



Commonwealth of Australia
APSJobs - Vacancies Daily
PS42 Daily Gazette Monday - 17 October 2022.pdf

Australian Government

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS42 Weekly Gazette Thursday - 20 October 2022.pdf.

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

These Vacancies Daily will also appear in the Gazette PS42 Weekly Gazette Thursday - 20 October 2022.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

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Vacancies

Vacancy VN-0713413

Australian Children's Education and Care Quality Authority

Closing Date: Sunday 30 October 2022

Marketing and Communications

Job Title	Communications Officer
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$81,626 - \$91,025
Classification	
Position Number	P00127
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description

https://aeq.chris21.com/AEQ_eR21p/VacancyList.aspx

The Communications Officer is responsible for sourcing, writing and editing accessible and engaging content for a range of digital and traditional communication channels, daily media monitoring and internal reporting. They will also help to build and maintain relationships with key stakeholders through various engagement and communication strategies.

This role is full time for up to 18 months at ACECQA Band 4 (\$81,626 - \$91,025)

Duties

- Source, develop, write and edit a range of accessible and engaging communications content for external and internal publication to promote the work of ACECQA to the sector, community and families - on our websites, social media channels, intranet and printed publications, as well as in our newsletters and EDMs.
- Prepare and edit content that meets required timeframes, usability and accessibility standards, and brand management and procurement policies.
- Prepare reports on effectiveness of website and social media publishing and stakeholder engagement activities.
- Provide daily media monitoring updates.
- Support the Communications & Engagement team in the development, implementation and evaluation of stakeholder engagement and communication strategies and public information campaigns.

- Provide support across the Communications & Engagement Team and Workforce, Engagement and Research group.

Eligibility

To be successful in this role you will need:

- Proven experience in sourcing, writing and editing accessible and engaging communications content for a range of digital and traditional channels to required standards, including websites, social media and printed publications.
- Proven experience in building cooperation and workable solutions between internal stakeholders.
- Strong capabilities and experience using web content management systems, electronic marketing software and desktop publishing applications, supporting ongoing compliance with brand management and accessibility requirements, and assessing analytics to prepare reports and advice.
- Capacity to operate both independently, using initiative and self-direction, and as a team member, to produce consistently high-quality work and meet deadlines.
- Excellent written and verbal communication skills, including demonstrated ability to tailor communication to a variety of audiences.
- Tertiary qualification/s in a discipline such as communications, journalism or marketing, or relevant experience.

ACECQA is committed to removing barriers and opening up opportunities. As an employer we seek to ensure people with differing needs and abilities have the same opportunities to successfully gain skills, knowledge and experience through work, social activities, education and training irrespective of their age, disability, colour, race, gender, religion, sexuality, family responsibilities, or location. In particular, we are committed to improving opportunities and outcomes for Aboriginal and Torres Strait Islander peoples.

- You must have the right to work and live in Australia to apply for this role.
The successful candidate will be required to consent to a national police check.

Notes

How to apply

The closing date for applications is **30 October 2022** at 11.59pm.

Important Note: Please ensure you follow the recruitment process outlined below, otherwise you may not be considered for the role.

To apply, please register with the ACECQA [Recruitment Candidate Portal](#), navigate to Officer Communications vacancy and click **Apply for Job**. The application process will require you to:

- Attach a CV of no more than 5 pages which demonstrates your ability to meet the criteria contained in the position description.
- Attach a cover letter of no more than 2 pages
- Provide the details of at least two referees that cover the last 3 years of employment.

All complete applications will be acknowledged.

More information

If you have any questions please email the HR team at recruitment@acecqa.gov.au.

Notice to agencies

ACECQA will not accept applications from any source other than directly from a candidate for this vacancy. Recruitment agencies must have received instructions from ACECQA in relation to a specific vacancy in order to submit applications on behalf of candidates.

ACECQA is collecting the information requested in the advertisement for the purpose of selection, recruitment and engagement of staff. ACECQA is authorised to do so by the Education and Care Services

National Law. Please refer to our Privacy Policy which can be accessed at <http://www.acecqa.gov.au/privacy-policy>.

About the Australian Children's Education and Care Quality Authority

To Apply

Position Contact	Isabella Andonoski, 0467819156
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyList.aspx

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Vacancy VN-0713378

Australian Signals Directorate

Closing Date: Wednesday 02 November 2022

Chief Operating Officer Group
Integrity, Security, Assurance & Corporate

Job Title	ASD EL2 - Personnel Security and Integrity
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$125,622 - \$150,785
Classification	Executive Level 2
Position Number	ASD/05993/22
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

ASD Security and Integrity Branch is responsible for ASD's risk-based protective security framework. We drive Protective Security Policy Framework (PSPF) maturity improvements and interpret ASD's context to develop fit-for-purpose security settings for our customers. ASD Security and Integrity is comprised of members of diverse skills and disciplines who work together to deliver positive security outcomes for all of our stakeholders.

About the Role

Are you looking to grow your career with a challenging, dynamic experience in the Australian Signals Directorate (ASD)? ASD Security and Integrity Branch has roles that can further develop your professional profile and provide significant experience that will contribute towards your career path.

We are seeking applicants from a diverse range of backgrounds, interests and experience, applicants who are people-focused and results-driven to lead teams in the personnel security and integrity functions of the branch.

You will be responsible for managing complex personnel issues across the organisation in a risk managed approach. The role will involve leading a team responsible for conflict of interest, code of conduct and probity within personnel security as well as formulating and delivering initiatives to build capability and awareness of ASD integrity obligations and risks. You will be required to work closely with other functions of security and other areas across the organisation .

Duties

Our Ideal Candidate

We are seeking applicants who have:

- A strong track-record of success in leading high-performing teams in a complex, demanding environment.
- Demonstrated ability to set priorities, meet deadlines, work effectively under pressure and work effectively in a team environment.
- Ability to lead the development and implementation of change management and process improvement strategies.
- Demonstrated ability to effectively manage interpersonal relationships with respect and the highest levels of integrity.
- Demonstrated ability to communicate with influence with internal and external stakeholders.
- Highly developed written and oral communication skills and demonstrated ability to communicate information coherently and concisely to audiences.
- Demonstrated ability to engage effectively with executives and a wide range of other staff across the agency.
- Knowledge of legislative frameworks, government decision-making and ASD's mission and policy requirements would be advantageous.
- Our ideal candidates will be modern leaders with a focus on delivering outcomes.

Eligibility

Please ensure that you meet the eligibility requirements outlined in this Information Pack prior to submitting an application.

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 Assessment – To be eligible for employment within ASD, the preferred applicant will be required to undergo an

Organisational Assessment (see Organisational Assessment section in this Information Pack).

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

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 Signals Directorate

To Apply

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

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Vacancy VN-0713406

Australian Signals Directorate

Closing Date: Wednesday 09 November 2022

Capability & Transformation Group
Enterprise Technology

Job Title	ASD 4, 5, 6 Data Centre ICT Support Technician & Technical Specialist
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Bendigo VIC
Salary	\$71,207 - \$97,790
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	ASD/06837/22
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

The Australian Signals Directorate is seeking to fill a number of Data Centre positions, at the ASD 4 – 6 levels, within the Enterprise Technology Division's (ETD) Data Centre team.

ETD's Data Centre team is responsible for the day to day management of ASD's Enterprise Data Centre facilities and infrastructure.

The successful candidate will be accountable to set work priorities and manage workflows. They can expect to be challenged in their role and supported by an inclusive and considerate team and leadership.

The Enterprise Technology Division is comprised of members of diverse skills and disciplines who work together deliver Data Centre operational capability across ASD.

About the Role

An ASD 4 ICT Support Technician within the Data Centre Managers team will organise their workflow applicable to their area of responsibility.

They will provide technical support that is informed by their knowledge of Technical / ICT solutions for implementing hardware and software installs and de-commissioning.

They will provide advice to a range of stakeholders on broad technical and administrative issues to achieve work unit and ASD outcomes. Monitoring of work practices, guided by embedded procedures and priorities.

An ASD 5 Technical Specialist - Professional within the Data Centre Managers team will organise their workflow applicable to their area of responsibility. Undertake complex technical research and analysis, and perform Technical / ICT solutions for implementing hardware and software installs and de-commissioning. Coordinate and contribute to the team's work effort consistent with stated work plans and provide advice and assistance on methods of task completion to team members. They will provide advice to a range of stakeholders on more complex technical and administrative issues to achieve work unit and ASD outcomes. Monitoring of work practices, guided by embedded procedures and priorities.

The ASD 6 Technical Specialist within the Data Centre Managers team will execute and achieve stated outcomes, working in a complex technical / systems data centre facility alongside an integrated workforce. Demonstrated initiative and judgement in the interpretation of policy and apply workplace best practices and procedures. Undertake complex technical analysis, and implementation of Technical / ICT solutions for hardware and software installs and de-commissioning. Set work priorities and manage workflows, contributing to stakeholder

engagement and responding to specified requirements to achieve stated outcomes.

All levels will be required to contribute towards ongoing self-improvement and professional development.

Duties

Our Ideal Candidate

Our ideal candidate will be:

- Accountable to contribute to the investigation, diagnosis and resolution of network problems and provide advice on preventative strategies.
- Responsible to ensure all requests for support are dealt with and manage any outstanding problems in accordance with ASD and organisation standards, policies and procedures.
- Able to use experience to design and implement network changes and maintenance routines.
- Able to build and sustain effective working relationships with team members and actively participate in team work and group activities.
- Able to facilitate appropriate direction for the team by clearly communicating goals and objectives.
- Able to interpret and comply with security policy and contribute to the development of standards and guidelines.
- Investigate and resolve network problems using expertise, taking the initiative to identify alternative courses of action.
- Experienced at working both independently and in a team-oriented, collaborative environment.
- Strong written, have great oral communication and interpersonal skills.
- Able to have the ability to adapt and be part of a continuous improvement working environment.

Eligibility

Please ensure that you meet the eligibility requirements outlined in this Information Pack prior to submitting an application.

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

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.

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 Signals Directorate

To Apply

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

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Vacancy VN-0713420

Australian Sports Commission

Closing Date: Sunday 30 October 2022

Australian Institute of Sport
AIS Operations Professional Networks

Job Title	Performance Support Networks Lead
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT
Salary	\$112,175 - \$132,365
Classification	Executive Level 1
Position Number	1728
Agency Website	https://www.sportaus.gov.au/

Job Description

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

To manage the National Performance Support Network Leads, a multidisciplinary team of technical experts working to connect and strengthen Australia's HP Performance Support networks.

Duties

1. In consultation with the Professional Networks Manager, drive and implement the organisational strategic agenda to achieve section and business outcomes. This includes:

- Managing the team of National Performance Support Network Leads in their work to connect and strengthen the performance support discipline networks across the HP system, specifically biomechanics, medicine, performance analysis, performance nutrition, performance psychology, physiotherapy, physiology, skill acquisition, and strength and conditioning.
- Driving an interdisciplinary approach to system solutions, ensuring strong collaboration across relevant Performance Support areas.

- Working closely with the Professional Networks Manager and the National Network Leads (NNLs) to identify and prioritise system needs across the pillars of connection, best practice, and people development and ensure alignment to team, organisation and national system strategy.
- Supporting the alignment and delivery of professional development opportunities relevant to performance support networks.
- Coordinating and delivering key connection points both for the NNL team (regular remote meetings and in-person workshops) and the national Performance Support networks (e.g. Performance Support Forum and associated discipline activities).
- Assisting in the development and implementation of sustainable business development plans, strategies and systems.

2. Assist in the development and implementation of frameworks, policies, guidelines and other resources that deliver business outcomes for the ASC.

3. Within established policy parameters, provide overall management responsibility for the team of NNLs, ensuring high level judgement, decision making and advice to deliver effective people management that motivates employees/contractors and optimises both individual and team performance.

4. Actively promote and role model the ASC values of Excellence, Integrity, Respect and Teamwork, and contribute to positive organisational change, effective communication, and continuous improvement at the ASC.

5. Work collaboratively as part of a high performing team/organisation, establishing and maintaining effective partnerships with key internal and/or external stakeholders to identify, lead and deliver high quality business outcomes.

6. Deliver quality advice and reporting on relevant issues to senior management. **Eligibility Notes**

About the Australian Sports Commission

The Australian Sports Commission (ASC) is the Australian Government agency responsible for supporting and investing in sport and physical activity at all levels. The ASC is committed to providing an inclusive and diverse workplace where all employees are valued. We appreciate the knowledge, experience, skills and perspectives of all individuals and aim to produce a collaborative environment. Applications from people with diverse backgrounds are actively encouraged. The ASC unites two entities: Sport Australia — responsible for driving the broader sport sector including participation, physical activity and industry growth and the Australian Institute of Sport — leading our high performance sport system.

To Apply

Position Contact	Miranda Menaspà, (02)
Agency Recruitment Site	https://careers.ausport.gov.au/current-vacancies/

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Vacancy VN-0713034

Department of Home Affairs

Closing Date: Tuesday 01 November 2022

ABF Workforce
Workforce Mgmt & Transformation ABF Workforce Sustainment, Mobility and
Recognition

Job Title	Workforce Supervisor
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, various locations in VIC VIC
Salary	\$81,879 - \$96,873
Classification	APS Level 6
Position Number	124848
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/124848/>

Overview of the Branch and Section:

The Workforce Management and Transformation Branch (WMTB) is responsible for driving positive cultural and workforce transformation within the Australian Border Force (ABF), ensuring the operational workforce is ready to meet the challenges of its future operating environment.

WMTB supports the ABF with its enterprise-wide strategic workforce planning, data modelling and analytics, workforce transformation and innovation. WMTB also manages awards and recognition, culture and behaviour initiatives, talent, career and workforce management, attraction and retention strategies including the Border Force Officer Recruit Trainee (BFORT) entry process, the main entry point into the ABF.

About the role:

As a member of the Australian Border Force (ABF), be part of something bigger: contribute to building a secure Australia that is prosperous, open and united. Join a connected team of professionals, where you can be your authentic self; grow your career while making time for all parts of your life.

WMTB has a number of vacancies at ABF Supervisor (APS6) level across the Branch, including in the Workforce Mobility and Recognition and Workforce Sustainment teams. Officers engage closely with the Branch executive, Regions across all ABF Commands and with the Department in performing their role.

These roles will lead teams performing critical ABF enabling functions, produce written briefings and reports, build and engage a wide range of stakeholders and provide leadership to the Postings Program, ABF Awards and Recognition Program and Workforce Sustainment objectives including BFORT recruitment programs and promoting the ABF as an employer of choice. Each role will report to an ABF Inspector in their Section and in WMTB and use their well developed leadership skills to drive a positive team culture focussed on achieving results.

Our ideal candidate:

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

Duties

Specific duties/responsibilities:

- Under general direction, manage a team to deliver a program of work for the ABF such as a national BFORT recruitment or Posting process including leading/coordinating a range of activities involving general administration, advertising/promotion, stakeholder engagement and prioritising workload
- Undertake analysis of ABF workforce data and team performance to inform the development of ABF workforce strategies and policy to drive innovation and address key workforce risks
- Establish and maintain strong internal and external stakeholder relations and work with stakeholders to address changing organisational priorities to achieve outcomes.
- Prepare and review a range of documentation for executive clearance including but not limited to executive committee documentation, management reports and other briefing papers
- Undertaking other tasks under broad direction to support the work of the team to deliver outcomes and priorities of the branch, or ABF more broadly.

Role requirements/qualifications:

Applicants should demonstrate the capabilities, skills and knowledge described by the Australian Public Service Commission (APSC) Work Level Standards for the APS Level 6 classification.

Some mandatory conditions apply to Border Force Supervisor Roles, including the following:

- Swear an oath or make an affirmation
- Actively participate in career management and postings
- Be uniformed if the position requires.

Eligibility

To be eligible to work with the Department of Home Affairs you must:

- Be an Australian Citizen
- Fulfil the Department's minimum requirements by satisfactorily answering all screening questions during the application process
- Obtain and maintain the required AGSVA clearance
- Obtain and maintain a current Employment Suitability Clearance
- Satisfy a probation period
- Undergo a health assessment (where applicable).

To be eligible to work in some roles, you may be required to be fully vaccinated against COVID-19. Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation, if a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable period, they may not be offered that role. Mandatory (and where applicable, role specific) screening questions are used within the application to ensure all successful applicants meet these minimum requirements of the Department. **Notes**

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

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

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

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

About the Department of Home Affairs

The Department of Home Affairs is responsible for centrally coordinated strategy and policy leadership in relation to domestic and national security arrangements, law enforcement, emergency management, counter-terrorism, social cohesion, the protection of our sovereignty, the integrity of our border and the resilience of our national infrastructure. The Australian Border Force, an operationally independent body within the Department of Home Affairs, is Australia's frontline border law enforcement agency and Australia's customs service. The Australian Border Force delivers critical border protection and national security outcomes while facilitating the movement of people and goods across the border. The Australian Border Force's mission is to protect Australia's border and enable legitimate travel and trade. Our people are integral to achieving our mission to protect Australia's border and manage the movement of people and goods across it. We offer challenging and diverse careers that touch upon many parts of Australian life – industry and commerce, trade and travel, our national security, the protection of our community and the security of our offshore maritime resources and environment. Our success depends largely on our ability to foster the innovation, efforts and diverse skills of our people. We strive to create a motivating and rewarding working environment in which we value performance, our people, integrity, service and service standards. 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 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 www.homeaffairs.gov.au/about-us/careers/working-with-us

To Apply

Position Contact	Reginald BOETI, REGINALD.BOETI@ABF.GOV.AU
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/124848/

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Vacancy VN-0713055

Department of Home Affairs

Closing Date: Tuesday 01 November 2022

ABF Workforce
Workforce Mgmt & Transformation ABF Workforce Sustainment, Mobility and Recognition

Job Title	Workforce Administrator
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, various locations in VIC VIC
Salary	\$69,127 - \$74,562
Classification	APS Level 4
Position Number	124893
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/124893/>

Overview of the Branch and Section:

The Workforce Management and Transformation Branch (WMTB) is responsible for driving positive cultural and workforce transformation within the Australian Border Force (ABF), ensuring the operational workforce is ready to meet the challenges of its future operating environment.

WMTB supports the ABF with strategic workforce planning, data modelling and analytics, innovation and workforce transformation. WMTB also manages awards and recognition, culture and behaviour initiatives, talent, career and workforce management, and attraction and retention strategies including the Border Force Officer Recruit Trainee (BFORT) entry process.

About the role:

As a member of the Australian Border Force, be part of something bigger: contribute to building a secure Australia that is prosperous, open and united. Join a connected team of professionals, where you can be your authentic self; grow your career while making time for all parts of your life.

WMTB has a number of vacancies at Leading Border Force Officer (LBFO – APS4) level across the Branch, including in the Workforce Mobility and Recognition and Workforce Sustainment teams. Officers engage closely with Regions across all ABF Commands and with the Department in performing their role.

These roles will produce written briefings and reports, engage a wide range of stakeholders and provide support to the Postings Program. The roles will also be involved in assisting the ABF Awards and Recognition Program and Workforce Sustainment objectives including BFORT recruitment programs and promoting the ABF as an employer of choice. Each role will report to an ABF Border Force Supervisor in their Section within WMTB.

Our ideal candidate:

The Australian Border Force invites applications from individuals who have a strong interest in workforce management and developing innovative solutions to creating an agile workforce.

Successful candidates will be self-starters who show drive, initiative and integrity, and have the ability to work under limited supervision to achieve results.

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

The successful candidates will be self-driven, possess developed written and oral communication skills and seek to positively influence the key outcomes of the organisation.

Duties

Specific duties/responsibilities:

- Assist in providing advice and support to the Border Force Officer Recruit Training (BFORT) recruitment process, including coordinating and facilitating the advertising campaign for BFORT recruitment
- Prepare correspondence and documentation and provide tailored responses to enquiries
- Maintain accurate records of discussions and decisions, and advise decision makers of outcomes in clear, concise language
- Develop and maintain positive relationships with key internal stakeholders within the ABF and across the broader portfolio to advance workforce management interests and priorities
- Assist with preparing, organising and conducting career expos
- Have proven ability in coordinating and prioritising different tasks and projects simultaneously both independently and as a member of a team
- Engage effectively with key stakeholders from within ABF and the Department to achieve outcomes
- Produce high quality data, briefings, and presentations to team members, managers, and stakeholders.

Role requirements/qualifications:

Applicants should demonstrate the capabilities, skills and knowledge described by the Australian Public Service Commission (APSC) Work Level Standards for the APS Level 4 classification.

Some mandatory conditions apply to Border Force Officer Roles, including the following:

- Attain and maintain relevant medical, fitness and psychometric standards (where required)
- Swear an oath or make an affirmation
- Actively participate in career management and postings
- Be uniformed if the position requires.

Eligibility

To be eligible to work with the Department of Home Affairs you must:

- Be an Australian Citizen
- Fulfil the Department's minimum requirements by satisfactorily answering all screening questions during the application process
- Obtain and maintain the required AGSVA clearance
- Obtain and maintain a current Employment Suitability Clearance
- Satisfy a probation period
- Undergo a health assessment (where applicable).

To be eligible to work in some roles, you may be required to be fully vaccinated against COVID-19. Candidates should be aware that in roles where vaccination against COVID-19 is

required by public health orders/directions or other legislation, if a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable period, they may not be offered that role. Mandatory (and where applicable, role specific) screening questions are used within the application to ensure all successful applicants meet these minimum requirements of the Department. **Notes**

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

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

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

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

About the Department of Home Affairs

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www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity 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 www.homeaffairs.gov.au/about-us/careers/working-with-us

To Apply

Position Contact	Jasmine Lasky, JASMINE.LASKY@ABF.GOV.AU
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/124893/

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Vacancy VN-0713058

Department of Home Affairs

Closing Date: Tuesday 01 November 2022

ABF Workforce
Workforce Mgmt & Transformation ABF Workforce Sustainment, Mobility and
Recognition

Job Title	Senior Workforce Administrator
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, various locations in VIC VIC
Salary	\$75,381 - \$81,196
Classification	APS Level 5
Position Number	124890
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/124890/>

Overview of the Branch and Section:

The Workforce Management and Transformation Branch (WMTB) is responsible for driving positive cultural and workforce transformation within the Australian Border Force (ABF), ensuring the operational workforce is ready to meet the challenges of its future operating environment.

WMTB supports the ABF with its enterprise-wide strategic workforce planning, data modelling and analytics, workforce transformation and innovation. WMTB also manages awards and recognition, culture and behaviour initiatives, talent, career and workforce management, attraction and retention strategies including the Border Force Officer Recruit Trainee (BFORT) entry process, the main entry point into the ABF.

About the role:

As a member of the Australian Border Force (ABF), be part of something bigger: contribute to building a secure Australia that is prosperous, open and united. Join a connected team of professionals, where you can be your authentic self; grow your career while making time for all parts of your life.

WMTB has a number of vacancies at Senior Border Force Officer (SBFO - APS5) level across the Branch, including in the Workforce Mobility and Recognition and Workforce Sustainment teams. Officers engage closely with Regions across all ABF Commands and with the Department in performing their role.

These roles will produce written briefings and reports, engage a wide range of stakeholders and provide support to the Postings Program, ABF Awards and Recognition Program and Workforce Sustainment objectives including BFORT recruitment programs and promoting the ABF as an employer of choice. Each role will report to an ABF Border Force Supervisor in their Section in WMTB.

Our ideal candidate:

The Australian Border Force invites applications from individuals who have a strong interest in workforce management and coming up with innovative solution to creating an agile workforce and possess excellent written and oral communication skills.

Successful candidates will be self-starters who show drive, initiative and integrity, have the ability to work under limited supervision to achieve results.

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

The successful candidates will be self-driven and seek to directly influence the key outcomes of the organisation.

Duties

Specific duties/responsibilities:

- Build, develop and maintain positive relationships with key internal stakeholders within the ABF and across the broader portfolio to advance workforce management interests and priorities
- Engage effectively with key stakeholders from within ABF and the Department to achieve outcomes
- Produce high quality data, briefings, and presentations to team members, managers, and stakeholders.

Role requirements/qualifications:

Applicants should demonstrate the capabilities, skills and knowledge described by the Australian Public Service Commission (APSC) Work Level Standards for the APS Level 5 classification.

Some mandatory conditions apply to Border Force Officer Roles, including the following:

- Swear an oath or make an affirmation
- Actively participate in career management and postings
- Be uniformed if the position requires.

Eligibility

To be eligible to work with the Department of Home Affairs you must:

- Be an Australian Citizen
- Fulfil the Department's minimum requirements by satisfactorily answering all screening questions during the application process
- Obtain and maintain the required AGSVA clearance
- Obtain and maintain a current Employment Suitability Clearance
- Satisfy a probation period
- Undergo a health assessment (where applicable).

To be eligible to work in some roles, you may be required to be fully vaccinated against COVID-19. Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation, if a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable period, they may not be offered that role. Mandatory (and where applicable, role specific) screening questions are used within the application to ensure all successful applicants meet these minimum requirements of the Department **Notes**

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

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

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

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To Apply

Position Contact	Shantanu Joshi, SHANTANU.JOSHI2@ABF.GOV.AU
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/124890/

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Vacancy VN-0713384

Department of Home Affairs

Closing Date: Sunday 30 October 2022

People & Culture
People Services Leadership and Management Programs

Job Title	Leadership and Management Designer and Facilitator
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - WA WA
Salary	\$75,381 - \$81,196
Classification	APS Level 5
Position Number	JR 124682
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/124682/>

Section Overview:

The Leadership and Management Design and Facilitation Team is responsible for designing and implementing self-paced, virtual and face-to-face learning solutions for the Future Ready

Leadership and Management Development Program (Program). The Program has been designed to develop and support the management, leadership and core capabilities staff and middle managers in the Department and Australian Border Force.

The Program currently comprises of two consolidated learning curricula:

- **Managing and Leading Self:** Supports all staff to build and develop their self-leadership, self-management and APS core capabilities to be effective in their roles.
- **Managing and Leading Others:** Supports current and future managers to build and develop their management and leadership capabilities to effectively manage teams and individual staff.

Each learning curriculum comprises of the blended learning approaches:

- **Level 1: Foundational SAP Jam online learning:** learning activities that can include: curated learning content, models, approaches, eLearning courses, YouTube/TedTalks/LinkedIn learning, peer online discussions, quizzes, self-assessments and reflection questions.
- **Level 2: Virtual Classrooms (VCs):** 2 hour practical learning workshop that could include: case studies, scenarios, brainstorming, problem solving, peer discussions, question and answer, role plays or sharing workplace experiences with peers, development of strategies, application of capabilities, experience-sharing and quizzes.
- **Level 3: Internally Facilitated Face-to-Face Classrooms:** 3 hour practical learning workshop that could include: complex workplace case studies and scenarios, problem-solving, peer discussions, question and answer, strategies development, experience sharing, application of capabilities and role plays.

Duties

As an Leadership and Management Designer and Facilitator, your role will be to design and facilitate specific blended learning options for the Future Ready Leadership and Management Development Program.

You will focus on:

- Designing level 1, level 2 and level 3 learning solutions in line with adult learning principles and the blended learning approach mainly for the Managing and Leading Self curricula
- Facilitating level 2 and level 3 learning classrooms courses mainly for the Managing and Leading Self curricula
- Being a virtual host for virtual classroom sessions to support peer facilitators in sessions
- Supporting engagement of key stakeholders in your regional areas
- Supporting Assistant Director to develop the National Training Calendar

- Undertaking administration and promotional tasks / activities as per the Standard Operating Procedures (SOPs)
- Supporting peers in the team and across section to deliver priority outcomes

Eligibility

To be eligible to work with the Department of Home Affairs you must:

- Be an Australian Citizen
- Fulfil the Department's minimum requirements by satisfactorily answering all screening questions during the application process
- Obtain and maintain the required AGSVA clearance
- Obtain and maintain a current Employment Suitability Clearance
- Satisfy a probation period
- Undergo a health assessment (where applicable).

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

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

Notes

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

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

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To Apply

Position Contact	Nicola Lewis, 0466 856 079
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/124682/

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Vacancy VN-0713394

Department of Home Affairs

Closing Date: Sunday 30 October 2022

People & Culture
People Services Leadership and Management Programs

Job Title	Senior Leadership and Management Designer and Facilitator
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - WA WA
Salary	\$81,879 - \$96,873
Classification	APS Level 6
Position Number	JR 124685
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/124685/>

Section Overview:

The Leadership and Management Design and Facilitation Team is responsible for designing and implementing self-paced, virtual and face-to-face learning solutions for the Future Ready

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The Program currently comprises of two consolidated learning curricula:

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- **Level 3: Internally Facilitated Face-to-Face Classrooms:** 3 hour practical learning workshop that could include: complex workplace case studies and scenarios, problem-solving, peer discussions, question and answer, strategies development, experience sharing, application of capabilities and role plays.

Duties

As an Senior Leadership and Management Designer and Facilitator, your role will be to design and facilitate specific blended learning options for the Future Ready Leadership and Management Development Program.

You will focus on:

- Designing level 1, level 2 and level 3 learning solutions in line with adult learning principles and the blended learning across the Program
- Facilitating level 2 and level 3 learning classrooms courses across the Program
- Being a virtual host for virtual classroom sessions to support peer facilitators in sessions
- Leading engagement meetings with key stakeholders in your regional areas

- If required, line manage an APS 5 Leadership and Management Designer and Facilitator located in your region
- Mentoring, supporting and coaching APS 5 Leadership and Management Designers and Facilitators with their designs and facilitation of sessions
- Undertaking administration and promotional tasks / activities as per the Standard Operating Procedures (SOPs)
- Supporting peers in the team and across section to deliver priority outcomes
- When required, represent team in forums, meetings and/or workshops

Eligibility

To be eligible to work with the Department of Home Affairs you must:

- Be an Australian Citizen
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- Satisfy a probation period
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To Apply

Position Contact	Michelle Holden, (02) 6256 5295
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/124685/

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Vacancy VN-0713407

Great Barrier Reef Marine Park Authority

Closing Date: Sunday 30 October 2022

Strategic Policy and Partnerships Strategic Policy

Job Title	Project Manager Traditional Owner Strategies and Partnerships
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Townsville QLD
Salary	-
Classification	APS Level 6
Position Number	PN1027
Agency Website	

Job Description

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

We are seeking an experienced project professional to join our small team to contribute to the development of contemporary strategic policy and partnership initiatives. The position will also support the development and alignment of the Reef Authority's strategic direction and work in partnership with key stakeholders to maintain the resilience of the Reef. This includes issues affecting the Traditional Owners and Aboriginal and Torres Strait Islander people of the Great Barrier Reef.

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

Duties

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

As an APS employee you may be reassigned to a different set of duties at the same classification level at the discretion of the agency head (CEO), taking account of operational requirements in the agency. **Eligibility**

Applicants must:

1. be an Australian citizen at time of applying for position,
2. be able to obtain and maintain a Baseline security clearance, failure to do so will result in termination of employment.

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

The successful applicant must have:

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

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

Essential requirements or Desirable qualifications or equivalent experience

- Demonstrated experience in public sector administration and understanding of government policy and workings.
- Demonstrated knowledge of and experience in working on programs and projects relevant to Aboriginal and Torres Strait Islander peoples and communities.

- Experience and understanding of natural and cultural resource management, Marine Park or protected area management, including legislative frameworks.

Notes

Please prepare a 'pitch', which does not exceed two pages, in relation to the advertised role, outlining:

1. how your experience, abilities, knowledge and personal qualities would enable you to perform the duties and meet the technical and behavioural capabilities of the role.
2. any specific examples or achievements that demonstrate your ability to perform the role.
3. how you meet the eligibility requirements and qualifications for the position.

When you include an example, you should explain;

- your personal role in the task.
- the methods you used.
- any barriers you were able to overcome, and
- the outcome.

When crafting your response, we encourage you to review 'Cracking the Code' and the relevant Australian Public Service Work Level Standards which can be found on the Australian Public Service Commission website: www.apsc.gov.au.

Your application must include:

1. a completed [Applicant Details Form](#) (located on the GBRMPA Tools and Tips page).
2. your 'pitch' (as described above).
3. proof of Australian citizenship.
4. a current curriculum vitae (resume) that includes:
 - an outline of your career history.
 - qualifications and/or formal/informal training relevant to the position.
 - contact details for at least two recent referees, one of whom should be your current supervisor.

Please find the full position description [here](#).

Applicants are advised to read the Tools and Tips provided on the [Great Barrier Reef Marine Park Authority Careers](#) website.

Please refer to the [Davidson website](#) for further details.

Applications should be emailed to William.Stock@davidsonwp.com, with the subject line of 'PN1027 Project Manager - Traditional Owner Strategies and Partnerships.'

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

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

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	William Stock, (07) 3023 1029
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0713398

Sport Integrity Australia

Closing Date: Monday 31 October 2022

Sports Engagement

Job Title	Sports Partnership Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$95,249 - \$103,950
Classification	APS Level 6
Position Number	0094_1022
Agency Website	www.sportintegrity.gov.au

Job Description

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

The role of the Sports Partnership Manager is to manage a portfolio of stakeholders, primarily National Sporting Organisations (NSOs) and National Sporting Organisations for People with Disability (NSODs), to assist in building their integrity and anti-doping capability and meeting compliance requirements.

The Sports Partnership Manager builds and maintains a comprehensive understanding of each stakeholder and identifies risks, challenges, and opportunities for strengthening capability. Additionally, knowledge and information is captured in the Customer Relationship Management (CRM) system to ensure all areas of Sport Integrity Australia are informed and a coordinated engagement approach is delivered. The Sports Partnership Manager produces reports and briefs to inform Sport Integrity Australia Executives with meetings, strategy development and decision making.

Duties

- Managing a portfolio of stakeholders including NSOs and NSODs to assist in building their integrity and anti-doping capability and meeting compliance requirements.
- Building and maintaining a comprehensive understanding of each stakeholder and identifying risks, challenges and opportunities for strengthening capability.
- Ensuring cohesive and consistent engagement across Sport Integrity Australia and managing the Customer Relation Management tool.
- Working collaboratively within Sport Integrity Australia to contribute to the Sport Integrity Risk Assessment process to identify integrity threats to sport and compliance issues.
- Coordinating and delivering NSO specific engagement, education and other strategies based on the integrity threats and risks identified.
- Maintaining a strong understanding of integrity and Anti-doping Policies to provide advice and assistance to stakeholders to meet compliance requirements.
- Managing complex customer relationships and escalating cases and issues when required.
- Managing and coordinating the delivery of major projects as required.

Eligibility

- An understanding and knowledge of the integrity policies and the broader sports integrity landscape, or the proven ability to quickly acquire this understanding and knowledge.
- Proven strategic thinking with strong analytical skills and the ability to provide insight as well as rigorous analysis to priority issues.
- Proven ability to work independently or under limited guidance and exercise judgement to make decisions with integrity, initiative, drive and adaptability.
- Highly developed oral and written communication skills.
- Demonstrated ability to support strategic direction with understanding of corporate goals.
- Demonstrated ability to prioritise work and meet deadlines within short timeframes.
- Demonstrated experience in developing and maintaining stakeholder relationships.

Notes

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.

The successful applicant will be required to obtain and maintain a Baseline Vetting Security Clearance and Working with Vulnerable People Card and may be required to undergo a medical assessment.

Sport Integrity Australia staff must comply with security (physical, personnel and IT) security controls and mandatory training.

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

Sport Integrity Australia leads the Australian government's efforts to protect sport against threats to its integrity – doping, competition manipulation and the mistreatment and abuse of sports participants. Led by David Sharpe APM OAM, Sport Integrity Australia is the cornerstone of the government's comprehensive sport integrity strategy: Safeguarding the Integrity of Sport. Our role is to provide advice and assistance to counter the: • use of prohibited substances and methods in sport • abuse of children and other persons in a sporting environment • manipulation of sporting competitions • failure to protect members of sporting organisations and other persons in a sporting environment from bullying, intimidation, discrimination or harassment. Sporting organisations, and other stakeholders, benefit from the ability to deal with a single nationally coordinated organisation to address all sport integrity issues. Sport Integrity Australia offers guidance on integrity matters to sports that don't have developed integrity capabilities. Our focus is policy development, intelligence, investigations (primarily of doping cases), education, outreach and capability building. We are Australia's National Anti-Doping Organisation.

To Apply

Position Contact	recruitment@sportintegrity.gov.au, 0262224281
Agency Recruitment Site	https://sportintegrity.nga.net.au/cp/

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Vacancy VN-0713193

Therapeutic Goods Administration

Closing Date: Monday 31 October 2022

Medicines Regulation Division
Prescription Medicines Authorisation Branch Business Systems Review &
Reporting section

Job Title	Senior Content Specialist
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	\$108,680 - \$123,951
Classification	Executive Level 1
Position Number	22-MRDIV-15384
Agency Website	

Job Description

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

Duties

Are you passionate about transparency of government decisions? Do you have a medical writing and editing background?

The senior content specialist is a new role that will lead the quality assurance of Australian Public Assessment Records (AusPARs). These documents are compiled and edited for transparency of decisions by the TGA to register new prescription medicines and indications on the Australian Register of Therapeutic Goods. Beyond AusPARs they will be involved in other content production including guidance documents and publicly facing information.

Our ideal candidate has been a medical writer/editor, who understands the nuances of terminology and the importance of working

with medical staff to ensure accuracy. They have worked within a range of style guides and can negotiate with a range of stakeholders in a firm but flexible manner to stay within these. The incumbent will have experience in developing editorial rules and guiding colleagues to follow.

Eligibility

- To be eligible for employment with the Department of Health applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant's suitability for employment with Health will also be assessed through a variety of pre-employment check processes, such as:
 - o Satisfactory completion of an Australian Federal Police criminal history check, and where relevant a Working with Children and Vulnerable People Check.
 - o Completion of a medical declaration and pre-employment medical (where required).
 - o Providing evidence of qualifications (where required); and
 - o Obtaining and maintaining a security clearance at the required level.

Notes

Applications close 11:30PM AEDT

Applicants should quote reference number 22-MRDIV-15384 to assist when making an enquiry.

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

About the Therapeutic Goods Administration

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

To Apply

Position Contact	Garry MacGregor, 0418205547
Agency Recruitment Site	https://www.tga.gov.au/about-tga/corporate-information/work-tga

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Vacancy VN-0713402

Therapeutic Goods Administration

Closing Date: Monday 31 October 2022

Regulatory Legal Services Division
Regulatory Legal Services Branch Executive Section

Job Title	Legal 2 - Principal Lawyer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Fairbairn ACT, Melbourne VIC
Salary	\$147,081 - \$158,892
Classification	Executive Level 2
Position Number	22-RLSDIV-15503
Agency Website	

Job Description

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

The Regulatory Legal Services Branch (RLSB) is seeking experienced lawyers to lead the provision of legal services to the Therapeutic Goods Administration and the Office of Drug Control within the Australian Government Department of Health and Aged Care.

RLSB's work includes managing litigation to defend TGA's and ODC's regulatory decisions and actions; advising on matters of statutory interpretation, administrative law and information law; amending legislation administered by the TGA and ODC; drafting legislative and other instruments; advising on commercial and contractual matters; and providing legal training to TGA staff. RLSB also manages freedom of information (FOI) requests for the TGA. This function is performed by a self-contained team with assistance from lawyers in RLSB on more complex or contentious matters.

To be a strong contender, you will need to have a strong track record in providing quality legal services in a complex and sensitive environment, a strong focus on client service, be adept at building relationships in a complex and fast paced environment and take an innovative approach to difficult issues. Your strong leadership credentials and ability to engender trust and respect will be complemented by sound judgement, a strong focus on results, and the ability to solve complex issues and build organisational capability. You will have sound people skills.

A merit pool will also be established to fill vacancies arising in the next 18 months.

Duties

The Regulatory Legal Services Branch (RLSB) is seeking experienced lawyers to lead the provision of legal services to HPRG.

All Principal Lawyers are responsible for:

- contributing to the management of the budget and resources of RLSB to ensure continued delivery of high quality legal services in a constantly evolving environment;
- allocating and managing workload across RLSB;
- second counselling and peer reviewing work of other lawyers in RLSB;
- supervising and mentoring junior staff;
- contributing to the capability building of HPRG staff; and
- representing the Branch, and where required HPRG and the Department, at high level meetings.

In addition:

Principal Lawyers in the Commercial and Dispute Resolution Practice Group are responsible for:

- leading the provision of advice on anticipated and ongoing litigation matters;
- leading the management of civil penalty proceedings and judicial review proceedings;
- leading the conduct of Administrative Appeals Tribunal proceedings;
- leading the provision of legal and strategic advice on compliance and enforcement matters;
- leading HPRG's response to notices to produce and coronial enquiries and inquests;
- as required, managing disputes in other fora (eg formal privacy complaints, FOI Information Commissioner reviews and Ombudsman complaints);
- advising on commercial law and procurement related matters, as well as assisting with negotiating and implementing legally binding international agreements.

Principal Lawyers in the Legal Advisings and Legislation Practice Group are responsible for:

- leading the provision of legal and strategic advice (primarily statutory interpretation and administrative law advice) in relation to HPRG's legislation and Commonwealth legislation governing HPRG (including governance, privacy and FOI legislation);
- leading the provision of legal and strategic advice on complex issues relating to the development of legislation and legislative instruments, including managing significant legislative reform projects;
- leading the management of amendments to principal legislation (Bills), including working with HPRG clients on the design of legislative reforms, working with OPC and HPRG clients during the drafting process and overseeing or preparing supporting documentation such as explanatory memoranda;
- leading the management of amendments to regulations, including working with HPRG clients on the design of legislative reforms, working with OPC and HPRG clients during the drafting process and overseeing or preparing supporting documentation such as explanatory memoranda;
- drafting and reviewing legislative instruments, such as standards for therapeutic goods, and manufacturing principles.

Applicants with experience in some but not all the areas outlined above are encouraged to apply. Applicants do not need to demonstrate experience in every area, but would be expected to demonstrate the ability to quickly develop their skills to manage any of the functions above, if required.

Eligibility

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

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

- Satisfactory completion of an Australian Federal Police 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).
- Obtaining and maintaining a security clearance at the required level (where required).

Mandatory Qualification:

- To be eligible for this position applicants must be admitted as a Legal Practitioner of the High Court of Australia or of a Supreme Court of a State or Territory

Notes

- Applications close 11:30PM AEDT
- Applicants should quote reference number 22-RLSDIV-15503 to assist when making an enquiry.
- 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 with the possibility of being extended for a period of up to 3 years.

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

About the Therapeutic Goods Administration

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

To Apply

Position Contact	Bless Carter, 02 6289 3199
Agency Recruitment Site	https://www.tga.gov.au/about-tga/corporate-information/work-tga

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Agriculture, Water and the Environment

Vacancy VN-0713430

Bureau of Meteorology

Closing Date: Monday 31 October 2022

Business Solutions

Job Title	Scrum Master
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC, Hobart TAS, Brisbane QLD
Salary	\$125,053 - \$140,450
Classification	Executive Level 2
Position Number	60017738
Agency Website	

Job Description

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

The role of the Scrum Master sits within the Aviation Service Development (ASD) capability and will provide delivery certainty for current and new ways of working for the team.

The Scrum Master advises and leads on Agile values, practices and processes to ensure that the ASD section is fully functional, productive, and focused on the PI and sprint goals. They will also support the work of the team by coaching the product managers and product owners in maintaining the backlog

The candidate will drive the uplift of Agile practices within ASD and foster a culture of continuous improvement by supporting the set up and facilitation of relevant Agile ceremonies and rituals: Backlog Refinement, Daily Stand-up, Iteration / Release Planning, Showcases / Sprint Review, Retrospective.

The role will work with the National Managers, internal and external vendors and the Delivery Team to prioritise delivery, remove blockers and create an effective and high throughput delivery process. and will be responsible for removing delivery impediments

Further, the successful candidate will have strong collaborative and stakeholder management skills to facilitating workshops and meetings, extensive experience working with senior decision makers, strong communications, and interpersonal skills.

Duties

- Lead cross-functional teams to achieve continuous, high-quality delivery by establishing and promoting Agile ways of working utilising the Scaled Agile methodology and Scrum practices.
- Have visibility at program and portfolio levels to plan, facilitate and drive these iteration sessions.
- Plan, coordinate and facilitate Agile iteration rituals including but not limited to Program Increment planning, fortnightly Sprint planning, Sprint reviews and Sprint retrospectives.
- Communicate with internal partners about resource allocation
- Assist the teams to drive story elaboration and estimation sessions and ensure tools are configured to enable efficient Agile delivery.
- Understand the end-to-end impact of the work across streams of work and highlight dependencies between releases.
- Prioritise removal of impediments and coach the team to resolve them.
- Review and refine deliverable templates as required.
- Identifying areas of improvement in Agile practices and work with the teams to define and implement the necessary methods and tools to ensure alignment with the Bureau delivery frameworks.
- Help the ASD teams achieve higher levels of agility and scrum maturity
- Coach the product manager, product owners, operations, and development teams to achieve customer impact and value.
- Coach the broader ALMT Leadership team in their agile transformation and provide education where needed.

- Comply with all Bureau work, health and safety policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.
- Commitment to APS Values, Employment Principles, Code of Conduct and the Bureau Way

Eligibility

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

Notes

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

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	John Curphey, 03 9669 4210
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0712361

Department of Agriculture, Fisheries and Forestry

Closing Date: Monday 31 October 2022

Digital Services
Digital Enabling Services Workforce Management and Capability

Job Title	Senior Workforce and Capability Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$85,833 - \$97,454
Classification	APS Level 6
Position Number	2022/6000
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Workforce Management and Capability section provides a range of people-focussed support and services to the Digital Services Division. The section creates and delivers workforce initiatives/services that support our people, increases workforce capability, and ensure delivery of the division's commitments to the department's future-ready Blueprint. Services include workforce design, entry level programs, recruitment, attraction and retention strategies, targeted learning and development solutions, awards, and recognition.

Duties

The Job

- Take the lead on workforce projects for the division, coordinate project tasks and work with service providers through to implementation.
- Assist with the creation and delivery of workforce, culture, and learning/capability plans, including preparation and provision of advice to the divisional executive regarding workforce strategies and initiatives.
- Supervision of a small team, establishing clear plans, timeframes, and monitoring progress to ensure the completion of work.
- Work in partnership with HR to deliver a range of services for the division, including ensuring the division's successful participation in employment programs and recruitment.
- Act as point of contact for staff guidance, advice, and referrals in relation to HR processes and general workforce queries.
- Contribute innovative ideas and maximise the benefits of change, including the identification of opportunities to improve the efficiency of business processes.
- Collaboration with a broad range of internal stakeholders and contribute to building and maintaining a respectful and supportive workplace culture.

Eligibility

What we are looking for

Knowledge and experience

Our ideal applicant will have:

- previous experience in HR, workforce planning or training and development initiatives
- demonstrated experience in providing people-focussed support and advice
- experience delivering project initiatives through to completion and measuring success
- team management 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>

To Apply

Position Contact	Julie Ward, N/A
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0713408

Department of Agriculture, Fisheries and Forestry

Closing Date: Monday 07 November 2022

People, Property and Security
Integrity Conduct & Integrity Coordination, Integrity Investigations & Prevention

Job Title	Senior Investigator
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$85,833 - \$97,454
Classification	APS Level 6
Position Number	2022/7284
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

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

The Integrity Branch sets the integrity policy framework and works with internal stakeholders to build a pro-integrity culture through positive workplace values and behaviours. Integrity Branch is responsible for the management of personnel security risk and works to prevent, detect and respond to internal fraud, corruption, misconduct, and insider threat. Integrity Branch is comprised of three sections, with vacancies currently within the Conduct & Integrity Coordination and Integrity Investigations & Prevention. The merit pool established from this process may be used to fill future ongoing vacancies in the Branch where the duties are of a similar nature. The roles within Integrity Branch are positions of trust that require sound judgement and exemplary levels of personal integrity, sensitivity and confidentiality and discretion.

The Conduct & Integrity Coordination Section supports the Department's legal and ethical standards of conduct. The Conduct team conducts preliminary inquiries and investigations into suspected breaches of the APS Code of Conduct made about the behaviour of Departmental employees, as well as managing review of actions regarding employment related decisions and responding to applications lodged with external review entities such as the Fair Work Commission and the Office of the Merit Protection Commissioner. The Integrity Coordination team oversees and manages the handling and assessment of complaints and liaises with key stakeholders across the division and department. The section also works collaboratively with the other sections of the branch to provide education and guidance to departmental employees and managers on the integrity matters. The Integrity Investigations & Prevention Section is responsible for conducting investigations into allegations of fraud and corrupt activity by departmental employees and responding and mitigating risk to the department from this activity. The section also manages the department's internal fraud and corruption control program, including risk assessment and management, in addition to coordination of the department's Public Interest Disclosure (PID) framework, and the department's national security foreign interference risk engagement program.

The Job

The main duties of the **Senior Investigator include, Conduct & Integrity Coordination section include:**

- undertaking investigations and preliminary investigations into suspected breaches of the APS Code of Conduct
- supporting the department's legal and ethical standards of conduct, including the development of policies
- liaising with all areas of the department and other Commonwealth agencies regarding APS Code of Conduct and ethical behaviour issues
- providing education and guidance to departmental employees and managers on the APS Code of Conduct
- providing evidence-based analysis to delegates and decision makers regarding investigations, including preparing robust factual investigation reports
- providing administrative assistance for matters with the Office of the Merit Protection Commissioner
- managing the Review of Action scheme, including undertaking primary review of actions and preparing factual reports to delegates.

The main duties of the **Senior Investigator, Integrity Investigations & Prevention section include:**

- conducting investigations into allegations of internal fraud and corruption activity across the department, including collecting and analysing complex streams of information to form assessments and recommendations that effectively manage risk across the department
- partnering with a range of internal and external stakeholders to deliver robust, innovative and timely investigative outcomes
- building and maintaining relationships across government to harness opportunities and build capability across the fraud and corruption investigative program
- engaging with law enforcement partners such as the Australian Commission for Law Enforcement Integrity (ACLEI), the Australian Federal Police (AFP) and the Commonwealth Director of Public Prosecutions (CDPP) to meet the department's legislative and regulatory reporting requirements
- leading the translation of investigative insights into the Branch's fraud and corruption risk assessment and prevention program, and the department's integrity detection capability to proactively identify fraud and corruption related activity
- contributing to the development of investigative policies, procedures and projects

- leading the mentoring and management of junior investigators.

Duties

Knowledge and experience

- Demonstrated experience to undertake government investigations (or intelligence, compliance or other related experience), interpret policy and/or legislation and apply that knowledge to Code of Conduct or fraud and corruption investigations.
- Demonstrated experience in producing accurate and timely records and reports, such as investigation (or intelligence/analytical) reports/records, intelligence products, assessment reports or Executive level briefing material.
- Previous investigative or intelligence experience, particularly in APS Code of Conduct or a fraud or related environment.

Skills and capabilities

- Strong analytic and/or assessment skills to deliver objective, impartial and ethical investigative outcomes.
- Ability to contribute to the broader work of the Integrity branch to embed and promote a pro-integrity culture across the department.
- Demonstrated ability to work autonomously, collaboratively and or with a team to progress multiple priorities and deliver outcomes with sound judgement and planning.
- Demonstrated ability to deliver outcomes within a strict regulatory environment and or integrity framework, including the ability to engage sensitively with stakeholders.
- Demonstrated ability to apply innovative and creative thinking to build capabilities and leverage opportunities across the branch, including the ability to mentor and develop junior staff.
- Ability to manage sensitive information with discretion, including strong interpersonal skills.

Desirable/Mandatory qualifications

Applicants who have a Certificate IV in Government Investigations (or equivalent qualification) will be highly regarded. If not already held, applicants should be willing to obtain a Certificate IV in Government Investigations within 12 months of commencement. Qualifications in human resource management (or similar qualifications) or equivalent experience would also be highly regarded for Conduct positions.

Eligibility

- Australian Citizenship
- 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 Agriculture, Fisheries and Forestry

To Apply

Position Contact	Connie Whitfield, 0466244133
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0713363

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

Closing Date: Wednesday 02 November 2022

First Nations Heritage, Wildlife and Planning Division
Wildlife Trade Office Several

Job Title	Assistant Directors
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$112,294 - \$120,780
Classification	Executive Level 1
Position Number	2022/7113
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

The First Nations Heritage, Wildlife and Planning Division is responsible for supporting the government to deliver major reforms to environmental and indigenous heritage protections, including under Australia's national environmental law, the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act). This includes administering policy and regulatory functions in relation to wildlife trade. The division also has a focus on planning for the environment with responsibility for regional and threat abatement planning.

The Wildlife Trade Office ensures international trade in wildlife (fish, animals, plants, and insects) is sustainable and in accordance with the EPBC Act and the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES). Regulatory functions include administering over 17,000 permits for CITES and native specimens, along with assessing the sustainability of fisheries and wildlife operations. The Wildlife Trade Office leads Australia's engagement in CITES and policy on wildlife trade. Wildlife trade policy and regulatory functions intersect with an extensive range of stakeholders including state and Commonwealth fishery agencies, native species harvesters, breeders and exporters (parrots, fish, crocodiles), wildlife advocacy organisations, zoos, the fashion industry, as well as internal and external government stakeholders.

The Wildlife Trade Assessments section is the Australian Scientific Authority for CITES (terrestrial). The section assesses trade for

non-commercial purposes such as research, education, exhibition (zoos), and conservation breeding, including permitting. The section is also responsible for developing policy and assessing commercial trade operations, plans and programs to ensure they are managed in an ecologically sustainable way, in accordance with Part 13 and 13A of the EPBC Act, to enable exports. The Wildlife Trade Regulation section is the Australian Management Authority for CITES. The section's responsibilities span international policy, domestic regulation and policy, and operational functions including client services and issuing permits for international trade. Our clients include the high fashion industry, native species harvesters, exporters and customs brokers, and the general public. The Sustainable Fisheries section is the Australian Scientific Authority for CITES (Aquatic and Marine). The section assesses the environmental performance of Australian fisheries to promote ecologically sustainable fisheries management in accordance with the requirements of the EPBC Act and CITES. The section assesses all Australian export fisheries, Commonwealth managed fisheries, and state and territory fisheries operating in Commonwealth waters.

The Job

Specific duties may include:

- leading the development of high-quality written material, which may include wildlife trade assessments, briefs, discussion papers, analytical reports, communication, and correspondence
- leading strategic policy research and analysis to support the delivery of briefings and correspondence, including analysis and presentation of options, risks, and recommendations to senior executive and government
- developing and maintaining productive working relationships with a network of internal and external stakeholders
- leading project management and strategic planning to support delivery of wildlife reforms.
- managing the delivery of contracts and procurements
- supervising and managing diverse teams of staff, which may include contractors and consultancies
- developing high-level legislative policy advice, working with relevant line areas including the Legal Division to identify processes and requirements.

Duties

Knowledge and experience

- Experience analysing information against legislation or administering regulation.
- Experience working in a complex regulatory environment.
- Experience in prioritising and managing a complex program of work.
- Experience building, maintaining and utilising effective working relationships with a range of government and non-government stakeholders, including delivery partners.
- Experience developing high quality analysis and advice for ministers and departmental executives.
- Experience in protection of endangered wildlife species, smart administration of regulation and international engagement will be highly regarded.

Skills and capabilities

Ideal candidates will have the following skills and capabilities:

- strong leadership and people management skills and experience
- strong focus on supporting staff, peers, and senior executive to achieve the goals of the work area, agency and minister
- solid judgement and the ability to contribute to a small team working on complex matters
- well-developed communication and interpersonal skills
- self-motivated, highly organised and with strong attention to detail
- the ability to work independently, as well as part of a group, and respond flexibly to changing priorities • The ability to identify problems and formulate solutions
- the ability to develop effective working relationships across the department and with external stakeholders
- excellent oral and written communication skills, including demonstrated experience briefing Senior Executives

- the ability to adapt quickly and respond to changing priorities, and to demonstrate resilience in fast moving working environments.

Desirable qualifications

Tertiary qualifications in natural resource management, fisheries management or science, environmental or biological science, law, economics or equivalent experience are highly 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 security** clearance. You will be required to obtain and maintain a clearance at this level.

Notes

Please note that we are open to discussing flexible working arrangements. Please speak to the contact officer for further details.

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

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

To Apply

Position Contact	Steph Jammu, 02 5156 5477
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0713367

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

Closing Date: Wednesday 02 November 2022

First Nations Heritage, Wildlife and Planning Division
Wildlife Trade Office Several

Job Title	Policy and Assessment Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$69,905 - \$76,103
Classification	APS Level 4
Position Number	2022/7101
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

The First Nations Heritage, Wildlife and Planning Division is responsible for supporting the government to deliver major reforms to environmental and indigenous heritage protections, including under Australia's national environmental law, the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act). This includes administering policy and regulatory functions in relation to wildlife trade. The division also has a focus on planning for the environment with responsibility for regional and threat abatement planning.

The Wildlife Trade Office ensures international trade in wildlife (fish, animals, plants, and insects) is sustainable and in accordance with the EPBC Act and the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES). Regulatory functions include administering over 17,000 permits for CITES and native specimens, along with assessing the sustainability of fisheries and wildlife operations. The Wildlife Trade Office leads Australia's engagement in CITES and policy on wildlife trade. Wildlife trade policy and regulatory functions intersect with an extensive range of stakeholders including state and Commonwealth fishery agencies, native species harvesters, breeders and exporters (parrots, fish, crocodiles), wildlife advocacy organisations, zoos, the fashion industry, as well as internal and external government stakeholders.

The Wildlife Trade Assessments section is the Australian Scientific Authority for CITES (terrestrial). The section assesses trade for non-commercial purposes such as research, education, exhibition (zoos), and conservation breeding, including permitting. The section is also responsible for developing policy and assessing commercial trade operations, plans and programs to ensure they are managed in an ecologically sustainable way, in accordance with Part 13 and 13A of the EPBC Act, to enable exports. The Wildlife Trade Regulation section is the Australian Management Authority for CITES. The section's responsibilities span international policy, domestic regulation and policy, and operational functions including client services and issuing permits for international trade. Our clients include the high fashion industry, native species harvesters, exporters and customs brokers, and the general public. The Sustainable Fisheries section is the Australian Scientific Authority for CITES (Aquatic and Marine). The section assesses the environmental performance of Australian fisheries to promote ecologically sustainable fisheries management in accordance with the requirements of the EPBC Act and CITES. The section assesses all Australian export fisheries, Commonwealth managed fisheries, and state and territory fisheries operating in Commonwealth waters.

The Job

Specific duties may include:

- assisting in undertaking assessments for Wildlife Trade Operations, including terrestrial and aquatic.
- assessing wildlife trade permit applications against legislative requirements
- assisting in the development of well-researched policy that aligns with the legislation and strategic objectives for the department, as well as international obligations
- building and maintaining productive working relationships with peers and internal and external stakeholders to the department
- preparing and managing written internal briefings and drafting official correspondence with governments, trading partners and industry
- working in a team and contributing to a positive culture in the section and branch.

Duties

Knowledge and experience

- Experience working closely with internal and external stakeholders.
- Experience working in a policy or regulatory environment.
- Experience in developing high quality analysis and advice.
- A working knowledge of legislative frameworks, government decision-making processes and regulations is desirable.

Skills and capabilities

The successful applicants will have the following skills and capabilities:

- solid judgement and the ability to work in a small team on complex matters within agreed timeframes
- well-developed communication and interpersonal skills
- self-motivated, highly organised and with strong attention to detail
- the ability to work independently, as well as part of a group, and respond flexibly to changing priorities
- the ability to identify problems and formulate solutions
- the ability to develop effective working relationships across the department and with external stakeholders
- the ability to help others and contribute to building an effective, high functioning team.

Desirable qualifications

Tertiary qualifications in natural resource management, fisheries management, environmental or biological science or equivalent experience are highly 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

Please note that we are open to discussing flexible working arrangements. Please speak to the contact officer for further details.

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

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

To Apply

Position Contact	Steph Jammu, 02 5156 5477
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0713368

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

Closing Date: Wednesday 02 November 2022

First Nations Heritage, Wildlife and Planning Division
Wildlife Trade Office Several

Job Title	Senior Policy and Assessment Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Perth WA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Sydney NSW
Salary	\$85,833 - \$97,454
Classification	APS Level 6
Position Number	2022/7110
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

The First Nations Heritage, Wildlife and Planning Division is responsible for supporting the government to deliver major reforms to environmental and indigenous heritage protections, including under Australia's national environmental law, the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act). This includes administering policy and regulatory functions in relation to wildlife trade. The division also has a focus on planning for the environment with responsibility for regional and threat abatement planning.

The Wildlife Trade Office ensures international trade in wildlife (fish, animals, plants, and insects) is sustainable and in accordance with the EPBC Act and the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES). Regulatory functions include administering over 17,000 permits for CITES and native specimens, along with assessing the sustainability of fisheries and wildlife operations. The Wildlife Trade Office leads Australia's engagement in CITES and policy on wildlife trade. Wildlife trade policy and regulatory functions intersect with an extensive range of stakeholders including state and Commonwealth fishery agencies, native species harvesters, breeders and exporters (parrots, fish, crocodiles), wildlife advocacy organisations, zoos, the fashion industry, as well as internal and external government stakeholders.

The Wildlife Trade Assessments section is the Australian Scientific Authority for CITES (terrestrial). The section assesses trade for non-commercial purposes such as research, education, exhibition (zoos), and conservation breeding, including permitting. The section is also responsible for developing policy and assessing commercial trade operations, plans and programs to ensure they are managed in an ecologically sustainable way, in accordance with Part 13 and 13A of the EPBC Act, to enable exports. The Wildlife Trade Regulation section is the Australian Management Authority for CITES. The section's responsibilities span international policy, domestic regulation and policy, and operational functions including client services and issuing permits for international trade. Our clients include the high fashion industry, native species harvesters, exporters and customs brokers, and the general public. The Sustainable Fisheries section is the Australian Scientific Authority for CITES (Aquatic and Marine). The section

assesses the environmental performance of Australian fisheries to promote ecologically sustainable fisheries management in accordance with the requirements of the EPBC Act and CITES. The section assesses all Australian export fisheries, Commonwealth managed fisheries, and state and territory fisheries operating in Commonwealth waters.

The Job

Specific duties may include:

- leading complex assessments for Wildlife Trade Operations, including for terrestrial and aquatic species
- assessing wildlife trade permit applications against legislative requirements
- analysing scientific advice to support the sustainable management of CITES listed species
- drafting high quality written material, which may include policy documents, briefs, discussion papers, analytical reports, talking points and correspondence
- engaging with internal and external stakeholders to identify policy and reform issues and develop proposed solutions
- providing contract management and procurement support
- supervising and managing staff, including contractors
- supporting the development of high-level legislative policy advice, drafting instructions and explanatory material, working with relevant line areas including the Legal Division to identify processes and requirements (some roles).

Duties

Knowledge and experience

- Experience in supporting the delivery of complex, sensitive or high-profile policies, programs or projects.
- An understanding of the EPBC Act or a demonstrated ability to interpret complex legislation is highly desirable.
- Experience and knowledge in environmental or fisheries management roles is highly desirable.
- For some positions, experience in managing financial budgets, contract management, procurement, project management, policy development, data analysis, environmental planning, communications or legislative development is desirable.

Skills and capabilities

The following skills, capabilities and abilities are required for the position:

- work independently and in a team in a fast-paced environment, with a dedication to achieving quality outcomes
- excellent written and verbal communication skills and an attention to detail, including an ability to present complex information in a clear, succinct format that is tailored to the audience and takes account of sensitivities
- develop and maintain productive relationships with internal and external stakeholders,
- to identify and understand how broader factors, trends and influences may impact on the team's work objectives, and
- to identify and analyse problems, flexibly adapt approaches and propose innovative solutions.

Desirable qualifications

Tertiary qualifications in natural resource management, fisheries management, environmental or biological science, law, economics or equivalent experience are highly 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

Please note that we are open to discussing flexible working arrangements. Please speak to the contact officer for further details.

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

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

To Apply

Position Contact	Steph Jammu, 02 5156 5477
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0713370

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

Closing Date: Wednesday 02 November 2022

First Nations Heritage, Wildlife and Planning Division
Wildlife Trade Office Several

Job Title	Policy and Assessment Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$76,260 - \$83,658
Classification	APS Level 5
Position Number	2022/7109
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

The First Nations Heritage, Wildlife and Planning Division is responsible for supporting the government to deliver major reforms to environmental and indigenous heritage protections, including under Australia's national environmental law, the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act). This includes administering policy and regulatory functions in relation to wildlife trade. The division also has a focus on planning for the environment with responsibility for regional and threat abatement planning.

The Wildlife Trade Office ensures international trade in wildlife (fish, animals, plants, and insects) is sustainable and in accordance with the EPBC Act and the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES). Regulatory functions include administering over 17,000 permits for CITES and native specimens, along with assessing the sustainability of fisheries and wildlife operations. The Wildlife Trade Office leads Australia's engagement in CITES and policy on wildlife trade. Wildlife trade policy and regulatory functions intersect with an extensive range of stakeholders including state and Commonwealth fishery agencies, native species harvesters, breeders and exporters (parrots, fish, crocodiles), wildlife advocacy organisations, zoos, the fashion industry, as well as internal and external government stakeholders.

The Wildlife Trade Assessments section is the Australian Scientific Authority for CITES (terrestrial). The section assesses trade for non-commercial purposes such as research, education, exhibition (zoos), and conservation breeding, including permitting. The section is also responsible for developing policy and assessing commercial trade operations, plans and programs to ensure they are managed in an ecologically sustainable way, in accordance with Part 13 and 13A of the EPBC Act, to enable exports. The Wildlife Trade Regulation section is the Australian Management Authority for CITES. The section's responsibilities span international policy, domestic regulation and policy, and operational functions including client services and issuing permits for international trade. Our clients include the high fashion industry, native species harvesters, exporters and customs brokers, and the general public. The Sustainable Fisheries section is the Australian Scientific Authority for CITES (Aquatic and Marine). The section assesses the environmental performance of Australian fisheries to promote ecologically sustainable fisheries management in accordance with the requirements of the EPBC Act and CITES. The section assesses all Australian export fisheries, Commonwealth managed fisheries, and state and territory fisheries operating in Commonwealth waters.

The Job

Specific duties may include:

- undertaking assessments for Wildlife Trade Operations, including terrestrial and aquatic,
- assessing wildlife trade permit applications against legislative requirements,
- assisting in developing high-level analysis and advice across a range of issues,
- assisting in the development of well-researched policy that aligns with the legislation and strategic objectives for the department, as well as international obligations,
- identifying opportunities for business process improvements,
- building and maintaining productive working relationships with peers and internal and external stakeholders to the department,
- preparing and managing written internal briefings and drafting official correspondence with governments, trading partners and industry and
- working in a team and contributing to a positive culture in the section and branch.

Duties

Knowledge and experience

- Experience working closely with internal and external stakeholders.
- Experience working in a policy or regulatory environment.
- Experience in developing high quality analysis and advice.
- A working knowledge of legislative frameworks, government decision-making processes and regulations is desirable.

Skills and capabilities

The successful applicants will have the following skills and capabilities:

- solid judgement and the ability to work with a small team working on complex matters within agreed timeframes,
- well-developed communication and interpersonal skills,
- self-motivated, highly organised and with strong attention to detail,
- ability to work independently, as well as part of a group, and respond flexibly to changing priorities,
- ability to identify problems and formulate solutions,
- ability to develop effective working relationships across the department and with external stakeholders and
- ability to help others and contribute to building an effective, high functioning team.

Desirable qualifications

Tertiary qualifications in natural resource management, fisheries management, environmental or biological science or equivalent experience are highly 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

Please note that we are open to discussing flexible working arrangements. Please speak to the contact officer for further details.

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

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

To Apply

Position Contact	Steph Jammu, 02 5156 5477
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0713434

Attorney-General's Department

Closing Date: Monday 31 October 2022

Job Title	Web Developer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$107,150 - \$130,375
Classification	Executive Level 1
Position Number	0267/22_ESG/ID-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description <https://agcareers.nga.net.au/?jati=57CBED65-017E-3ED7-BA7E-C902DDFF9048>

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

Duties

Our Opportunity

Role and expectations of the successful candidate:

The successful candidate will work within a collaborative and supportive team to develop technical solutions to business problems, making full use of the Microsoft suite on premise and in the cloud. The developer should be comfortable developing custom cloud native applications, whilst also having the confidence to propose options for repeatable low-code solutions.

The Developer should be open to further skill development and adaptable to change, joining us during a time of digital transformation. Candidates who are excited about exploring new technology and being provided an opportunity to have input into the way we approach new challenges are encouraged to apply.

Who are we looking for?

We seek people who bring external ideas, diverse experience, and global perspectives, and are willing to explore innovative ways of working. People who work for us will display leadership at all levels, apply information effectively in order to solve problems, and work collaboratively to achieve outcomes.

Specific requirements of the role:

- Demonstrated development experience across a variety of languages and frameworks.
- Knowledge and experience of contemporary web development, related tools and frameworks (such as React, VueJS, AngularJS).

- Demonstrated experience delivering Cloud Native SaaS solutions.
- Demonstrated experience working with PowerApps and Dynamics CRM.
- Demonstrated experience developing Power BI Dashboards, Reports and paginated reports.
- Demonstrated experience customising PowerApps applications using JavaScript.
- Demonstrated experience using C# .NET to develop/maintain custom solutions.
- An understanding of how to apply ISM controls in a protected environment.
- An understanding of CRM/SharePoint integration.
- An ability to support on-premise to online migration
- An understanding of Azure PaaS, Azure functions, Azure App Service
- An understanding of Azure DevOps Integration, Management of Build and Deploy CI/CD pipelines

Please refer to the [AGD Performance Expectations](#) for more detail.

The range and nature of work within the Attorney-General's Department requires a workforce that reflects our diverse society and the department provides a number of support mechanisms for employees.

As an AGD employee, you will:

- be part of an inclusive and diverse work environment
- receive a generous starting salary and work conditions
- benefit from supportive learning and development
- be supported by a range of active networks including the Indigenous Employee Network, the Celebrating Ability Network, the Women's Network, the Pride Network and the Cultural and Linguistically Diverse Network.

To see further information regarding our support for our employees, please see our [Workplace Diversity Page](#).

Eligibility

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

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

Notes

At the end of the recruitment process, a merit pool of suitable candidates will be created. Those found suitable will be advised that they have been placed in the pool. This is not an offer of employment and not all candidates selected for inclusion in the merit pool may ultimately receive an offer of employment.

The merit pool is valid for 18 months from the date the process was advertised. The merit pool will be used throughout the year to fill similar positions in the event positions become vacant.

Please let us know if at any stage you no longer wish to remain in the merit pool.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 Attorney-General's Department delivers programs and policies to maintain and improve Australia's law and justice framework, and to facilitate jobs growth through policies that promote fair, productive, flexible and safe workplaces. Through the Australian Government Solicitor, we also provide legal services to the Commonwealth, including legal advice and representation. Our department is the central policy and coordinating element of the Attorney-General's portfolio. Our department is structured into five groups: • Australian Government Solicitor • Legal Services and Families • Integrity and International • Industrial Relations • Enabling Services. The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce which includes practitioners in policy development and implementation and program administration. The department also has a large contingent of practicing lawyers, particularly within the Australian Government Solicitor. The department is committed to having a flexible and inclusive workplace and recognises and values the diversity of the wider Australia community. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people.

To Apply

Position Contact	Amanda Baker, 0406 884 172
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=57CBED65-017E-3ED7-BA7E-C902DDFF9048

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Attorney-General's

Vacancy VN-0713437

Attorney-General's Department

Closing Date: Sunday 30 October 2022

Information

Job Title	ICT Procurement Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$69,716 - \$75,695
Classification	APS Level 4
Position Number	0269/22_ESG/ID-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

<https://agcareers.nga.net.au/?jati=E5909071-7961-4E42-854F-C902DE120C61>

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

Duties

Our Opportunity

Office of the CIO is responsible for ICT Project Governance including Secretariat for the ICT Project Boards Project Management Framework, program schedule and resource management. Other OCIO responsibilities include, Divisional Co-ordination and ICT Financial Management including ICT Procurement and Asset Management.

The ICT procurement officer, sits within the Office of the CIO and supports the ID Contracts and Procurement manager and the OCIO Director with procurement activities. This work could include (but is not limited to) the following areas:

- Providing a range of procurement support services including advice on approaches to market that comply with relevant rules.
- Accounts Payable activities including assisting with goods receipting and processing of invoices for payment.
- Creation and maintenance of purchase orders and cost tracking spreadsheets associated with ICT contracts.
- Maintaining Information Division's ICT Contract Register in excel and appropriate filing of all contract and procurement documents.
- Assist with continual improvement of procurement processes, procedures and templates.

We are committed to providing a flexible, diverse and inclusive workplace. We are open to a range of flexible work arrangements including part-time, job-sharing, and flexible work hours.

Who are we looking for?

We seek people who bring external ideas, diverse experience, and global perspectives, and are willing to explore innovative ways of working. People who work for us will display leadership at all levels, apply information effectively in order to solve problems, and work collaboratively to achieve outcomes.

We are seeking applicants with the following skills:

- excellent communication skills, both verbal and written
- experience with Microsoft excel and Myhub, desirable
- attention to detail, with a focus on quality
- experience with stakeholder engagement and management
- be proactive, including taking initiative, and being able to work to a high level both independently and as part of a team
- highly developed time management skills.

Please refer to the [AGD Performance Expectations](#) for more detail.

The range and nature of work within the Attorney-General's Department requires a workforce that reflects our diverse society and the department provides a number of support mechanisms for employees.

As an AGD employee, you will:

- be part of an inclusive and diverse work environment
- receive a generous starting salary and work conditions
- benefit from supportive learning and development
- be supported by a range of active networks including the Indigenous Employee Network, the Celebrating Ability Network, the Women's Network, the Pride Network and the Cultural and Linguistically Diverse Network.

To see further information regarding our support for our employees, please see our [Workplace Diversity Page](#).

Eligibility

To be eligible for employment at the Attorney-General's Department applicants must be Australian citizens. Applicants offered employment will be required to successfully undergo a police record check and be able to obtain and maintain a security clearance at a specified clearance level. The successful applicant must be willing to disclose all relevant and required information.

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

Notes

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

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

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

About the Attorney-General's Department

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

To Apply

Position Contact	Monica De Freitas, 02 6253 7489
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=E5909071-7961-4E42-854F-C902DE120C61

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Job Title	APS 5 & APS 6 - Various roles
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Melbourne VIC, Brisbane QLD, Canberra ACT, Sydney NSW, Perth WA, Hobart TAS
Salary	\$79,254 - \$98,327
Classification	APS Level 5;APS Level 6
Position Number	Various
Agency Website	https://www.afsa.gov.au/

Job Description

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

The Australian Financial Security Authority (AFSA) is responsible for providing improved and equitable financial outcomes for consumers, business and the community through application of bankruptcy and personal property securities laws, regulation of personal insolvency practitioners, and trustee services.

We are a workplace committed to providing an environment that values diversity and supports staff to reach their full potential. We strive to be a visible, modern and contemporary regulator who puts our people at the heart of what we do. AFSA is committed in investing in our people, data and services - empowering our employee's and agency to deliver world-class services.

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

AFSA is undergoing transformation in the delivery of its services and as a response to the changing economic environment. We are looking for change champions, people who thrive in a dynamic working environment and promote change from within.

Duties

Our Opportunities:

This recruitment process will be used to fill a merit pool, for current and future ongoing and non-ongoing vacancies and will be active for up to 18 months.

Exciting opportunities exist to join the Australian Financial Security Authority (AFSA) at the APS 5 and APS 6 level across the following divisions:

Strategy and Planning drives AFSA's strategy through planning, partnerships and engagement. Opportunities exist across Strategy and Planning in the below teams:

- Enterprise Strategy & Planning
- Strategic & Regulatory Policy
- Strategic Analytics, Intelligence & Economics
- Communications & Stakeholder Engagement

Operations operationalises our strategy – delivering integrated end to end regulatory services that supports clients through our systems and ensures compliance. Opportunities exist in the below teams in Service Delivery:

- Registry

- Case Management
- Compliance
- Practice Management

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. Opportunities exist in the below teams:

- Finance & Property
- People & Capability
- Projects & Change
- Shared services

Government Business drives government engagement and ensures effective governance and legal services. Opportunities exist in the below teams:

- Ministerial and Complaints
- Government Advocacy
- Legal
- Governance & Risk

Service Modernisation aligns functions to deliver end-to-end service modernisation and digitisation. Opportunities exist in the below teams:

- End-to-end service reform
- Digitisation projects
- Infrastructure and Networks
- Security Operations (including Cyber)
- Business Applications

This recruitment process will be used to fill current vacancies, as well as future vacancies that arise over the next 12 months. Please note, AFSA has the following immediate vacancies in:

- Estate Administration – APS5 / APS6
- Corporate Support Officer – APS5
- Government Business – APS6
- Financial Operations – APS5
- Strategy and Planning – APS5

About You:

Our ideal APS5 and APS6 candidates will:

- be committed to serving the Australian community
- be flexible and adaptable to changing operating environments
- enjoy a fast-paced dynamic working environment
- be resilient in times of change
- be outcomes oriented
- be innovative and engage in agency initiatives
- have an ability to apply and interpret relevant legislation and policy
- contribute to a positive working culture.

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

Your application will be assessed against the relevant work skills and capabilities for these positions and must include:

- A completed Position Application Form (available from AFSA website)
- A current resume including two current referees (no longer than 4 pages)
- A **one page 'pitch'**:
 - Clearly stating which role/s you are interested in and why?
 - What skills and experience you can bring to the advertised role/s and AFSA. Please include examples where possible, aligning them to the relevant listed capabilities.

Please email your pitch, resume, and Position Application Form to afsa@hays.com.au and include your name, position(s) level and preference (can be various) in the subject line by **11:59pm Sunday, 30 October 2022**.

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

Successful applicants will be required to undergo and satisfy a National Police Check.

Candidates may be required to undergo psychometric and/or work sample testing as part of this selection process. All pre-employment checks will be conducted via an external party (Equifax).

For further information on Equifax privacy policy please refer to:

<https://www.equifax.com.au/privacy>

If you are an applicant with a disability or other special needs, please contact the Disability Access Coordinator on (02) 8233 6999 to discuss any requirements that may assist you in your application.

*This recruitment process is being used to fill a current **ongoing/non-ongoing** position in either our Adelaide, Brisbane, Canberra, Melbourne, Perth or Sydney office. A merit pool of suitable candidates may be established as a result of this process to assist AFSA to fill similar ongoing and non-ongoing positions that may become available over the next 18 months. Non-ongoing positions may be offered for a period of up to 18 months with the possibility of extension (up to a total period of 3 years). Should a non-ongoing position become ongoing or should an ongoing position become available, the merit pool established by this process may be used to determine a suitable candidate(s).

About the Australian Financial Security Authority

AFSA is an executive agency in the Attorney-General's portfolio. We look after the personal insolvency system in Australia. We also manage Australia's Personal Property Securities Register. These systems protect all Australians, including consumers and businesses. Our work: - helps people make informed financial decisions - keeps Australia's financial systems running smoothly - provides options for people when their debts become too large for them to manage

To Apply

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

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Attorney-General's

Vacancy VN-0713412

Federal Court of Australia

Closing Date: Monday 31 October 2022

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

Job Title	Associate to Judge (FCFCOA)
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$76,331 - \$80,936
Classification	APS Level 5
Position Number	8147
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

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

The person appointed to this position is expected to carry out his or her duties so as to:

- satisfy all relevant statutory obligations,
- satisfy the Australian Public Service Values and Code of Conduct,
- contribute to and support achievement of the Court's Strategic and Business Plans,
- operate within the Court's policies and procedural guide lines, and
- support and contribute to the Court's Service Charter.

Duties

1. Supervise the work of the deputy associate.

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

Eligibility

Selection Criteria

1. Strong communication (oral and written) and liaison skills and the ability to communicate with people of all levels.
2. Demonstrated high-level keyboard skills and ability to use relevant software applications including Microsoft Office applications and the internet.
3. The ability to adapt to changing situations and priorities.
4. Tolerance, diligence and the ability to work as a member of a small team.
5. A high standard of ethical behaviour.

Other Requirements

1. Legal qualifications is desirable.
2. Ability to undertake legal research as required by the Judge.
3. The ability to travel on circuits as required.

Notes

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, 02 8623 4329
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Defence

Vacancy VN-0713004

Department of Defence

Closing Date: Monday 31 October 2022

Capability Acquisition and Sustainment Group
Support Office Foreign Military Sales - Rotary, Aerospace & Surveillance
Systems Division

Job Title	Supply and Billing Discrepancy Clerk - Foreign Military Sales
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC
Salary	\$71,207 - \$77,739
Classification	APS Level 4
Position Number	CASG/06931/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D1B84AE9-A924-EF0E-E81E-C901B198612C>

Duties

The Role

- Are you a high performing, experienced logistics officer, and a leader with sound supply chain skills including international procurement?
- Do you want to be a key contributor to our Defence capability acquired from the United States?
- Are you a fan of coffee, culture, incredible food and working in one of Australia's most liveable cities?

If so, you may be well suited to our role as a Supply and Billing Discrepancy Clerk within our Support Office Foreign Military Sales (FMS) business unit located in the vibrant Melbourne CBD. FMS is the US/Australian program for acquiring military capability from the United States Government. Our Melbourne office is responsible for providing support to the 500+ agreements that are presently in place with the United States Government.

The Supply and Billing Discrepancy Clerk is responsible for initial investigation and assessment of discrepancies with items acquired from the United States. As you gain experience, you will be responsible to address billing discrepancies with the dedicated errors team to ensure Defence can achieve value for money from the United States agreements.

As a valued member of the Support Office FMS, the successful applicant will also be an integral team member to contribute to the transition of supply systems as Defence upgrades to an SAP

operating environment.

About our Team

The Support Office FMS is an integrated office, delivering support to the Project Offices and System Program Offices that procure and sustain FMS products.

The office acts as a centre of knowledge for FMS users where improvement of FMS processes and user experience is our primary role.

Our Ideal Candidate

As the Supply and Billing Discrepancy Clerk you will be required to complete a range of key competences. Communicating and Networking

We are looking for a team member that is an excellent communicator and is able to establish effective relationships with our contractors, uniform and APS staff to ensure reliable and responsive supply chain discrepancy remediation.

Procurement In the context of your role you will not be required to manage procurement activities; however, a knowledge of Defence or Government procurement will be well regarded.

Commitment to compliance - We are looking for a Supply and Billing Discrepancy Clerk who can develop a working knowledge of FMS agreement terms and conditions applicable to discrepancies, while adhering to the agreed Australian and United States procedures.

Reporting- We are looking for a team member who has experience in reporting and compiling basic statistical reports, with some qualitative analysis as you increase your experience in our work area.

Data entry skills - We are looking for a team member that is confident with processing information separately (though not concurrently) into multiple systems and assisting our large customer base with their data entry.

Writing Experience - We are looking for a team member that has writing skills that can be honed to Defence writing policy and procedures. You will be supported while developing your writing to meet Defence standards.

Eligibility

Security Clearance

Applicants must 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	Deane Giles, 03 9200 0561
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D1B84AE9-A924-EF0E-E81E-C901B198612C

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Defence

Vacancy VN-0713023

Department of Defence

Closing Date: Monday 31 October 2022

Defence Finance Group
Financial Performance & Management

Job Title	Director - (Multiple Vacancies)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$125,622 - \$150,785
Classification	Executive Level 2
Position Number	DFG/05570/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=636A13C1-7B9C-67C4-DA27-C901EC0CE8E6>

Duties

The Role

Defence is seeking outstanding leaders to undertake Finance Business Partnering Roles to deliver and drive financial stewardship across Defence. Defence Finance Group (DFG) is undertaking a bulk Executive Level 2 recruitment round for various vacancies throughout the Financial Performance and Management (FP&M) Division.

Duties of the positions include but are not limited to:

- Providing leadership and direction to ensure a high-level of integration and consistency across the Defence financial management function.

- Providing strategic financial analysis and options to senior stakeholders that relates to the planning and delivery of large and complex budgets. Undertake detailed financial risk assessment as pertaining to large organisations.
- Leading a high performing team, through clear and consistent communication, strong performance and behavioural standards, delegating responsibility whilst guiding and developing people.
- Translating financial management strategies into operational goals and creating a shared sense of purpose within business units.
- Building and sustaining relationships with stakeholders and subject matter experts to deliver financial management outcomes.
- Assessing and evaluating financial management strategies, initiatives, projects, policy and procedures to identify opportunities for continuous improvement.

About our Team

FP&M Division delivers financial advice and performance reporting to Groups and Services, Ministers and other government departments, across all Defence programs and activities including workforce, capital, sustainment and operating budgets.

FP&M Division consists of over 400 staff working in seven branches (including a Capability Costing branch), each managing around \$6 Billion per year, with embedded finance staff across the country working closely with business areas.

Principally, the Division is responsible for delivering financial management information and advice to ensure Defence leaders can make well informed decisions. Think big numbers, many complex projects running in parallel, and close public scrutiny requiring carefully managed finances.

Our Ideal Candidate

As an EL2, you will operate with considerable independence to perform and achieve complex financial management work within an integrated workforce. You will require extensive knowledge of the financial functions and operations, ensuring compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

Our ideal candidates will have the following skills and attributes:

- Exceptional results orientation, resilience and a positive approach to issues resolution.
- Strong initiative and sound judgement with a commitment to continuous improvement
- Excellent interpersonal and analytical skills with the ability to manage complex technical and operational risk.
- Excellent strategic management and leadership skills.
- Strong people management skills, both in leading a team and in liaising with stakeholders.
- Ability to operate and produce high quality outcomes in a fast paced environment with competing priorities.
- Technical and organisational skills of the highest order to manage your team achieve outcomes and deliverables.

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	Alison Suffolk, 02 5131 3775
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=636A13C1-7B9C-67C4-DA27-C901EC0CE8E6

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Defence

Vacancy VN-0713026

Department of Defence

Closing Date: Monday 31 October 2022

Naval Shipbuilding and Sustainment Group
Maritime Systems

Job Title	Regional Maintenance Centre - West (Multiple Positions)
Job Type	Full-Time, Ongoing
Location	Henderson WA
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	CASG/06619/22
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=1E7C5C52-37E5-35D1-E77D-C900FDB7731F>

Duties

The Role

- Do you want to be part of establishing and developing a brand new organisation contributing to Defence maritime capability?
- Do you enjoy working in an integrated environment and building productive working relationships?

Under the implementation of the Future Maritime Sustainment Model in Western Australia we have positions available at the APS 6 level within the Regional Maintenance Centre- West (RMC-W) to support maintenance activities in this newly established team.

The positions are:

APS 6 Quality Assurance Officer

The Quality Assurance Officer is accountable under broad direction to perform and achieve complex quality assurance work within an integrated workforce. They will understand regulations, licenses and standards of practice, engage with stakeholders and perform compliance testing and monitoring and business process monitoring of the adherence to regulatory, license and standard requirements. They will recommend, communicate and provide reporting of compliance and initiate remedial actions. The Quality Assurance Officer will work with RMC-W to ensure they are meeting the stated requirements of the contract and deliver an end-product that meets the stated quality criteria and identified specifications for maintenance work. They will have considerable level of stakeholder engagement and will liaise with stakeholders in relation to complex issues. They will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes.

APS 6 Industry Development Officer

The Industry Development Officer will focus on enhancing sovereign sustainment capability in the region and is accountable under broad direction to perform and achieve complex industry policy and program work within an integrated workforce. They will be responsible for developing and maintaining local industry suppliers that contribute to the maintenance of the Royal Australian Navy vessels in WA, in conjunction and support to the RMC-W management team. The Industry Development Officer will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. They will have considerable level of stakeholder engagement and will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes.

APS 6 Inventory Officer

The Inventory Officer is accountable under broad direction to perform and achieve complex materiel logistics work within an integrated workforce. They will be critical in ensuring the right inventory is in place at the right time to ensure maintenance is performed in a structured and effective manner. This includes the management of long lead time items, EMP and URDEF stores. They will provide detailed materiel logistics technical, professional and policy advice in relation to complex work and contribute to strategic planning, program and project management and policy development. The Inventory Officer will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and RMC-W outcomes.

Desirable Qualifications, Experience or Training:

Understanding and experience in the Maritime repair environment would be considered an advantage, but is not considered essential for the roles.

About our Team

In response to the Australian Government developing a nationwide naval shipbuilding enterprise the Future Maritime Sustainment Model is being implemented to realise Plan Galileo; Maritime System Division's national, long term approach to sustainment of the naval fleet.

The Regional Maintenance Centre – West is located in Perth WA and will provide capability support to the Royal Australian Navy from the Henderson maritime precinct, a growing hub of activity that is going to be pivotal to Australia's sovereign Naval capability well into the future. The focus of this organisation will be on enhanced collaboration, co-ordination, workforce development and expansion to build the capability and capacity needed to meet increasing ship maintenance demands.

In addition to being involved in building and sustaining Australia's naval fleet, you will also have access to attractive working conditions as an Australian Public Servant in Defence. You can access a variety of flexible working arrangements, including part-time work, occasionally working from home and working hours that aren't always nine to five.

Information on Defence employees' working conditions, including an attractive remuneration package that may respond to industry variations and a generous superannuation contribution (15.4%), can be sourced from the 'Employment Agreement' section of this information pack.

If you require further information please email: build.the.future@defence.gov.au

Our Ideal Candidate

We are seeking candidates for the advertised roles that are passionate about making a difference and supporting a new way of doing business, maintaining and sustaining our Navy fleet. We want people that are looking for a challenge and are open to change and innovation, not just the status quo!

We are looking for people that can:

Achieve results

You will identify and use resources wisely and respond positively to change. You will take responsibility for managing business outcomes and contribute and apply your own expertise to achieve those outcomes.

Communicate effectively

You will use effective communication to contribute to productive and harmonious relationships between employees, teams and stakeholders. You will influence across the organisation by listening, understanding and adapting to audience and use diplomacy and tact to negotiate in difficult situations.

Work as part of a team

You will constructively build productive working relationships to achieve team and organisational objectives. You will operate as an effective team member by nurturing internal and external relationships, understanding and recognising the needs of others, value individual differences and diversity and share learning to support others.

Manage competing priorities

You will have a proactive approach to tasks and business outcomes with strong attention to detail. You will anticipate challenges and identify contingencies through both your experience and effective communication with other team members and have the ability to identify changing priorities in a timely manner to align with the priorities of the organisation.

Show resilience and flexibility

You will remain calm under pressure and persevere to achieve goals even in the face of obstacles and changing circumstances. You will be flexible to implementing change and manage ambiguity in the workplace as processes and ways of working are tested and adjusted to meet organisational needs.

You will be able to demonstrate how you are the right person for the job by communicating clearly and concisely how your job history and experiences make you the right candidate for the role/s you are applying for.

Please clearly indicate the role/s that you wish to be considered for in your application. **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	Naval Shipbuilding Recruitment, build.the.future@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1E7C5C52-37E5-35D1-E77D-C900FDB7731F

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Defence

Vacancy VN-0713037

Department of Defence

Closing Date: Monday 31 October 2022

Defence Science and Technology Group
Cyber, Intelligence and National Security

Job Title	Director Program Coordination and Governance
Job Type	Full-Time;Part-Time, Ongoing
Location	Edinburgh SA, Fairbairn ACT, Fishermans Bend VIC
Salary	\$125,622 - \$150,785
Classification	Executive Level 2
Position Number	DSTG/06985/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=EE1E9235-8F0E-141C-D4EA-C901ED4F412E>

Duties

The Role

- Apply your coordination skills to help us deliver the National Security Program
- Work collaboratively with Science & Technology (S&T) and National Security stakeholders
- Enjoy the benefits of flexible working arrangements

Join The National Security Science and Technology Centre (NSSTC) in DSTG to help us deliver the National Security Program at a critical time for Australia where whole of government approaches will be critical to achieving our strategic objectives.

We are looking for a talented individual with strong multi-stakeholder coordination experience and a passion for bringing people together to solve complex problems.

This exciting role involves ensuring our relationships are founded on trust and shared purpose, through building and maintaining connections, coordinating NSSTC stakeholder engagements, and facilitating formal governance mechanisms for the NSSTC and our stakeholders.

In this role, you will contribute to a culture of inclusion and partnering that underpins our More Together: Defence Science and Technology Strategy.

As the Director Program Coordination and Governance, you will:

- Develop and manage a yearly program, project and relationship management schedule to support effective engagement, team coordination and prioritisation.

- Support the Program Leader and team through managing and evolving stakeholder coordination and communications internal and external to Defence.
- Lead the coordination of NSSTC senior committee engagements.
- Lead NSSTC contributions to complex briefs, reports and short notice tasks for senior level stakeholders.
- Manage and evolve internal and external governance arrangements, including monitoring, in order to achieve focus, scale and impact for the National Security Program.
- Contribute to the development of the NSSTC strategy, as well as proactively shaping wider stakeholder policy and strategy efforts.
- Serve as a facilitator of key stakeholder engagements, and work collaboratively with a variety of stakeholders to support delivery of S&T value.
- Subject to the NSSTC structure, supervise and mentor staff to promote an inclusive culture that values staff, partnering, agility and team work.

Candidates will have the opportunity to commence with a lower security clearance, however, will need to be able to obtain and maintain a Positive Vetting Security Clearance following commencement.

About our Team

The National Security Science and Technology Centre (NSSTC):

- Coordinates whole of government national security science and technology, to prioritise requirements, provide governance, reduce duplication, deliver science and technology assurance and improve impact.
- Assures delivery of science and technology value by fostering academic and industry science and technology partnerships to build national science and technology capability and enhance targeted delivery to Australian national security agencies.
- Leads the establishment and management of international research collaborations that support researchers in leveraging state of the art capabilities for Australia and to provide regional science diplomacy.
- Manage DSTG's national security science and technology program, maximising dual-use application of Defence industry, academic and DSTG sovereign capabilities.

Our Ideal Candidate

The NSSTC is seeking a Director Program Coordination and Governance (PC&G) with a passion for helping to deliver benefits to our National Security (NS) partners.

The ideal person will be an accomplished business professional, communicator and broker, with a track record of engaging effectively with diverse internal and external stakeholder groups.

If you want a challenging and highly rewarding opportunity to serve the Australian people then please apply.

Key attributes and experience we are looking for:

- Exceptional interpersonal skills, including engaging effectively with senior stakeholders and their staff.
- Strong written and verbal communication skills, including the ability to consolidate and cohere inputs from others in a form suited to senior stakeholder requirements.
- Experience supporting and implementing effective governance to support team and multi-stakeholder coordination and decision-making.
- Ability to think strategically, anticipate the needs of the others, problem solve and operate with considerable autonomy to achieve corporate impact.
- Adaptable and resilient in a changing environment.

- Ability to work collaboratively across different teams, harnessing diverse views and encouraging an inclusive team culture.

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	Justin Fidock, 0421 217 200
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EE1E9235-8F0E-141C-D4EA-C901ED4F412E

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Defence

Vacancy VN-0713046

Department of Defence

Closing Date: Monday 31 October 2022

Naval Shipbuilding Sustainment Group
Submarines

Job Title	Configuration Officer
Job Type	Full-Time, Ongoing
Location	Rockingham WA
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	NSSG/06855/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=2594AEE9-A084-E043-D28C-C901ED70FE64>

Duties

The Role

As the Configuration Officer, you will provide configuration advice to support technical and engineering activities and ensure quality and compliance with appropriate delegations commensurate with relevant legislative, policy and regulatory frameworks. You will engage with stakeholders, investigate, report, develop, evaluate, advise and implement policies, processes, procedures and practice and manage resources specific assurance and data specifications to support Defence capability.

You will be accountable under broad direction to perform and achieve complex technical configuration work and accountable to ensure you have knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

You will work independently with reasonable autonomy and accountability for the achievement of outcomes of your work. You will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures, and provide detailed configuration technical advice in relation to complex work and contribute to strategic planning, program and project management and policy development.

Tasks include, but are not limited to:-

- Demonstrated ability to assess and review technical packages and provide recommendations for continuous improvement and implement corrective actions
- Demonstrated understanding of the main attributes and limitations of the Configuration and Maintenance Management tools to support configuration management processes including fitted equipment management, work & resource management, condition/performance monitoring, decision support tools
- Demonstrate appropriate use of information systems in delivering asset lifecycle outputs.
- Demonstrated understanding of basic Configuration Management concepts and their application
- Understands how the asset management strategy has been used to determine what asset knowledge is needed and can explain the linkage.
- Demonstrated understanding of the processes required to manage documentary information collection, updating, storage and dissemination, data collection, reporting tools and techniques. Can prepare reports and can recognise anomalies in reported data

About our Team

The Collins Submarine Program within CASG is responsible for the maintenance and programmed upgrade of Australia's Collins Class submarines. The Program works in partnership with the Royal

Australian Navy and Industry to deliver the strategic submarine capability to the nation.

Configuration management is a process for establishing and maintaining consistency of a product's performance, functional, and physical attributes with its requirements, design, and operational information through management of baselines and change control. The Collins Class Configuration Management Plan is managed and authorised by the Collins Authorised Material Seaworthiness Delivery Organisation and underpins the processes and principles by which Configuration Management will be applied across the submarine community, applied by all organisations conducting design, maintenance, validation, verification or design assurance across the submarine community.

You will have access to generous and attractive working conditions as an Australian Public Servant in Defence. Working for Defence will support you in balancing work life with family and other priorities. You can access a variety of flexible working arrangements, including part-time work, occasionally working from home and working hours that are not always nine to five.

Information on Defence employees' working conditions, including an attractive remuneration package that may respond to industry variations and a generous superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement.

If you require further information, please email build.the.future@defence.gov.au

Our Ideal Candidate

An ideal candidate would be a motivated Configuration Officer, responsible for understanding the configuration at acceptance into service of each submarine, the authorised changes from that acceptance configuration and the ability to document these changes with rigorous control. You will have the capacity to conduct site work on Submarines as required.

You will have sound decision making and judgement skills, excellent communication and stakeholder engagement including the ability to communicate with influence.

You will be accountable to set work priorities, providing clear and consistent communication, manage workflow and resources, and motivate team members whilst working in busy Defence environment. You may supervise staff, set work priorities, manage workflows and exercise the associated people and financial responsibilities to achieve work unit outcomes.

You will build and sustain positive relationships with team members, actively participate in teamwork and motivate and mentor developing technicians, tailoring communication style and language to communicate effectively with internal and external stakeholders.

You will be required to identify, anticipate, and respond to stakeholders' needs and expectations to achieve Defence outcomes.

You will be able to demonstrate and apply your knowledge and experience to develop and review technical packages, identify risks and uncertainties and take these into account in planning, decision making and priority setting.

You will be accountable to contribute towards ongoing self-improvement and professional development. The successful candidate may be required to travel interstate or overseas.

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Naval Shipbuilding Recruitment, build.the.future@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2594AEE9-A084-E043-D28C-C901ED70FE64

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Defence

Vacancy VN-0713047

Department of Defence

Closing Date: Monday 31 October 2022

Capability Acquisition and Sustainment Group
Maritime Systems

Job Title	Commercial Manager
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$108,195 - \$122,044
Classification	Executive Level 1
Position Number	CASG/06723/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=9DD38712-3D39-E887-B338-C901EDC90EE6>

Duties

The Role

The Maritime Cross Platform Systems Program Office (MCPSPPO) are seeking an energetic, enthusiastic and self-motivated EL1 Commercial to lead our Commercial Support Team. The position requires excellent interpersonal, negotiation, governance, and procurement and contract management skills.

As the Commercial Manager, you will be adept at managing relationships with internal and external stakeholders, including contractors. You will balance a complex relationship of commercial, capability and governance demands in support of MCPSPPO product schedule delivery.

Specific duties will include:

- Deliver ongoing commercial support to MCPSPPO staff in the development and delivery of commercial arrangements and projects.
- Preparation of written documentation, including senior management briefing and reports and procurement documentation.
- Management of the MCPSPPO's commercial Governance and Assurance outcomes.
- Manage commercial resources to meet operational capability requirements across the SPO.
- Assist in MCPSPPO commercial strategic planning.
- Develop and maintain enterprise stakeholder relationships.

You will lead a team of staff to achieve these outcomes. Collaboratively managing and resolving contract risks and issues as well as identifying opportunities and bringing together Defence and Industry partners in the focus of capability requirements is integral to the role.

You will possess a high level of commercial knowledge and experience, with a strong emphasis on stakeholder engagement to deliver outcomes in a complex and technical environment.

About our Team

The Maritime Cross Platform Systems Program Office (MCPSPPO) within Maritime Systems Division, is the lead agency for delivery of cross-Class sustainment services and advice across the maritime environment.

MCPSPPO sustains and manages a range of complex military systems and supplies, through an extensive network of industry partners, domestic and off-shore. Our operating environment is

complex and challenging, and requires exceptional contract and relationship management skills.

MCPSPO is comprised of three functions:

- Commercial
- Sustainment
- Engineering

The teams work together in a complex, fast paced environment as part of a diverse and inclusive Branch environment that encompasses a variety of knowledge, skills and experience within a supportive hierarchy. You will be working with talented colleagues, who will provide you with guidance and support to ensure that you have everything you need to succeed.

MCPSPO supports career development through encouraging employees to build both leadership and technical skills and harnesses continuous improvement ideas and innovations.

Our Ideal Candidate

Our ideal candidate is someone who has experience in commercial management. You will need the ability to work collaboratively, providing direction, guidance, leadership and support to a team and developing and maintaining strong working relationships with internal and external stakeholders.

They will have the following skills and attributes:

- Strong contracting and procurement background.
- An ability to deliver commercial outcomes within a commercial framework that meets the requirements of the Public Governance, Performance and Accountability (PGPA) Act).
- Strong initiative and sound judgement.
- Strong written and oral communication skills.
- An ability to produce quality work within short timeframes, within competing priorities.
- An ability to deliver commercial projects in accordance with the PGPA, to schedule and within allocated resources.
- Excellent interpersonal and analytical skills.
- Experience in staff management and team leadership in an integrated environment.
- A commitment to continuous improvement.

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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workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a 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	Kathy Fallon, 02 8440 4308
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9DD38712-3D39-E887-B338-C901EDC90EE6

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Defence

Vacancy VN-0713075

Department of Defence

Closing Date: Monday 31 October 2022

ARMY
Special Operations Command

Job Title	COMSEC Account Manager
Job Type	Full-Time, Ongoing
Location	Swanbourne WA
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	ARMY/06838/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3C2C6887-6E6F-E54F-DF94-C901F04B1E41>

Duties

Your Role

As the COMSEC Account Manager, you will conduct key stakeholder engagement to identify, anticipate and respond to the needs and expectations of stakeholders. This includes providing technical, professional and policy advice, as well as contributing to strategic planning, program and project management and policy development.

- Management of the COMSEC team as a supervisor of ADF members; providing clear direction, leadership, tasking and support.
- Having an excellent understanding of COMSEC and Defence Security policies; including the DSPF, PSPF, DEFCAMMAN and ACSI series.
- Operate and manage the AKMI and CARDS account, performing routine and mandatory tasks as defined in policy to ensure compliance.
- Have an advanced understanding of routine COMSEC accounting practices including; issuing keying material, EDR management, SF153 management, CARDS accounting, local issue procedures, security checking requirements, domestic and overseas ACM movement procedures and compliance procedures.
- Conducting routine compliance checks on supported elements, providing assistance, guidance, and training where appropriate.
- Conducting mandatory COMSEC annual, pre and post deployment training to the unit.
- Having an advanced understanding of COMSEC incidents and being responsible for the reporting, investigation and ongoing management of them.
- Manage, conduct and maintain the appropriate COMSEC briefings for the unit and supported elements.

Our Team

You will lead a small team of communication security (COMSEC) experts (ADF and APS staff), be accountable for the delivery of ICT service provision requirements and have a significant level of autonomy to enable you meet the cryptographic support requirements of the unit.

Our Ideal Candidate

The ideal candidate must have significant experience in COMSEC, have broad knowledge and understanding of CIS capability, be self-motivated and capable of ensuring the successful delivery of COMSEC in support of the high-tempo environments of operations and training.

The candidate must have the personal qualities needed to organise, support, advise and lead a specialist team of COMSEC staff. This includes having integrity, strong communications skills, initiative and the ability to work independently when required.

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	Stephanie Halliday, 02 8108 6364
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3C2C6887-6E6F-E54F-DF94-C901F04B1E41

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Defence

Vacancy VN-0713085

Department of Defence

Closing Date: Monday 31 October 2022

Defence Science and Technology Group
Sensors and Effectors

Job Title	Research Safety Officer - (Multiple Positions)
Job Type	Full-Time, Ongoing
Location	Eagle Farm QLD, Edinburgh SA, Fishermans Bend VIC
Salary	\$78,143 - \$83,700
Classification	APS Level 5
Position Number	DSTG/06973/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=182EF96B-D7BE-B747-D37E-C9022691BEDF>

Duties

The Role

Defence Science and Technology Group (DSTG) are looking for individuals to join our team as a Research Safety Officers located in Eagle Farm Queensland, Edinburgh South Australia and Fishermans Bend Victoria.

In conjunction with providing program support to the ongoing work of the Division, the successful candidates will apply sound technical expertise and guidance on work health and safety matters.

The Research Safety Officer should have the professional expertise to be able to take the initiative to identify problems, evaluate activities and processes and advise alternative courses or action to assist with ensuring compliance with WHS legislative and Defence policy requirements.

The incumbent should possess excellent interpersonal, be organised and willing to learn.

This role will lead to professionalization as a WHS Professional, the incumbent will be expected to contribute to the continuous improvement of work health and safety management systems, analyse information and prepare reports as necessary.

The role located in Eagle Farm Queensland will be involved with provision of safety guidance and support for Research Field Trials.

The successful candidate will be required to liaise with other WHS SMEs and technical teams, which are a critical part of the safe conduct of DSTG Trials.

About our Team

Sensor and Effectors Division as part of DST Group applies science and technology to the capability analysis, development and operation of weapon and combat systems relevant to the ADF.

Areas of focus include weapon guidance technologies, assessment of both, weapons and combat systems, tactical information exchange, physical force protection and national security to provide Defence with the ability to meet key drivers in the weapon and combat systems domain.

The Human and Decision Sciences Division undertakes research and analysis in support of Defence Strategy, capability and operations. Areas of focus are based on human situational awareness, human decision making, human control and human protection incorporating operations analysis, Command & Control, data science and health, and human science research capabilities.

The Research Safety function facilitates safety management for DSTG and provides specialist advice on complex safety matters. Research Safety Officers work together to support DSTG safety management system implementation. They influence change in the safety management system ensuring it is fit for purpose for science and technology researchers.

They acquire specialisations in many hazard profiles utilised in a research organisation like DSTG. The Research Safety function engages with the rest of Defence as the Science and Technology capability lead, and works collaboratively with external agencies.

Our Ideal Candidate

This is an exciting opportunity which would suit a new Safety Graduate with some experience or technical safety advisor looking for a change.

To be successful in this role our ideal candidate working in partnership with DSTG's Research Safety Team will:

- Work collaboratively with key stakeholders in the WHS environment to build positive relationships and actively participate in team activities.
 - Have a good working knowledge of Work Health and Safety legislation and practices in a complex teaming environment.
 - Be accountable for providing WHS support and expertise to assist with research activities.
 - Contribute to the continuous improvement of work health and safety management systems to meet legislation and Defence policy.
 - Administer and coordinate centralised safety records ensuring data is easily recalled to meet legislation and Defence policy requirements.
 - Coordinate assurance activities to measure compliance with work health and safety legislation, policies and procedures relevant to Defence.
 - Be accountable to contribute towards ongoing self-improvement and professional development.
- QLD Eagle Farm Only, the ideal candidate in addition to the above would have:
- Experience and ability to work as part of a logistics team, assisting with the planning, coordination and delivery of trials
 - Experience working within remote and isolated environments and the ability to attend research field trials.

Eligibility

Security Clearance

Applicants must 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	Catherine White, 0447 535 900
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=182EF96B-D7BE-B747-D37E-C9022691BEDF

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Defence

Vacancy VN-0713094

Department of Defence

Closing Date: Monday 31 October 2022

Joint Capabilities Group
Joint Health Command

Job Title	Psychologist
Job Type	Full-Time, Ongoing
Location	Duntroon ACT
Salary	-
Classification	APS Level 6
Position Number	JCG/03413/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=F9A23917-54C9-7948-8B59-C8BEA36017F7>

Duties

The Role

The APS6 Psychologist will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. They will provide detailed psychological, technical, professional and policy advice in relation to complex work and contribute to strategic planning, program and quality improvement activities and policy development.

The duties of an APS6 Psychologist occupation in Defence include the following (note: not all duties are required to be performed during a 12 month performance cycle):

1. Perform psychological assessments, mental health risk assessments and provide a range of organisational psychology services and counseling services to ADF members.
2. Contribute to the delivery of safe and appropriate mental health services and provide evidence-based practice that supports recovery.
3. Liaise with representatives and other Defence Health and other health professionals to progress work and meet business objectives.
4. Employ clinical judgement to resolve complex issues and provide advice on situations, taking into account conflicting needs.
5. Review performance and development of Defence health policies to support patient care and Organisation needs.
6. Build and sustain effective relationships with team members and actively participate in team work and group activities.

About our Team

The Mental Health Team (MHT) for ACT and Southern NSW is a diverse team of mental health professionals that provides mental health support and intervention to the ADF population. The team works closely within a multidisciplinary framework to assist in recovery as well as provide complex mental health advice to other health professionals. This is achieved through mental health intake/triage, comprehensive clinical assessment (including mental health risk, organisational psychology), therapeutic intervention, and participating in peer consultation activities at the individual and team level.

Command and control is delivered by the ACT Health Centre Health Centre Manager while technical support is provided by the Psychology Manager. The MHT is also technically supported by the Senior Mental Health Advisor as well as the Senior Military Psychologist.

Our Ideal Candidate

Our ideal candidate utilises strategic thinking whilst cultivating productive working relationships to achieve results. The successful candidate has experience in current evidence based practices, mental health trends and ability to apply this knowledge into service delivery. They will be organised to manage their workload as well as incoming priorities to ensure effective service delivery and care is provided to our ADF population. **Eligibility**

Mandatory Qualifications

Registered as a Psychologist with the Psychology Board of Australia

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	Todd Lattimer, (02) 6265 9376
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F9A23917-54C9-7948-8B59-C8BEA36017F7

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Defence

Vacancy VN-0713246

Department of Defence

Closing Date: Monday 31 October 2022

Capability Acquisition and Sustainment Group
Maritime Systems

Job Title	Product Manager
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$108,195 - \$122,044
Classification	Executive Level 1
Position Number	CASG/07104/22
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=B9E85D9C-F248-B884-8999-C90265AC6EA0>

Duties

The Role

MCPSPPO are seeking professional and proficient EL 1 Product Team Managers to join our high performing team within the Maritime Cross-Platform Systems Program Office (MCPSPPO), based in Sydney.

The EL 1 Product Team Managers will exercise a considerable degree of independence and perform a leadership role for one of MCPSPPO's Product Teams. These positions require excellent leadership, logistics, interpersonal, analytical, governance, procurement and financial management skills.

As an EL 1 Product Team Manager, you will work under broad direction while being responsible for leading a team that manages and provides complex materiel logistics and product management support through both commercial and in-house support arrangements.

You will need to provide oversight, governance and delivery of MCPSPPO Products to Navy through the development of asset management plans, strategies and the application of contract administration and regulatory compliance oversight.

You will also be responsible for actively managing key stakeholder and industry relationships and will be able to use that knowledge to identify relevant stakeholders' expectations and concerns to develop and communicate methodologies and practices to achieve outcomes.

About our Team

The MCPSPPO within Maritime Systems Division, is the lead agency for delivery of Cross-Class Sustainment Product and advice across the maritime environment. MCPSPPO sustains and manages a range of complex military systems and supplies, through an extensive network of industry partners, domestic and off-shore.

Our operating environment is complex and challenging, and requires exceptional contract and relationship management skills. MCPSPPO is comprised of three functions, including Commercial, Sustainment and Engineering cells.

The teams work in a complex, fast paced environment as part of a diverse and inclusive Branch environment that encompasses a variety of knowledge, skills and experience within a supportive hierarchy.

MCPSPPO supports career development through encouraging employees to build both leadership and technical skills and harnesses continuous improvement ideas and innovations.

The position offers an attractive remuneration package, including generous employer superannuation contributions, leave benefits and flexible working arrangements.

Our Ideal Candidate

To be successful in your role as an EL 1 Product Team Manager, you will need to demonstrate the following:

- Significant contract management experience and a strong understanding of/experience in business management, procurement and finance
- Understand Seaworthiness and the Integrated Logistics Support (ILS) requirements within the SPO
- Analyse, develop and implement product management options that achieve optimal use of Defence assets, balancing cost, opportunities and risks against desired asset performance
- Knowledge of or the ability to quickly adapt, learn understand the sustainment environment
- Utilise contract management knowledge as a means to provide excellent service and build a strong relationship with our customers
- Excellent written and oral communication skills and be comfortable with networking with a variety of stakeholders
- High level interpersonal skills including the ability to develop and maintain key working relationships within the SPO and with our industry partners
- Experience managing a team, including mentoring, coaching and developing others
- Strong ability to resolve competing priorities, and accountability to contribute towards ongoing self-improvement and professional development of team members
- Ability to drive sustainable change by partnering collaboratively across an organisation and externally
- Strong ability to resolve competing priorities
- Set work that aligns with the strategic objectives

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	Krista-Marie Thoms, 02 9357 6687
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B9E85D9C-F248-B884-8999-C90265AC6EA0

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Defence

Vacancy VN-0713253

Department of Defence

Closing Date: Monday 31 October 2022

Air Force
ADFHQ-Office of Chief Air Force

Job Title	Deputy Director Media and Communication Management
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	\$108,195 - \$122,044
Classification	Executive Level 1
Position Number	AF/07034/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D4D04AE8-D8AF-D368-DA01-C90266330FAE>

Duties

The Role

We are seeking an experienced and highly motivated Media and Communication Manager to work within the Defence Aviation Safety Authority (DASA) leadership team to support achievement of our role of enhancing the safety of military aviation by promoting a generative safety culture within the Defence Aviation Community.

You will be accountable to support DASA directorates to identify opportunities to enhance promotion outcomes and for providing specialist advice to executives and staff on the design, development and implementation of a range of internal and external communication and media products.

You will also be responsible to manage and lead a team of specialists delivering media and communication, graphic design, multimedia, and ICT web developer outputs.

Specific duties of the position include:

- Consult with executives and staff to develop an understanding of DASA's promotion needs with the objective of identifying opportunities to enhance promotion outcomes
- Design and deliver a work program to provide media and communication products and services to educate and disseminate safety information to the Defence Aviation Community
- Produce and publish 'Spotlight' magazine, a glossy quarterly journal promoting aviation safety to the Australian Defence Force
- Design and manage DASA internet and intranet sites

About our Team

The Defence Aviation Safety Authority (DASA) is responsible to enhance and promote the safety of military aviation through the implementation of a Defence Aviation Safety Program that promotes a generative safety culture and independently assures the effective management of Defence aviation safety risks.

DASA is a complex organisation consisting of Headquarters (HQ) elements and five Directorates providing aviation safety assurance and specialist engineering services to the Defence aviation community.

The organisation has a strength of around 300 personnel, made up of Australian Defence Force members and Australian Public Servants, and is physically located in Melbourne VIC, Canberra ACT, and Amberley QLD.

Our Ideal Candidate

Our ideal candidate will be able to demonstrate expertise and experience:

- Applying leadership, teamwork and interpersonal skills to support a media and communication team deliver complex business outcomes
- Working collaboratively and negotiating effectively to influence stakeholders and subject matter experts to deliver agreed media and communication outcomes
- Analysing the strategic environment and priorities within an organisation and adjusting communications and media products and activities accordingly
- Identifying and implementing a program of media and communication products and services for internal and external audiences to achieve agreed promotion outcomes
- Working in the aviation industry with a background in aviation safety

Eligibility

Security Clearance

Applicants must 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 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	Campbell Smith, 03 9200 0729
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D4D04AE8-D8AF-D368-DA01-C90266330FAE

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Department of Defence

Closing Date: Monday 31 October 2022

Capability Acquisition and Sustainment Group
CASG Business Management

Job Title	Deputy Director Branch Quality Management
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT, Russell ACT
Salary	\$108,195 - \$122,044
Classification	Executive Level 1
Position Number	CASG/06961/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=8C39E229-2ED9-6033-2EC9-C902A00435C5>

Duties

The Role

As the Deputy Director Quality Management (DD QM) you will work within the Quality Management System Directorate (QMSD). Your main customer focus will be working with and supporting the Function Delivery Branch (FDB) functional areas of Engineering and Technical (E&T), Materiel Logistics (ML) and Program Management (PM).

Your responsibilities include:

- Working in an integrated team of APS and contractors to lead conformance to the CASG ISO9001 Quality Management Systems and towards best practice
- Driving improvement of FDB processes and policies within the CASG Business Management System to align with One Defence
- Developing a prioritised program to support the digitisation of all FDB processes and policies
- Leading the continuous improvement program for FDB
- Leading QMSD strategy and associated business plan priorities within FDB.

About our Team

Quality Management System Directorate (QMSD) is responsible for the management of the QMS on behalf of the Group Business Manager.

The team manages the policies and processes within the QMS and coordinates the internal and external QMS audit programs. QMSD is part of E&T Function Centre.

Our Ideal Candidate

The key attributes in our ideal candidate are:

- The ability to build productive and harmonious teams
- An affinity for continual improvement
- The ability to look for the value proposition in everything we do
- Strong communication skills
- The ability to build productive relationships.

Whilst a background in quality management or audit and assurance would be beneficial, we will place high emphasis on selecting a candidate who can demonstrate the above key attributes.

Eligibility

Security Clearance

Applicants must 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 Campbell, 0452 261 998
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8C39E229-2ED9-6033-2EC9-C902A00435C5

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Defence

Vacancy VN-0713362

Department of Defence

Closing Date: Monday 31 October 2022

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$71,207 - \$77,739
Classification	APS Level 4
Position Number	CASG/07156/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=DFE68B6B-1ADD-8019-9BDB-C902A1D84B15>

Duties

The Role

An exciting opportunity exists for a highly motivated individual to provide executive support to the Senior Executive Service Officer of the Electromagnetic Warfare and Intelligence Systems Branch within the Capability Acquisition and Sustainment Group. As an APS 4 Executive Assistant you will be responsible for:

- Performing “front of office” support functions, including greeting visitors and receiving and responding to phone calls, emails and general correspondence.
- Managing the appointment diary and meeting arrangements of the Senior Executive Service Officer.
- Organising and reconciling all aspects of domestic and international travel in line with Defence Travel Policy.
- Preparing meeting packs, briefings, reports and other documents for senior Defence Committees.
- Building and sustaining relationships to work collaboratively with internal and external stakeholders.
- Maintaining records management systems in line with Defence policies and procedures.
- Providing administrative support to the executive team as required.

About our Team

The EWIS Branch delivers sensors and effectors to control the electromagnetic spectrum for the ADF to have a superior advantage over adversaries.

The Branch provides a joint capability and works primarily on three areas: electronic protection, electronic support and electronic attack and seeks to be recognised and respected as a centre of expertise and global leader in delivering and supporting capability solutions in the EWIS and Active Electronically Scanned Array (AESA) radar domains.

Our Ideal Candidate

We are seeking individuals who are excellent communicators with strong organisational and interpersonal skills, attention to detail, and the ability to manage priorities, meet deadlines and exercise discretion.

The candidate will be able to demonstrate their ability to proactively anticipate the needs of their

senior executive officer, and apply sound judgment in providing executive and administrative assistance, evaluate changes and use common sense to solve problems.

The candidate will be self-aware, with a positive attitude, demonstrating consideration and respect for a diversity of ideas and perspectives of others. **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	Hannah Saul, 02 6269 4424
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DFE68B6B-1ADD-8019-9BDB-C902A1D84B15

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Education, Skills and Employment

Vacancy VN-0713247

Department of Employment and Workplace Relations (DEWR)

Closing Date: Sunday 30 October 2022

Employment Policy and Analytics
Employment Stakeholder Engagement International Research and
Engagement

Job Title	International Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,584 - \$100,710
Classification	APS Level 6
Position Number	22/1233 EXT DEWR
Agency Website	https://www.dese.gov.au/

Job Description

<https://dese.nga.net.au/?jati=FE1EED3D-AC6D-2B6D-4DEC-C90265C19555>

Human resources support and administrative services are required to support DEWR's international engagement and posts overseas. The scope of this work includes:

- assisting the posts with business planning, staffing, budgets, and personnel services, as well as managing the relationship between DEWR and DFAT to provide corporate services for the posts.
- periodically coordinating logistical preparations for visits to the department by international delegations
- periodically helping to organise international travel by DEWR's ministers
- contributing to financial management within the branch.

As these international functions are being established within DEWR following machinery of government processes, this will be an exciting opportunity to contribute to establishing new and efficient processes. Support and guidance will be available in doing so.

Duties

As an APS Level 6 International Support Officer, you will provide high quality services to support the two posts and other international travel and contribute to domestic coordination tasks. Responsibilities will include:

- Manage relevant human resources processes.
- Assist the officers at post to manage budgets.
- Administer the inter-departmental agreements through which DFAT provides the posts with corporate services.
- Contribute to approvals processes and logistical preparations for international travel by DEWR's ministers and incoming international delegations.
- Assist with other coordination and financial management tasks.

Eligibility

- Previous experience in APS human resources or corporate services processes would be highly advantageous.

- **Citizenship** - to be eligible for employment with the Department, you must be an Australian Citizen or, in limited circumstances, in the process of obtaining it.
- **Security Clearance** - our successful candidate is required to hold, or have the ability to obtain, and maintain a Baseline security clearance.

Notes

Please refer to the **Job Information Pack** for more information about the role. Please click [here](#).

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Nathalie Nou, 02 6121 7053
Agency Recruitment Site	https://dese.nga.net.au/?jati=FE1EED3D-AC6D-2B6D-4DEC-C90265C19555

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Education, Skills and Employment

Vacancy VN-0713301

Department of Employment and Workplace Relations (DEWR)

Closing Date: Monday 31 October 2022

Employment Conditions
Safety Net Several

Job Title	Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$132,522 - \$159,076
Classification	Executive Level 2
Position Number	22/1302 EXT DEWR
Agency Website	https://www.dese.gov.au/

Job Description

<https://dese.nga.net.au/?jati=2279A4B8-F6D1-DDCB-51D0-C90267EA87D5>

Duties

We seek people who bring fresh ideas, diverse experience, and global perspectives, and are willing to explore innovative ways of working. People who work for us will display leadership at all levels, apply information effectively in order to solve problems, and work collaboratively to achieve outcomes.

We are looking for people with a broad range of skills and abilities. Most importantly, you should want to work in a small, agile, fast-paced but hopefully fun environment. Desired skills include:

- Strong analysis skills and the ability to contribute to policy development
- Demonstrated policy experience, and the ability to understand complex problems and develop policy solutions
- Highly motivated with demonstrated strong leadership and management skills
- Ability to clearly explain complex concepts, ideas and arguments to a range of audiences
- Good written and verbal communication skills
- Strong interpersonal skills, including good judgement and resilience.

If you are enthusiastic, agile and motivated to shape the future of work for Australians, we would love to hear from you.

Eligibility

Desired – Experience in Workplace Relations

Citizenship - to be eligible for employment with the Department, you must be an Australian Citizen or, in limited circumstances, in the process of obtaining it.

Security Clearance - our successful candidate is required to hold, or have the ability to obtain, and maintain a Baseline security clearance.

Notes

Please note - Although the position is based in Canberra other locations/remote working can be considered on request.

Please refer to the Job Information Pack for more information about the role. Please click [here](#).

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Lace Wang, 02 6121 7968
Agency Recruitment Site	https://dese.nga.net.au/?jati=2279A4B8-F6D1-DDCB-51D0-C90267EA87D5

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Education, Skills and Employment

Vacancy VN-0713328

Department of Employment and Workplace Relations (DEWR)

Closing Date: Monday 31 October 2022

Workforce Australia Provider Support
Employment Procurement and Advice Purchasing Logistics

Job Title	Secretariat, Logistics and Project Management Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$81,464 - \$87,093
Classification	APS Level 5
Position Number	22/1317 EXT DEWR
Agency Website	https://www.dese.gov.au/

Job Description

<https://dese.nga.net.au/?jati=DA6C65AB-5887-22CF-3810-C9029F900845>

The Employment Procurement and Advice Branch manages purchasing activities for Workforce Australia and related employment services programs. The Purchasing Logistics Team, which sits within the Employment Procurement and Advice Branch, is responsible for resource, logistics and project planning to support employment services purchasing activities.

To deliver this work, the Team is seeking a motivated and high performing APS 5 who will work across secretariat, logistics and project management functions.

The ideal candidate will have experience working effectively as part of a high performing team in a fast-paced environment with minimal supervision.

Duties

- Develop and manage purchasing project timelines, resource planning, work with key stakeholders to identify milestone progress, identifying issues, maintain registers, prepare project status reports and assure the integrity of project management data.
- Coordinate and deliver secretariat services for tender review committees and procurement governance committees including scheduling, stakeholder management, collate and distribute meeting papers, and draft agenda papers and minutes.
- Day to day management of staff recruitment, onboarding and exiting of contractors, Labour Hire agency liaison.
- Regular management of procurement security and logistics, including tender environment(s) setup and security, and maintenance of registers.
- Assist the branch more broadly with preparation of, and quality assurance of, purchasing activities documentation as required.
- Draft, and review key documentation such as reports, guides and standard operating procedures.

Eligibility

- Relevant tertiary qualifications are desirable but not essential.
- **Citizenship** - to be eligible for employment with the Department, you must be an Australian Citizen or, in limited circumstances, in the process of obtaining it.

- **Security Clearance** - our successful candidate is required to hold, or have the ability to obtain, and maintain a Baseline security clearance.

Notes

Please refer to the **Job Information Pack** for more information about the role. Please click [here](#).

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Suzanne Ranyard, (02) 6240 6881
Agency Recruitment Site	https://dese.nga.net.au/?jati=DA6C65AB-5887-22CF-3810-C9029F900845

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Education, Skills and Employment

Vacancy VN-0713401

Department of Employment and Workplace Relations (DEWR)

Closing Date: Sunday 30 October 2022

Employment Conditions
Safety Net

Job Title	Assistant Secretary, Safety Net
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	Senior Executive Service Band 1
Position Number	22/1486 EXT DEWR
Agency Website	https://www.dese.gov.au/

Job Description

<https://dese.nga.net.au/?jati=FC9DAF3F-1069-811C-DCDA-C902DB0C74BF>

Safety Net Branch has policy responsibility for the minimum terms and conditions of employment through the National Employment Standards and modern awards that cover the employment of millions of Australian workers, with a particular focus on women, casuals and part-time workers.

We are at the forefront of whole of government advice on the intersection of employment conditions with skills, training and education, and superannuation as well as targeted measures to boost the participation of jobseekers and indigenous Australians.

Duties

- providing quality advice to Ministers.
- effectively managing key internal and external relationships.
- effectively managing several high-priority projects at the same time.
- developing and supporting high performance and engagement of staff.
- managing the work of the branch to support the First Assistant Secretary and the Deputy Secretary.

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 1** 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

You will be a highly motivated leader with exceptional management and leadership skills and outstanding policy development experience.

You will be a strategic thinker with significant leadership and management ability and will possess strong written and verbal communication skills and demonstrated ability as a persuasive leader.

The position requires an academic and/or skill level that is consistent with the key deliverables and responsibilities set out above and in conjunction with the SES Band 1 [Work Level standards: Senior Executive Service](#).

Please refer to the **Candidate Pack** for more information about the role. Please click [here](#).

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To Apply

Position Contact	Michelle Kelly (Beaumont and Beaumont), 02 6126 4500
Agency Recruitment Site	https://dese.nga.net.au/?jati=FC9DAF3F-1069-811C-DCDA-C902DB0C74BF

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Environment and Energy

Vacancy VN-0713405

Clean Energy Regulator

Closing Date: Sunday 30 October 2022

Corporate
Corporate Communications and Contact Centre

Job Title	Assistant Managers – Communications
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$109,474 - \$124,527
Classification	Executive Level 1
Position Number	CER 118/22
Agency Website	http://www.cleanenergyregulator.gov.au/About/About-the-Clean-Energy-Regulator

Job Description

<https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm>

The Communications and Contact Centre section provides specialist communications, stakeholder engagement and education services to drive and deliver on agency outcomes.

We manage all internal and external communications channels for the agency, including the agency's contact centre, web services, social media and media liaison function.

We are focussed on client experience and use a range of digital and traditional communication approaches.

Duties

What we're looking for:

We're looking for multiple passionate and committed communications professionals to fill several vacant positions in our communications team.

At Executive Level 1, you will be part of the section's leadership group, leading, coaching and developing your team and other staff in the section, while delivering a strong narrative and compelling story for the agency as we work toward our 2030 and 2050 climate change ambitions.

We're looking for people with some or all of these skills:

- demonstrated expertise as a communications professional
- strong written and oral communication skills and sound judgement
- the ability to quickly understand complex concepts, including policy, regulation and legislation, and relay it in plain English to stakeholders
- a demonstrated track record developing and implementing complex communications strategies to promote the agency's work
- a demonstrated ability to build effective relationships within the section, the agency as well as across government
- experience managing small teams
- flexibility, pragmatism and resilience to achieve results in a dynamic work environment.

A background in science communication, strategic communication or media will be highly regarded.

We offer flexible working options and will consider candidates located outside Canberra.

Qualifications/Experience:

- At the least five years' experience in a communications discipline.
- A degree or diploma, or post graduate diploma from an Australian tertiary institution or a comparable overseas qualification, with a major in public relations, communications or stakeholder engagement.
- Staff management experience is essential.

Eligibility

This position is a security-assessed position. The successful applicant will be required to hold, or be able to obtain, a Baseline security clearance.

All applicants must be Australian citizens.

Notes

Non-Ongoing Engagement period will be 12 months with a possibility of extension.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011 • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. The diversity of our staff is important to us. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers.

To Apply

Position Contact	Jennifer Bowen-Smith, 02 6159 3903
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Clean Energy Regulator

Closing Date: Sunday 30 October 2022

Corporate
Corporate Communications and Contact Centre

Job Title	Assistant Manager – Media
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$109,474 - \$124,527
Classification	Executive Level 1
Position Number	CER 129/22
Agency Website	http://www.cleanenergyregulator.gov.au/About/About-the-Clean-Energy-Regulator

Job Description

<https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm>

The Communications and Contact Centre section provides specialist communications, media, stakeholder engagement and education services to drive and deliver on agency outcomes.

We manage all internal and external communications channels for the agency, including the agency's media and media liaison function, contact centre, web services, and social media platforms.

We are focussed on client experience and use a range of digital and traditional communication approaches.

Duties

We're looking for a passionate and committed professional to fill a vacant position managing our small, but busy, media team.

The successful candidate will have a broad range of experience including:

- Ability to operate in a reactive and fast-paced environment
- Experience providing strategic media advice and expertise in a calm considered way
- An awareness of emerging trends in the media and the ability to provide advice to business areas on options and proposed solutions to media risks and issues
- Strong written and oral communication skills with excellent attention to detail
- Ability to build positive relationships with media and other stakeholders
- Experience managing a team
- Personal drive and integrity.

Solid experience in media will be highly regarded.

We offer flexible working options including working from home and will consider candidates located outside Canberra.

At Executive Level 1, you will be part of the section's leadership group, leading, coaching and developing your team and other staff in the section, while delivering a strong narrative and compelling story for the agency as we work toward our 2030 and 2050 climate change ambitions.

Qualifications/Experience:

- At the least five years' experience in a media or communications discipline.
- A degree or diploma, or post graduate diploma from an Australian tertiary institution or a comparable overseas qualification, with a major in public relations, communications or stakeholder engagement.
- Staff management experience is essential.

Eligibility

This position is a security-assessed position. The successful applicant will be required to hold, or be able to obtain, a Baseline security clearance.

All applicants must be Australian citizens.

Notes

Non-Ongoing Engagement Period - 12 Months with the possibility of extension

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To Apply

Position Contact	Jennifer Bowen-Smith, 02 6159 3903
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Environment and Energy

Vacancy VN-0713441

Clean Energy Regulator

Closing Date: Sunday 30 October 2022

Corporate
Corporate Finance

Job Title	Assistant Manager, Financial Operations
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$109,474 - \$124,527
Classification	Executive Level 1
Position Number	CER 127/22
Agency Website	http://www.cleanenergyregulator.gov.au/About/About-the-Clean-Energy-Regulator

Job Description

<https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm>

The Finance Section is led by the Chief Financial Officer, who reports directly to the Chief Operations Officer, Corporate Branch.

The section partners with the business to manage internal and external budgetary requirements, deliver flexible, agile and relevant financial information and advice to stakeholders, and provides products and services including budget management, external budgeting, financial statements, external reporting, monthly reporting, accounts processing, treasury and procurement advice.

The priorities of the section actively support the areas of focus in the Corporate Branch plan to deliver:

- Improved service delivery,
- Enhance agency capability through improved internal client experience, and
- Championing good administrative practice.

Duties

Your responsibilities will include the following:

- Managing a small team responsible for undertaking the financial operations for the agency – accounts payable, accounts receivable, travel and credit cards, appropriations and cash management.
- Review monthly account reconciliations prepared by the team including credit card reconciliations
- Management of bank signatories, ensuring that access is restricted to those who require it
- Managing month end processes, including the review of reports and reconciliations for AP, AR, credit cards, appropriations and bank accounts.
- Debt management in relation to debts incurred by staff, such as for overpaid travel, leave liability and credit card. Liaising with the business area and the internal legal services section is critical in fulfilling this responsibility

- Checking for internal compliance with financial obligations and ensuring financial management procedures are up to date and reflect current Government policy and CER delegations
- Working with FMIS technical support and the agency's IT branch to ensure that controls are in place to ensure that systems interface and reconcile with the FMIS. This includes overseeing the preparation of monthly reconciliation of the agency's REC registry system with the AR sub ledger within the FMIS; investigating and resolving discrepancies as identified
- Management of policies and procedures covering areas of financial operations, including travel and credit card management.
- Working within the Finance Section and the Corporate Branch to support the priorities and activities of the section and the Branch, as directed.

Qualifications/Experience:

The position requires a strong customer focus, sound communication abilities and interpersonal skills, supported by a sound working knowledge of financial, debt management and financial operations.

Tertiary qualifications in Accounting, Finance or equivalent academic specialisation are highly desirable.

Prior experience in a similar financial role in the public sector is essential. Prior TechOne experience is preferable but not essential.

Eligibility

This position is a security-assessed position. The successful applicant will be required to hold, or be able to obtain, a Baseline security clearance.

All applicants must be Australian citizens.

Notes

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To Apply

Position Contact	Sue Knox, 02 6159 3799
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Foreign Affairs and Trade

Vacancy VN-0712939

Australian Centre for International Agricultural Research (ACIAR)

Closing Date: Sunday 13 November 2022

Outreach and Capacity Building
Capacity Building

Job Title	Fellowship and Alumni Coordinator
Job Type	Full-Time, Ongoing
Location	Bruce ACT
Salary	\$87,286 - \$96,486
Classification	APS Level 6
Position Number	99103
Agency Website	https://www.aciar.gov.au

Job Description

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

Reporting to the Director of Capacity Building, this position has responsibility for the administrative management of ACIAR's flagship capacity building program, the [John Allwright Fellowship \(JAF\)](#). In administering the program, this position will develop the strategic direction of the JAF in line with the broader capacity building program. It will effectively monitor and evaluate the program, communicating outcomes and undertaking effective financial management.

This position will be required to work collaboratively with stakeholders internally and externally across the ACIAR Country Office Network to lead on the development of an engagement plan with ACIAR's broader network of project leaders to facilitate productive relationships that contribute to the broader work of ACIAR.

Note some domestic and international travel will be required for this position.

Duties

1. Provide program management services to a ACIAR's John Allwright Fellowship (JAF) Program, including:

1. administration of JAF program within the Australia Awards system
 2. continued monitoring, evaluation and reporting of the program within ACIARs monitoring, evaluation and reporting frameworks
 3. draft and manage contracts and provide high quality financial management
 4. act as a focal point within ACIAR for the program in Australia liaising with DFAT and university academic and management staff
 5. management of consultants and contractors
 6. facilitating internal feedback and acting on the Capacity Building Program Steering Committee
 7. liaising with key stakeholders
 8. administer supportive technologies as required.
2. Manage the development of a JAF strategy in line with the broader Capacity Building program, and ACIAR objectives including the ongoing strategic review of the selection criteria for the JAFs, ensuring it is fit for purpose and leads to a merit based process.
 3. Effectively manage sub-programs connected to JAF such as the the JAF Executive Leadership program and JAF Support Facility.
 4. Manage the implementation and coordination of ACIARs alumni engagement strategy in collaboration with ACIAR's country network and the Capacity Building and Outreach teams.
 5. Provide input into program strategies, monitoring and evaluation approaches, reviews, reporting and program design processes (including tenders).
 6. Represent ACIAR at capacity building events and liaise with participants from Indo-Pacific countries and Australia.
 7. Contribute to ACIAR outreach efforts to 'tell the story' of ACIAR's investment in building scientific capacity in our region.
 8. Support the Director of Capacity Building and capacity building team to analyse the effectiveness and impact of ACIAR capacity building program activities with a view to continuous improvement.

Eligibility

Australian citizenship – our successful candidate must be an Australian citizen.

Notes

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About the Australian Centre for International Agricultural Research (ACIAR)

The Australian Centre for International Agricultural Research (ACIAR) is an independent agency within the Australian Government Foreign Affairs and Trade portfolio. Our mission is to catalyse more productive, sustainable and resilient food and farming systems for the benefit of developing countries and Australia. We do this through brokering, funding and managing research partnerships between Australian scientists and developing countries, and investing in multilateral international agricultural research. Operating under the ACIAR Act 1982, we are a specialist element of Australia's overseas development assistance program, fostering international agricultural research and development partnerships for more sustainable agricultural systems, higher incomes and strengthened food security in partner countries. Our headquarters are in Bruce (Canberra). Further information on our current projects, programs and priorities can be found at <https://aciarc.gov.au>

To Apply

Position Contact	Kate Turner-Mann, 0403 769 060
Agency Recruitment Site	https://www.aciar.gov.au/careers

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Health

Vacancy VN-0713208

Aged Care Quality and Safety Commission

Closing Date: Sunday 06 November 2022

Regulatory Policy & Intelligence
Operational Policy & Support

Job Title	Senior Policy Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Adelaide SA, Melbourne VIC, Parramatta NSW, Sydney NSW
Salary	\$86,790 - \$97,912
Classification	APS Level 6
Position Number	TBC
Agency Website	

Job Description

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

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. The role of the Commission is to protect and enhance the safety, health, wellbeing and quality of life of people receiving aged care.

The Commission is the national end-to-end regulator of aged care services and the primary point of contact for consumers and providers in relation to quality and safety. Our vision is to support a world-class aged care system driven by empowered consumers who enjoy the best possible quality of life.

Multiple ongoing opportunities exist in our Parramatta, Sydney, Canberra, Melbourne, Adelaide or Brisbane offices for Senior Policy Officers. The Senior Policy Officer role will provide high level operational policy advice and support with a focus on ensuring best practice, quality assurance and continuous improvement is implemented into decision making processes and that learnings are translated into regulation and policy development.

As a section of the Regulatory Policy and Intelligence Group, Operational Policy and Support (OP&S) contribute to the Commission's strategic purpose to protect and enhance the safety, health, well-being and quality of life of people receiving aged care by developing and providing advice on whole of Commission and function specific policy, guidance and tools that drives how we work and explains how to apply broad policy within all operational environments.

The roles shall specialise in the following areas;

Senior Policy Officer - Statutory Reform Team - Focusing on the development of operational policies and guidance material that address ongoing statutory reform relevant to the aged care sector.

Senior Policy Officer - Implementation Coordination Team - Focusing on the coordination of operational policy implementation activities across the Commission's operational areas.

Senior Policy Officer - Operational Policy Framework Team - Focusing on the development and implementation of the Operational Policy Framework, which shall standardise the operational policy development across the Commission.

Senior Policy Officer - Risk and Assessment Team - Focusing on the development of operational policies and guidance material specific to how the Commission captures, assesses, processes & distributes regulatory information across its operational areas.

Duties

- Provide high level policy support to operational areas and regulatory functions of the Commission through:
 - Supporting the implementation of improvements to Commission regulatory functions, such as Home Care regulation or provider approvals
 - Developing policy and operational documents for consideration by other team members
 - Preparing and reviewing guidance material on policy and procedural changes
 - Researching and drafting briefing documents for a range of audiences about policy issues
 - Providing policy advice on relevant legislation, standards and industry information.
- Work collaboratively with internal and external stakeholders to build and maintain positive working relationships and respond to all enquiries and requests in a positive and timely manner.
- Mentor other staff and share information for the purpose of ensuring knowledge transfer and a common understanding of Commission legislation, Aged Care Quality Standards, Regulatory Strategy and organisational goals.
- Work effectively as a team member to accomplish organisational goals.
- Adhere to the APS Values and Code of Conduct.
- Represent the Commission with credibility and professionalism

Eligibility

- High-level proficiency in systems such as Microsoft and Adobe e.g. Excel, Word, PowerPoint, SharePoint, Teams or similar
- Display sound judgement, analytical skills and the ability to understand legislation and support the development of sound policy and guidance
- High-level analytical and problem-solving skills
- Capacity to manage internal and external stakeholders as well as external suppliers
- Highly developed verbal and written communication skills and a demonstrated ability to communicate information coherently and concisely to a diverse audience
- Effective organisational and time management skills to plan and deliver identified priorities
- Ability to work effectively without supervision and to guide team member

Notes

Salary offered will be between \$86,790 and \$97,912 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.

Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information please visit .

<https://www.apsc.gov.au/working-aps/aps-employees-and-managers/guidance-and-information-recruitment/citizenship>

In your application please provide a statement of claims against the Eligibility Requirements in no more than 600 words.

Merit Pool established through this selection process may be used to fill this or future ongoing vacancies.

How to Apply?

1. Navigate to 'Current Vacancies' section of the careers page and locate the relevant job title. All documentation relating to the role and application process will be located here.
2. Click on the job title and at the bottom of the Advertisement you will be asked to create an account If you are a first-time user or to sign in to complete your application.
3. As part of your application you will be requested to complete a statement of claim and attach your Resume. Cover letter is optional
4. Click 'Apply Now' when you are ready to submit your application.

Please complete an online application form and submit to <https://www.agedcarequality.gov.au/about-us/careers> by 11:59pm (local time) on Sunday, 6th November 2022.
Only completed applications will be accepted.

Contact Officer:

Please contact our recruitment team on (02) 9633 3262 or recruitment@agedcarequality.gov.au for assistance with accessing our website or with lodging your application. Specific questions about the role can be directed to Kathleen Davis by emailing kathleen.davis@agedcarequality.gov.au with Position title in the subject line.

Further information:

The diversity of our staff is very important to us. We welcome and actively encourage applications from people with disability, women, and people with culturally and linguistically diverse backgrounds. We recognize the richness of Aboriginal and Torres Strait Islander cultures and the unique knowledge Aboriginal and Torres Strait Islander employees bring to our workplace, policy development and service delivery. We welcome and actively encourage applications from Aboriginal and Torres Strait Islander people.

For further information about the Quality Commission, office locations and other related resources, please visit <https://www.agedcarequality.gov.au/>.

For more information on the Australian Public Service, please visit <https://www.apsc.gov.au/working-aps/joining-aps/cracking-code>

About the Aged Care Quality and Safety Commission

To Apply

Position Contact	Kathleen Davis, 02 8623 6259
Agency Recruitment Site	https://www.agedcarequality.gov.au/about-us/careers

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Industry, Science, Energy and Resources

Vacancy VN-0713207

Department of Industry, Science and Resources (DISR)

Closing Date: Monday 28 November 2022

Anti-Dumping Commission
Multiple Branches

Job Title	Executive Assistants
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$70,842 - \$82,202
Classification	APS Level 4; APS Level 5
Position Number	511533
Agency Website	https://www.industry.gov.au/

Job Description

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

About the Team

We are Australia's international trade remedies authority - the Anti-Dumping Commission. The commission is responsible for undertaking investigations into allegations of unfair trade practices involving goods entering Australia and administering Australia's anti-dumping legislation. These investigations seek to deliver a level playing field for industry. Professionalism, excellence and independence underpins the commission's world-class reputation. The commission is structured in two branches, each headed by a Deputy Commissioner (SES Band1).

The commission is a connected team of professionals with investigative, accounting, auditing, business, legal, economic and international trade skills experience. We are committed to a positive workplace culture and support flexible working arrangements. We embrace diversity and inclusion, and encourage staff to be their authentic self. Our goal is for staff to reach their full potential through engaging work, career growth opportunities, and options for study assistance, training and an internal mentoring program. The commission is part of the Industry, Science and Resources portfolio.

Our Ideal Candidate

To undertake this role you will be required to demonstrate that you have:

- strong communication and interpersonal skills with the ability to liaise effectively at all levels
- strong time management and organisation skills and the ability to effectively prioritise tasks

- a proactive can-do disposition with a track record of demonstrating initiative
- strong Microsoft Office suite skills
- the ability to apply a high level of confidentiality, judgement and initiative to all situations
- high standards of professional and personal integrity
- an ability to work calmly and effectively in a fast paced and dynamic environment
- attention to detail

The department is looking for enthusiastic support staff that are willing to go the extra mile to ensure the smooth running of their Executive's team. Previous EA experience is not required if the ideal candidate has the right attitude, personality, and approach.

Duties

This role will be responsible for providing high level executive and administrative support to two deputy commissioners at the Anti-Dumping Commission.

Responsibilities of the Executive Assistant (APS4/5) may include:

- provide executive secretarial and administrative support to the senior executive including arranging meetings, email and diary management
- manage deadlines and clearances, on behalf of the deputy commissioners, using judgement to prioritise and ensure timely adherence to timeframes
- build and maintaining relationships with internal and external stakeholder on behalf of the deputy commissioners in line with the APS Values and Code of Conduct and relevant departmental policies
- work collaboratively across the executive team and the commission to support deputy commissioner's as required
- coordinate and prepare correspondence and briefing material as required

Additional responsibilities for the Executive Assistant (APS5) may include:

- build technical expertise that contributes to business unit outcomes
- mentor and support junior employees to achieve goals by providing guidance and quality assurance
- maintain a well-developed understanding of relevant legislation and policy frameworks
- perform objective and systematic research and analysis to obtain accurate conclusions based on evidence
- network across the department and APS, including having a high level of communication with Senior Executives and the Executive Support Team

Eligibility

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

This position requires a Baseline security clearance. The successful applicant 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>.

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

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

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

To Apply

Position Contact	Jessica Casben, 0385392507
Agency Recruitment Site	https://careers.industry.gov.au/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0713228

Department of Industry, Science and Resources (DISR)

Closing Date: Monday 07 November 2022

National Measurement Institute
Legal Metrology Programs & Governance

Job Title	Trade Measurement Heavy Vehicle Operator
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - VIC VIC, Various locations - TAS TAS, Various locations in NSW NSW, various locations in QLD QLD, various locations in NT NT, Various locations - WA WA, Various locations - SA SA
Salary	\$70,842 - \$76,469
Classification	APS Level 4
Position Number	511393
Agency Website	https://www.industry.gov.au/

Job Description

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

About the team

The National Measurement Institute, (NMI), is the measurement science and regulatory delivery division of the Department of Industry, Science and Resources (DISR). As the Australian government's measurement authority NMI engage its Constitutional responsibility for weight and measures.

The Legal Metrology Branch (LMB) administers Australia's measurement legislation to ensure a level playing field for:

- consumers
- businesses
- government entities and
- international trade.

The branch has significant interactions with industry, consumers, traders and trade measurement licensees.

Trade Measurement Heavy Vehicle Operators provide a critical role to LMB's compliance program. Operators track approximately 7,000 weighbridges and other high capacity measuring instruments used throughout Australia. They operate Weighbridge Test Unit Trucks (WTU) and associated testing equipment.

Our ideal candidate

This role operates LMB's heavy vehicles and associated plant and equipment, including the Weighbridge Test Unit trucks. Our ideal candidate will work as part of a team to action the testing of complex measuring instruments nationwide.

We are looking for someone who has;

- The ability to safely and efficiently operate heavy vehicles and plant and equipment with accuracy and precision in a variety of environments.
- The ability to interpret and apply legislation in a compliance environment, with:
- an emphasis on Safety and Heavy Vehicle legislation, and

- the ability to quickly gain knowledge of inspection/investigation powers under the National Measurement Act 1960 (measurement legislation).
- The ability to work productively both alone and as a member of a small team.
- Strong communication skills including the ability to manage difficult conversations.
- The ability to use logic, reasoning and evidence to interpret information to identify and propose solutions to problems.
- Attention to detail and the ability to maintain accurate and detailed records.
- An ability and willingness to learn and apply new skills and knowledge.
- Knowledge of, or the ability to gain knowledge of workplace health and safety issues particularly in relation to industrial work places and apply safe work practices in all work situations and activities.
- Personal drive and integrity in the context of the Australian Public Service values, National Measurement Institute values (Inclusive, Innovative, Accountable, Adaptable, Influential and Strategic) and code of conduct.

Duties

As a Trade Measurement Heavy Vehicle Operator, you will:

- Work as part of a team, operate heavy vehicles and plant and equipment to test complex measuring instruments and assess their compliance with measurement legislation.
- Manage stakeholder relationships with site controllers and site safety coordinators to facilitate safe and efficient execution of site audits.
- Interpret and apply legislation relating to local state and federal road transport and safety legislation.
- Maintain accurate records and practice document management in line with the Department's policy, security, privacy and legislative requirements.
- Provide input into the development of the National Programs, including:
 - liaising with regional and operational Supervisors and Inspectors to ensure the identification of high risk sites
 - developing schedules to maximise the efficient use of resources
- Provide assistance in the investigation of possible breaches of measurement legislation and, when necessary, appear in court as a prosecution witness.
- Support senior trade measurement officers to coach and develop staff in the testing of complex measuring instruments.
- Monitor, identify and report on matters relating to the operational effectiveness of heavy vehicles and associated plant and equipment.
- Support and provide guidance on procurement of high value operational assets and equipment.
- Practice and ensure safe working practices are followed at all times, including conducting a documented risk assessment at each site to identify and eliminate potential risks.
- Conduct monthly equipment and safety inspections and have responsibility for scheduling vehicle maintenance services.
- Maintain the tools, instruments and equipment required to safely conduct testing and auditing activities.

Eligibility

Possession of the following current licences are essential:

- Transport Heavy Combination (HC) licence, and;
- Workplace Health and Safety Forklift licence endorsed on a State or Territory Transport licence to enable forklift to be driven on public roads.
- Adhere to the requirement of participating in regular health checks and drug and alcohol testing to ensure staff safety when operating heavy vehicles and equipment

You must

- Be an Australian Citizen.
- Have an understanding of Heavy Vehicle legislation and requirements to operate vehicles throughout Australia (Commonwealth, State and Local) operational legislation.
- Have an appropriate Police Check and Security Clearance (employer arranged prior to commencement).

Notes

Applicants may be requested to complete a practical assessment and demonstrate their ability to operate a heavy vehicle in various situations. The successful applicant may need to demonstrate their skillset with heavy vehicles prior to receiving an official letter of offer.

NMI recognises the serious impact of illicit substances or pharmaceutical misuse. To ensure the safety of all vehicle operators and the public, staff are required to participate in regular health checks, drug and alcohol screening.

This role requires nationwide travel. Typically, travel will include durations of one to two weeks at a time, and in some instance, may include durations of up to three weeks.

Vaccination against Q-fever, hepatitis A and B, tetanus and other viral pathogens may be required.

NMI is geographically dispersed and we invite applicants from all states and territories to apply.

A merit pool may be established to fill future NMI Trade Measurement Heavy Vehicle Operator vacancies, should they become available within 18 months from the date advertised.

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

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

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

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

To Apply

Position Contact	Ron Stone, 0457547932
Agency Recruitment Site	https://careers.industry.gov.au/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0713446

Australian Maritime Safety Authority

Closing Date: Monday 31 October 2022

Policy & Regulation

Job Title	Advisor Data Analytics
Job Type	Full-Time, Ongoing
Location	Braddon ACT
Salary	\$112,199 - \$130,853
Classification	Executive Level 1
Position Number	2205
Agency Website	https://www.amsa.gov.au/about

Job Description

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

Duties

Advisor Data Analytics
\$112,199 - \$130,853 + 15.4% super
Canberra based
Ongoing

ABOUT THE ROLE

The Advisor Data Analytics will support the Senior Advisor in developing a common understanding and knowledge of data management, reporting and analytics.

The Advisor will build relationships across AMSA's business areas to inform development and maintenance of AMSA's data strategy and data products. The Advisor will seek to understand business needs and to identify risks and challenges.

You will be responsible for:

- understand business data needs to enable data-driven decisions

- collaborate with technical architects and teams to inform development of an implementation plan that will enable consistent, trusted, and available data
- research AMSA's data requirements and develop options for improving data quality
- support the development of an enterprise data capability, master data management standards, data governance procedures, and data integrity
- Commit to the AMSA Code of Conduct and Values

SKILLS AND EXPERIENCE

To be successful in this position, you will have the following skills and experience:

- excellent technical skills, including proficiency with various programming languages, business software and data management products such as SQL, Python, and visualisation tools such as PowerBI, Tableau or Qlik
- conceptual, analytical and problem-solving expertise, including strong attention to detail and the ability to develop and document consistent processes
- strong written and verbal communication skills, with the ability to appropriately engage with internal and external stakeholders to understand their needs and ensure outputs meet their expectations
- an understanding of data environments, such as data warehouses or cloud analytics environments.

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

At AMSA we acknowledge the value diversity brings. Given the diversity of our role and our impact and influence on communities right across Australia, it is essential that we can draw on the diversity of our people in order to successfully deliver against our mission as a regulator of *"ensuring safe vessel operations, combatting marine pollution and rescuing people in distress"*.

AMSA has developed and is implementing a Gender Equity Action Plan, which establishes a clear pathway for the organisation to achieve gender equity from the inside out.

We also encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. You can find more information about AMSA diversity and inclusion initiatives set out in our *Diversity and Inclusion Plan* [here](#).

HOW TO APPLY

Please complete your application on our website via the [Careers at AMSA](#) page by 31st October 2022. 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 Tammy Braybrook on 02 6279 5516.

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	Tammy Braybrook, 0262795516
Agency Recruitment Site	https://www.amsa.gov.au/about/careers-us

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0713447

Australian Maritime Safety Authority

Closing Date: Monday 31 October 2022

Policy & Regulation

Job Title	Senior Advisor Data Capability
Job Type	Full-Time, Ongoing
Location	Braddon ACT
Salary	\$134,778 - \$156,245
Classification	Executive Level 2
Position Number	2342
Agency Website	https://www.amsa.gov.au/about

Job Description

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

Duties

Senior Advisor Data Capability
\$134,778 - \$156,245 + 15.4% super
Canberra based
Ongoing

ABOUT THE ROLE

The Director, Data Capability will develop expertise across a small team of subject matter experts and contractors to lead the implementation of a data environment to support reporting, analysis and research.

The Director will support the Senior Director Data Capability and Analytics by working with business areas to understand their data analytics requirements and build reports that service their needs. In achieving this outcome the Director will be responsible for working with business areas to:

- understand business analytics, reporting and research needs
- develop regular data reporting formats and automate where possible
- analyse and interpret data to support data-driven decisions
- inform AMSA's strategic vision for data and its use
- collaborate with technical architects, leads, and teams to develop an implementation plan that will enable consistent, trusted, and available data to support AMSA's organisational

priorities and ensure alignment and consistency across business needs and technology solutions

- Commit to the [AMSA Code of Conduct](#) and [Values](#)

SKILLS AND EXPERIENCE

To be successful in this position, you will have the following skills and experience:

- highly developed strategic thinking and analytical skills, including the ability to understand a difficult problem in context, research potential solutions, and recommend options
- proven leadership and people management ability, and a demonstrated ability to lead, supervise, motivate and develop teams and individuals
- experience building productive working relationships internally and externally, recognising shared agendas and working towards mutually beneficial outcomes
- high-level expertise in the design, development and deployment of data analytics solutions, including knowledge of data warehouses or cloud environments.

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

At AMSA we acknowledge the value diversity brings. Given the diversity of our role and our impact and influence on communities right across Australia, it is essential that we can draw on the diversity of our people in order to successfully deliver against our mission as a regulator of *“ensuring safe vessel operations, combatting marine pollution and rescuing people in distress”*.

AMSA has developed and is implementing a Gender Equity Action Plan, which establishes a clear pathway for the organisation to achieve gender equity from the inside out.

We also encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. You can find more information about AMSA diversity and inclusion initiatives set out in our *Diversity and Inclusion Plan* [here](#).

HOW TO APPLY

Please complete your application on our website via the [Careers at AMSA](#) page by 31st October 2022. 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 Tammy Braybrook on 02 6279 5516.

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	Tammy Braybrook, 0262795516
Agency Recruitment Site	https://www.amsa.gov.au/about/careers-us

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Aboriginal Hostels Limited

Closing Date: Wednesday 02 November 2022

NSW & VIC Operations
Tamworth

Job Title	Hostel Manager & Assistant Hostel Manager
Job Type	Full-Time; Part-Time, Ongoing
Location	Tamworth NSW
Salary	\$58,071 - \$62,951
Classification	APS Level 3
Position Number	VN14222
Agency Website	

Job Description

<https://www.ahl.gov.au/employment>

We are looking for First Nations people to join Aboriginal Hostels Limited in a fast paced, operational environment. Reporting to an Operations Manager, the Hostel Manager and Assistant Hostel Manager roles are critical positions, overseeing the operations of a hostel to ensure appropriate and efficient services are delivered to our residents, as well providing supervision support to staff.

Success in the roles requires strong management experience, commitment and passion for servicing the Indigenous community and a willingness to work "on the ground". The successful applicants will have previous accommodation management experience (or similar), outstanding relationship management skills and be well equipped to manage staffing and property matters. These are busy roles with constantly changing priorities, requiring excellent organisational and customer service skills.

Duties

As Hostel Manager or Assistant Hostel Manager your duties and responsibilities would include Guest Services, Hostel Operations, Management, Community Engagement and Work, Health & Safety.

For more details, refer to the Vacancy Information document available on our website employment page - <https://ahl.gov.au/employment>

Eligibility

You must hold a First Aid Certificate; Emergency Warden Training; Food Safety Supervisor Certificate (or ability to obtain in the first six months of employment).

A Certificate III in Community Services or equivalent and previous management experience in a residential environment are desirable.

Notes

Hostel Manager and Assistant Hostel Manager roles will be offered based on the skills and experience of the successful applicant.

The Hostel Manager role is full-time (75 hours per fortnight) and the Assistant Hostel manager role is part-time (30 hours per fortnight).

A benefit of working for AHL is that not only will you have access to regular salary packaging options for vehicles, superannuation and laptops etc. you will also have the ability to salary sacrifice \$15,900 per Fringe Benefit Tax year for rent, mortgage or general living expenses.

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

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

About the Aboriginal Hostels Limited

To Apply

Position Contact	Katrina, 0474 915 108
Agency Recruitment Site	https://www.ahl.gov.au/employment

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Prime Minister and Cabinet

Vacancy VN-0713399

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date: Sunday 30 October 2022

Finance and Property Services
Finance

Job Title	Finance Officer
Job Type	Full-Time, Ongoing
Location	Acton ACT
Salary	\$77,912 - \$88,620
Classification	APS Level 6
Position Number	00034522
Agency Website	https://aiatsis.gov.au/

Job Description

<https://aiatsis.gov.au/about/work-us/current-vacancies>

The Finance Team is responsible for the financial management of AIATSIS including internal financial control, Accountable Authority Instructions and financial delegations, administrative procedures, accounts payable and receivable, asset management, and external and internal budgeting and reporting.

The position sits within a small team delivering financial activities. The team is committed to providing excellent, client focussed services to our staff and customers. The successful applicant will need to demonstrate strong coordination, liaison and relationship management skills. They will demonstrate technical capability and sound judgement, including the ability to improve and streamline business processes.

This position reports to the Assistant Director of Financial Reporting. **Duties**

- assisting in the preparation of the financial statements and reports including content for the Annual Report
- overseeing the month end reporting process including preparing and reviewing month end journals, reconciliations and variance reports
- providing data to assist in the preparation of the Audit Assurance Committee and Council papers and Port Budget Statements
- supporting the team in preparation of day-to-day finance activities including accounts payable, receivable travel, asset management, capital-spending program, budgeting
- performing quality assurance processes over financial and procurement activity is accurately recorded and consistent with contracts, budgets, guidelines and accounting standards assisting with system implementation changes and business improvement activities
- producing structured and ad-hoc reports, memos, policies, procedures and analysis on financial performance internal and external stakeholders
- preparing taxation returns (including Business Activity Statements, FBT) and providing advice on tax issues
- providing timely and accurate advice and support to staff, management and clients
- building and maintaining effective relationships with contractors, consultants and internal and external stakeholders, including representing the finance team on internal and external working groups
- contributing constructively to Institute wide projects including strategic and operational plans.

Eligibility

The ideal candidate will have:

- practical experience and sound knowledge of Australian Government Financial Framework
- experience in the month-end and year-end processes
- experience in the preparation of financial statements
- ability to interpret and apply the Accounting Standards (AASB)
- ability to interpret and apply the Public Governance and Accountability Act 2013 (PGPA Act) and Rules, Estimates Memoranda and other guidance as disseminated by the Department of Finance
- ability to show initiative and innovation, being self-motivated and applying problem solving and numeric skills
- excellent oral and written communication skills including well developed liaison and negotiation skills
- ability to work independently under limited direction with tight timeframes and competing priorities
- a Bachelors or Masters qualification in a relevant financial discipline or working towards obtaining this qualification.

In addition, the successful candidate must have the following capabilities:

- Understands Aboriginal and Torres Strait Islander business with the agency and the outcomes the agency responsible for delivering.
- Makes careful observations to understand the underlying dynamics shaping an issue.

- Manages and resolves conflict with respect for individuals and their culture.
- Builds and continues to strengthen relationships with Aboriginal and Torres Strait Islander communities.

Notes

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

About the Australian Institute of Aboriginal and Torres Strait Islander Studies

We are Australia's only national institution focused exclusively on the diverse history, cultures, and heritage of Aboriginal and Torres Strait Islander Australia. We house the world's most important and extensive collection of cultural information and material and we provide leadership, publish and promote greater understanding and appreciation of Aboriginal and Torres Strait Islander peoples. We create opportunities for people the world over to engage with and be transformed by the knowledge, the culture and the story of Australia's Indigenous peoples. We are Australia's national institution for leadership in Aboriginal and Torres Strait Islander research. We care for a priceless collection, including films, photographs, video and audio recordings as well as the world's largest collection of printed and other resource materials for Aboriginal and Torres Strait Islander studies. We undertake and encourage scholarly, ethical, community-based research in a variety of sectors, including health, native title, languages and education. Our publishing house, Aboriginal Studies Press, regularly publishes outstanding writing that promotes Australian Indigenous cultures. Our activities affirm and raise awareness of the richness and diversity of Aboriginal and Torres Strait Islander cultures and histories.

To Apply

Position Contact	Katrina Bennett, (02) 6261 4233
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0713436

Australian Public Service Commission

Closing Date: Sunday 06 November 2022

Parliamentary Workplace Support Service

Job Title	Learning and Development Coordinator
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$107,850 - \$123,610
Classification	Executive Level 1
Position Number	43025
Agency Website	https://www.apsc.gov.au/

Job Description

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

Duties

About the Parliamentary Workplace Support Service

The Parliamentary Workplace Support Service (PWSS) provides independent and confidential support and resolution services, including early intervention, for all Commonwealth parliamentary workplace participants who have been impacted by workplace conflict, misconduct or serious incidents.

The PWSS also provides an independent workplace review mechanism, where appropriate, for current or former, Members of Parliament (Staff) 1984 (MOPS Act) employees and parliamentarians.

The third core function of the PWSS is to support parliamentarians and their staff to build safe and respectful workplaces by providing bespoke education and resources which increase capability and can be delivered rapidly in response to trends identified through internal reporting.

More information about the PWSS is available at: <https://pwss.gov.au/>

The PWSS is established as a function of the Parliamentary Service Commissioner. PWSS staff are engaged by the Australian Public Service Commission (APSC), to work exclusively for the PWSS. You can learn more about the APSC by visiting <https://www.apsc.gov.au/about-us>.

The APSC Enterprise Agreement 2018-21, including the current Determination can be found on the APSC [website](#)

Our People and Culture

The PWSS is a friendly and inclusive workplace. We are outcomes focused and promote the APS Values and collaboration with our colleagues across Commonwealth parliamentary workplaces and the APS.

We value and champion the experiences, skills and perspectives of all employees. At the PWSS we support flexible work, including job-share, and encourage applicants from diverse backgrounds, cultures, and those with caring and parenting responsibilities to apply so we better represent the community that we serve.

We aim to increase our representation of Indigenous Australians and people with disability by having accessible processes, policies and practices, as well as utilising affirmative measures and the [RecruitAbility scheme](#).

About the Role

The PWSS are looking for suitably experienced and capable individuals with experience and enthusiasm to support the delivery of workplace learning and development for those who work or volunteer in Commonwealth Parliamentary workplaces.

We are seeking candidates with strong workplace training or adult education knowledge; highly developed written and verbal communication skills; and attention to detail. Candidates must be able to demonstrate their ability to contextualise their work for the unique parliamentary environment, while being innovative and thinking outside the box.

Reporting to the Chief Operating Officer, the key duties of the Learning and Development Coordinator include:

- Develop and ensure delivery of specialist training and education services to Commonwealth Parliamentary participants in line with the policies of the PWSS;
- Develop processes and work plans to ensure training projects are delivered effectively and within budget;
- Deliver training in a variety of formats including face to face and remotely via digital platforms;
- Develop reports on training program outcomes to internal senior executives;
- Design and develop digital resources for training purposes;
- Develop complex and/or sensitive correspondence and corporate documentation, reports, submissions, proposal papers and notes as directed; and
- Other duties as required

Further Information

For detailed information about this role, please refer to the downloadable Candidate Information Pack, which can be accessed by clicking the Apply Now button.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) or, in limited circumstances, in the process of obtaining citizenship.

Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated. All Commission staff are required to have a minimum Baseline security clearance prior to commencement.

Successful applicants may be required to undergo an Australian Federal Police check.

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 Public Service Commission

The Australian Public Service Commission (APSC) is a central agency within the Prime Minister and Cabinet portfolio. The Commission supports two statutory office holders: the Australian Public Service Commissioner—who is also agency head—and the Merit Protection Commissioner. Their functions are set out in sections 41(1) and 50(1), respectively, of the Public Service Act 1999. About the Commission The Australian Public Service Commission is a non-corporate Commonwealth entity within the Prime Minister and Cabinet portfolio. Our Statutory responsibilities are detailed in the Public Service Act 1999. The APSC also provides resources to support the Merit Protection Commissioner. We operate under the Public Governance, Performance and Accountability Act 2013. We employ around 200 staff, and have offices in Canberra and Sydney.

To Apply

Position Contact	Jess Morris or Manning Fell, 02 6202 3968 or 02 6202 3558
Agency Recruitment Site	https://apsc.nga.net.au/cp/

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Prime Minister and Cabinet

Vacancy VN-0713314

National Indigenous Australians Agency

Closing Date: Monday 31 October 2022

Corporate Group
People Branch

Job Title	Senior Recruitment Adviser
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Woden ACT, Townsville QLD
Salary	\$88,419 - \$99,363
Classification	APS Level 6
Position Number	NIAA/2022/177
Agency Website	https://www.niaa.gov.au/

Job Description

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

The Opportunity

We are seeking to fill the role of the APS6 Senior Recruitment Adviser within the NIAA Recruitment and Entry Level Programs Team. We are seeking someone with experience and understanding of recruitment and selection within the APS to lead our recruitment operations.

The Agency has an ambitious and important agenda ahead of us and recruitment is an important function to contribute to our success.

The delivery of the Agency's recruitment services are changing and will be shortly become holistically an internal responsibility. This role is an exciting opportunity to be part of establishing and tailoring a function within the Agency.

As part of the broader People Branch, we work in partnership to deliver services and design and implement new ideas and ways of working that address the unique needs and challenges of the Agency. We have a diverse and dispersed workforce with approximately 70 offices across Australia.

The Recruitment Team is responsible for providing guidance and advice on internal and external selection processes as well as on all aspects of recruitment from advertising, assessment to onboarding, transfers and alternative options for filling vacancies. The

team is a responsive, trusted and reliable partner who provide valued advice and services to staff at all levels.

As the APS6 Recruitment Team Leader, you will be responsible for managing the day to day operation of the recruitment team which includes:

- Assist in designing and advertising of recruitment processes
- Providing accurate, timely and complex advice to internal staff, candidates and stakeholders
- Ensuring onboarding requests are accurate and completed in a timely manner
- Research, problem solve and provide solutions to overcome challenges
- Demonstrated ability to supervise and guide a small team including mentoring and coaching
- Prioritise the workload to ensure timeframes and expectations are managed
- Share skills, knowledge and experience within the team and broader agency to build recruitment acumen
- Identify where improvements can be made to streamline and enhance processes and materials
- Oversee the recruitment system management including updates and enhancements
- Contribute and develop recruitment and onboarding reporting.

Duties

Our Ideal Candidate

The role requires someone who is an experienced recruitment professional who has passion, drive and desire to assist the Agency to deliver on the exiting and important Australian Government commitments.

The ideal candidate will be someone who has strong project management and is capable of delivering practical, accurate and often complex advice whilst being innovative.

We are looking for someone who is business and client focused, who can deliver and manage projects and deliverables that compete and evolve.

To be successful in the role you will be able to demonstrate the following attributes:

- Ability to research, interpret and apply HR legislation and policies
- Provide HR advice and assistance to stakeholders (phone, email or face to face)
- Have experience in developing recruitment strategies and approaches
- Have experience in recruitment systems (eRecruit or similar) and processing
- Ability to build and maintain relationships with stakeholders of all levels
- Demonstrated customer service skills and experience
- Be resilient and compassionate when dealing with sensitive or challenging situations
- Ability to work with limited supervision, display high levels of professionalism, discretion, integrity and confidentiality
- Ability to manage and lead a small team
- Be self-aware, culturally competent and foster respect and inclusion in the workplace
- Understand and actively demonstrate the APS Code of Conduct and Values.

As the lead Commonwealth Agency for Indigenous Affairs, you need to have an appreciation, awareness and understanding of issues relating to aboriginal and Torres Strait Islander peoples and communities and be committed to strengthening your ongoing cultural competency.

Eligibility

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

The occupant must be able to obtain and maintain a Baseline Level Security clearance, or hold a current security clearance of an appropriate level.

Notes

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

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

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

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

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

About the National Indigenous Australians Agency

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Kelly Grandin, (02) 6271 5143
Agency Recruitment Site	https://dpmc.nga.net.au/?AudienceTypeCode=NIAA

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0713343

Services Australia

Closing Date: Sunday 27 November 2022

Various
Various

Job Title	Aurora Neurodiversity Program - Affirmative Measures (Disability - Autism)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Adelaide SA
Salary	\$76,948 - \$83,032
Classification	APS Level 5
Position Number	Aurora Neurodiversity Program
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

www.servicesaustralia.gov.au/aurora

Services Australia will be using the Aurora Neurodiversity Program to attract, assess and place work ready candidates with autism into specialised roles across the agency.

Aurora recognises the unique skills and talents people with autism can bring to work. It seeks to improve career outcomes and provides professional development and work experience by providing a gateway to the Australian Public Service.

There will be several rounds of recruitment into the Aurora Neurodiversity Program in 2022/2023 and these will be run separately.

This round is for positions in Adelaide, SA.

About the program

The Aurora Neurodiversity Program design uses non-traditional recruitment methods to help to find talented autistic jobseekers/candidates looking for a career.

The assessment process is tailored specifically to people with autism to accurately identify and match candidates with specific skillsets needed by our business areas. There are no interviews or psychometric tests. The Program uses pre-selection exercises and a training and assessment centre to identify and match candidate skills to roles. Each candidate is assessed and evaluated against activities in a range of scenarios and competency-based assessments.

Available roles

Test Engineers

Job overview

The Test Engineer ensures that their test effort is effectively executed and that allocated activities are completed in a structured, consistent manner in accordance with agreed test guidelines. They use acquired knowledge to provide advice and development to less experienced testers.

The Test Engineer works under the general direction and support of senior staff. They exercise a degree of independent judgement and make informed decisions in the context of competing priorities, changes in workplace practices and business improvement strategies.

Duties

- Execute assigned test cases at various stages of testing on appropriate testing platforms
- Develop test plans, test cases, task cards, and supporting test data and/or requirements
- Under own direction from the specifications provided, analyse and report on test activities and results, and escalate issues and risks to senior staff
- Contribute to team improvement initiatives and projects, including team tools, process changes, and test automation
- Identify, manage, and document defects, programming errors and operational characteristics that are inconsistent with stated requirements and design specifications
- Conduct testing to ensure the ICT service functions as per requirements, including the creation of test data
- Accurately record time and effort for test cases
- Provide assistance and training to less experienced testers
- Maintain up-to-date knowledge of ICT related legislation, policy and processes and transfer knowledge to other team members
- Collaborate with stakeholders to ensure effective and timely outcomes testing
- Exercise appropriate delegations in accordance with legislation and guidelines.

Eligibility

To participate in the program applicants must be:

- aged 18 years or older
- have a diagnosis of autism (including Autism spectrum disorder, Asperger's syndrome, Autistic disorder, or Pervasive Development Disorder-Not Otherwise Specified - PDDNOS)
- have proof of Australian Citizenship
- be able to attend an assessment phase
- applicants must be able to pass an Australian Government Security Clearance.

Successful applicants will undergo a pre-employment screening process. This will include a police history check, a past employment and referee check. Candidates offered a position will also need to complete a health clearance. **Notes**

These vacancies are open only to people with a specific type of disability - Autism Spectrum Disorder.

Non-ongoing (temporary) employment opportunities will be offered for a specified term or for the duration of a specified task.

Successful applicants will be required to provide evidence of autism diagnosis, with consideration of the DSM5 autism diagnostic criteria. For example, it can be the full diagnostic report, or a redacted section of the report that states Autism as a diagnosis or a letter from a Psychologist, Psychiatrist or GP confirming a diagnosis of Autism.

An order of merit will be established and used to fill similar ongoing vacancies at these levels in this location. This merit pool will be valid for 18 months from the date these roles were advertised.

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability.

About the 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	Specialisterne Australia, For further information click Apply Now
Agency Recruitment Site	www.servicesaustralia.gov.au/aurora

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Social Services

Vacancy VN-0713397

Department of Social Services

Closing Date: Monday 31 October 2022

Corporate
Campaigns and Strategic Communication

Job Title	Public Affairs Officer 3
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Greenway ACT, Melbourne VIC, Sydney NSW
Salary	\$110,255 - \$125,152
Classification	Executive Level 1
Position Number	513_10/22
Agency Website	https://www.dss.gov.au/

Job Description

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

The Campaigns and Strategic Communication Branch supports the department to deliver its portfolio outcomes by providing a range of communication services including:

- strategic communication advice and services
- campaigns and public relations and
- social media channel management.

Our staff have a passion for social policy, and are drawn to work that improves the lifetime wellbeing of Australians. You can read more about the work of the department at www.dss.gov.au

Duties

As a Communication Account Manager, you will lead a small team to provide communication services for a specific policy, program or corporate area within the department.

The main focus of your role will depend on the individual needs of the section. Primary duties will include but are not limited to:

- leading a small team in close consultation with your director to support the development and implementation of communication plans and strategies with a focus on government information and advertising campaigns, strategic communication, public relations and/or social media
- developing strong, trusted relationships with policy and program areas, anticipating and assessing their strategic communication needs
- developing and managing associated communication resources, budgets and contracts
- developing communication materials for various audiences, which may include social media and web content, communication and stakeholder products, videos and accessible formats
- providing expert communication advice to policy and program areas to inform planning processes including branding, market research, and best-practice communication approaches
- managing external suppliers in a complex and fast moving environment, meeting tight timeframes and delivering quality results under pressure
- evaluating the effectiveness of communication strategies and activities to guide development of future communication and engagement
- contributing to strategic and operational planning/improvements for the branch.

You will possess excellent oral and written communication skills, with the ability to apply initiative and creativity to target various audiences. Flexibility and teamwork are very important and the

capacity to manage a small team, a range of internal and external stakeholders and multiple projects is essential.

You will also have at least five years' experience in a public affairs, strategic communication, campaign or social media team in the public or private sector.

Additionally you will possess relevant tertiary qualifications in journalism, communication, marketing, social media or related fields, or be able to demonstrate recognised skills or relevant experience. Positions may be available in Canberra, Sydney and Melbourne and the Department of Social Services offers flexible working arrangements. **Eligibility**

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

Eligibility to obtain an Australian Government Security Clearance:

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

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

Notes

You will also have at least five years' experience in a public affairs, strategic communication, campaign or social media team in the public or private sector.

Additionally you will possess relevant tertiary qualifications in journalism, communication, marketing, social media or related fields, or be able to demonstrate recognised skills or relevant experience. Positions may be available in Canberra, Sydney and Melbourne and the Department of Social Services offers flexible working arrangements.

This recruitment process is being used to fill current and future ongoing and non-ongoing vacancies. A merit pool of suitable applicants will be created which may be used to fill future vacancies should they become available over the next 18 months. Non-ongoing vacancies will be offered for a period of up to 18 months with the possibility of extension (up to a total period of 3 years). Some of these non-ongoing vacancies may become ongoing in the next 12 months. To be eligible for employment with Department of Social Services, you must be an Australian citizen. An applicant's suitability for employment

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

About the Department of Social Services

The Department of Social Services' (the department) mission is to improve the wellbeing of individuals and families in Australian communities. The department's enduring purpose is to improve the economic and social well-being of individuals and families in Australian communities which we achieve through the implementation of a diverse range of government policies, programs, services and payments.

To Apply

Position Contact	Paula Nesci, 02 6146 1664
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0713410

Department of Social Services

Closing Date: Monday 31 October 2022

Communities
Income Management Engagement and Support Services

Job Title	Departmental Officer
Job Type	Full-Time, Ongoing
Location	Greenway ACT
Salary	\$88,490 - \$99,464
Classification	APS Level 6
Position Number	515_10/22
Agency Website	https://www.dss.gov.au/

Job Description

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

The Income Management Engagement and Support Services Branch (the Branch) is seeking to fill APS6 positions in the Income Management Governance and Engagement Section (the Section). The Cashless Debit Card (CDC) program is ending across Australia.

The section is responsible for leading engagement with community leaders and stakeholders across CDC program locations to: support the smooth transition of people off the CDC program; ensure people understand their option to volunteer to remain on a program; and where applicable, transition onto an enhanced Income Management program.

The section also has responsibility for managing the relationship with Services Australia – the agency that provides service delivery of the CDC and Income Management programs, secretariat for several governance committees and groups, coordination of project management reporting, and coordination of general requests for the branch.

Duties

Key duties of the role include:

- stakeholder engagement including organising and conducting meetings with a range of stakeholders to achieve required outcomes
- providing secretariat functions for a range of governance groups
- assisting with relationship management of Services Australia, ensuring service delivery is meeting expectations and the policy is being implemented
- undertaking general program management tasks
- leading and managing a small team
- assisting with the finalisation of the CDC Program Project, including risks, issues and lessons learnt
- organising and coordinating branch requests for input and support the branch manager through the clearance process
- preparation of high quality written material for a range of audiences to support directors and the executive
- undertaking interstate travel including to regional locations as required to support the operations of the branch
- demonstrated experience and ability in developing and maintaining productive working relationships with a range of internal and external stakeholders to achieve program outcomes
- ability to manage competing priorities and deliver results within tight timeframes, exercising organisational skills, initiative and strategic judgement
- demonstrated ability to respond flexibly to change and work both as part of a team and independently to achieve outcomes
- demonstrated high levels of cultural competency
- demonstrated strong written and verbal communication skills.

Eligibility

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

Eligibility to obtain an Australian Government Security Clearance:

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

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

Notes

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To Apply

Position Contact	Amelia Grieve-Putland, 02 6146 0791
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0713440

Department of Social Services

Closing Date: Monday 31 October 2022

Corporate
Property, Security and Information Management

Job Title	Information Management and Records Manager
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Greenway ACT
Salary	\$88,490 - \$99,464
Classification	APS Level 6
Position Number	517_10/22
Agency Website	https://www.dss.gov.au/

Job Description

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

The Property, Security and Information Management Branch supports the Department of Social Services (the Department), staff and clients by providing evolving and innovative Property, Security and Information Management, Library and Research services for the Department.

The Property, Security and Information Management Branch includes Property Services, Business Continuity, Protective Security IT Relationship Management, Cyber and Assurance, and Information and Records Management, including Library services. The overall purpose of the branch is to provide comprehensive corporate support services covering these functions.

The Information and Records Management Section (IRMS) is responsible for the management of Department of Social Services' (the Department) official corporate records, information policy advice and compliance, leading the transition to digital practices and supporting staff in fulfilling their recordkeeping responsibilities. It also manages the Department's Library information assets and databases, and provides research services.

The responsibilities include, but are not limited to:

- Creation and maintenance of records management policies and procedures
- provision of training and support materials
- governance of recordkeeping systems and tools including quality assurance and monitoring of metadata
- facilitation of record discovery in accordance with relevant acts and legislation, including for Royal Commissions and Freedom of Information requests
- IRMS supports, maintains and manages the Department's Electronic Document and Records Management System (EDRMS) – Content Manager (Arc). Arc is the primary approved records system used by the Department to capture, manage and store official records and is utilised for the management of both physical and electronic records.

Duties

The Information Management and Records Manager within the Information and Records Management Section (IRMS) will be responsible for the following:

- Leading a small team to achieve outcomes and deliver key pieces of work including the ongoing planning and implementation of moving the department towards a digital environment to providing Tier 1 and Tier 2 Content Manager (Arc) system administration and support to provide end user issues resolution
- undertake record searches for Royal Commissions, Freedom of Information and other requests
- contribute to the delivery of information management and recordkeeping education, advice, support and training
- monitor data quality in the departments' EDRMS Arc, and provide quality assurance.

The successful candidate will demonstrate:

- strong leadership skills with the ability to manage an information and records management helpdesk/team providing support to departmental staff in the use of Content Manager
- experience with Content Manager as an administrator, including management and resolution of Content Manager technical and user issues, including:
 - assisting in Content Manager upgrades and system maintenance
 - education, training and support
 - access controls and owner changes to large file structures following authorisation protocols
 - creation of records and file structures
 - monitoring of data quality
- well-developed organisational skills with strong customer focus and excellent analytical and problem solving skills
- experience working in a changing environment, managing competing perspectives, and responding to changing priorities and deadlines
- a well-developed understanding of records management functions and processes, including business classification schemes
- experience in the development of internal and external communications.

Eligibility

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

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

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

Notes

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

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

About the Department of Social Services

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To Apply

Position Contact	Shaun Rohrlach, (02) 6146 3525
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Department of Social Services

Closing Date: Monday 31 October 2022

Corporate
Corporate Communications and Media Relations

Job Title	Media Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Greenway ACT
Salary	\$73,563 - \$86,277
Classification	APS Level 4
Position Number	514_10/22
Agency Website	https://www.dss.gov.au/

Job Description

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

The Department of Social Services' communication functions are led by the Campaigns and Strategic Communication Branch and the Corporate Communication and Media Relations Branch. These Branches collectively support the Department to deliver its portfolio outcomes by providing a range of communication services including:

- strategic communication advice and services
- media services and content development
- campaigns and public relations
- ministerial communication and media services
- corporate communication resources and services
- delivery of the STAFFnet intranet and delivery of an updated dss.gov.au website.

Duties

As a Media Officer within the Corporate Communication and Media Relations Branch, you will be required to:

- Work in a small team to deliver media outputs aligned to the department's outcomes
- assist Media Managers to provide expert media advice to key stakeholders, including portfolio Ministers' Offices and Senior Executive
- assist in the development of accurate, timely responses to journalist enquiries in consultation with internal and external stakeholders
- manage the coordination and reporting of outputs for the Media Section
- assist in the preparation of a range of written media outputs, which may include – but is not limited to – media releases, talking points and speeches
- contribute to strategic and operational planning/improvements for the Branch and Group.

Eligibility

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

history background check.

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

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To Apply

Position Contact	Jackie McCormack, (02) 6146 2501
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Monday 31 October 2022

Senior Practitioner
National Operations – Behaviour Support Northern Territory

Job Title	Assistant Director Behaviour Support
Job Type	Full-Time, Ongoing
Location	Alice Springs NT, Darwin NT
Salary	\$108,199 - \$122,818
Classification	Executive Level 1
Position Number	152_10/22
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

Duties

Reporting to the Senior Practitioner, Behaviour Support and is responsible for supporting the provision of effective, contemporary and evidence-based oversight and advice about behaviour support and restrictive practices. This role supports providers to assist participants with complex behavioural needs, and includes:

- Working constructively and collaboratively in a team that has expertise in behaviour support and restrictive practices.
- Contributing to the development and implementation of policies relating to behaviour support and the reduction and elimination of restrictive practices.
- Contributing to the development of education, advice and support material for providers.
- Under limited direction, conducting quality assurance of behaviour support plans and ensuring that plans are reviewed and revised, where required.
- Actively supporting providers to implement policies and practices that ensure compliance with the NDIS framework, including both Commonwealth and state and territory legislative and policy requirements in relation to behaviour support and the use of restrictive practices.
- Assisting providers to develop best practice behaviour support plans and where restrictive practices are used, ensure those practices are reported, monitored and reviewed.
- Assisting providers to use effectively the Commission's ICT behaviour support system to develop behaviour support plans and to report the use of restrictive practices.
- Contributing to the provision of advice on behaviour support-related issues to other functional areas of the Commission, including reportable incidents, complaints, investigations and compliance.
- Assisting with the assessment of the skills and experience of behaviour support practitioners against the competency framework.
- Working across the Commission, and with external agencies and bodies, and state and territory governments to ensure effective communication and information flows to support the behaviour support function.
- Contributing to submissions, reports, briefs and other documentation as required.
- Ensuring that record keeping is consistent with Commission and legislative requirements.

Eligibility Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to: • uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme • develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme • promote the provision of advice, information, education and training to NDIS providers and people with disability • secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation • promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability • develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability • provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions • engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and • provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission. The NDIS Commission commenced operations in New South Wales and South Australia on 1 July 2018, and expanded its operations to other jurisdictions (Tasmania, Queensland, Victoria, Northern Territory and ACT) on 1 July 2019. The NDIS Commission commenced operations in Western Australia on 1 December 2020

To Apply

Position Contact	Katie White, +61 3 9473 5222
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0713184

Australian Taxation Office

Closing Date: Monday 31 October 2022

Enterprise Solutions and Technology, Service Delivery
Enterprise Solutions and Technology, Service Delivery

Job Title	IT Midrange Application Developer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Moonee Ponds VIC, Melbourne VIC, Hobart TAS, Dandenong VIC, Canberra ACT, Brisbane QLD, Box Hill VIC, Albury NSW, Adelaide SA, Newcastle NSW, Wollongong NSW, Upper Mount Gravatt QLD, Townsville QLD, Parramatta NSW
Salary	\$73,086 - \$79,323
Classification	APS Level 4
Position Number	EXT_EST SD_284_22
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=162FBD4F-17F1-A3E3-86CC-C90227B765CC>

Duties

We are seeking motivated and experienced individuals to join our teams.

As an IT Midrange Application Developer, in our Enterprise Solutions and Technology (EST) and Service Delivery areas, you will perform a range of technical and administrative tasks and activities to design, build, test and maintain IT applications. You'll communicate effectively across a range of media types, using various styles to suit different audiences. You'll work under general direction and apply a DevOps and Agile approach to the delivery of our services.

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	Brooke Bregg, (07) 3853 4068
Agency Recruitment Site	https://ato.nga.net.au/?jati=162FBD4F-17F1-A3E3-86CC-C90227B765CC

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Treasury

Vacancy VN-0713185

Australian Taxation Office

Closing Date: Monday 31 October 2022

Enterprise Solutions and Technology, Service Delivery
Enterprise Solutions and Technology, Service Delivery

Job Title	IT Midrange Application Developer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Albury NSW, Box Hill VIC, Brisbane QLD, Canberra ACT, Dandenong VIC, Wollongong NSW, Melbourne VIC, Moonee Ponds VIC, Upper Mount Gravatt QLD, Parramatta NSW, Newcastle NSW, Townsville QLD, Hobart TAS
Salary	\$81,478 - \$86,376
Classification	APS Level 5
Position Number	EXT_EST SD_285_22
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=D46F5DD8-6220-4E3A-C872-C90227C1C049>

Duties

We are seeking motivated and experienced individuals to join our teams.

As an IT Midrange Application Developer, in our Enterprise Solutions and Technology (EST) and Service Delivery areas, you'll design, build, test and maintain IT application projects to meet business outcomes.

Within the team, you will work in an Agile and Development Operations environment. You will provide advice to clients on moderately complex issues such as interpreting the business intent of features. You'll work within multi-client/multi-vendor projects, with various stakeholders, participate in workshops and elicit requirements to create technical documentation.

You will guide and support less experienced staff by coaching, reviewing their work and providing feedback to build team capability. You'll model and encourage others to adopt an agile approach and support a culture of continuous improvement.

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.

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

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To Apply

Position Contact	Helena Liu, (02) 6216 1931
Agency Recruitment Site	https://ato.nga.net.au/?jati=D46F5DD8-6220-4E3A-C872-C90227C1C049

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Treasury

Vacancy VN-0713186

Australian Taxation Office

Closing Date: Monday 31 October 2022

Enterprise Solutions and Technology, Service Delivery
Enterprise Solutions and Technology, Service Delivery

Job Title	IT Midrange Application Developer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Albury NSW, Box Hill VIC, Brisbane QLD, Canberra ACT, Dandenong VIC, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Townsville QLD, Upper Mount Gravatt QLD, Wollongong NSW
Salary	\$87,972 - \$101,008
Classification	APS Level 6
Position Number	EXT_EST SD_286_22
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=43503B38-71DD-8BCA-2393-C90227D4910A>

Duties

We are seeking driven and experienced individuals to join our teams.

As an IT Midrange Application Developer, in our Enterprise Solutions and Technology (EST) and Service Delivery areas, you'll coordinate, design, build, test and maintain IT application projects to meet business outcomes.

You will work in a Scrum team, collaborate with business partners and deliver services with an agile approach. You'll provide detailed technical, professional, and policy advice on complex problems to a wide range of business partners.

You will share your expertise with others, guide and mentor less experienced staff by coaching, reviewing their work and providing feedback to build team capability. You'll model and encourage others to adopt an agile approach and support a culture of continuous improvement.

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.

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To Apply

Position Contact	Siva Udhayakumar, (03) 8601 9651
Agency Recruitment Site	https://ato.nga.net.au/?jati=43503B38-71DD-8BCA-2393-C90227D4910A

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Treasury

Vacancy VN-0713187

Australian Taxation Office

Closing Date: Monday 31 October 2022

Enterprise Solutions and Technology, Service Delivery
Enterprise Solutions and Technology, Service Delivery

Job Title	IT Midrange Application Developer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Wollongong NSW, Box Hill VIC, Townsville QLD, Parramatta NSW, Newcastle NSW, Moonee Ponds VIC, Melbourne VIC, Albury NSW, Adelaide SA, Brisbane QLD, Canberra ACT
Salary	\$112,682 - \$122,848
Classification	Executive Level 1
Position Number	EXT_EST SD_287_22
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=E7D617E3-A3C7-13C2-1781-C902282331E8>

Duties

We are seeking enthusiastic and experienced leaders to join our teams.

As an IT Midrange Application Developer, in our Enterprise Solutions and Technology (EST) and Service Delivery areas, you'll lead the design, build, testing and maintenance of IT applications across the ATO. You'll drive large and complex projects in relation to corporate programs of work.

You will provide high-level advice and communicate this effectively across a range of technologies and platforms. You'll work with business partners across multi-client/multi-vendor projects, attend workshops and create technical documentation.

You will build team capability through coaching, training and providing feedback. You'll model and encourage others to adopt an agile approach and support a culture of continuous improvement.

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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To Apply

Position Contact	Siva Udhayakumar, (03) 8601 9651
Agency Recruitment Site	https://ato.nga.net.au/?jati=E7D617E3-A3C7-13C2-1781-C902282331E8

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Treasury

Vacancy VN-0713194

Australian Taxation Office

Closing Date: Monday 31 October 2022

Office of the Chief Tax Counsel
Litigation and Legal Services

Job Title	Governance Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Perth WA, Hobart TAS, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	\$135,609 - \$153,703
Classification	Executive Level 2
Position Number	EXT_OCTC_839_22
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=628B4A51-D1BD-61A4-600B-C902623A51EF>

Duties

We are seeking an experienced Governance Director to join our Litigation and Legal Services team.

As a Governance Director, in our Office of the Chief Tax Counsel business area, you will lead a small team who manage the litigation funding, assure process and policy for settlements, and the independent assurance of settlements. Your work will provide accountability to the public in relation to large settlements and the testing of important tax issues before the court.

You will work with external representatives from the legal industry, taxpayers, lawyers and ex-judiciary members. You'll prepare test case panel meetings and provide advice across all business lines on litigation or complex settlement issues. You'll negotiate financial claims and timeframes, consider litigation costs and approve funding.

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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To Apply

Position Contact	Virginia Rands, (02) 9374 2321
Agency Recruitment Site	https://ato.nga.net.au/?jati=628B4A51-D1BD-61A4-600B-C902623A51EF

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Treasury

Vacancy VN-0713197

Australian Taxation Office

Closing Date: Monday 31 October 2022

Enterprise Solutions and Technology, Service Delivery
Enterprise Solutions and Technology, Service Delivery

Job Title	IT Midrange Application Developer (Indigenous affirmative measure)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Box Hill VIC, Albury NSW, Adelaide SA, Canberra ACT, Wollongong NSW, Upper Mount Gravatt QLD, Townsville QLD, Parramatta NSW, Newcastle NSW, Moonee Ponds VIC, Melbourne VIC, Hobart TAS, Dandenong VIC
Salary	\$87,972 - \$101,008
Classification	APS Level 6
Position Number	EXT_EST SD_290_22
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=B2C48409-872E-D4C2-53DA-C902282D0C51>

This vacancy is only open to Aboriginal and Torres Strait Islander applicants. This initiative helps to increase the number of Aboriginal and Torres Strait Islander people employed in the APS, to better reflect the diversity of the Australian community.

Duties

We are seeking driven and experienced individuals to join our teams.

As an IT Midrange Application Developer, in our Enterprise Solutions and Technology (EST) and Service Delivery areas, you'll coordinate, design, build, test and maintain IT application projects to meet business outcomes.

You will work in a Scrum team, collaborate with business partners and deliver services with an agile approach. You'll provide detailed technical, professional, and policy advice on complex problems to a wide range of business partners.

You will share your expertise with others, guide and mentor less experienced staff by coaching, reviewing their work and providing feedback to build team capability. You'll model and encourage others to adopt an agile approach and support a culture of continuous improvement.

Eligibility

Candidates applying under the affirmative measure provision must provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.

For further information about this requirement and the application process please select the Apply now button.

Notes

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

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

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

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To Apply

Position Contact	Siva Udhayakumar, (03) 8601 9651
Agency Recruitment Site	https://ato.nga.net.au/?jati=B2C48409-872E-D4C2-53DA-C902282D0C51

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Australian Taxation Office

Closing Date: Monday 31 October 2022

Enterprise Solutions and Technology, Service Delivery
Enterprise Solutions and Technology, Service Delivery

Job Title	IT Midrange Application Developer (Indigenous affirmative measure)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Albury NSW, Wollongong NSW, Townsville QLD, Parramatta NSW, Newcastle NSW, Moonee Ponds VIC, Melbourne VIC, Canberra ACT, Brisbane QLD, Box Hill VIC
Salary	\$112,682 - \$122,848
Classification	Executive Level 1
Position Number	EXT_EST SD_291_22
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=D2389A0A-A622-4C67-E1BE-C90228342A5B>

This vacancy is only open to Aboriginal and Torres Strait Islander applicants. This initiative helps to increase the number of Aboriginal and Torres Strait Islander people employed in the APS, to better reflect the diversity of the Australian community.

Duties

We are seeking enthusiastic and experienced leaders to join our teams.

As an IT Midrange Application Developer, in our Enterprise Solutions and Technology (EST) and Service Delivery areas, you'll lead the design, build, testing and maintenance of IT applications across the ATO. You'll drive large and complex projects in relation to corporate programs of work.

You will provide high-level advice and communicate this effectively across a range of technologies and platforms. You'll work with business partners across multi-client/multi-vendor projects, attend workshops and create technical documentation.

You will build team capability through coaching, training and providing feedback. You'll model and encourage others to adopt an agile approach and support a culture of continuous improvement.

Eligibility

Candidates applying under the affirmative measure provision must provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.

For further information about this requirement and the application process please select the Apply now button.

Notes

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.

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

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

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To Apply

Position Contact	Siva Udhayakumar, (03) 8601 9651
Agency Recruitment Site	https://ato.nga.net.au/?jati=D2389A0A-A622-4C67-E1BE-C90228342A5B

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Treasury

Vacancy VN-0713348

Royal Australian Mint

Closing Date: Monday 31 October 2022

Numismatic Business Line
NBL Operations

Job Title	Blank Preparation Leading Hand
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	-
Classification	APS Level 3
Position Number	52
Agency Website	https://www.ramint.gov.au

Job Description

<https://www.ramint.gov.au/employment-opportunities>

We are looking for a **Blank Preparation Leading Hand**.

Duties

Duties

- Organising and allocating resources for the operation of manufacturing equipment associated with the chemical treatment of metals such as centrifugal burnishing machines, vacuum furnaces, hardness testers and automated lines.
- Setting priorities and managing workflow as required.
- Identifying and solving certain production issues and providing feedback to supervisors and others on such matters.
- Documenting and maintaining relevant records, reviewing work instructions and risk assessments as required.
- Performing duties associated with electroplating and medal production and carrying out other duties when required.
- Performing routine cleaning and preventative maintenance of blank preparation equipment.
- Taking responsibility for meeting task deadlines safely and accurately.
- Supervising including safety induction and on-the-job training to staff new to the area.

Eligibility

Skills and abilities

- Experience in a manufacturing environment and in the operation of equipment such as annealing furnaces, burnishing machines and automated surface treatment lines.
- Demonstrated experience in supervising a small team would be an advantage.
- Good computer skills with the Microsoft Office suite.
- Demonstrate understanding of hazard chemicals handling and disposal.
- Must have at least 2 years' experience in a like manufacturing environment.

Security clearance

BASELINE

For more information on the role, please refer to the **position description**.

Notes

How to apply

Applications will need to be submitted through our recruitment portal on the Employment Opportunities page of the Mint Website at Employment Opportunities | Royal Australian Mint (<https://ramint.gov.au>)

Please submit your application by 11:30pm on Monday 31 October 2022. To be considered for this position, you will need to upload:

- A current **resume** including the contact details of two referees
- A **two-page-pitch** which demonstrates your relevant skills as detailed in the **position description**. Your pitch should demonstrate an understanding of the role giving details on how your skills and experience meet the required capabilities of the above criteria and what value you can add to the Mint.

Should you have any questions regarding the role, please contact Mr Roshan Gunawardena on (02) 6202 6837.

Information on applying for a job in the Australian Public Service can also be found at the Employment page of our website.

About the Royal Australian Mint

To Apply

Position Contact	Roshan Gunawardena, (02) 6202 6837
Agency Recruitment Site	https://www.ramint.gov.au/employment-opportunities

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