This position reports to the Head of Conservation and is responsible for managing staff, research, resources, and the workflow

through the Objects Section to manage the permanent collection and to meet the Gallery's exhibition, touring and lending program.

This position of Senior Conservator, Objects, an ongoing full-time role with the conservation team.

Duties

In accordance with the Executive Level 1 work level standards, you will:

- Develop, monitor and maintain the workflow of the Objects conservation section to ensure exhibition, loan and travelling exhibition deadlines can be managed and resources effectively. Manage staff within the objects section and promote their development and skills.
- Supervise the conservation, documentation and research of objects within the National Collection and on loan to the NGA. Carry out examinations, treatments and maintain conservation records of objects to the highest professional standards.
- Provide expert advice on all matters relating to the preservation of objects and time-based media. This may include internal stakeholders, exhibition development, scheduling, storage, movement and transportation of all objects within the collection. Develop and contribute Risk Assessments to assist with caring for the collection.
- Initiate and coordinate research and development into conservation methods and materials and into the techniques of works of art. Participate and encourage staff to develop lectures and research projects relevant to the NGA collection.
- Participate in preventative conservation activities including design and manufacture of packing and display systems, design and maintenance of storage systems, integrated pest management, environmental control activities and disaster response.
- Undertake other duties as required by the Head of Conservation, including preparations of policies, guidelines, corporate and financial reporting for the Department.

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.

To be eligible for this role you must

- Hold an Australian Citizenship, and
- satisfy a police check.

Role specific qualifications certification and/or registrations include:

- Tertiary qualification in the conservation of cultural materials
- Current Drivers License
- Accurate color vision excellent manual dexterity and the ability to lift, climb ladders and use tools and equipment.
- Membership to a conservation professional body.

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 'Our ideal candidate' information above.

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

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

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

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

About the National Gallery of Australia

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

To Apply

Position Contact	Debbie Ward, +61 2 6240 6657
Agency Recruitment Site	https://nga.gov.au/about-us/jobs/

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Education, Skills and Employment

Vacancy VN-0731891

National Gallery of Australia

Closing Date: Thursday 02 November 2023

Marketing, Communications and Visitor Experience
Visitor Experience

Job Title	Senior Membership Officer
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	-
Classification	APS Level 6
Position Number	2404
Agency Website	https://nga.gov.au

Job Description

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

The National Gallery is seeking a dynamic and experienced membership professional with a strong track record in audience engagement, customer service and programming to join the Marketing, Communications and Visitor Experience portfolio.

In this role you will coordinate the National Gallery membership program including effective processes for membership sales and renewals, growth and retention initiatives, development and delivery of the member event program and membership communications.

The Membership team delivers the Gallery's membership program and services the membership base of over 10,000 members. The aim of the program is to provide incredible opportunities that encourage diverse audiences to foster a stronger connection with the Gallery, and to continuously enrich the experience of current members through programs and content shared on site, online and on tour.

This role is responsible for ensuring membership administration, communication and event delivery is of a high standard and carried out in line with organisational procedures. Together with the Visitor Experience and Membership Manager, you will drive positive change through the use of innovative practices and implementation of quality improvement processes.

The Marketing, Communications and Visitor Experience portfolio works to attract and engage diverse audiences, grow earned revenue to support the Gallery's work, position the brand, and create inspiring and memorable experiences for everyone who visits.

This position is part of the Visitor Experience department and is an ongoing full-time position. Some out of hours work is required to deliver member events.

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.

Duties

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

- Drive the coordination of membership acquisition, retention and engagement initiatives.
- With support from the Membership Programs Officer ensure effective development, delivery and evaluation of the membership event program including on site, digital and off-site offerings.
- Coordinate the Gallery's program of membership communications encompassing the full spectrum of engagement along the membership journey from sign up to renewal, to ongoing engagement and appreciation, including liaison with marketing and external suppliers.
- Contribute to the development and implementation of the National Gallery's membership strategy including monitoring and reporting on the impact and quality of membership program activities.
- Provide day to day management of the Gallery's membership office, ensuring efficient administration, high quality service and adherence with business systems and processes. This includes issue resolution and problem solving when needed.
- Foster strong relationships across the organization to identify opportunities to enrich the membership offering and work with internal and external stakeholders in relation to planning and logistics for member events.

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.

Qualifications, Certifications and Registrations

To be eligible for this role you must

- Hold an Australian Citizenship, and
- satisfy a 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 'Our ideal candidate' information above.

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

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

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

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

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To Apply

Position Contact	Alex Reinhold, +61 2 6240 6504
Agency Recruitment Site	https://nga.gov.au/about-us/jobs/

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Education, Skills and Employment

Vacancy VN-0731947

National Gallery of Australia

Closing Date: Tuesday 31 October 2023

Learning and Digital
Learning

Job Title	Operations Coordinator
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	-
Classification	APS Level 6
Position Number	6106
Agency Website	https://nga.gov.au

Job Description

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

The Learning Team delivers programs and events across multiple audience areas, including adult programs, kids and families, young people, students and teachers, access audiences and outreach activities.

We deliver programs onsite, online and on tour to engage national audiences of life-long learners with the National Gallery's collection and exhibitions program.

The Operations Coordinator makes this work possible by overseeing complex operational systems, processes, resourcing and day-to-day functions across the Learning Department.

The position is responsible for leading a high performing team to deliver superior customer service, including responsibility for a team of full-time and casual staff with responsibility for bookings of school programs, guided tour and access programs. The role oversees the deployment of resources across programs, including rostering of casual Artist Educators, Learning Facilitators, Emerging Learning Facilitators and Learning Assistants, ticketing and venue management.

In the delivery of exceptional customer service, the role will address and resolve arising difficulties and complex matters that require detailed information gathering and investigation to achieve cooperation and satisfactory outcomes for clients and partners.

In addition, the Operations Coordinator is responsible for contributing to business improvement practices across the Learning Team. The role will evaluate working methods and use initiative, technical expertise, specialist knowledge and originality in problem solving to support continuous improvement.

The Operations Coordinator is responsible for coordinating statistics and reporting for the department, including data collection and analysis, using sound judgement and professional knowledge to inform decision-making.

In addition, the Operations Coordinator provides specialist project management support for major events such as the National Visual Arts Education Conference and the opening weekend events for major exhibitions.

This position reports jointly to the Education Manager and Public Programs Manager and is responsible for supervising the Tours Coordinator, Bookings Coordinator and casual Learning Assistants.

This position is an ongoing full-time role within the Learning Team.

Duties

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

- Manage operational services within the Learning Department, including venue management, scheduling, ticketing and CRM, rostering and timesheets for casual Learning Assistant employees.
- Support management of Artist Educators and Learning Facilitators, including rostering and record keeping, assigning and communicating daily task allocation and shift information. Support the Education manager with recruitment, training, meetings and retention of casual staff.

- Assist in improving business systems and take responsibility for day-to-day running of activities across the department, building the capacity of specialist employees to focus on strategic programming outcomes.
- Coordinate and manage operations of the Tim Fairfax Learning Studio, including resource use and management of systems.
- Manage bookings services for guided tours and school program delivery, through supervision of the Bookings Coordinator and Tours Coordinator.
- Manage operational delivery of school and guided tour programs, including coordination of staff and volunteer guiding processes, front of house operations for groups and risk management. Support the operational delivery of Public Programs through supervision of Learning Assistant staff, overseeing department wide operational meetings and processes.
- Manage the National Gallery's operational relationship with the National Capital Education Tourism
- Project and represent the Gallery at network meetings.
- Supervise the casual Learning Assistants, including recruitment, training, rostering and workflow.
- Support the Learning Team in the coordination of project management requirements of funded projects and processes around audience data collection and collation.
- Support WH&S and Risk Management processes for the Learning Department.

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.

Role specific mandatory qualifications certification and/or registrations include:

- Hold a current Working with Vulnerable People card (ACT) (or the ability to obtain)

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 'Our ideal candidate' information above.

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

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

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

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

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To Apply

Position Contact	Georgia Close, +61 2 6240 6560
Agency Recruitment Site	https://nga.gov.au/about-us/jobs/

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Education, Skills and Employment

Vacancy VN-0731994

National Gallery of Australia

Closing Date: Wednesday 01 November 2023

Creative Studio
Marketing, Communications and Visitor Experience

Job Title	Rights and Permissions Assistant
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	-
Classification	APS Level 4
Position Number	8015
Agency Website	https://nga.gov.au

Job Description

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

The Creative Studio operates within a dynamic and fast-paced environment with responsibility for publishing, graphic design, exhibition design, the workshop and overseeing rights & permissions across the Gallery. This position assists with the licensing of copyright and permissions for works in the national collection, exhibitions, publishing, and other Gallery projects.

With a customer service focus, the Rights and Permissions Assistant role is responsible for administering and processing external image requests and providing administrative support to the Rights and Permissions Coordinator across a range of projects. The role will suit a highly organized individual with excellent communication skills and attention to detail. The ability to manage many competing priorities, show initiative and liaise confidently with internal and external stakeholders is essential.

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.

This position reports to the Rights & Permissions Coordinator. This position of Rights & Permissions Assistant is an ongoing role with the Creative Studio team, in the Marketing, Communications & Visitor Experience portfolio at the Gallery.

Duties

In accordance with the APS 4 work level standards, you will:

- Process and administer external image requests; be the first and main point of contact for all enquiries, liaise with internal departments including imaging, curatorial and finance to facilitate and process requests; communicate consistently with the client to ensure a high standard of customer service is maintained; contribute to and generate order reports as required.
- Provide support to the Rights and Permissions Coordinator to administer image permissions and copyright approvals for Gallery uses such as exhibitions, publishing and other projects, including communicating with internal and external stakeholders, updating project documentation and data entry.
- Provide advice to internal stakeholders on image and caption usage, monitor internal copyright reporting and ensure adherence to guidelines and approved processes; provide support and training where required.
- Distribute and follow up licenses with artists and copyright holders; update the collection management database and provide advice to internal stakeholders as relevant.

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.

Role specific qualifications certification and/or registrations include:

- experience and/or the ability to be trained in arts and/or business administration;
- experience in relationship management and/or excellent customer service skills;
- Having tertiary qualifications in visual art/art history OR relevant experience including demonstrated interest in visual art and the ability to identify works of art by media category.

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 'Our ideal candidate' information above.

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

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

As part of your application process, we ask that you also complete the personal particulars form as well.
To apply for this role please forward your application to recruitment@nga.gov.au.

About the National Gallery of Australia

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To Apply

Position Contact	Ellie Misios, 02 6240 6495
Agency Recruitment Site	https://nga.gov.au/about-us/jobs/

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Health

Vacancy VN-0731809

Australian Radiation Protection and Nuclear Safety
Agency

Closing Date:Sunday 05 November 2023

Medical Radiation Services Australian Clinical Dosimetry Service

Job Title	Specialist Dosimetrist (Maternity leave cover)
Job Type	Part-Time, Non-Ongoing
Location	Yallambie VIC
Salary	\$53,573 - \$61,278
Classification	APS Level 6
Position Number	13594
Agency Website	https://www.arpansa.gov.au/

Job Description

<https://www.arpansa.gov.au/about-us/careers/applying-job>

Primary purpose of the role

This is a non-ongoing position to provide maternity leave cover in the role of Specialist Dosimetrist within the Australian Clinical Dosimetry Service (ACDS). The role will be available from January 2024 for approximately 12 months. This role is assistant to the Medical Physics Lead and Research ROMP in the management of the ACDS film dosimetry program.

Based in ARPANSA's office in Yallambie, Victoria, this position is focused on the operation and maintenance of the ACDS film dosimetry program. You will also be involved with technical and quality support for the dosimetry service including measurements on ARPANSA's linear accelerators, equipment calibration and maintenance, as well as OSL dosimetry.

This position provides the opportunity to develop your scientific and research skills through projects in the

ACDS as well as in collaboration with the Primary Standards Dosimetry Laboratory (PSDL) and Medical Imaging sections. Independent research is supported and encouraged. Management and training of staff members in the film process is also required, so good communication skills are an asset.

Duties

Key accountabilities

- Organise and maintain the ACDS film dosimetry program.
- Analyse film data and prepare results for inclusion in audit reports. Liaise with auditors and clients when required.
- Support the film and OSL dosimetry procedures for audits within the national radiotherapy audit program.
- Perform complex film dosimetry measurements and analysis for the ACDS. Measurements will include film calibrations, pre and post processing, results analysis, reporting, and linac output.
- Maintain standard operating procedures and the ACDS competency matrix for film dosimetry within the ACDS quality manual.
- Perform extensive and comprehensive testing measurements of dosimeters, associated equipment and audit protocols.
- Participate in ACDS research and development activities as required, which may lead to conference presentations and peer reviewed publications.

Eligibility

Our ideal candidate - job specific capabilities

To be considered for this position you will have experience as a radiation therapist or physicist in a field involving ionising radiation. You will have an understanding of the processes and techniques involved in dose assessment and quality systems in radiotherapy. Being familiar with Australian radiotherapy treatment practice is desirable.

You should be familiar with the fundamentals of radiation physics and dosimetry particularly as applied to clinical radiotherapy. Experience and knowledge in film dosimetry is not essential but would be desirable. An awareness of quality assurance activities in a therapy centre is an advantage. Experimental and analytical skills are desirable and good writing and communication skills are necessary.

A flexible work arrangement can be negotiated, but the role requires on-site attendance for the use and access of resources and equipment.

You must hold Australian citizenship or possess permanent residency status leading to citizenship. This position is a designated security assessment position which will require you to successfully undertake and maintain a security clearance. ARPANSA requires all employees to undertake a Baseline Security Clearance as a condition of engagement.

Selection criteria

There are six selection criteria for this role. If you want to advance your career, please tell us your skills, experience and achievements that demonstrate all of the selection criteria in no more than 1000 words in total.

1. Knowledge and experience in radiotherapy technologies and radiation dosimetry.
2. Knowledge and experience in film dosimetry and related quality assurance procedures.
3. General knowledge or experience in planning techniques in modern radiotherapy treatments (such as motion management, stereotactic or MR-linacs).
4. Scientific and research skills, showing an ability to work independently to complete projects.

5. Ability to work in a team and ability to engage with multidisciplinary professionals.
6. Experience in developing and maintaining quality assurance procedures.

Notes

How to apply

Applications can be lodged through [ARPANSA Careers](#).

Your application will consist of resume, ARPANSA cover sheet, contact details for two referees and a '1000-word pitch' that considers:

- Key accountabilities
- Job specific capabilities
- Selection criteria.

For further information, please contact Andrew Alves via phone 03 9433 2461.

Application close: 05 November 2023

This position will be offered non-ongoing Part time 0.6FTE for a specified term of up to 12 months due to the maternity leave cover.

ARPANSA recognises the need for our workforce to reflect the community we serve and provide an inclusive environment that respects and values diversity. We strongly encourage qualified applicants from diverse backgrounds to apply.

About the Australian Radiation Protection and Nuclear Safety Agency

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

To Apply

Position Contact	Andrew Alves, 03 9433 2461
Agency Recruitment Site	https://www.arpansa.gov.au/about-us/careers/applying-job

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Health

Vacancy VN-0731832

Australian Radiation Protection and Nuclear Safety Agency

Closing Date: Sunday 05 November 2023

Regulatory Services Safety Systems

Job Title	Senior Regulatory Officer
Job Type	Full-Time, Ongoing
Location	Miranda NSW
Salary	\$110,305 - \$126,917
Classification	Executive Level 1
Position Number	13424
Agency Website	https://www.arpansa.gov.au/

Job Description

<https://www.arpansa.gov.au/about-us/careers/applying-job>

Primary purpose of the role

The Senior Regulatory Officer, Safety Systems is responsible for the maintenance of the RSB Quality Management System and will perform the duties of the RSB Quality Officer. The role will also have compliance monitoring responsibilities including planning, managing, and undertaking inspections of ARPANSA licence holders. The role will be responsible for management of the regulatory content on the ARPANSA website in collaboration with the Office of the CEO and will review outgoing correspondence and reports for quality assurance purposes.

Duties

Key accountabilities

- Perform the role of the RSB Quality Officer, including maintenance of the RSB Quality System within the ARPANSA Management System.
- Lead, manage and undertake inspections, audits and other activities associated with ARPANSA's regulatory functions with regards to nuclear installations, prescribed radiation facilities and sources.
- Contribute to high level strategic and technical policy development, including the development of national and international radiation protection, nuclear safety and security standards and guidelines.
- Review outgoing correspondence and reports from RSB to ensure quality and consistency.
- Participate in the development of the ARPANSA inspector training and competencies program.
- Oversee and maintain currency of regulatory content on the ARPANSA website.

Eligibility

Our ideal candidate - job specific capabilities

The successful applicant will have an excellent understanding of the regulatory environment in which radiation is used in the Commonwealth, state and territory jurisdictions.

The applicant must have a degree in science or engineering from an Australian university or other comparable qualifications which are considered appropriate for the position.

You must have excellent oral and written communication skills, including the writing of scientific and/or technical documents. You must also have a keen eye for detail to identify errors, inconsistencies and weaknesses in arguments within regulatory reports and publications. You will prepare and maintain regulatory content for the public website.

You must have the ability to work collaboratively in a multi-disciplinary team environment with a high degree of professionalism and the ability to provide/receive effective feedback. In addition, you must have the ability to develop productive working relationships with ARPANSA staff, stakeholders, and other government agencies.

You must hold Australian citizenship or possess permanent residency status leading to citizenship and be prepared to travel interstate and internationally as required. The position is a designated security assessed position that will require you to successfully undertake and maintain a security clearance.

Selection criteria

There are six selection criteria for this position. If you want to advance your career, please tell us your skills, experiences and achievements that demonstrate all selection criteria in no more than 1200 words in total.

1. Operational or regulatory experience in activities relating to radiation protection and/or nuclear safety or other high hazard industry.
2. Highly developed critical thinking and proven attention to detail especially in documentation.
3. Operational experience in managing and maintaining quality systems with successful outcomes.
4. Capacity to review reports which reinforce consistency in meeting regulatory objectives.
5. Ability to provide effective feedback whilst sustaining relationships with internal and external stakeholders.
6. Ability to demonstrate teamwork within an innovative environment which prioritises continuous improvement.

Notes

How to apply

Applications can be lodged through [ARPANSA Careers](#).

Your application will consist of resume, ARPANSA cover sheet, contact details for two referees and a '1200-word pitch' that considers:

- Key accountabilities
- Job specific capabilities
- Selection criteria.

For further information, please contact John Ward via phone 02 9541 8350.

Application close: 05 November 2023

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About the Australian Radiation Protection and Nuclear Safety Agency

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

To Apply

Position Contact	John Ward, 02 9541 8350
Agency Recruitment Site	https://www.arpansa.gov.au/about-us/careers/applying-job

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Health

Vacancy VN-0731365

Department of Health and Aged Care

Closing Date: Friday 10 November 2023

Service Delivery
NSW ACT State Office

Job Title	Assistant Director, Western & North Coast NSW (Several Positions)
Job Type	Full-Time, Ongoing
Location	Dubbo NSW, Coffs Harbour NSW
Salary	\$111,940 - \$127,670
Classification	Executive Level 1
Position Number	23-SDDIV-20794
Agency Website	

Job Description

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

The Department of Health and Aged Care is seeking passionate and motivated leaders to join the NSW Northern and Western aged care regional teams, one role based in Dubbo, and one role based in Coffs Harbour. The newly created teams will be focussed on the stewardship of the aged care system in these regions, including supporting the implementation of aged care reforms, solutions brokering, capability and capacity building and using local knowledge and experiences to inform national planning and policy design.

The positions offer flexible working arrangements including working from home and opportunities to visit and work from different communities across Northern or Western NSW, with a minimum of one day a week in the local office.

Working with us gives you an opportunity to influence how the aged care systems are operating in Northern and Western NSW, and to improve outcomes for older Australians in these communities.

Duties

In performing this role, you will be responsible for:

- Establishing, and maintaining trusted relationships and networks with stakeholders including working with community groups, aged care service providers, primary health networks and state and local governments.
- Representing the department in engagements within the region, including presenting and explaining the reform agenda of the department.
- Supporting the team to develop a detailed understanding of the local community and the services within that community, including priority issues and planning for future aged care needs in the region.
- Working collaboratively with system partners to address priority issues for improving the aged care system in the region.
- Providing direction to a team whilst fostering a positive, empowering team culture that encourages collaboration and continued development, including supporting the new team through periods of change.

Eligibility

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

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

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

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

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

Applicants are asked to quote reference number **23-SDDIV-20794** to assist when making an enquiry.

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

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

About the Department of Health and Aged Care

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

To Apply

Position Contact	Jennifer Morser, 0475 825 970
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0731380

Department of Health and Aged Care

Closing Date: Thursday 09 November 2023

Legal and Assurance Division
Corporate, Commercial and Litigation Branch Legislation Development
Support & Privacy Law Section

Job Title	Government Lawyers, Legal and Assurance Division
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$84,312 - \$138,523
Classification	Government Lawyer
Position Number	23-LADIV-20624
Agency Website	

Job Description

<https://www.apsjobs.gov.au/s/external-link?url=https://www.health.gov.au/>

The Legal and Assurance Division is seeking enthusiastic individuals to fill Lawyer Legal 1 (APS 5, APS 6 & Executive Level 1) positions in the Privacy Law Section and the Legislation Development Support Section. As a member of the Division, you will be part of our dynamic legal practice and will be involved in interesting and important work.

The Privacy Law Section provides secrecy advice on a range of Health portfolio legislation as well as supporting the Department to manage its privacy obligations in accordance with the Privacy Act 1988.

The Legislation Development Support Section provides specialised support for legislative development projects that implement key departmental priorities such as the establishment of the Australian Centre for Disease Control and other legislation relating to the Pharmaceutical Benefits Scheme and Medicare.

Please note: Applicants found suitable through this process will be placed in a merit pool that may be used to fill similar positions (ongoing or non-ongoing) within the Division for up to 18 months.

Duties

Privacy Law Section:

- Providing privacy and secrecy advice on information disclosure regimes, Information Technology projects and legislative reforms.
- Drafting data breach assessments in accordance with the Notifiable Data Breaches Scheme under the Privacy Act 1988.
- Preparing responses to privacy complaints, including submissions to the Office of Australian Information Commissioner to privacy complaints.

Legislation Development Support Section:

- Support the develop of policy by providing advice on legislative design options and implications and the operation of Health portfolio legislation.
- Assist policy areas across the Department in the development of drafting instructions and explanatory materials for primary legislation and delegated legislation.
- Drafting and assisting policy areas with the drafting of delegated legislation.
- Liaise with other agencies involved in the development and drafting of legislation such as the Office of Parliamentary Counsel.

Key duties common to both positions include:

- Work collaboratively with other legal teams in the Legal and Assurance Division.
- Build and maintain relationships with various internal policy areas and external stakeholders.
- Facilitate the procurement of legal advice from external providers such as the Australian Government Solicitor.
- Comply with Legal Services Directions, all Commonwealth law and policies and all Department, Division and Branch policies in the performance of day-to-day work and delivery of legal services.
- Keep accurate records of meetings and oral communications with clients and external stakeholders.

Mandatory Qualifications

- Hold a degree in law from an Australian tertiary institution, or a comparable overseas qualification
- Be admitted or be in the process of being admitted as a legal practitioner in an Australian Court; and
- Be able to obtain a practicing certificate as an Australian Legal Practitioner.

Eligibility

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

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

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

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

Notes

- Applications close 11:30pm AEDT.
- Applicants are asked to quote reference number 23-LADIV-20624 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires a minimum of one day a week in the office. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

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

To Apply

Position Contact	Laura Olds, (02) 6289 2356
Agency Recruitment Site	https://www.apsjobs.gov.au/s/external-link?url=https://www.health.gov.au/

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Health

Vacancy VN-0731922

Department of Health and Aged Care

Closing Date:Monday 30 October 2023

People Communication and Parliamentary Division
New Ways of Working Branch Program Strategy and Design Section

Job Title	APS Level 5 - Project Officer - Program Strategy and Design Section
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$81,372 - \$88,000
Classification	APS Level 5
Position Number	23-PCPDIV-20063
Agency Website	

Job Description

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

We're looking for motivated and results-driven Project Officers to join the New Ways of Working Branch! You will help deliver one of the department's top priorities, the New Ways of Working (NWOW) program. You will work as part of a multi-disciplinary, hybrid team, in an environment that role models flexibility and inclusion to create a

great environment for all Health staff.

Your role will include a variety of program and project activities. This includes supporting program monitoring and reporting, supporting forums like risks and issues meetings, and a variety of day-to-day project tasks such as assisting with workshop planning, facilitation and preparing reports and artefacts such as process maps. You will also support a range of secretariat and other administrative services for the NWOW Program Steering Committee and Program Board.

NWOW aims to create an environment that empowers individuals and teams to do their best work by bringing together a better designed physical workplace, improved technology and new work practices to deliver a more flexible, healthier work environment. We work closely with other corporate areas of Health, including Property, IT and HR, to bring our codesign, engagement, communication, change and project delivery expertise together to collaborate and embed effective and positive change to the way Health employees do their work.

We are leading edge in the APS for investing in our culture, IT and physical workspaces, which means we are looking for the right person – be they full time or part time. While this role is based in Canberra, we work hybridly and we will do our best to support what best suits you and the team to find the right balance of in office and working from home.

Duties

The Project Support Officer (APS5) is responsible for undertaking a range of project and program support activities. The key responsibilities are:

- Preparing monthly reports at the program and project level, including tracking schedule, risks, issues and budget
- Provide a range of secretariat and administrative services, including coordinating committee and board meetings and minute taking, and supporting the facilitation of program forums such as RAID meetings
- Supporting with overall program and project governance documentation and improvement, including maintenance of key program governance artefacts such as the Program Management Plan
- Assisting with business improvement project planning and delivery, including:
 - Planning and facilitating workshops
 - Engaging with stakeholders
 - Undertaking research and analysis tasks
 - Preparing reports and artefacts, such as process maps
 - Documenting project plans and schedules
 - Monthly reporting
- Contribute to Project and Program direction and priorities and actively contribute to a positive culture focused on a flexible, safe, and healthy work environment.

Eligibility

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

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

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

Mandatory Qualification:

To be eligible for this position applicants must hold Relevant qualifications in project delivery

Desirable Experience:

- Demonstrated experience in secretariat or project delivery
- Experience with business / process improvement

Notes

- **Applications close 11:30pm AEDT.**
- Applicants are asked to quote reference number **23-PCPDIV-20063** to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires **a minimum of one day a week in the office**. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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 12 months.

(NOTE the above is subject to a 18 Months maximum)

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

About the Department of Health and Aged Care

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

To Apply

Position Contact	Aimee Reeves, 0420537634
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Organ and Tissue Authority

Closing Date: Sunday 12 November 2023

Organ and Tissue Authority
Analytics and Technology

Job Title	Director, Analytics and Technology
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$133,559 - \$158,125
Classification	Executive Level 2
Position Number	20019967
Agency Website	https://donatelife.gov.au/

Job Description

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

The Organ and Tissue Authority (the OTA) is a small Commonwealth agency that leads the delivery of a national program, DonateLife, to increase organ and tissue donation rates in Australia. There are two areas of focus: increase the capability and capacity of the health system to maximise donation rates and build community awareness across Australia to promote organ and tissue donation. The program is delivered in close collaboration with state and territory governments, a network of DonateLife agencies across Australia, health clinicians and the community.

The Director of Analytics and Technology position has a critical role in supporting and implementing the strategic data collection, analysis and reporting priorities of the OTA, and the maintenance and enhancement of ICT systems to support organ and tissue donation and transplantation. The Director is responsible for providing leadership, management and analysis expertise to the Analytics and Technology Team.

The role would suit an experienced and capable person who has the ability to understand the strategic priorities of the agency, enjoys multi-tasking and managing competing and changing priorities, including providing timely and accurate advice and support to the Chief Executive Officer (CEO), Chief Operating Officer (COO), National Manager Analytics and Technology and employees of the OTA. The capacity to foster productive relationships between different areas of the agency and with external stakeholders including State and Territory health representatives and external ICT service delivery partners is essential for this role.

Duties

In this role you will:

- Lead and mentor a team of data professionals to support and inform organ donation, transplantation and community engagement activity
- Lead the development of effective processes for the provision and dissemination of key health outcome information required to support organ and tissue donation and transplantation
- Provide key support for the development and management of OTA systems and data
- Provide oversight and direction to external activity and outcome reporting

- Provide oversight and direction to data governance activities
- Provide expert advice and assistance in the management of jurisdictional data sharing agreements which meet required legislative requirements
- Manage contracts and funding agreements, such as managed ICT services and the performance and delivery of outcome registries as required under the Commonwealth funding arrangements
- Provide regular and ad hoc data analysis, reports and briefings for internal and external use
- Liaise with key stakeholders, including external service providers and DonateLife Network employees to ensure that information provision and dissemination are fit for purpose
- adhere to the [APS Values, Code of Conduct](#) and demonstrating capability in line with the APS Integrated Leadership System and Work Level Standards at the EL2 level.

Eligibility

To be successful in the role you will have:

- A proven background in at least one data or ICT domain, including but not limited to: infrastructure, system administration, engineering, science, analytics
- A sound understanding of government information security and privacy frameworks
- Demonstrated ability to lead a small team, while maintaining a high standard of accuracy, attention to detail and reliability
- Proven ability to form robust and productive working relationships with internal and external stakeholders at all levels
- A demonstrated ability to think and deliver on outcomes strategically
- Excellent administration and organisational skills with the ability to manage competing priorities
- Highly developed oral and written communication skills
- Demonstrate behaviours consistent with the values of our organisation and the Australian Public Service
- A demonstrated commitment to the health, safety and wellbeing of all employees.

Notes

Please visit the [employment](#) page of our website for more information about the OTA, our recruitment processes and how to apply. Alternately, you can call the Contact Officer or send us an [email](#).

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

About the Organ and Tissue Authority

The Organ and Tissue Authority (OTA), leads the implementation of the Australian Government's national program for increasing organ and tissue donation for transplantation. They work in partnership with the national DonateLife Network, state and territory governments, the donation and transplantation clinical sectors, eye and tissue banks, and the community. The OTA aims to increase the capability and capacity within the health system to maximise donation and transplant rates and to raise community awareness and stakeholder engagement with the goal of encouraging all Australians to make a decision to support organ and tissue donation.

To Apply

Position Contact	Mark McDonald, National Manager Analytics and Technology, 0466512142
Agency Recruitment Site	https://www.donatelife.gov.au/work-us

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Home Affairs

Vacancy VN-0731997

National Emergency Management Agency

Closing Date: Sunday 05 November 2023

National Resilience Capability Progs
Community Engagement Coordination and Planning

Job Title	NEMA Coordination and Planning Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Various locations - NSW NSW, Various locations - NT NT, Various locations - QLD QLD, Various locations - SA SA, Various locations - VIC VIC, Various locations - WA WA
Salary	\$87,793 - \$98,660
Classification	APS Level 6
Position Number	129954
Agency Website	https://nema.gov.au/about-us

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/129954/>

National Emergency Management Agency:

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

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

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

Overview of the Branch and Section:

The NEMA Coordination and Planning Branch provides national coordination across government to support states and territories to respond to disasters. Working through meaningful partnerships, the Branch seeks to build Australia's capacity for disaster response, recovery and resilience and support communities when they need it most.

Coordination and Planning Officers support the state, territory and local governments, and communities, across the full disaster continuum. The Branch is comprised of a Strategy and Coordination Section, and six state teams (NSW/ACT, QLD, VIC/TAS, SA, WA, and NT) dedicated to supporting jurisdictions, who have lead responsibility under disaster management governance arrangements. The Coordination and Planning Branch supports delivery of national policies and programs and contributes to key NEMA functions, such as the Crisis Coordination Team (CCT).

About the role:

Coordination and Planning Officers are located across Australia in metropolitan and key regional locations, including Adelaide, Bendigo, Brisbane, Cairns, Central Northern Victoria, Dubbo, Far West NSW, Gippsland, Hobart, Launceston, Melbourne, Midwest Western Australia, Mount Isa, New England, North West Queensland, North West Western Australia, Northern Rivers, Perth, River Murray, South Coast NSW, Sydney and Wagga Wagga. They work in partnership with states and territories to support disaster-affected communities to collectively build resilience, reduce risk and harm, and effectively respond to and recover from disasters. They ensure strong coordination with states and territories, a more joined up approach for communities and an ability to surge support across the nation when required. This is achieved by supporting NEMA with:

- response and early recovery planning
- recovery and resilience program design, assurance and improvement
- decision making through information and issues management
- Senior Official visits and associated briefings.

In partnership with States and Territories, Coordination and Planning Officers also:

- coordinate information and, when required, directly support communities (including vulnerable communities) to understand and access Commonwealth support

- support and enable the development of local resilience, recovery and response plans and preparedness activities.

At times, the Coordination and Planning Officer may be required to assist in other functions delivered by the Branch and may be required to work outside of standard business hours, in support of Emergency Management and Response operational priorities, including a surge capacity to disaster impacted communities and fulfilling functions within the CCT.

This selection process is being used to fill immediate ongoing and non-ongoing vacancies. A merit pool may be established and used to fill similar ongoing or non-ongoing positions vacancies for up to 18 months from the date of advertisement.

Non-ongoing positions for a specified term may be offered for an initial period of up to 12 months, with the possibility to extend for a total maximum period of 2 years.

Subject to operational requirements, some non-ongoing employees may be offered ongoing positions from this recruitment process within 18 months from the date of advertisement.

Our ideal candidate:

The Agency is looking for people who enjoy working in a rapidly evolving environment, with a focus on stakeholder engagement, ensuring a joined up approach with states and territories. Our ideal candidate will be able to develop, foster and maintain mutually beneficial relationships with stakeholders (internal and external) including with federal, state and local governments, and actively build and maintain relationships with teams across NEMA.

You will be able to make decisions using good judgement, expertise and knowledge, under limited guidance and be able to maintain awareness of the longer-term strategic, political or operational outcomes and possible impacts on the work area. This will include providing accurate and specialised advice, including anticipating problems and contributing to issues management. The successful candidate will be able to represent the agency by promoting its interests at cross-agency and community levels (as required), including engaging empathetically with disaster-affected communities.

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

Duties

Specific duties/responsibilities:

- Stakeholder engagement and management experience
- Strong written and verbal communication skills
- Excellent organisational and time management skills, including the ability to re prioritise work in response to an unpredictable and dynamic work environment
- Ability to deploy to disaster impacted areas (if required) and have strong personal resilience
- Sound decision making and judgement.

Role requirements/qualifications:

Preference will be given to those with experience in emergency management. A valid driver's license is also required.

Eligibility

To be eligible to work with the NEMA you must:

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

Notes

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

This selection process is being used to fill immediate ongoing and non-ongoing vacancies. A merit pool may be established and used to fill similar ongoing or non-ongoing positions vacancies for up to 18 months from the date of advertisement.

Non-ongoing positions for a specified term may be offered for an initial period of up to 12 months, with the possibility to extend for a total maximum period of 2 years.

Subject to operational requirements, some non-ongoing employees may be offered ongoing positions from this recruitment process within 18 months from the date of advertisement.

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

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

About the National Emergency Management Agency

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

international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

To Apply

Position Contact	George Hodgson, -
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/129954/

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Industry, Science, Energy and Resources

Vacancy VN-0732020

Australian Nuclear Science and Technology Organisation

Closing Date: Thursday 02 November 2023

Corporate Affairs
Government and International Affairs

Job Title	Senior Advisor, International Affairs
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	\$107,184 - \$120,259
Classification	
Position Number	PD-1461
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

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

- Ongoing | Fulltime | \$107k - \$120k +15.4% super

- Sutherland Shire | Work/life balance | Hybrid work arrangements
- Looking for a Professional International Specialist with a passion for science
- Be immersed in interesting and inspiring work
- On-site Childcare for employees | Ongoing development opportunities

About the Opportunity

The key deliverables of this position include supporting ANSTO's International Affairs team in coordinating engagement and policy advice in international and bilateral relationships to ensure alignment with ANSTO's strategic priorities. This includes assisting in promoting ANSTO's reputation internationally and to build and maintain good relationships with key internal and external stakeholders.

About You

"We are keen to attract a professional international specialist with a passion for science, multilateral experience and a growth mindset. At ANSTO we're proud to offer working alongside the most amazing scientists and engineers who are creating new solutions to global challenges and producing life-saving medicine. We offer flexible working arrangements, ongoing development opportunities and value diversity and inclusion. I wake up each day and love my job, this is the benefit of working at ANSTO."

- Natascha Spark, International Affairs Senior Manager

About Us

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

Benefits of Working with Us

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

We support and reward our employees through eligibility for:

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

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

Duties

Your Duties and Responsibilities

- Prepare and coordinate briefings, national statements, submissions, reports and other policy documents ensuring consistency with ANSTO's strategic priorities.
- Provide support to internal stakeholders in international and bilateral engagements.
- Contribute to ANSTO's interactions with external stakeholders to maintain and strengthen ANSTO's reputation.

- Contribute to corporate growth in international relations, including the development of new innovative plans/strategies.

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

Eligibility

How to Apply

For further technical information relating to this position please refer to the [Position Description](#) or contact Natascha Spark on 0499 714 407. For all other queries please contact Talent Acquisition on +61 (02) 9717 9361.

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

Application closing date: 11:59PM Thursday 2nd November 2023

All applicants must be Australian citizens.

In order to solve great challenges, we need great minds and great teams. At ANSTO, we understand that diverse teams produce better outcomes and we value the merit that a diverse perspective can bring to our team. We encourage people from diverse backgrounds to apply for our roles including

Notes

About the Australian Nuclear Science and Technology Organisation

The Australian Nuclear Science and Technology Organisation, (ANSTO) is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year. To find solutions ANSTO operates much of Australia's landmark infrastructure including one of the world's most modern nuclear research reactors, OPAL; a comprehensive suite of neutron beam instruments; the Australian Synchrotron; the National Imaging Facility Research Cyclotron; and the Centre for Accelerator Science.

To Apply

Position Contact	Natascha Spark, 0499 714 407
Agency Recruitment Site	https://careers.ansto.gov.au/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0732023

Australian Maritime Safety Authority

Closing Date: Friday 03 November 2023

Response
Asset Management and Preparedness

Job Title	Senior Advisor AtoN Project Engineering
Job Type	Full-Time, Non-Ongoing
Location	Brisbane QLD
Salary	\$138,821 - \$160,932
Classification	Executive Level 2
Position Number	2060
Agency Website	https://www.amsa.gov.au/about

Job Description

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

Duties

Senior Advisor AtoN Project Engineering - Asset Management & Preparedness

\$138,821 - \$160,932 + 15.4% super

Brisbane based

3-years non-ongoing

ABOUT THE ROLE

The successful candidate will have extensive client-side PM experience in an engineering and/or industrial field and will be focusing on managing AMSA's marine aid to navigation network capital works and maintenance programs.

You will be responsible for:

- Managing AMSA's AtoN capital works and maintenance programs, including detailed planning, execution of work and project tracking and reporting.
- Overseeing a team of project managers to deliver AMSA's AtoN works programs.
- Leading the team to ensure financial, risk, safety, compliance, schedule, and quality outcomes are achieved.
- Setting a clear PM framework for the team to achieve efficiency and consistency.
- Developing technical specifications and tender documents for capital and major maintenance projects.
- Managing projects within AMSA's AtoN capital works program.
- Applying expertise and skills in assessing proposed designs for new and modified AtoN structures.
- Providing input to the AtoN capital works and maintenance budgets.
- Providing advice on technical issues relating to AtoN and the development of associated policy and strategic planning.

- Undertaking site assessments and develop high quality reports and briefs for projects.
- Investigating new technologies to assist in AtoN infrastructure improvements.
- Undertaking audits of AtoN sites and report on contractor's maintenance performance and site hazards.

SKILLS AND EXPERIENCE

To be successful in this position, you will have the following skills and experience:

- Relevant engineering degree and minimum of 5 years working experience preferred in offshore construction or civil / costal engineering fields.
- Relevant project management qualifications, with extensive client-side PM experience.
- Demonstrated skills and experience in program management of maintenance, repair, upgrade, and construction projects.
- Knowledge in areas such as offshore operations and construction, concrete repair, protective coating systems and aids to navigation.
- Highly developed project and contract management skills including the ability to manage multiple contracts / projects.
- Well-developed ability to estimate capital and maintenance works and an understanding of government policy in relation tendering and contract management.
- Understanding of contemporary environmental and risk management practices.
- Understanding of Commonwealth and State work place OH&S legislation

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 2016-2019](#).

AMSA BENEFITS

We are committed 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

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](#).

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 **3rd November 2023**. 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 Greg Hansen on 0407 918 223.

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 APS Act. 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	Greg Hansen, 0407 918 223
Agency Recruitment Site	https://www.amsa.gov.au/about/careers-us

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0731974

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

Closing Date: Sunday 05 November 2023

Surface Transport Emissions and Policy

Job Title	APS4 - 6 (Various) Policy & Program Officers, Surface Transport Emissions and Policy
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	44013
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

APS6 IFA Salary: \$100,925 - 105,788

Salaries in the department are provided through its Enterprise Agreement and supporting s.24(1) Determination. They may also be provided through Individual Flexibility Arrangements (IFA).

The department has an Individual Flexibility Arrangement (IFA) Framework applicable to employees at the APS6 and Executive Levels. Employees at these classifications may be eligible to receive salaries set out in the IFA Framework which are above those set out in the Enterprise Agreement and supporting s.24(1) Determination.

These IFAs can be negotiated prior to commencement and the IFA will be provided to staff on commencement with the department.

For more information on the IFA Framework and to understand what remuneration the department can offer, applicants are strongly encouraged to contact IFA@infrastructure.gov.au

Location:	<i>Our preference is for candidates to be located in Canberra where possible, however we want to recruit the best people to our Group, no matter where you are located. Having regard to operational needs, we support flexible work arrangements including the opportunity to work remotely from one of our other departmental offices or remotely via home based work where suitable.</i> <i>Should the successful candidate reside in a location where the department does not currently have an office footprint, there will be a requirement to be engaged remotely via a home based work arrangement.</i>
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Duties

The opportunities we have available

We are looking for enthusiastic people who are interested in contributing to policies that support the transport sector, ensuring freight and transport continue to function efficiently and effectively to support Australian communities and the national and local economies.

There is currently a range of opportunities across the Division. It is expected a merit list will be established which may be used for future vacancies in the Branches and Division.

- The **Land Transport Policy Branch** leads a broad range of work including ongoing reforms in the areas of heavy vehicle policy, rail policy and safety, and accessibility of public transport. The branch also manages the implementation of the National Freight and Supply Chain Strategy and develops policy responses to emerging freight and supply chain issues to ensure Australia's supply chains are efficient and resilient.
- The **Maritime and Shipping Branch** leads on Australian shipping and ports policy and advises Government on maritime safety, facilitation and environmental issues where these impact on domestic or international shipping. The Branch is the regulator for international liner shipping, shipping tax incentives and coastal trading and also manages the Tasmanian shipping programs. It also supports the Australian Maritime Safety Authority (AMSA) in delivering its obligations.
- The **Strategic Fleet Project Team** leads on implementing the Government's key election commitment to establish a strategic maritime fleet of up to 12 Australian flagged and crewed vessels that are to be privately owned and operate on a commercial basis, but could be requisitioned by the Government in times of national crisis such as natural disaster or conflict.
- The **Reducing Surface Transport Emissions Branch** is the preeminent adviser to the Government on how to reduce Australia's Greenhouse Gas, and other harmful emissions from the road, rail and maritime sectors to help tackle climate change. This is a fast moving area, and one where you can make a real difference.
- The **Transport Market Reform and Technology Branch** is preparing for the arrival and operation of connected and automated vehicles and other transport innovations and leading a range of land transport reforms, including the National Heavy Vehicle Charging Pilot. New

and emerging technologies are enabling and driving these major economic reforms that are expected to lead to improved safety and productivity. The Branch also provides the Council Secretariat – a key enabling body for the Infrastructure and Transport Minister's Meeting and the Infrastructure Transport Senior Officials Committee, headed by the Secretary.

What will you do?

As a policy officer in Surface Transport Emissions and Policy Division you will have the opportunity to work on some of the Government's most interesting policy issues. You will have the opportunity to:

- develop and implement policy in areas of strategic importance to the department and the transport sector.
- manage important programs of work or projects supporting departmental priorities.
- undertake key maritime regulatory functions and manage vital programs.
- work with a range of stakeholders across industry, other Commonwealth departments and state and territory governments.
- gain insight into the mechanisms for achieving national transport reform, and exposure to senior high-level discussions.
- influence forward looking policy agendas which have a direct impact on the Australian public and industry.

Eligibility

Employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts is subject to conditions prescribed within the *Public Service Act 1999* including:

- **Citizenship:** 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 Baseline Security Clearance Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button

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

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

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide

range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership. Our values outline the characteristics, behaviours and professional capabilities we seek in our workforce:

- Collaborative – we work together and with others across the system, to achieve our objectives and deliver for the Australian community.
- Respectful – we create diverse teams and a respectful and inclusive culture that supports high performance, innovation and the wellbeing of all people across the department.
- Informed – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices.
- Adaptive – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world.
- Accountable – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

To Apply

Position Contact	Michelle Rowley, (02) 6136 6318
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0732001

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

Closing Date: Sunday 05 November 2023

Job Title	EL1 Assistant Director, Surface Transport Emissions & Policy
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$113,631 - \$119,891
Classification	Executive Level 1
Position Number	43985
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

Salaries in the department are provided through its Enterprise Agreement and supporting s.24(1) Determination. They may also be provided through Individual Flexibility Arrangements (IFA).

The department has an Individual Flexibility Arrangement (IFA) Framework applicable to employees at the APS6 and Executive Levels. Employees at these classifications may be eligible to receive salaries set out in the IFA Framework which are above those set out in the Enterprise Agreement and supporting s.24(1) Determination.

These IFAs can be negotiated prior to commencement and the IFA will be provided to staff on commencement with the department.

For more information on the IFA Framework and to understand what remuneration the department can offer, applicants are strongly encouraged to contact IFA@infrastructure.gov.au

Location	<i>Our preference is for candidates to be located in Canberra where possible, however we want to recruit the best people to our Group, no matter where you are located. Having regard to operational needs, we support flexible work arrangements including the opportunity to work remotely from one of our other departmental offices or remotely via home based work where suitable.</i> <i>Should the successful candidate reside in a location where the department does not currently have an office footprint, there will be a requirement to be engaged remotely via a home based work arrangement.</i>
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Duties

The opportunities we have available

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There is currently a range of opportunities across the Division. It is expected a merit list will be established which may be used for future vacancies in the Branches and Division.

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- The **Strategic Fleet Project Team** leads on implementing the Government's key election commitment to establish a strategic maritime fleet of up to 12 Australian flagged and crewed

vessels that are to be privately owned and operate on a commercial basis, but could be requisitioned by the Government in times of national crisis such as natural disaster or conflict.

- The **Reducing Surface Transport Emissions Branch** is the preeminent adviser to the Government on how to reduce Australia's Greenhouse Gas, and other harmful emissions from the road, rail and maritime sectors to help tackle climate change. This is a fast moving area, and one where you can make a real difference.
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What will you do?

As a policy officer in Surface Transport Emissions and Policy Division you will have the opportunity to work on some of the Government's most interesting policy issues. You will have the opportunity to:

- develop and implement policy in areas of strategic importance to the department and the transport sector.
- manage important programs of work or projects supporting departmental priorities.
- undertake key maritime regulatory functions and manage vital programs.
- work with a range of stakeholders across industry, other Commonwealth departments and state and territory governments.
- gain insight into the mechanisms for achieving national transport reform, and exposure to senior high-level discussions.
- influence forward looking policy agendas which have a direct impact on the Australian public and industry.
- develop your leadership skills

Eligibility

Employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts is subject to conditions prescribed within the *Public Service Act 1999* including:

- **Citizenship:** 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 Baseline Security Clearance Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button

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

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To Apply

Position Contact	Michelle Rowley, (02) 6136 6318
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0732018

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

Closing Date: Sunday 05 November 2023

Job Title	APS5 & APS6 Various Roles, Communications Infrastructure Division
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - WA WA, Various locations - NT NT, Various locations - SA SA, Various locations - VIC VIC, Various locations - TAS TAS, Various locations - QLD QLD, Various locations - QLD QLD
Salary	\$79,935 - \$99,155
Classification	APS Level 5;APS Level 6
Position Number	43982
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

APS6 IFA Salary: \$100,925 - \$105,788

Salaries in the department are provided through its Enterprise Agreement and supporting s.24(1) Determination. They may also be provided through Individual Flexibility Arrangements (IFA).

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For more information on the IFA Framework and to understand what remuneration the department can offer, applicants are strongly encouraged to contact IFA@infrastructure.gov.au

Location:	Various <i>We want to recruit the best people to our Group, no matter where you are located. Having regard to operational needs, we support flexible work arrangements including the opportunity to work remotely from one of our other departmental offices or remotely via home based work where suitable.</i> <i>Should the successful candidate reside in a location where the department does not currently have an office footprint, there will be a requirement to be engaged remotely via a home based work arrangement.</i>
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Duties

Who are we looking for?

To be a successful APS6 applicant you should demonstrate knowledge and/or experience in the following areas:

- Good judgement and ability to identify and resolve issues through research and analysis.
- Communicate clearly and with influence with your peers, executive and stakeholders.
- Develop project plans, tapping into expertise and resources, and being creative in your thinking to get good outcomes.
- Strong organisational skills and initiative.
- A collaborative and positive team member.
- The ability to develop good relationships within government and industry.
- Being responsive to priority work while considering longer-term impacts and outcomes.

To be a successful APS5 applicant you should demonstrate knowledge and/or experience in the following areas:

- Common-sense approach to problem solving.
- The ability to communicate and negotiate clearly to achieve a result.
- Being able to see a project through to completion and manage different priorities.
- Good organisational skills and initiative.
- A constructive and positive team member.
- The ability to develop good working relationships.
- Being responsive to priority work while considering the longer-term goals.

We welcome and encourage applications from First Nations people.

We look forward to hearing from you and are excited to continuing to develop and expand your skills and help progress your future career goals.

Eligibility

Employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts is subject to conditions prescribed within the *Public Service Act 1999* including:

- **Citizenship:** Candidates must be an Australian citizen to be eligible for employment with the department. Only in exceptional circumstances will the department consider waiving this requirement.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

Notes

- For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button

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

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To Apply

Position Contact	Caitlin Stafford, 02 6136 7726
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0726726

Museum of Australian Democracy - Old Parliament House

Closing Date: Sunday 05 November 2023

Capital Projects
Capital Projects

Job Title	Project Administration Officer
Job Type	Full-Time, Non-Ongoing
Location	Parkes ACT
Salary	\$69,832 - \$75,327
Classification	APS Level 4
Position Number	NP
Agency Website	

Job Description

moadoph.gov.au/about/career

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

The Project Administration Officer will provide administrative support to the Facilities, Capital Projects & Security section at Old Parliament House and will be part of the Capital Projects team, which is responsible for the progressive restoration, refurbishment and upgrading of Old Parliament House's infrastructure, while ensuring the preservation of its heritage fabric. As Project Administration Officer, you will provide administrative support to the team's project managers on several major building infrastructure projects. If you enjoy working in a fast-paced environment, work collaboratively with others, and have excellent organisation and administration skills, we'd love to hear from you. You will work in a supportive team, develop an excellent understanding of heritage and project management processes and have a tangible impact on protecting the heritage values of Old Parliament House.

Duties

Under the direction of the EL1 Manager Strategic Projects and APS6 Project Coordinators, you will:

- Assist with the preparation of project documentation, including photographic documentation of works in progress and assisting with drafting of heritage approvals.
- Provide secretariat support for the Project Steering Committee.
- File key project documentation in Microsoft Teams and in MoAD's record management system (CM10).
- Assist with financial administration, including preparing procurement processes, raising purchase orders, and processing invoices.
- Prepare emails to update stakeholders on the progression of project works, and to notify staff of works that will impact museum operations.
- Undertake project administration for contractor works, such as processing security pass applications and work permits, monitoring heritage induction records, updating asset registers, and preparing disposal records.

Eligibility

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

- **Citizenship** – To be eligible for employment with MoAD, applicants must be an Australian Citizen.
- **Security Clearance** – The successful applicant will be required to undergo and maintain a security clearance at the baseline level.

Notes

A merit pool may be established from this recruitment activity which may be used to fill similar vacancies at MoAD

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

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Pip Harrington, 02 6270 8105
Agency Recruitment Site	moadoph.gov.au/about/career

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0732031

Museum of Australian Democracy - Old Parliament House

Closing Date: Sunday 05 November 2023

Exhibitions, Interpretation and Engagement Museum Engagement

Job Title	PlayUp Facilitator
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	\$62,041 - \$67,794
Classification	APS Level 3
Position Number	21803
Agency Website	

Job Description

moadoph.gov.au/about/careers

As the first point contact for visitors to PlayUP you will provide informal learning with both adults and children and conduct brief research and evaluation processes. This may involve walking and/or standing for long periods. There will also be opportunities to be involved in the development of new PlayUP programs as well as other Museum Engagement activities.

Duties

Under the general supervision of the Manager, Museum Engagement, you will:

1. Provide high quality customer service to Museum visitors in a fast-paced environment with competing priorities.
2. Facilitate informal and formal learning with children and adults in the PlayUP exhibition and Museum Engagement spaces including the development and implementation of relevant programming.
3. Work cooperatively as a part of a team comprising staff and volunteers to achieve team goals and the Museum's objectives.
4. Assist with the development of new experiences including undertaking basic research and analysis.
5. Undertake a range of administrative tasks to support the Museum Experience team including maintenance of the roster system for Museum Engagement casuals.
6. In association with other Museum teams, support compliance with agency security and heritage requirements.

Eligibility

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

- **Citizenship** – To be eligible for employment with MoAD, applicants must be an Australian Citizen.
- **Security Clearance** – The successful applicant will be required to undergo and maintain a security clearance at the baseline level.
- **Working with Venerable People (WwVP) Registration** - The successful applicant will be required to provide a WwVP card prior to commencement.

Notes

A merit pool may be established from this recruitment activity which may be used to fill similar vacancies at MoAD.

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

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Brooke Treble, 02 6270 8236
Agency Recruitment Site	moadoph.gov.au/about/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0732021

National Film and Sound Archive of Australia

Closing Date: Sunday 05 November 2023

Collection Curatorial & Accessioning

Job Title	Curator
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$85,168 - \$95,084
Classification	APS Level 6
Position Number	89794
Agency Website	https://www.nfsa.gov.au/

Job Description

<https://nfsa.elmogov.com.au/careers/nfsa/jobs>

The National Film and Sound Archive (NFSA) is the custodian of Australia's analogue and born digital national audiovisual collection that contains almost 4 million items. Our mandate is to collect, preserve and share the remarkable story of the Australian audiovisual experience through the creativity and history represented in film, television, radio, recorded sound, augmented reality, online, videogames and associated contextual documentation and ephemera. Our primary focus is on Australian production and Australian related production.

The Curatorial and Accessioning Section is looking for a Curatorial Operations Curator to oversee collection backlog projects, collection digitisation and preservation queues. This position will also assist the Curatorial Operations and Accessioning Manager in developing, implementing and contributing to infrastructure projects such as Media Acquisition Portal (MAP) and Digital Asset Management System (DAMS). The position requires a strong understanding of, and experience in, curatorial processes, accessioning, collection management, preservation and digitisation workflows within the analogue and digital archiving space.

Duties

Under limited direction, undertake the following duties:

- Work with the Preservation, Collection Digitisation, Conservation Services, Collection Management and Collection Access to establish and maintain digitisation queues through the identification, prioritisation and selection of components for preservation and digitisation activities.
- Work with CM Project team lead on analogue backlog projects, identifying Curatorial and Accessioning priorities and preservation digitisation priorities; co-ordinate and manage the Curatorial and Accessioning team's digital backlog.
- Assist the Curatorial Operations and Accessioning Manager on the development and implementation of infrastructure projects such as MAP and DAMS to provide input that ensures the integrity of curatorial, accessioning principles and archive practices.
- Work with Curatorial Data Co-ordinator on backlog and preservation accessioning priority projects, and with Curatorial team leads to co-ordinate curator requirements
- In conjunction with Curators, co-ordinate relevant training programs for curatorial staff and other NFSA business units in relation curatorial functions.
- Day-to-day supervision of a small team of specialist staff responsible for the functions of the Curatorial Operations team.

Selection Criteria

In relation to the 'Job Details' listed above, concisely outline your skills, experience, and achievements against each of the following areas:

1. Demonstrated understanding and experience in curatorial processes and standards, accessioning, collection management, preservation and digitisation workflows pertaining to the NFSA's analogue and digital audiovisual collection.
2. Proven experience in project management and the developing, testing, implementing of and training in systems and applications relevant to curatorial, collection management and collection findability.
3. Demonstrated understanding of and/or experience in moving image, recorded sound and digital dissemination and their production pathways, formats and history.
4. Highly developed skills in identifying, writing and implementing guidelines and procedures to improve workflows and ensure processes are undertaken correctly against curatorial principles and standards.
5. Negotiation and influencing skills of a high order and demonstrated ability to supervise staff, liaise and communicate concisely and effectively with team members, senior management, external stakeholders and general audiences.

Qualifications and/or equivalent experience required:

- A relevant tertiary degree and/or equivalent experience in a related cultural or industry environment

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen

Assessment Process

The assessment process for this position may include:

- A written Expression of Interest (one page)
- Resume
- An interview; and
- Referee checking

Notes

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.

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 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	Bronwyn Barnett Manager, Curatorial Operations and Accessioning, 02 6248 2277
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0731987

Services Australia

Closing Date: Friday 03 November 2023

Corporate and Cross Government Services
Security

Job Title	Director - Security
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Various locations - ACT ACT, Various locations - QLD QLD, Various locations - TAS TAS, various locations in VIC VIC, Various locations - WA WA, Various locations - NSW NSW, Various locations - NT NT, Various locations - SA SA
Salary	\$126,991 - \$151,019
Classification	Executive Level 2
Position Number	EXT-EL-2023-1326
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au/cp/?audiencecode=ext>

The agency is seeking creative, responsive and resilient senior leaders to fill a number of specialist protective security roles.

These roles work as members of a leadership group in Services Australia's Security Branch and are key to fostering a positive security culture and guiding security activities that are essential to protect the agency's people, information and assets.

These roles support the management of physical security, personnel security, information security and security governance functions. They work independently, supervise and support staff and play a key role in achieving security outcomes in accordance with the Australian Government's Protective Security Policy Framework (PSPF).

Physical Security

The Physical Security section provides advice and guidance on security measures used to achieve a safe and secure physical environment for the agency's people, information and assets. The section is responsible for:

- developing and maintaining Physical Security strategy, policy, processes and procedures
- maintaining the agency's electronic security systems
- in-house identity building access pass production
- providing physical security services, advice and real-time threat management advice across the agency
- managing the agency's contracted security guards
- determining security requirements for new leases
- ensuring security considerations are incorporated into facility design, and layout
- providing security advice, assessment and recommendations for the development and evaluation of new concepts including furniture concepts
- conducting security reviews of new and refurbished sites

Personnel Security

The Personnel Security section provides guidance and support in the implementation of measures that ensure staff and contractors are eligible and suitable to access agency and Australian Government resources. The section is responsible for:

- developing and maintaining Personnel Security strategy, policy, processes and procedures
- undertaking eligibility and suitability assessments for staff and contractor engagements
- management of security clearances.

Security Governance and Information Security

The Security Governance and Information Security section supports the work of the Security Branch and is responsible for:

- monitoring and reporting on the agency's implementation of the mandatory requirements of the PSPF
- establishing management structures required to integrate protective security policy and procedures into the agency's business
- reporting security matters to various committees
- coordinating the annual agency-wide PSPF maturity assessment
- identifying and assessing security risks and threats at a strategic level
- managing information security policy and processes including maintaining the agency's clear desk policy, information classification and handling policy and procedures required to protect official information.

You will be responsible for

- contributing to agency wide strategic planning by setting direction, developing long-term plans and implementing strategies that manage protective security risk and meet stakeholder expectations.
- leading a team in providing professional protective security advice and support on security policy and procedures, and the management of sensitive and complex protective security matters.
- supervising and supporting staff, including coaching and supporting personal development, providing direction, delegating responsibilities and managing performance.
- preparing, reviewing and updating strategic and complex briefing papers, executive minutes, operational and technical reports, threat and risk assessments and security policy and procedures.
- managing the delivery of protective security projects applying project management principles and processes.
building and maintaining collaborative relationships with stakeholders across the agency and with other Government agencies.
- represent, advocate and negotiate on behalf of the division, branch or agency at internal and external workshops, meetings, committees, seminars and conferences.
- leading the development of the section's operational objectives for short-term tasks and strategic planning for longer-term initiatives.

Duties

- considerable and proven experience in leading the implementation and ongoing management of Government protective security, including an extensive understanding of the Protective Security Policy Framework (PSPF).
- considerable and proven experience in leading and operating as part of a team with a strong record of delivering outcomes, including supervision of staff, providing direction, delegating responsibilities, managing staff performance and supporting personal development.
- demonstrated task prioritisation and senior management skills, sound judgement, strong communication skills, including well developed writing, influencing and negotiating skills.
- demonstrated competency in building relationships and developing a shared sense of purpose with colleagues.
- engage appropriately with risk, collaborate and work collegiately, transparently and have a strong customer service focus.
- experience in providing accurate, timely and considered professional protective security advice to stakeholders and clients with awareness of the broader strategic and operational impact.
- demonstrated experience in leading the design, development and ongoing management of projects.
- handle sensitive and security classified matters with sound judgement and discretion while sharing information to effectively manage risks.

Eligibility

Security Clearance level required: Negative Vetting Level 2 (or ability to obtain and maintain)

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

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.

Some domestic and regional/remote travel may be required.

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.

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

About the Services Australia

We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and an LGBTI+ gold employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Security Support, via email
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Treasury

Vacancy VN-0731964

Australian Bureau of Statistics

Closing Date: Sunday 05 November 2023

Corporate Services
Legislative Compliance and Parliamentary Privacy

Job Title	Privacy Managers and Governance Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Belconnen ACT, Brisbane QLD, Docklands VIC, Hobart TAS, Perth WA, Sydney NSW
Salary	\$78,928 - \$100,130
Classification	APS Level 5;APS Level 6
Position Number	23/PRIVACY_APS5_6
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/cp/?audienceypcode=ext+>

The Australian Bureau of Statistics (ABS) is seeking to recruit Privacy Managers and Governance Officers (APS 5), Senior Privacy Managers and Senior Governance Officers (APS 6). There are both ongoing (permanent) and non-ongoing (temporary) positions available.

The successful applicants can work full-time or part-time hours (four days per week) and can be located in any of the advertised ABS office locations, although a hybrid model of working from home and in the office applies.

Duties

The ABS is committed to upholding the privacy, confidentiality and security of the personal information we collect. We have strong legislative protections that safeguard the secrecy of an

individual's information and a proud history of maintaining community trust in the way we collect, use, disclose and store personal information provided to us.

The Privacy Section has a leadership and coordination role for supporting ABS' effective compliance with privacy and other related legislation and policy. We cultivate a Privacy-by-Design approach across the ABS. We partner with business areas (such as Census, data integration and statistical business areas) to consider privacy impacts of our innovative data uses and create privacy preserving solutions. We also keep informed of relevant legislative changes and lead responses to meet these changes.

About the roles

You will contribute to an ambitious and exciting work program which includes:

- **Privacy Leadership and Compliance:** Support the delivery of the ABS privacy management program in collaboration with stakeholders and partners. Support and promote privacy-by-design across the organisation to embed good privacy practices into the design of business practices, technologies and physical infrastructures. Understand the ABS data environment and data policy landscape and identify changes to the broader privacy environment that may impact the privacy work program.
- **Project Management and Stakeholder Engagement:** Build and sustain relationships with stakeholders across the ABS on privacy and data governance matters to support critical ABS projects and initiatives. This can include: undertaking privacy threshold and impact assessments, supporting external consultations on privacy matters and providing advisory support to ABS business areas on privacy and data governance matters.
- **Ethics and Data Governance:** Shape and administer good data governance practices to ensure data is accessible and protected. Support the development and administration of ethics and data governance for projects including: scheduling and costs, risk management, privacy assessments, documenting processes, develop briefings and presentations for governance committees.

What we are looking for (selection criteria)

To be rated suitable you should have most or all of the following skills, qualities and experience:

Substantial skills or experience required in:

- critical thinking and reasoning
- conceptual and analytical thinking and problem solving
- written and verbal communication
- stakeholder engagement
- project management
- team management.

You should have a sound knowledge of ABS business or data governance, or an ability to quickly acquire such knowledge and be able to demonstrate a strong work ethic and record of successful delivery in at least one of the areas of the section (Privacy, Data Governance or Ethics):

- Privacy, including assessments, legislative compliance and privacy capability building.
- Data Governance, including privacy aspects of data sharing and innovative data use.
- Ethics, including developing and/or implementing data ethics processes.

Formal qualifications in law, privacy, policy or project management would be highly regarded.

How to apply

You will need to upload your current resume, provide referee details and provide a statement of claims addressing (no more than 500 words) how you possess the necessary qualities, skills and experiences for these roles.

Eligibility

To be eligible for these roles you:

- must be an Australian citizen at the time you apply
- will need to undertake pre-employment checks, including national police check and health assessment
- may need to obtain (or hold) and maintain at least Baseline security clearance.

Notes

The roles are only available to be filled in the locations specified (Adelaide, Brisbane, Canberra, Hobart Melbourne, Perth and Sydney), based on the needs of the hiring area and to meet the requirements of being a merit based process.

The ABS will negotiate relocation arrangements, consistent with the ABS Enterprise Agreement 2019, if you are required to relocate.

ABS employees who have access to market sensitive information are restricted in market trading activities. You may not be allowed to trade in financial products while employed. These roles aren't restricted in trading.

If found suitable but not offered a role you will be placed in the merit pool. If you agree in your application this means you may be offered a similar role in the ABS or another APS 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>

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	Samantha Masal, (02) 6252 7686
Agency Recruitment Site	https://abs.nga.net.au/cp/?audienceypcode=ext+

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Treasury

Vacancy VN-0731955

Australian Securities and Investments Commission

Closing Date: Friday 27 October 2023

Legal Services
FOI & Privacy

Job Title	Lawyer
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	\$114,531 - \$132,272
Classification	Executive Level 1
Position Number	1749417
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnCounter=225744717&in_organid=16529&

- Act as an FOI decision maker in relation to requests for access to documents made under the FOI Act
- Sound knowledge and understanding of the Privacy and FOI Act with exposure privacy issues arising in data and technology projects ideal
- \$114,531 - \$132,272 (depending on experience) plus 15.4% superannuation

- **Permanent role, can be located in Sydney or Melbourne**

A future with ASIC means that your work will contribute to ASIC's vision for a fair, strong and efficient financial system for all Australians. We value what you will bring. We value those with sharp, analytical minds and are open to challenging the way things are done.

The team

The Legal Services is responsible for a wide range of legal matters within ASIC including providing advice and oversight in respect of major cases being conducted by ASIC, providing advice on complex or novel regulatory matters and compliance with ASIC's statutory obligations.

This role is a combined role, undertaking work in both the Freedom of Information (FOI) Team and in the Privacy Team. Both teams are part of ASIC's Legal Services.

The FOI Team is responsible for managing ASIC's obligations under the Freedom of Information Act 1982. Members of the team are required to use technical expertise and judgement to make informed decisions within relevant timeframes, when managing and responding to requests for documents under the FOI Act.

The Privacy Team is responsible for the day-to-day management of privacy practice at ASIC. The Privacy Team advises ASIC on the operation of the Privacy Act 1988 as well as ensuring ASIC's compliance with its privacy obligations including assessing Privacy Impact Assessments and responding to data breaches.

Duties

The role

As a Lawyer, FOI & Privacy you will be required to:

- act as FOI decision maker in relation to requests for access to documents (including requests for internal review) made under the FOI Act
- respond to requests for information from the Office of the Australian Information Commissioner in relation to applications for OAIC review of FOI decisions. This may include briefing and instructing external counsel where appropriate
- add value to ASIC's internal FOI and privacy capability, including through the provision of appropriate training and guidance on both FOI and privacy to junior staff in the teams as well as across ASIC generally.
- provide legal advice and services to the Commission and senior management of ASIC on matters affecting ASIC's privacy obligations
- work closely with the Senior Specialist, [Privacy](#), and other lawyers in the Chief Legal Office to provide guidance to ASIC staff in relation to all areas of privacy law including conducting and advising on Privacy Impact [Assessments and collection notices](#)
- contribute privacy expertise to ASIC's data and technology projects, [platforms](#), and agreements

About you

- Bachelor of Law and/or post graduate qualifications in a relevant field
- Eligible to hold (as a minimum) a Restricted Government Legal Practising Certificate in NSW and /or another State or territory.
- Sound knowledge and understanding of the law, practice and policy relating to the Privacy Act and the FOI Act and its application to government agencies
- [Exposure to privacy issues arising in data and technology projects](#)
- Experience in processing requests under the FOI Act at a senior level including conducting internal reviews and managing reviews to the OAIC.
- Demonstrated experience in interpreting and applying FOI legislation and providing sound advice and guidance in relation to FOI matters at a senior level
- Experience effectively presenting complex information to different target audiences through highly developed written and oral communication skills
- Sound time management skills, with strong attention to detail

- A client service focus with strong experience managing a diverse range of internal and external stakeholders and the ability to establish and maintain productive working relationships with those stakeholders

Eligibility

About ASIC

ASIC's remit is one of the broadest of regulators across the world.

ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system.

Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

Through Moneysmart, we aim to improve the skills and knowledge of Australians and provide information and tools to help them in their decision making.

[A future with ASIC means that your work will contribute to achieving ASIC's vision for a fair, strong, and efficient financial system for all Australians.](#)

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

To work with us, you need to be an Australian citizen, and be prepared to complete an ASIC Suitability and Baseline Assessment which is issued ASIC's Security team.

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

Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Jancie Mareko, 0435 700 184
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnCounter=225744717&in_orga

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Australian Taxation Office

Closing Date: Friday 03 November 2023

ATO Finance
Various teams

Job Title	Finance Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Albury NSW, Brisbane QLD, Canberra ACT, Melbourne VIC, Moonee Ponds VIC
Salary	\$83,922 - \$88,967
Classification	APS Level 5
Position Number	EXT_ATOF_1250_23
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=C3332BEC-82EC-6676-5335-D21A3BB26291>

Duties

You will provide insights, advice, and support to a range of business partners to influence decision making and business outcomes. You'll analyse trends and data to identify issues, risks, and opportunities to develop solutions in consultation with stakeholders.

We have roles available in various teams:

Corporate Services, Systems and Tax Management, analyses trends and data to identify insights, issues, risks and opportunities and develops value-add solutions. We administer two key systems being work planning and the enterprise project management system.

You will need to have knowledge of MS Project Server (EPM) or similar Project Portfolio Management systems, as well as Atlassian Jira or similar work management systems.

Finance Service Delivery is the front door to ATO Finance for financial services. We are experts at understanding our client business priorities, their environment and providing trusted services and advice that support effective and efficient financial management activities. With FSD providing administrative and governance support, our clients can focus on delivering their core business.

You will need to understand budget management, financial management processes, forecasts, reconciliations, reporting, banking management, general ledger mapping and accruals.

Financial Statements and Policy Services is responsible for preparing the ATO's financial statements and developing and maintaining a robust financial integrity framework. We ensure the ATO's financial transactions are complete, accurate, transparent, and in accordance with legislative requirements.

You will need to understand the financial statement preparation process, preparing monthly financial accounting reporting (including month-end journals and reconciliations) and contributing to financial statements.

Strategic Procurement and Contracts works with our partners in business to drive effective procurement and contract management, deliver savings, innovations, and efficiencies for our organisation. We liaise closely with stakeholders to support a range of strategic sourcing, tendering, contract management and project activities, including the delivery of complex outcomes for the ATO. You will need to understand and support application of legislation, Commonwealth Government procurement reporting requirements and the ability to plan, support and secure approval for procurement and contract management activities.

Eligibility Notes

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

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

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 18 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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

About the Australian Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	Margi Hoffner, (03) 9937 9978
Agency Recruitment Site	https://ato.nga.net.au/?jati=C3332BEC-82EC-6676-5335-D21A3BB26291

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Employment and Workplace Relations

Vacancy VN-0731805

Department of Employment and Workplace Relations (DEWR)

Closing Date: Sunday 12 November 2023

Legal and Assurance Division
Commercial and Information Law Corporate and Pacific Operations

Job Title	Senior Government Lawyer
Job Type	Full-Time, Ongoing
Location	Hobart TAS, Melbourne VIC, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Perth WA, Sydney NSW
Salary	\$115,996 - \$142,094
Classification	Executive Level 1;Senior Government Lawyer
Position Number	23/2969
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR>

We are seeking high performing Senior Government Lawyers with strong commercial law expertise to join our specialist commercial law practice. Our Commercial and Information Law Branch has three dedicated teams that service all the commercial law needs of the department (with the assistance of external legal service providers where relevant). Two of those commercial teams are well established and the third has been newly created following an expansion in our work so we are keen to build its capacity.

As a member of our 'in house' legal area, you will have a unique opportunity to gain an in-depth understanding of the core business and service needs of your client areas. You will be expected to apply this unique competitive edge in providing legal solutions tailored to our clients' business needs. Your team will primarily service the commercial law needs of the department's Corporate and Enabling Services Group (including commercial property work, centralised procurement advising, and ICT procurement and contracting) and the Pacific Labour Operations Division (which administers the Pacific Australia Labour Mobility Scheme through deeds with participating employers).

The size of our practice (we have six dedicated Principal Government Lawyers leading commercial work) provides excellent prospects for career growth and variety in work. We aim for an inclusive work environment where we are invested in each other's success and development so that we remain the commercial law specialists of choice for our agency, maintain a 'can do' attitude and enjoy some camaraderie and good humor along the way.

Duties

As a Senior Government Lawyer, you will provide legally and strategically robust legal advice on matters that include:

- Advising on the design and conduct of procurements and grants;
- Drafting (often bespoke) deeds, contracts, variations and notices to facilitate policy and program objectives and resolve novel issues;
- Advising on contractual rights (including input on show cause and breach processes and the enforcement of rights such as the right to recover funds and terminate agreements), intellectual property matters and a wide range of other commercial law issues that arise with commonwealth programs;
- Advising on the application of requirements that are core to the commonwealth's commercial operations, such as those arising under the government procurement (*judicial review*) act 2018, public governance, performance and accountability act (2013), commonwealth procurement rules, commonwealth grants rules and guidelines and commonwealth procurement policies;
- Advising on commercial property law issues; and
- Advising on ICT projects and contractual arrangements.

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

- A degree in laws from an Australian tertiary institution, or a comparable overseas qualification, which is appropriate to the duties of the position; and
- Admission as a legal practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory.

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

About the Department of Employment and Workplace Relations (DEWR)

The Department of Employment and Workplace Relations enables access to quality skills, training and employment to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper. Secure jobs are vital for our nation to prosper—driving future economic growth and providing people with the certainty to achieve their life goals. In the midst of fast-paced, social, economic and global changes, we focus on equipping Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment to achieve their aspirations in life. We work actively to fill skill gaps fundamental to Australia's economic growth by to identify industries with skill shortages and emerging industries fundamental to the prosperity of individuals, businesses, and our nation. We support a world leading vocational education and training sector offering apprenticeships, cadetships, and traineeships to connect people to alternative pathways to employment while helping to address future skill demands such as engineering, nursing, technology and teaching—driving better outcomes through an agile skills sector in tune with market demands. This work leads to local, stable, and secure employment, strengthened by work health and safety, and a safety net and conditions that help to define workplace rights and responsibilities that both employers and employees can have confidence in. Together, we contribute to a safe, secure and responsive employment sector where workers are assured of continued employment and employers retain a productive, reliable and skilled workforce to achieve long term goals—sustaining the future prosperity of our nation.

To Apply

Position Contact	Shayne Howard, (02) 6121 5492
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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Department of Employment and Workplace Relations (DEWR)

Closing Date: Sunday 05 November 2023

VET Data Loans and Compliance
Skills Programs Compliance Compliance Intelligence

Job Title	Director, Compliance Intelligence
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$136,498 - \$163,848
Classification	Executive Level 2
Position Number	23/2984
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR>

Reporting to the Assistant Secretary, Skills Programs Compliance, the Director leads a small team that is responsible for supporting the Skills and Training Compliance Framework by directly contributing to the development and enhancement of the tactical, operational and strategic intelligence functions.

Duties

Responsibilities for the Director position include:

- Leading a dynamic, highly driven team to deliver quality outcomes.
- Working closely with other teams in the Skills Programs Compliance Branch to undertake intelligence gathering activities and identify areas of potential non-compliance.
- Leading or contributing to the strategic direction, including the future design of the intelligence capability in compliance for the Branch, Division and Skills and training
- The preparation and dissemination of a range of high-quality intelligence products to support compliance activities and inform decision-making.
- Oversight of the administration of the Skills compliance case management and intelligence system (Skills iBase Database).
- Maintaining a high-level awareness of the contemporary serious non-compliance environment, including new and emerging risks and nationally significant activity.

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 Negative Vetting 2 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

- Certificate IV in Government (Investigations) or equivalent qualifications in Intelligence, policing or related disciplines.
- Relevant technical qualifications and experience related to the design, development and deployment of data and analytics solutions.
- Training in Case Management systems administration and design (i2 iBase Designer).
- Programming qualifications are highly desirable.

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

About the Department of Employment and Workplace Relations (DEWR)

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To Apply

Position Contact	Jocelyn Ashford, 02 6240 5781
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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Employment and Workplace Relations

Vacancy VN-0731923

Department of Employment and Workplace Relations (DEWR)

Closing Date: Sunday 05 November 2023

Deputy Jobs and Skills Australia
Domestic Skills System VET Outcomes and System Performance

Job Title	Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Bendigo VIC, Brisbane QLD, Perth WA, Canberra ACT, Sydney NSW, Newcastle NSW, Orange NSW, Melbourne VIC, Adelaide SA, Darwin NT, Hobart TAS
Salary	\$136,498 - \$163,848
Classification	Executive Level 2
Position Number	23/2607
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR>

JSA has an exciting opportunity to join the Domestic Skills System Branch responsible for providing evidence-based advice to government across the Adult Community Education, Vocational Education and Training (VET) and Higher Education systems. The role will lead the VET Outcomes and System Performance team, working in collaboration with a strong and diverse leadership team.

The VET Outcomes and System Performance team provides independent research and advice on the operation and performance of the VET system and analyses student outcomes. The team is responsible for a range of projects including the VET National Data Asset, which enables new insights on student outcomes across a range of measures at the course level.

This process may be used to fill current and future vacancies across JSA.

Duties

Responsibilities include:

- Working with stakeholders to develop a practical research agenda and work plan for the team in line with JSA's strategic priorities.
- Leading the development and analysis of administrative data products.
- Leading a multidisciplinary, geographically dispersed team to deliver high quality research and analysis.
- Engaging with internal and external stakeholders—including government, public, and private institutions—to champion the team's work, facilitate feedback and co-develop research projects, and provide advice on the VET system.
- Maintaining a well-developed understanding of relevant policies, frameworks, research, and other government initiatives that relate to VET.

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>

About the Department of Employment and Workplace Relations (DEWR)

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To Apply

Position Contact	Angela Hope, (02) 6121 6328
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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Employment and Workplace Relations

Vacancy VN-0731979

Department of Employment and Workplace Relations (DEWR)

Closing Date: Sunday 05 November 2023

Employment Policy and Analytics
Workforce Australia Policy and Analytics Branch; Targeted Employment Policy
Branch Various

Job Title	Senior Policy Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW, Melbourne VIC, Adelaide SA
Salary	\$94,332 - \$103,731
Classification	APS Level 6
Position Number	23/3039
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR>

Reporting to an Assistant Director, the APS 6 is responsible for producing strategic policy advice on employment services and the labour market. This includes advising on current employment policy settings, longer-term policy options, and employment services reform. The team also undertakes strategic research projects and makes recommendations to guide the development of labour market policy. Roles may vary depending on the team, with some teams providing advice on specific policy issues or identified cohorts including youth, mature age, people with disability, First Nations, refugees, women and parents.

Duties

Reporting to the Assistant Director, responsibilities of the role may include:

- Leading research and policy advice to support the ongoing development of employment services and the response to the parliamentary inquiry into Workforce Australia
- Drafting new policy proposals and other documents such as briefs relating to employment services for the department's senior executive and the minister
- Building productive relationships with internal and external stakeholders to understand how policies operate on the ground
- Analysing data, research and evaluations to inform policy development, including by making recommendations about potential improvements
- Managing complex strategic research projects that are commissioned to guide the development of labour market policy.

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>

About the Department of Employment and Workplace Relations (DEWR)

The Department of Employment and Workplace Relations enables access to quality skills, training and employment to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper. Secure jobs are vital for our nation to prosper—driving future economic growth and providing people with the certainty to achieve their life goals. In the midst of fast-paced, social, economic and global changes, we focus on equipping Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment to achieve their aspirations in life. We work actively to fill skill gaps fundamental to Australia's economic growth by to identify industries with skill shortages and emerging industries fundamental to the prosperity of individuals, businesses, and our nation. We support a world leading vocational education and training sector offering apprenticeships, cadetships, and traineeships to connect people to alternative pathways to employment while helping to address future skill demands such as engineering, nursing, technology and teaching—driving better outcomes through an agile skills sector in tune with market demands. This work leads to local, stable, and secure employment, strengthened by work health and safety, and a safety net and conditions that help to define workplace rights and responsibilities that both employers and employees can have confidence in. Together, we contribute to a safe, secure and responsive employment sector where workers are assured of continued employment and employers retain a productive, reliable and skilled workforce to achieve long term goals—sustaining the future prosperity of our nation.

To Apply

Position Contact	Isabel Green, (07) 3223 1467
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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Employment and Workplace Relations

Vacancy VN-0731983

Department of Employment and Workplace Relations (DEWR)

Closing Date: Sunday 05 November 2023

Employment Policy and Analytics
Workforce Australia Policy and Analytics Branch; Targeted Employment Policy
Branch Various

Job Title	Policy Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA
Salary	\$83,908 - \$89,706
Classification	APS Level 5
Position Number	23/3169
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR>

Reporting to an Assistant Director, the APS5 is responsible for producing strategic policy advice on employment services and the labour market. This includes advising on current employment policy settings, longer-term policy options, and employment services reform. The team also undertakes strategic research projects and makes recommendations to guide the development of labour market policy. Roles may vary depending on the team, with some teams providing advice on specific policy issues or identified cohorts including youth, mature age, people with disability, First Nations, refugees, women and parents.

Duties

Reporting to the Assistant Director, responsibilities of the role may include:

- Leading research and policy advice to support the ongoing development of employment services and the response to the parliamentary inquiry into Workforce Australia
- Drafting new policy proposals and other documents such as briefs relating to employment services for the department's senior executive and the minister
- Building productive relationships with internal and external stakeholders to understand how policies operate on the ground
- Analysing data, research and evaluations to inform policy development, including by making recommendations about potential improvements
- Managing complex strategic research projects that are commissioned to guide the development of labour market policy.

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>

About the Department of Employment and Workplace Relations (DEWR)

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To Apply

Position Contact	Isabel Green, (07) 3223 1467
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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Employment and Workplace Relations

Vacancy VN-0731991

Fair Work Ombudsman

Closing Date: Sunday 05 November 2023

Compliance and Enforcement
Customer Services Fair Work Infoline

Job Title	Fair Work Adviser
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Adelaide SA, Perth WA
Salary	\$69,365 - \$74,767
Classification	APS Level 3
Position Number	23/093EA
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>

If you want to work for an organisation that makes a real difference in the community, are looking for a great role and team, and generous superannuation and conditions...then keep reading!

We are currently seeking multiple Fair Work Advisers in our Sydney, Adelaide and Perth offices. Part time and full time hours available. Successful applicants will be required to work part of the week out of one of the advertised office locations, and may also work some of the time from home. Offers will be based on candidate performance and operational requirements.

Working as a Fair Work Adviser at the Fair Work Ombudsman (FWO), 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.

Most positions will initially be offered on a 12-month non-ongoing basis, with potential of ongoing employment within 12 months. All positions are expected to commence in January 2024. We anticipate the recruitment assessment stages, including interviews, to take place from late October 2023. Please ensure you have access to your email during this time and check your junk mail accounts regularly.

About the FWO

The FWO is Australia's workplace regulator. The role of the FWO 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 the last financial year, the FWO recovered \$532 million in wages for 384,000 workers.

About 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

What our employees say about us

We are one of the most engaged and high performing agencies in Australia; consistently scoring above average on employee engagement and wellbeing when surveyed against other APS agencies.

What we offer you

We provide a diverse, inclusive, and supportive work environment with access to:

- Great training and development opportunities – we will provide you with the tools you need to succeed in the role. If you bring a can-do attitude, we will provide you with in depth and extensive training that is highly sought after both within FWO and in the private sector.
- Ongoing coaching and support - each Adviser has a Coach who will work closely with them to develop their skills.
- Generous leave and flexible working arrangements - this includes 4 weeks of annual leave in addition to a paid annual close-down, work from home options and a healthy work-life balance.
- Our Employee Assistance Program (EAP), a free counselling service for you and your family.
- A competitive salary, plus 15.4% superannuation.
- A role where you feel you are making a real difference to people's lives.

We Value Diversity

FWO 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 Aboriginal and Torres Strait Islander peoples, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds and mature age people. **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 FWO 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

If you are excited about this opportunity, please tell us in no more than **600 words**:

- How your skills and experience address the “**What we are looking for**” requirements.

All applications must be submitted via our [online application system](#) through the FWO website. If you have any questions about this recruitment exercise, please email recruitment@fwo.gov.au.

Please ensure you check your junk mail throughout the recruitment process, as sometimes our emails sent from our online system end up in junk mail folders.

See the **Additional Information** document for further information and FAQs.

Applications close 11:00pm (AEDT) Sunday 5 November 2023.

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 Officer, 00000000
Agency Recruitment Site	https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=7A26A857%2D

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