



Commonwealth of Australia
APSJobs - Vacancies Daily
PS42 Daily Gazette Monday - 20 October 2025.pdf

Australian Government

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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 - 23 October 2025.pdf.

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

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Vacancies

Vacancy VN-0764191

Australian Competition and Consumer Commission

Closing Date: Sunday 02 November 2025

Consumer Data Right Division
Solution Delivery & Operations Branch

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

Job Description

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

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

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

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

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

Duties

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

As an APS6 Senior Cyber Security Analyst, you will:

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

Eligibility

About you

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

- Demonstrated ability to work in a neurodiverse security team, fostering a psychologically safety and productive work environment. Commitment to confidentiality and secure handling of sensitive information.
- Demonstrated experience in dealing with enquiries and managing stakeholder relations in a composed and structured manner.

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

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

Security clearance

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

Notes

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

About the Australian Competition and Consumer Commission

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

To Apply

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

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Vacancy VN-0764121

Australian Electoral Commission

Closing Date: Monday 03 November 2025

Funding and Disclosure Reform Program
Program Management Office Program Support

Job Title	Senior Labour Hire Procurement Officer, Program Management Office
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$94,603 - \$106,034
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC supports flexible workplace arrangements as per operational requirements.
Classification	APS Level 6
Position Number	2025-191 16969
Agency Website	https://www.aec.gov.au/

Job Description <https://candidate.aurion.cloud/aec/production/vacancies/2912519656015498~1/edit>

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

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

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

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

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

Duties

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

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

To excel you'll have:

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

- Demonstrated ability to work autonomously and a strong commitment to working harmoniously within a team to achieve high quality outcomes and support the AEC's strategic direction.
- Demonstrated experience in APS and labour hire recruitment and procurement in the Federal Government context.

Desirable

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

Eligibility

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

Notes

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

About the Australian Electoral Commission

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

To Apply

Position Contact	Tammie Lidster, tammie.lidster@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/vacancies/2912519656015498~1/edit

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Vacancy VN-0764187

Department of the House of Representatives

Closing Date:Sunday 02 November 2025

Committee Office Committee Office

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

Job Description

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

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

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

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

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

About the role

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

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

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

Duties

The First Nations Liaison Officer will be responsible for:

1. Liaise with a diverse range of stakeholders and establish effective professional relationships with Aboriginal and Torres Strait Islander communities, networks and organisations.

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

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

Eligibility

Selection Criteria

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

Notes

Further Information:

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

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

Applications for part time work will be considered.

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

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

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

About the Department of the House of Representatives

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

To Apply

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

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Vacancy VN-0763860

National Native Title Tribunal

Closing Date: Monday 20 April 2026

National Native Title Tribunal
Geospatial Services

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

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

APS 6 – Senior Geospatial Specialist

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

Duties

What will you do?

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

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

- Administer the provision of spatial data management, storage, and dissemination solutions
- Undertake the development, testing, documentation, maintenance, and sustained provision of ArcGIS Enterprise including online map and analysis services

- Administration and maintenance of custodial and non-custodial geospatial datasets and metadata to assist the delivery of geospatial products and analysis associated with native title matters
- Provide support related to the technical architecture and solution design projects within Geospatial Services
- Undertake complex geospatial analysis associated with native title matters
- Actively contribute to opportunities for business improvements

Eligibility

Who are we looking for?

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

We are seeking candidates who:

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

Notes

How to apply

Interested candidates are encouraged to submit an application to the [Temporary Employment Register](#).

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

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

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

About the National Native Title Tribunal

The National Native Title Tribunal (NNTT) is an authority established by the Native Title Act 1993 (Cth) (NTA) which has offices in four Australian States. The NNTT comprises a President and members, who are appointed by the Governor General under the NTA to make decisions, conduct inquiries, reviews, and mediations, and assist various parties. The NNTT is supported by the Native Title Registrar (Registrar), who has separate and specific functions and responsibilities to perform under the Native Title Act, including considering native title claimant applications (claims) and indigenous land use agreements (ILUAs) for registration. The Federal Court of Australia entity engages employees under the Public Service Act 1999 to support the Federal Court, the FCFCOA (Divisions 1 and 2), and the National Native Title Tribunal. Established by the 2016 Courts Administration Legislation Amendment Act, each court retains its own identity and judicial independence.

To Apply

Position Contact	Andrew Spencer, (08) 6317 5369
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=8B51AD64-92A8-DA9F-D499-E44A6344A101

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Agriculture, Water and the Environment

Vacancy VN-0763622

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 10 November 2025

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

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

Job Description

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

Who we are

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

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

Duties

The Job

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

- monitoring branch forecast, assisting with building budgets, and finance functions such as journals, accruals, re-classification - with all funding sources - administered, appropriation, cost recovery, treasury and section 74,
- monitoring revenue / section 74 arrangements,
- assisting with cost recovery funding arrangements and drivers,
- drafting end of month finance reports, variance commentary and providing finance input into broader briefing materials,
- responding to finance requests,
- producing finance reports from TechnologyOne and analysing finance position,
- assisting with procurement/contracts advice,
- assisting with other functions in Business Management Unit such a workforce data.

Eligibility

What we are looking for

Knowledge and experience

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

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

Notes

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

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

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

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Agriculture, Water and the Environment

Vacancy VN-0763987

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 03 November 2025

People, Property and Security
Property & Security Property Services South

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

Job Description

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

Who we are

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

The Assistant Director of Property Services – Post Entry Quarantine (PEQ) is responsible for managing the delivery of critical preventative and reactive maintenance activities and capital works at the department's Post Entry Quarantine site at Mickleham, Victoria. The facility is a key asset for the department and facilitates the post-arrival quarantine of high-risk imports such as horses, avian, plants, cats and dogs. The role requires significant engagement and collaboration with stakeholders, including staff, the landlord, and industry. The preferred candidate will have experience in property and facilities management, with strong stakeholder engagement skills.

Duties

The Job

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

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

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

Eligibility

What are we looking for

knowledge and experience

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

- Experience with the Public Governance, Performance and Accountability Act 2013, and associated rules.
- Experience with the Commonwealth Property Management Framework.
- Knowledge of APS Net Zero in Government Operations Strategy 2030.
- Experience with Legislation and industry standards relating to property, particularly the National Construction Code and relevant Australian Standards.
- Knowledge of client-side facilities and project management, working collaboratively through Property Service Provider arrangements.

Notes

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

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About the Department of Agriculture, Fisheries and Forestry

To Apply

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

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Department of Agriculture, Fisheries and Forestry

Closing Date: Monday 03 November 2025

Security, Integrity and Assurance Strategy and Engagement

Job Title	Engagement Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$95,438 - \$108,360
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 6
Position Number	2025/3469
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

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

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

The **Strategy and Engagement** Section is responsible for leading a program of internal and external engagement to strengthen the department's integrity and security culture and supporting frameworks. The section ensures that the department has a contemporary, robust and tailored integrity and security frameworks in place together with supporting policies and processes, and leads regular reviews of the department's integrity maturity, addressing identified gaps as required. It delivers a program of internal education and awareness campaigns on integrity and security matters (including on workplace behaviours, misconduct, fraud and corruption) and works with counterpart agencies to share lessons-learned to ensure strong integrity practice.

Duties

The Job

Key duties will include, but are not limited to:

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

Eligibility

What we are looking for

Knowledge and experience

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

Notes

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About the Department of Agriculture, Fisheries and Forestry

To Apply

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

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Agriculture, Water and the Environment

Vacancy VN-0764077

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 03 November 2025

Digital Business
Digital Systems Solutions and Sustainment Biosecurity Systems Development
and Support

Job Title	Senior Developer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$124,861 - \$134,295
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	subject to negotiation
Classification	Executive Level 1
Position Number	2025/3297
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

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

The **Digital Systems, Solutions and Sustainment (DSSS) Branch** provides retail digital and data services for a range of different business areas across the Biosecurity and Compliance Group. The branch operates in an agile and continually evolving digital and data environment, which has unique challenges and opportunities. The branch is highly connected and integrated with relevant business areas in Biosecurity and Compliance Groups.

The **Biosecurity Systems and Development Support (BSDS)** section is responsible for the system administration, ongoing improvement and training functions for digital systems critical for the management of biosecurity risk into Australia. These systems facilitate industry and the public to import animals and goods into the country effectively, efficiently, and to biosecurity standards. BSDS also manages branch wide processes such as communications for system outages.

Duties

The Job

This role involves collaborating closely with subject matter experts (SMEs) and business teams to align work with organisational goals. A Senior Developer is responsible for developing software components that deliver value to stakeholders and for implementing the necessary processes, systems, and functions to make new and enhanced services and features available for use.

Key duties and responsibilities for this role include:

- lead the design, development, and customisation of Dynamics 365 applications to meet business requirements
- continuously optimise existing Dynamics 365 solutions for performance, scalability, and maintainability
- design and implement seamless integrations between Dynamics 365 and other systems and cloud services
- provide technical leadership and mentorship to junior developers, guiding them in best practices and efficient development methodologies
- collaborate with cross-functional teams to understand business needs and ensure technology solutions align with organisational goals
- effectively work in a multi-disciplinary team with an ability to communicate in plain language about technology
- maintain comprehensive documentation of application architectures, designs, and development processes

The successful applicant must:

- may be required to perform occasional out-of-hours and weekend work.

Please note:

- This recruitment process will initially be used to **fill two vacancies on an ongoing basis**.
- The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

Flexible working arrangements

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

Eligibility

What we are looking for

Knowledge and experience

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

- Experience in Microsoft Dynamics 365 technologies.
- Experience in Dynamics 365 and cloud application development and customisation.
- Experience with DevOps practices and CI/CD pipelines.
- Excellent problem-solving and analytical skills.
- Effective communication and teamwork abilities.
- Experience in delivering projects on time and to a high-quality standard.
- Experience working in an Information Communication Technology (ICT) service support environment (desirable but not essential).
- Experience with cloud application development using platforms like Microsoft Azure, Amazon Web Services (AWS), or Google Cloud.
- Experience with front-end frameworks such as React, JavaScript, TypeScript, GraphQL and Next.js
- Proficiency in programming languages such as C#, JavaScript, and PowerShell.
- Strong knowledge of database design and SQL.
- Qualifications in Computer Science or a related field or related experience.

Notes

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Cameron Decruz, 0434 937 974
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0764188

Department of Agriculture, Fisheries and Forestry

Closing Date: Monday 03 November 2025

Approved Arrangements Program Multiple

Job Title	Senior Policy Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Perth WA, Sydney NSW
Salary	\$95,438 - \$108,360
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 6
Position Number	2025/3430
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Australia has a unique environment that supports our multi-billion-dollar agricultural industries, trade and our way of life. In this role, you will directly contribute to protecting our vital industries, environment and Australia's economic growth.

The Compliance & Enforcement Division delivers regulatory outcomes that protect Australia from risks to our biosecurity and trade systems. Informed by science and intelligence, we set controls and deliver assurance activities to increase compliance with legislation; and respond appropriately and proportionately to any breaches. We work with internal and external stakeholders, domestically and internationally, across the regulatory continuum, responding to known and emerging risks to safeguard Australia's agriculture, economy, trade and way of life.

The Approved Arrangements Program administers biosecurity approved arrangements that support the department in delivering against legislative and regulatory responsibilities. We establish legislation, policy, conditions, systems and processes that enable biosecurity industry participants to carry out activities to manage biosecurity risk in accordance with legislative and departmental requirements. We operate within a dynamic environment that is influenced by global economic and supply chain issues and the increased biosecurity risks that threaten Australia through the global spread of pests and diseases, placing a focus on effectiveness and compliance levels associated with approved arrangements.

The Approved Arrangements Program is comprised of three sections

- Assessment and Technical Support (ATS) section,
- Policy, Legislation and Projects (PLP) section
- Process and Conditions Reform (PCR) sections.

Duties

The Job

We are seeking to fill several Senior Policy Officer positions across multiple teams:

- **Containment Team (Assessment and Technical Support Section)**
 - The Containment Team develops and maintains import conditions for approved arrangements involving microbiological, animal, aquatic, plant and invertebrate goods under biosecurity control.
 - These conditions are grouped into four levels of biosecurity containment (BC1–BC4), reflecting increasing levels of risk and control.
- **Technical Assessment and Support Team (Assessment and Technical Support Section)**
 - The Technical Assessment and Support Team provides technical and policy advice on non-standard approved arrangements—arrangements that require tailored conditions or activities outside of standard classes.
 - These arrangements are co-designed with stakeholders to meet specific needs, whether initiated by industry or the department. The team ensures that unique circumstances can be effectively managed while maintaining compliance and biosecurity protections.
- **Legislation and Governance Support Team (Policy, Legislation and Projects Section)**
 - This team leads collaboration with the department's Legal Division and program areas to progress legislative amendments and provide high-level legal and governance support for the Approved Arrangements Program.
 - They also implement key organisational priorities such as the practice statement framework and governance arrangements.

- **External Systems – Integration & Review Team (Policy, Legislation and Projects Section)**

- The External Systems team designs, implements and enhances digital solutions that support self-service and reporting by industry participants.
- The team manages user support tools, identifies system improvements, and develops specifications for enhancements, including user testing throughout the design and implementation process.

- **Conditions Team (Process and Conditions Reform Section)**

- The Conditions Team develops and maintains approved arrangements that set out controls for import-related activities.
- Their work draws on Biosecurity Import Risk Assessments, analysis of compliance and import data, and consultation with stakeholders.
- The team plays a key role in adapting conditions to emerging pathways and industry practices, ensuring risks are managed effectively while supporting operational efficiency and trade.

Depending on the team, key duties for the position(s) available include, but are not limited to:

- Designing and developing regulatory frameworks, conditions, policies, systems and processes to manage biosecurity and regulatory risks.
- Conducting research and analysis to inform regulatory policy and risk management systems. Interpreting legislation and compliance frameworks, preparing policy advice and recommendations. Leading or contributing to projects, including planning, delivery and monitoring of tasks.
- Designing, testing and implementing electronic systems that support import arrangements.
- Drafting regulatory conditions, requirements and technical documentation.
- Responding to complex enquiries and engaging proactively with stakeholders.
- Preparing high-quality written products, such as decision-making material, briefings and communications.
- Analysing records and data for compliance and reporting purposes.
- Supporting and leading stakeholder engagement activities, including workshops and meetings.
- Supervising and collaborating with staff to deliver quality outcomes.
- Providing project management, coordination and secretariat support.
- Upholding APS Values, Employment Principles and Code of Conduct.
- Promoting a culture of safety, inclusiveness, diversity and high performance.

Please note:

- This recruitment process will initially be used to fill 5 vacancies on an **ongoing and non-ongoing** basis (non-ongoing employment will not exceed 2 years), and the role is open to all the cities including regional areas.
- The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

- The positions available are full-time, however part time applicants will be considered.

Flexible working arrangements

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

Eligibility

What are we looking for

knowledge and experience

Successful candidates will have some or all of the following:

- Experience consulting, negotiating and engaging with a broad range of stakeholders.
- Experience in compliance, audit, or regulatory functions.
- Technical writing or policy drafting experience, particularly in regulatory or compliance settings.
- Experience developing policy, instructional materials, or process improvements.
- Ability to apply legislation, policy and guidelines to complex or sensitive situations requiring interpretation and analysis.
- Knowledge of import logistics pathways and regulation of goods subject to biosecurity control.
- Experience in operational roles assessing, managing or inspecting biosecurity goods.
- Familiarity with the Biosecurity Act 2015 and approved arrangements framework.

Notes

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

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Caroline Gibson, 0409 677 989
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0764192

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 03 November 2025

Finance and Investment
Financial Operations System Support and Accounting

Job Title	System Support and Accounting Assistant Director (Senior System Administrator)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$124,861 - \$134,295
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	subject to negotiation
Classification	Executive Level 1
Position Number	2025/3456
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

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

The **Systems Support and Accounting Section** is responsible for the administration, configuration, and maintenance of several financial systems, including TechnologyOne (FMIS) and the Activity Based Costing (ABC) System. A key focus of the team is fostering strong relationships with a diverse range of stakeholders and delivering compliant, efficient solutions that support the department's financial responsibilities and enhance business processes.

Duties

The Job

The responsibilities of the position will include, but are not limited to:

- administer, configure, and maintain the TechnologyOne CiA environments, ensuring stability, security, and optimal performance
- manage user access, security roles, and permissions in accordance with departmental policies and compliance standards
- coordinate and execute system upgrades, patches, and version releases in partnership with TechnologyOne and internal stakeholders
- monitor and troubleshoot system performance, integrations, and interfaces with other business systems
- design and build complex reports and dashboards in TechnologyOne
- develop and maintain scripts, automation, and monitoring tools to streamline administration and reporting
- maintain system documentation, technical procedures, and configuration records in line with department standards
- ensure compliance with departmental ICT policies, cyber security standards, and government audit requirements
- provide high-level support to business users, including helpdesk services for simple to complex system issues, and escalate as required
- develop and deliver training programs for system users
- collaborate with project teams on TechnologyOne enhancements and new module implementations
- define, document, and coordinate system enhancements and integrations
- manage user acceptance testing and quality assurance processes
- lead and mentor team members and junior system administrators to achieve high performance and service delivery
- set work area priorities, manage workflows, and evaluate business outcomes to ensure team cohesion and effectiveness
- engage and collaborate with internal and external stakeholders to drive continuous business improvements
- undertake high-level analysis and evaluation of current business processes to identify and implement improvements
- review and prepare high-quality briefs, procedures, and guidance materials related to system administration, ensuring they remain relevant and contemporary
- develop productive relationships across the division and department, using influencing skills to support project deliverables and manage stakeholder expectations
- represent the team at internal and external meetings, as required
- contribute to team capability development and continuous improvement initiatives
- escalate matters of concern or sensitive issues to the Director as appropriate
- provide support to the Director of System Support and Accounting
- undertaking other duties as required and directed.

Please note:

- This recruitment process will **initially be used to fill one vacancy on an ongoing (permanent) basis.**
- The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

Flexible working arrangements

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

Eligibility

What we are looking for

Knowledge and experience

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

- demonstrated experience in providing high-level system support and accounting services within a complex financial systems environment, preferably using TechnologyOne
- strong understanding of financial management principles, accounting processes, and system integration, with the ability to translate business requirements into effective system solutions
- proven ability to manage and maintain financial system interfaces, including troubleshooting, configuration, and enhancement of modules such as CiA
- experience in leading or contributing to system upgrades, testing cycles, and post-implementation support, ensuring minimal disruption to business operations
- sound knowledge of data governance, system controls, and compliance requirements in a public sector or large organisational context
- ability to collaborate effectively with stakeholders across finance, IT, and operational teams to deliver system improvements and resolve issues
- proficiency in analysing system performance, identifying opportunities for automation, and implementing process efficiencies
- experience in preparing documentation, training materials, and providing user support to ensure consistent and effective system usage
- familiarity with change management principles and their application in system-related projects and initiatives.

The successful applicant must:

- May be required to perform occasional out-of-hours and weekend work.

Notes

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Christopher Dulgerov, 0466 935 413
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0763321

Office of Parliamentary Counsel

Closing Date: Sunday 02 November 2025

Corporate Services

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$89,573 - \$94,986
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible
Classification	APS Level 5
Position Number	5082
Agency Website	https://www.opc.gov.au

Job Description

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

OPC drafts Bills and legislative instruments for the Commonwealth government.

This position provides high-level administrative and executive support on the Legislative Program, drafting teams, and the First Parliamentary Counsel (FPC). We seek an individual with exceptional communication, organisational, and coordination skills, as well as a proven capacity to foster effective working relationships and demonstrate agility and practical problem-solving abilities. The ideal candidate will be a master of time management, communication, and confidentiality, with the ability to anticipate needs and handle a wide range of tasks in a fast-paced environment.

Duties

Responsibilities include, but are not limited to:

- Providing executive support to the First Parliamentary Counsel (FPC), Second Parliamentary Counsels (2PCs), and the Drafting cohort.
- Performing day-to-day tasks, including meeting room set up, greeting visitors, inbox and diary management, answering phone calls, data entry and tracking, and records management.
- Supporting the coordination of events, including conferences, forums and professional development programs.
- Financial reconciliation of credit cards, invoice acquittals and support procurement activities.

- Organising and overseeing travel arrangements, including booking flights, accommodations, and transportation, while managing travel-related expenses in accordance with whole of government standards.
- Preparing reports, presentations, and correspondence, ensuring all materials are accurate and professionally formatted.
- Supporting coordination of the Cabinet process, including the distribution of Cabinet materials and minutes, and the preparation of briefing packs.
- Providing ad hoc administrative support to the broader office as required.
- Providing secretariat support to meetings, committees and working groups, as required.

Eligibility

To be eligible for the role, you must:

- be an Australian Citizen;
- be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Negative Vetting Level 1.

Notes

About the Office of Parliamentary Counsel

The Office of Parliamentary Counsel (OPC) is a small Commonwealth government agency which provides clear, effective and accessible Commonwealth law for all Australians. We do this by drafting Bills for the Commonwealth government, and a significant proportion of Commonwealth legislative instruments. We also provide comprehensive, free access to Commonwealth legislation through the Federal Register of Legislation website, preparing compilations of Commonwealth legislation, and registering Commonwealth Acts and instruments on behalf of more than 70 agencies.

To Apply

Position Contact	Emma Modric, 0261201408
Agency Recruitment Site	https://www.opc.gov.au/careers

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Defence

Vacancy VN-0763969

Department of Defence

Closing Date: Monday 03 November 2025

Joint Operations Command
Headquarters Joint Operations Command

Job Title	Assistant Director, Exercises and Plans
Job Type	Full-Time, Ongoing
Location	Queanbeyan NSW
Salary	\$120,303 - \$135,701
Future Merit Locations	Queanbeyan
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	JOC/08232/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=DC06C2E8-0A79-64AB-EC3E-E44B8ACA953C>

Duties

The Role

The Assistant Director, Exercises and Plans, is a pivotal position within the ACMC's civil-military-police preparedness activities. The position is responsible for managing, developing and delivering ACMC input into Australian Defence Force and other-government agency exercises and activities in accordance with the ACMC Exercise Support Strategy. The successful candidate will be expected to bring their experience in, and knowledge of, civil-military police coordination and engagement, to the following activities:

- Identification, assessment and prioritisation of exercises
- attendance at exercise planning activities as part of the Joint Exercise Life Cycle (JELC)
- Advocacy for / facilitation of other-government agency and external/non-government organisation involvement (as appropriate) and inclusion of interagency and whole-of-government themes and objectives into the exercise design
- Coordination and/or input to the development of exercise documents and artefacts
- Support to preparatory training for exercise participants, including Interagency Seminars
- Coordination of external subject matter expert support and/or provision of briefings, presentations and panel discussions in support of an exercise or activity.

- Support to Exercise Control (EXCON), Higher Control (HICON) and/or the training audience during conduct of the exercise
- Participation in exercise or activity related After Action Reviews and input to / development of associated Post Activity Reports

Additionally, this position is responsible for managing, developing and delivering APMC input to High Risk Weather Season (HRWS) preparedness, in coordination with portfolio leads, and contributing to operational and contingency planning, with a particular focus on domestic and regional plans likely to involve civil-military interaction. The position also supports other APMC training and engagement activities, and broader defence and whole-of-government training and exercising programs within the civil-military-police domain.

The position works in a team alongside one other Assistant Director, and reports to the Director of Partnerships and Preparedness.

About our Team

The Australian Civil-Military Centre's (APMC) mission is to strengthen Australian and regional civil-military-police capacity and capability to respond more effectively to crises and contingencies. In implementing its mission, the APMC promotes better practice civil-military-police coordination and interactions to achieve operational objectives.

APMC is a small dynamic organisation with approximately 25 staff drawn from permanent staff from the Department of Defence augmented by secondees from Australian Government departments and agencies, the New Zealand Government, and the Australian Council for International Development (Australia's peak non-government sector body).

The Partnership and Preparedness Directorate (P&P) mobilises and delivers APMC's civil-military-police (CMP) knowledge and content. By developing and maintaining networks throughout relevant government, non-government and regional channels, P&P enables APMC to design and deliver CMP knowledge and content in line with its overarching ambition to strengthen Australian and regional civil-military-police capacity and capability to respond more effectively to crises and contingencies.

Our Ideal Candidate

To be successful in this role, the applicant will be able to demonstrate familiarity with training and exercise design and delivery of practically focused planning and preparedness outcomes. The Assistant Director, Exercises and Plans will require high level critical thinking and analysis skills and excellent communication skills (both oral and written). They will have well-developed partnership brokering, team building and stakeholder engagement skills. Finally, they will be able show considerable initiative, be self-motivated, resilient and able to work with limited direction. The role requires regular travel, both domestic and international.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Peter Giugni, 0487 582 702
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DC06C2E8-0A79-64AB-EC3E-E44B8ACA953C

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Defence

Vacancy VN-0764006

Job Title	Assistant Base Manager Exmouth
Job Type	Full-Time, Ongoing
Location	Exmouth WA
Salary	\$95,187 - \$108,734
Future Merit Locations	Exmouth
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	SEG/08250/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=75DD8C8D-3F05-B973-EB34-E44BC4CEA8B8>

Duties

The Role

Your career is limitless as a public servant in the Department of Defence. With over 16,000 civilians, Defence offers dynamic public service careers across our diverse and unique internal groups and agencies. Administration and Customer Service Specialists are employed Australia-wide, enabling our three services Army, Navy and Air Force to do their job.

If you are looking for an exciting workplace where no two days are the same, the Assistant Base Manager role in Exmouth may be the perfect opportunity for you!

Base Management:

Our Bases vary significantly depending on the Services that they support. As an Assistant Base Manager, you will build strong relationships with various military, civilian and contractor stakeholders with a shared focus on the sustainable management of the Base to support

operational, training and other specialist functions. You could work in and around weapon ranges, airfields, wharves, laboratories, heritage buildings and contemporary corporate offices. Assistant Base Managers require agility, resilience, and a proactive mindset. You'll often be juggling multiple tasks—liaising with stakeholders, resolving logistical challenges, and ensuring compliance with safety and security protocols—all while maintaining a high standard of service delivery.

It's an exciting role and environment where no two days are the same, but on a typical day as an Assistant Base Manager in Exmouth, you will:

- Engage with Defence stakeholders and assist with their operational enquiries.
- Work closely with industry partners focusing on Defence projects and estate outcomes.
- Ensuring Base Security, WHS, and Emergency Management procedures comply with relevant standards.
- Participate in fora providing input into operational support of base activities.
- You will assist, where required, Defence's aid to the civil community in times of crisis.

About our Team

The East & West Zone (EWZ) is a branch of the Service Delivery Division within the Department of Defence Security and Estate Group (SEG). EWZ provides essential, on-the-ground services and support to Defence personnel at locations across New South Wales, South Australia, Western Australia and the Australian Capital Territory.

Base Management Teams are responsible for effectively securing, managing and maintaining Defence Bases across Australia. This work is a critical business enabler of Defence capabilities, prioritising base resources and ensuring service delivery standards across the Defence estate.

You will be part of a proactive and dynamic team that is trusted and proven, contributing to a positive service delivery culture.

Our Ideal Candidate

Successful candidates will have a proven record of achieving organisational goals whilst contributing to a high-performance service delivery culture.

The skills that we seek in you:

- Demonstrated people leadership or team management experience in an operational or service delivery environment.

- Highly developed communication, organization, and negotiation skills with the ability to influence a broad range of stakeholders.
- Is able to confidently work collaboratively with various military, civilian and contractor stakeholders.
- Demonstrated ability to think critically, identify issues and drive continuous improvement activities.
- The ability to research policy and procedure and determine practical outcomes that achieve objectives.
- Proven experience in providing detailed professional and policy advice about complex work.
- Proven experience identifying and anticipating stakeholders' needs and expectations to achieve outcomes.
- The ability to forward plan a workload and the agility to reprioritise at short notice.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Alex Beerli, 0431 649 545
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=75DD8C8D-3F05-B973-EB34-E44BC4CEA8B8

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Defence

Vacancy VN-0764009

Department of Defence

Closing Date: Monday 03 November 2025

Joint Capabilities Group
Cyber Operations Division

Job Title	Alternate Communications Security Account Manager
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$95,187 - \$108,734
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	JCG/08212/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=1CA9EDE9-513C-0D4A-D161-E44BC5D7A5FA>

Duties

The Role

Communications Security (COMSEC) staff are responsible for the receipt, custody, handling, accounting, distribution, safeguarding and destruction of all COMSEC material held on charge. All COMSEC accounts are required to be maintained in accordance with policy issued by Defence Cryptographic Management Directorate (DCMD) and Australian Signals Directorate (ASD). COMSEC staff are required to engage with relevant stakeholders to identify expectations and concerns and develop a clear understanding of the issues to achieve outcomes. The position is responsible for such activities as:

- Defence Secret Network support services;
- Support JCG High Assurance Cryptographic infrastructure;
- Support Defence and Defence Industry High Assurance Cryptographic infrastructure;
- Equipment installation, maintenance, repair and removal;
- Perform cryptographic accounting; re-key duties, checks and destructions;
- Manage material & equipment spares and future holdings;
- Conduct Annual Audits, inspections, and group activities;
- Provide Support to COMSEC Incident Reporting and Investigations;
- Perform accounting processes, procedures and audits associated with COMSEC devices and material

Note: This position is expected to participate in an on call 24/7 support roster in support of delivering our COMSEC Services. This is remunerated through out of hours restriction allowance.

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

The additional payment is a Building Defence Capability Payment (BDCP) which enables Defence to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA) to some or all of the jobs within a critical occupation(s) or discipline within a workplace. Applicants engaged into a BDCP position must consider the following.

BDCPs provide remuneration in addition to the Defence Enterprise Agreement (EA). This arrangement is subject to meeting eligibility criteria and is subject to annual review. Should your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for the BDCP may be reviewed and ceased. It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence. Should the BDCP be ceased you will be advised and your BDCP additional payment will cease.

About our Team

The Directorate of Regional ICT Services (DRICTS) acts as the Joint Capabilities Group (JCG) representative for all ICT products and services delivered to Defence regional bases and sites across Australia and internationally. The Directorate is specifically responsible for Deskside Support Services, Audio Visual Support Services, End User Advocacy and Relationships, Regional Project Support, Communications Security Services (COMSEC) and Regional Assurance and Governance Services.

Our team comprises a mix of Australian Public Service (APS), Australian Defence Force (ADF) and Contracted personnel located across approximately 56 major Defence bases Australia

wide. We also have an Overseas Region where opportunity exists for APS to rotate through the United States of America and England.

Our Culture is one that is driven by a "One Team" approach "To be the most dedicated, trusted and proven Directorate in support of ICT Capability across Defence"

Our Mission is to enable the war fighter by advocating for their ICT capability needs and improve the enterprise ICT experience across Defence.

Our Ideal Candidate

Ideal candidates will have:

- Initiative and experience to analyse, plan, review and adjust priorities and work activities to meet business outcomes;
- Ability to undertake objective, systematic analysis and draw accurate conclusions based on evidence providing detailed technical, operational, professional and procedural advice in relation to complex service level agreement and supplier management activities;
- Ability to plan and complete ICT service provision activities and tasks, selecting methods and resolving most of the issues that arise. They will be provided with assistance for the more complex issues.
- Stakeholder engagement and will be required to support the delivery of services in an outsourced environment to achieve outcomes;
- Continually improving the delivery of JCG Services to the end user through changing and adapting processes;
- Ensuring that the delivery of services by JCG meets agreed service quality levels Building and sustaining relationships, liaise with a range of stakeholders including other teams, peers and colleagues across Defence and other organisation;
- They will be accountable to contribute towards ongoing self-improvement and professional development, in alignment with DRICTS commitment to empower and enable the workforce through mutual learning opportunities.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Vedette Morris, 02 5131 3250
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1CA9EDE9-513C-0D4A-D161-E44BC5D7A5FA

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Defence

Vacancy VN-0764014

Department of Defence

Closing Date: Monday 03 November 2025

ARMY
Special Operations Command

Job Title	HR Manager
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$120,303 - \$135,701
Future Merit Locations	Russell
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	ARMY/08236/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=AA99DA2F-F621-40F8-A6C6-E44B8B7F32E4>

Duties

The Role

The EL 1 HR Manager within the Special Operations Command (SOCOMD) is accountable under broad direction to perform and achieve complex human resource work within an integrated workforce. They will require an in-depth knowledge of legislative frameworks, government decision-making and Defence's mission and policy requirements.

As the SOCOMD EL 1 HR Manager, you will be required to:

- Partner with senior leaders, managers and staff to provide high level strategic and operational HR advice across a broad range of human resource management areas
- Lead and manage complex HR projects and initiatives that support organisational priorities, capability and culture.
- Interpret and apply relevant legislation, policies and procedures ensuring compliance and consistency across HR practices.
- Build and maintain collaborative relationships with internal and external stakeholders to deliver effective HR solutions and support organisational outcomes.

- Analyse workforce data and trends to provide insight and recommendations to support evidence-based decision making.
- Contribute to the continuous improvement of HR policies, processes and systems.
- Lead a small team in the delivery of priorities as well as providing guidance, coaching and development opportunities to build HR capability within the team.

About our Team

The EL 1 HR Manager will work in the Administrative and Coordination Cell of Headquarters Special Operations Command (HQ SOCOMD). The Administrative and Coordination Cell is an integrated workforce of ADF and APS responsible to the Chief of Staff SOCOMD for the management of administration, synchronisation of functions and provision of effective staff support. The Special Operations Command mission is to provide ready and relevant forces to conduct special operations in support of Australia's national interests.

Our Ideal Candidate

This role demands a strong grasp of contemporary human resources practices and the ability to apply them effectively in a fast-paced environment. The successful candidate will provide expert, tailored advice across a broad range of HR areas:

Our Ideal candidate will have:

- Proven experience in HR
- The ability to interpret relevant legislation and employment frameworks, and ensure the delivery of high-quality HR services
- Strong analytical and problem-solving skills, with the ability to provide practical and strategic advice on HR matters.
- Exceptional stakeholder engagement skills, with the ability to build and maintain trusted relationships across internal teams and external partners
- High level of integrity, professionalism, and discretion in dealing with sensitive and confidential information.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Rebecca Johnston, 02 5108 9947
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AA99DA2F-F621-40F8-A6C6-E44B8B7F32E4

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Defence

Vacancy VN-0764021

Department of Defence

Closing Date:Monday 03 November 2025

ARMY
Forces Command

Job Title	SQ Wing Operations Administration Support Officer - LWC
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	\$79,176 - \$86,438
Future Merit Locations	Enoggera
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	ARMY/08279/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D9E2C1A7-F6BC-783C-3C5E-E44BC70D0DE8>

Duties

The Role

The APS 4 Operations Administration Support Officer is accountable under limited direction to perform and achieve complex procedural, operational, administrative and business support work at the Land Warfare Centre - South Queensland Wing. They are accountable to have and maintain a well-developed understanding of and compliance to, relevant legislative frameworks, government decision-making and Defence's mission and policy requirements. We are looking for someone with strong organisational and interpersonal skills, attention to detail, and excellent communication skills. You will be required to manage priorities, meet deadlines and exercise discretion.

As the Administration Officer, you will interpret policy, legislation and procedures, provide administrative support, guidance and advice to the work area. You will also provide administrative assistance to personnel, including staff administration and trainee management. This is a desk-based position involving computer use and working with others towards shared goals in a collaborative military team environment.

About our Team

The Operations Administration Support Officer will work in a small team at the Land Warfare Centre - South Queensland Wing, responsible for providing formative junior leadership training for soldiers across Army. They will be required to engage with internal and external stakeholders to achieve outcomes on behalf of the Wing to meet the mission of training junior leaders for employment across the Army Integrated Force.

They will need to work integrally as part of the Wing team working with other APS members as well as junior and senior Army personnel. They are expected to be capable of reviewing and developing the quality of work undertaken by others and identifying opportunities for on-the-job training within their work area. They will be the pinch point of the team in providing quality administration support to the staff and the trainees.

Our Ideal Candidate

We are looking for an applicant that displays excellent interpersonal skills, attention to detail and quality problems solving skills. They will be able to apply this to management of student and staff administration demonstrating time management of tasks that work towards optimal outcomes for the Wing. The applicant will be able to interact with lower to mid-leadership within a military environment and maintain pace with course administrative outcomes. Applicants must be able to obtain and maintain a minimum of a Baseline Australian Government security clearance.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Samuel Rynne, 07 3514 0895
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D9E2C1A7-F6BC-783C-3C5E-E44BC70D0DE8

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Defence

Vacancy VN-0764022

Department of Defence

Closing Date: Monday 27 October 2025

Defence People Group
Military Personnel Division

Job Title	Human Resources Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$86,887 - \$93,066
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	DPG/07970/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=678CEEEC-C616-462E-8AD5-E44BC71E8587>

Duties

The Role

APS 5 Human Resources Officer manages all aspects of in-service Commissioning. Working within a small team, this position is an On Site position at Brindabella Business Park, ACT.

Tasks include but are not limited to:

- Planning and co-ordination of officer selection boards for all service, in-service non commission to commission candidates.
- Processing all applications as applicable, including preparations for paperboards.
- High level of stakeholder engagement with all applicants and internal/external agencies/stakeholders for all service, in-service non commission to commission processes to ensure compliance with current policy and standard operating procedures.
- Administer all service, in-service applications and provide advice and recommendations to SO Transfers.
- Prepare and draft all correspondence including conditions of service, signals and appointment instrument documents, in line with Defence Policies and Defence Regulations.
- Update all Personnel Management Key Solution (PMKeys) records including: commissioning, postings, change of work group ID, contract data, promotion patterns and Return of Service Obligation (ROSO).
- Monitor and update web pages including updating policy and Officer Selection Board (OSB) battle rhythm.
- Promulgate Expression of Interest (EOI) for nomination to selective officer ranks.

About our Team

Employment Category (EC) Transfers is responsible for processing and managing applications transfer of EC for Officers and Sailors as well as in-service Commissioning. The Transfers Admin role is responsible for processing and managing applications for Sailors seeking a commission as an Officer.

The APS 5 Human Resources Officer role ensures that applications are processed efficiently, comply with the organisational policies and procedures, and all relevant documentation are accurately maintained and stored in the Defence Records Management systems.

Our Ideal Candidate

Employment Category (EC) Transfers is a dynamic team that is seeking a highly motivated, professional, HR specialist.

The ideal candidate will:

- Be a highly motivated professional with a strong commitment to delivering people capability outcomes.
- Ability to present and demonstrated experience in public speaking.
- Demonstrated experience leading and mentoring teams will be highly regarded.

- Demonstrate a sound understanding of, and compliance with, relevant legislative frameworks, government decision-making processes, and ability to learn Defence's mission and policy requirements.
- Work effectively within established priorities and procedures, while exercising some autonomy in how tasks are performed.
- Be capable of managing and prioritising their own workflow, producing quality work subject to routine monitoring by senior staff.
- Undertake a range of HR-related tasks, including; Specialist and procedural activities, Clerical and administrative support, Operational duties and complex research and analysis to support Defence objectives will be highly regarded.
- Be comfortable working in a small, collaborative team environment.
- Be adaptable and able to handle work that may involve a degree of complexity.
- Willingness to travel when required.

Eligibility

Security clearance:

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

Notes

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To Apply

Position Contact	India Green, 02 6203 6168
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=678CEEEEC-C616-462E-8AD5-E44BC71E8587

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Defence

Vacancy VN-0764030

Department of Defence

Closing Date: Monday 03 November 2025

Defence People Group
People Services and Wellbeing

Job Title	Dispute Resolution Manager
Job Type	Full-Time, Ongoing
Location	Rockingham WA
Salary	\$95,187 - \$108,734
Future Merit Locations	Rockingham
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DPG/08231/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=F923AA84-648A-3F36-E594-E44BC8291651>

Duties

The Role

The Complaints and Resolution Directorate are seeking a highly motivated individual with proven ability to provide strong facilitation and communication skills. Dispute Resolution Managers (DRM) deliver workshops targeted at the management, prevention and early intervention of workplace conflict and unacceptable behaviour, and provide timely interpersonal conflict resolution expertise across the Department of Defence.

You will work within a national, geographically dispersed team, working independently to manage your regional remit whilst also providing national support.

Our services include, but are not limited to, targeted workshop facilitation to embed sustainable learning outcomes, subject matter expertise advisory, mediations, facilitated conversations and conflict coaching. You will lead and manage a panel of mediators and conflict management coaches and oversee the Workplace Behaviour Adviser (WBA) network which consists of trained volunteers who provide advice and guidance on unacceptable behaviour matters to both Australian Public Service (APS) and Australian Defence Force (ADF) personnel.

About our Team

The Directorate of Complaints and Resolution (DCR) is responsible for receiving and triaging anonymous and outside of line management unacceptable behaviour complaints, alternative dispute resolution services, unacceptable behaviour policy, reporting and creating of education and training products. The roles within the DCR enhance frontline dispute resolution service, deliver expert advice and guidance, develop policy documents, as well as education products to support complaint handling principles. DCR provides specialist advice to Defence leaders in the management and resolution of unacceptable behaviour complaints and provides welfare support to complainants using trauma-informed principles. The Directorate works closely with the wider HR Services Branch to empower Defence personnel to effectively resolve and manage issues using tools, resources and expert policy advice and guidance.

DRM's are valued and recognised as directly supporting Defence to achieve its mission. Our work environment is characterised by flexibility, challenge, achievement, mutual trust, respect and an enduring satisfaction that comes from being a valued Defence employee.

Our Ideal Candidate

Our ideal candidate will have excellent communication skills and a background in training facilitation.

Success in this role will be characterised by your ability to:

- Exhibit highly developed oral and written communication skills
- Facilitate and deliver workshops to varying audiences of all levels via face-to-face or virtual to enhance Australian Defence Force (ADF) capability
- Quickly acquire an awareness of ADF service
- Demonstrated ability to build and sustain trusted collaborative relationships responding to the needs of customers and stakeholders
- Communicate effectively with both military members and APS employees to problem solve and design appropriate intervention strategies
- Coach, mentor and develop your practitioner panel and WBA network
- Effectively engage across Defence's HR Services Group to connect key stakeholders and subject matter experts to provide a seamless, high-quality service to our customers
- Draw upon a broad range of experience and training in interpersonal and workplace conflict situations, or be able to acquire these skills
- Work under limited direction with opportunity for autonomy and accountability

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Leeanne Tolley, 0418 671 155
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F923AA84-648A-3F36-E594-E44BC8291651

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Defence

Vacancy VN-0764058

Department of Defence

Closing Date: Monday 03 November 2025

ARMY
ADFHQ-Office of Chief of Army

Job Title	Strategic Communications Officer - Marketing and Events
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$95,187 - \$108,734
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ARMY/07611/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=93EDD972-E0E3-4177-A50E-E44C017A64DE>

Duties

The Role

Army Events, Chief of Staff Branch, Land Capability Division (LCD) is looking for a highly motivated and experienced Marketing and Events Officer with a demonstrated understanding of and / or experience in event marketing and content development.

The role will be required to:

- Develop, manage and execute communication plans to promote the Australian Army's tier one events.
- Develop engaging and compelling communication materials that resonate with target audiences and support the achievement of communications and engagement objectives. This can include (but not limited to), media releases, social media posts, website copy and talking points.
- Through the EventsAIR platform, build event websites, registration pages, feedback surveys, event invitations, EDM content and apps.
- Work autonomously to deliver multiple projects simultaneously and thrive in collaborative team settings, contributing to shared goals.
- Develop creative briefs for videos, photography and marketing materials in alignment with brand guidelines, manage the production and implementation of finalised assets.

- Work closely with event coordinators and Directorate of Army Communication to ensure alignment of messaging and objectives.
- Conduct post event assessment and evaluations of communication and objectives and present recommendations to inform future marketing strategy, operations, tactics and stakeholder needs.
- Stay up-to-date with the latest trends and best practices in digital communications and marketing.
- Support the coordination and execution of events where required/as directed.

About our Team

Army Events coordinates and manages high profile events on behalf of the office of the Chief of Army and LCD. Events vary in format and size, and are held across major cities around Australia. Target audiences include internal defence members, industry and/or international military counterparts. The team ensures engagements are high quality, purposeful and consistent across Army Headquarters. In addition, Army Events provides advice and guidance to LCD for the delivery of smaller program-level events, including the provision of official hospitality, gifts and sponsorship.

Our Ideal Candidate

The Marketing and Events Officer will work independently, with the opportunity for reasonable autonomy, and be accountable for the achievement of outcomes of their work. The position requires a combination of creativity, technical skills and strategic thinking. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures.

They will provide detailed administration, professional and policy advice in relation to complex work and contribute to marketing and communications content to support Army Events. The successful candidates will work as part of a collaborative and innovative team, interacting with a variety of stakeholders and business areas within Defence. In a fast-paced environment, this role requires initiative and attention to detail, with the ability to review and adjust priorities and work activities to meet business outcomes.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Ms Kayla Scott, 02 5109 0582
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=93EDD972-E0E3-4177-A50E-E44C017A64DE

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Defence

Vacancy VN-0764073

Department of Defence

Closing Date: Monday 03 November 2025

Defence People Group
Joint Support Services

Job Title	Learning and Development Manager - RCDVS Implementation - Military Justice
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$120,303 - \$135,701
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DPG/08011/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=7284A7C7-C1D2-52C9-631A-E44C0315CD1C>

Duties

The Role

The Learning and Development Manager - Royal Commission into Defence and Veteran Suicide (RCDVS) Implementation - Military Justice is a new position being established to support the implementation of RCDVS recommendations into both pre-existing and new training packages, with a specific focus on military justice training. The successful applicant will be required to act independently as a subject matter expert (SME) in training development alongside Australian Defence Force (ADF) and Australian Public Service (APS) legal officers, and in support of ADF commanders, to analyse and develop training packages and evaluation tools to support RCDVS changes to military justice training.

The applicant will need to conduct a comprehensive analysis of pre-existing training packages delivered across a variety of mediums by the Services. They will be required to demonstrate understanding of legislative and policy reform supporting RCDVS recommendations, and be able to identify gaps and opportunities in existing training materials to achieve RCDVS outcomes. Building effective relationships with key stakeholders, including within the Service Training Authorities and within the Military Legal Service, will be critical. Working with those stakeholders, they will help identify work priorities and manage available staff and resources to introduce required changes.

About our Team

The Directorate of Military Legal Training Centre (MLTC) is responsible for a number of key training and policy areas in both Legal Officer training and in support of military law training of the wider Australian Defence Force (ADF). The Training includes development, delivery and oversight of legal education and training to ADF Legal Officers in order to equip them to provide support for ADF operations and activities. The mission of the MLTC is to contribute to the success of the ADF through provision of high-quality military legal training.

The Centre strives to be known and recognised at home, in the region and by other military forces as a quality provider of professional and innovative training to legal practitioners, ADF members and support staff. Whilst the position will be part of the MLTC, it will be physically co-located with the Directorate of Military Administrative and Discipline Law within Campbell Park as they are the lead for RCDVS implementation.

Our Ideal Candidate

Acting as the project lead for training development, they will be responsible for the development, conduct and evaluation of training materials. They will need to support analysis of training and provide inputs into reporting to the Military Law and Justice Learning Management Group and the Military Justice Steering Group.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	COL James Field, 02 8222 9081
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7284A7C7-C1D2-52C9-631A-E44C0315CD1C

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Defence

Vacancy VN-0764105

Department of Defence

Closing Date:Monday 27 October 2025

Air Force
Head Air Capability - Air Force

Job Title	Capability Analyst - Program / Portfolio Management
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$120,303 - \$135,701
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	AF/08205/25
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=17DD521E-54B2-EE4E-E4BC-E44C3BD03CC9>

Duties

The Role

We are seeking enthusiastic individuals to contribute to the Department of Defence's key policy and national security functions to protect and pursue Australia's national interests. Your role will be to strengthen Australia's national security by using your analytical skills to enhance Defence's capability decisions. In this role, you will operate with a high level of autonomy, possess superior stakeholder engagement skills and have a solid understanding of Defence capability and capability related processes. You will be required to utilise these skills to plan, manage and support the progression of capability submissions through Defence and the Government.

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

About our Team

The Air Domain Support Office (ADSO) supports Head of Air Force Capability in their role as the Capability Manager, by providing routine and timely subject matter expertise to support the overall management of the Air Power capability portfolio. The ADSO is a small, yet influential team trusted to provide practical advice across all phases of the Capability Model, including coordination, planning and scheduling, cost estimation, support in the development of business cases and submissions, and standardisation of business processes and practices across Air Force Capability.

Our Ideal Candidate

Our ideal candidate will be a talented, collaborative thinker with exemplary written and verbal communications skills and possess strong attention to detail skills. You will bring energy and integrity to the role and contribute to a culture that promotes a shared sense of purpose, whilst encouraging your colleagues to make an effective contribution towards high impact outputs. Strong strategic thinking and planning skills, in conjunction with a high degree of resilience are essential to be successful in this role.

Additionally the candidate will also need to possess the following:

- Strong verbal communication skills
- A friendly and professional demeanour
- Examples of exhibiting sound judgement
- An ability to work collaboratively in a small and too tight timelines
- Demonstrated commitment to continuous professional development
- Experience working within the One Defence Capability System
- Experience in Holocentric modelling

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Peter Carroll, 02 5108 9438
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=17DD521E-54B2-EE4E-E4BC-E44C3BD03CC9

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Education

Vacancy VN-0764197

National Gallery of Australia

Closing Date:Sunday 02 November 2025

Art Across Australia Artistic Programs

Job Title	Project Manager, Touring and Regional Initiatives
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	-
Future Merit Locations	Various locations - ACT
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 6
Position Number	6095
Agency Website	https://nga.gov.au

Job Description

[www.nga.gov.au](https://nga.gov.au)

The Project Manager, Touring and Regional Initiatives plays a central role in expanding access to the national collection and strengthening the National Gallery's relationships with regional and community partners. This position leads the Regional Initiatives Program, manages the Art Cases program, and supports select special touring projects that align with Art Across Australia priorities.

Reporting to the Manager, Touring Exhibitions and working closely with internal departments and external partners, the Project Manager ensures high-quality project management, logistical coordination, and stakeholder engagement. The role also contributes to building capacity in regional galleries by fostering collaborative partnerships, delivering training opportunities, and developing sustainable engagement models that extend the impact of the national collection across Australia.

Duties

In accordance with the APS 6 work level standards, you will:

- Lead the planning and delivery of the Regional Initiatives Program and Art Cases program
- Coordinate timelines, budgets, reporting, and risk management for designated projects.
- Collaborate with internal teams and external partners to ensure smooth delivery of loans and touring programs

- Support the Manager, Touring Exhibitions and provide assistance across all Touring Exhibitions work streams, this may include the preparation of grants, itineraries, budgets, reporting and team deliverables.
- Provide curatorial and interpretive support for regional displays, including provenance, labels, and wall text
- Support the delivery of special touring exhibitions and outreach projects
- Develop and manage a network of industry, government and professional contacts, with an emphasis on venues and communities relevant to the national touring program.

Eligibility

Citizenship – To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check – to be eligible for this role you must complete a police check.

Security Assessment: The successful applicant will be required to obtain and maintain a Baseline security clearance. Ongoing employment in this role requires the successful candidates to maintain a high-level security clearance. Loss of a security clearance at any time will lead to termination of employment.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations retain if relevant

Role specific mandatory qualifications /certification and/or registrations include:

- Degree in an Arts-related field
- Additional qualifications in Museum Studies, Education, or Community Engagement desirable.
- Significant experience in project management within a cultural organisation.

Notes

HOW TO APPLY

- To apply for this role please go to the National Gallery's Careers portal.
- You should provide a tailored CV (maximum of three pages) along with a statement of no more than two pages that outlines your skills, capabilities and experience, against the information above.
- In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.
- An order of merit or merit pool may be established from this selection process and may be used to fill future identical vacancies over the next 18 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

About the National Gallery of Australia

The National Gallery is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect, and Excellence.

To Apply

Position Contact	Tara James, 02 6120 2917
Agency Recruitment Site	www.nga.gov.au

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Education

Vacancy VN-0764205

National Gallery of Australia

Closing Date:Sunday 02 November 2025

International Art Artistic Programs

Job Title	Assistant Curator (Kenneth E. Tyler)
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	-
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4
Position Number	4306
Agency Website	https://nga.gov.au

Job Description

www.nga.gov.au

The National Gallery is seeking an emerging curator to join an enthusiastic team who work within a vibrant and rewarding environment stewarding and developing the National Gallery's relationship with art and artists.

Reporting to the Senior Curator, Prints and Drawings, this role provides support with the planning and co-ordination of activities related to the Tyler print collection and archive, programs and departmental projects. This includes assisting with the development and management of allocated parts of the collection and exhibition projects.

The Artistic Programs Portfolio is responsible for the care, loan and presentation of the national collection along with the initiation, development and delivery of the exhibition, touring, publishing and commissioning program at the National Gallery. The International Art Department is responsible for researching and delivering loan exhibitions, commissioning projects for the program, as well as researching, building, interpreting, and publishing on the National Gallery's collection and preparing collection displays.

Prints and Drawings is a stand-alone collection, which reflects the important roles printmaking and drawing have played in the history of visual culture across the globe. The collection of international

prints, drawings and illustrated books numbers over 36,000 works on paper and includes deep holdings of French modern art, Russian and Western European avant-garde art, and European and North American Pop and Conceptual art. The collection includes the Kenneth E Tyler Collection and Archive of prints and printmaking, which charts a history of post-war American printmaking through the workshops of master printer Ken Tyler.

The International Prints and Drawings curatorial team makes accessible, through display and print and digital publication, the collection to the broadest number of people.

Duties

In accordance with the APS 4 Work Level Standards and working to the Senior Curator of Prints and Drawings, you will:

- Undertake activities relating to the presentation, acquisition and documentation of works within and entering the national collection associated with the print workshops of Kenneth E Tyler, including audio-visual material.
- Perform collection management activities including cataloguing to a high standard, maintaining information across various databases
- Be part of a team who are responsible for producing content for the dedicated Kenneth E Tyler website and social media
- Liaising with the Conservation and Registration teams in relation to the condition of works and suitability for display and storage
- Contribute to the department's output in relation to the Kenneth E Tyler collection care and administration.
- In consultation with the Kenneth E Tyler archivist, respond to professional and public enquiries related to the Kenneth E Tyler collection and assist with the administration of loan requests
- Assist the Senior Curator and Curator with collection presentations and exhibitions, including preparation of interpretive material and liaison with Design, Publications and other departments

Eligibility

Citizenship - To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check: to be eligible for this role you must complete a police check.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

Role specific mandatory qualifications certification and/or registrations include:

- Relevant qualifications in art history or museum/archival studies and some experience in an art gallery/museum environment is essential
- Professional certification and/or membership of relevant professional associations is desirable

Notes

HOW TO APPLY

To apply for this role please forward your CV, statement and personal particulars form to recruitment@nga.gov.au.

You should provide a tailored CV (maximum of three pages) along with a statement of no more than two pages that outlines your skills, capabilities and experience, against the ‘Our ideal candidate’ information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the ‘Who are we looking for?’ section. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

As part of your application process, we ask that you also complete the personal particulars form as well.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

About the National Gallery of Australia

The National Gallery is one of Australia’s leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect, and Excellence.

To Apply

Position Contact	Sarina Noordhuis-Fairfax, 02 6240 6416
Agency Recruitment Site	www.nga.gov.au

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Environment and Energy

Vacancy VN-0764067

Clean Energy Regulator

Closing Date:Sunday 09 November 2025

Scheme Support
Compliance Branch

Job Title	General Manager Compliance Branch
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	The agency supports and promotes flexible working. Due to the nature of the role, working from home may be limited and subject to negotiation.
Classification	Senior Executive Service Band 1
Position Number	CER 090/25
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

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

About the Division

The Scheme Support Division supports the agency and the Scheme Operations Division to be a modern, efficient and effective regulator.

Our key functions include assessing potential participants in our schemes, upholding the integrity of Australia’s national carbon abatement registries, delivering the agency’s compliance, monitoring

and audit functions, leading policy design and implementation, sharing scheme market and data analysis, building and operating the agency's ICT systems, providing stewardship for the agency's data assets and facilitating delivery of the agencies transformation program.

Across the division our operating philosophy is based on building trust by making realistic promises and being accountable for consistently delivering on them.

About the Section

The Compliance Branch contributes to safeguarding the integrity of the schemes administered by the agency through a coordinated approach to preventing, detecting, and responding to serious non-compliance, underpinned by intelligence-led decision-making and collaborative regulatory engagement. It provides specialist services and undertakes proactive and reactive compliance activities, including investigations and engagement programs to address serious non-compliance. The branch delivers strategic and operational intelligence, monitors participant behaviour, and manages referrals to support informed decision-making. It ensures applicants meet competency and capability standards before entering agency schemes and leads strategic regulatory compliance policy development, reporting, and audit functions to drive continuous improvement and accountability.

The Compliance Branch works closely with all areas of the agency, but predominantly the scheme operations teams, our internal lawyers and our internal fraud team. Timely and effective progressing of matters is essential and KPIs and governance arrangements are in place to support this.

The Branch comprises of four sections and specific work includes:

- Compliance and Enforcement Section – undertaking proactive and reactive compliance activities including investigations and developing and delivering compliance and engagement programs to prevent, detect and address serious non-compliance across schemes administered by the agency.
- Intelligence and Assessment Section – providing a centralised intelligence function that produces tactical, operational and strategic insights to support business areas, maintaining an ongoing participant monitoring function and coordinating engagement and collaboration with other regulators and undertaking a preliminary assessment triage function for all referrals received by the Branch.
- Participant Assessment Section – ensuring that those applying to participate in the schemes administered by the agency meet competency and capability benchmarks.
- Compliance Strategy and Assurance Section – driving the engagement on strategic compliance policy initiatives, reporting on compliance effectiveness and providing a centralised scheme audit and assurance function.

Duties

The Role

The Clean Energy Regulator is seeking a highly skilled and motivated individual to fill the role of General Manager Compliance Branch. This role reports to the Executive General Manager of the Scheme Support Division. As General Manager of the Compliance Branch, you will lead the agency's strategic approach to serious non compliance, fostering a culture of integrity, accountability and continuous improvement across the organisation. You will drive whole-of-agency capability uplift by embedding intelligence-led, risk-based compliance practices and championing cross-branch collaboration. Through leadership of key governance forums, including the Compliance Committee and the Litigation and Enforcement Committee, you will shape strategic compliance priorities and ensure consistent, proportionate enforcement outcomes. This role requires a forward-thinking leader who can influence at the executive level, build strong partnerships, and deliver results in a complex regulatory environment.

Responsibilities

The General Manager Compliance is a key member of the agency's business leadership team and is the lead in improving and modernising compliance capabilities to drive improved compliance behaviours and adaptive approach to regulation.

The General Manager Compliance will:

- Lead and manage the Compliance Branch with a clear strategic vision, fostering a high-performing, inclusive and collaborative culture, ensuring effective governance, resource management, and delivery of outcomes aligned with the agency's regulatory objectives and broader organisational priorities.
- Drive organisational capability uplift by embedding best-practice compliance frameworks, modernising compliance functions, and strengthening assurance and regulatory approaches to support improved compliance behaviours and an adaptive, future-focused regulatory culture.
- Build and sustain strong relationships with internal and external stakeholders, including other regulators and government entities, to enhance regulatory collaboration and intelligence sharing.
- Provide authoritative advice to the Executive and Board on complex compliance, enforcement, and litigation matters, contributing to strategic policy development and regulatory reform.

Knowledge, Skills and Abilities

- Ability to think strategically and develop long-term plans that align with the agency's goals and objectives.
- Excellent communication and interpersonal skills, with the ability to form partnerships and engage and influence stakeholders at all levels.
- Demonstrated leadership skills, including the ability to inspire and motivate teams, manage change, and drive a high-performance culture.
- Strong analytical and problem-solving skills, specifically in the context of responses to fraud or serious non-compliance.

- Commitment to upholding the APS Code of Conduct.

Qualifications/Experience

The following qualifications and experience are required of the position:

- Extensive experience in a senior leadership role, with a proven track record in managing compliance, investigations and enforcement.
- A relevant tertiary qualification or equivalent work-based learning in a relevant field (investigations, law, intelligence and analytics or audit) would be beneficial.

Eligibility

The [Public Service Act 1999](#) requires all people joining the Australian Public Service to be Australian citizens.

We will conduct a number of pre-employment checks before we offer you employment. For us to do this, you will be required to supply certified copies of identity documents.

It is a condition of employment with the Clean Energy Regulator that you are able to obtain and maintain a security clearance. This position is designated to hold a Negative Vetting 1 clearance level. If you are offered a role and do not already hold a security clearance at or above this level, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this clearance.

Notes

About the Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011, • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011, • Nature Repair Market, under the Nature Repair Act 2023, • Guarantee of Origin, under the Future Made in Australia (Guarantee of Origin) Bill 2024. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers

To Apply

Position Contact	Beaumont & Beaumont, (02) 6126 4500
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Finance

Vacancy VN-0763998

Digital Transformation Agency (DTA)

Closing Date: Monday 03 November 2025

Digital Investment Advice & Sourcing
Digital Sourcing Marketplaces and Panels

Job Title	Panel Management Officers
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$95,804 - \$112,517
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	188_09/25
Agency Website	https://www.dta.gov.au/

Job Description

<https://www.dta.gov.au/join-our-team>

Do you want to help drive a digital government? Do you want to work towards something bigger and make a lasting impact? Embark on a journey of continuous learning and advancement with opportunities at all levels.

We need your skills and influence to inspire and enable government to put people and businesses at the forefront of digital transformation.

Why work with us

Purpose and meaning - We're big enough to have a whole-of-government impact, but small enough to bring our staff together regularly to collaborate and grow.

Balance and flexibility - Access flexible working arrangements to balance how, when and where you work, including remote.

Inclusion and belonging - Join a team that values all experiences, skills and perspectives. Our biggest strength is our people. We don't just celebrate diversity, it is essential to our success.

Growth and opportunity - Take advantage of professional opportunities and training. Learn new skills and meet your career goals with a wide range of programs, courses and resources.

Duties

There are two employment opportunities currently available: one Ongoing and one Non-ongoing. The non-ongoing position may be extended for a further six months following the six months initial term and may have the potential to be filled as an Ongoing role.

These positions sit within the Marketplaces and Panels Team and are part of the Digital Sourcing Branch. As a Panel Management Officer, APS6, you will be responsible for supporting the strategic and operational management of the Cloud, Software, Hardware, Telecommunication Marketplaces and Data Centre Panels.

Your responsibilities will include stakeholder engagement, providing contract and procurement advice, and contribute to digital transformation initiatives through effective panel oversight and performance reporting.

These positions are based in the Canberra office to facilitate training, stakeholder meetings and collaboration.

Key duties

- Build and maintain strong strategic relationships with internal and external stakeholders, including sellers and agencies.
- Provide expert procurement and contract advice to support agencies on their digital transformation journeys and complex arrangements.

- Contribute to the effective management of whole-of-government panels and participate in projects that drive innovation and change.
- Support Agency contract management on high impact, complex arrangements and contract issues to deliver better outcomes for the Commonwealth.
- Support the team and cross-functional working groups to achieve a high-level of performance, integration and consistency across the broader DTA.
- Assist with reporting activities in relation to supplier performance, customer satisfaction and market intelligence, including assessing market trends.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain).

To be eligible for employment with the DTA applicants must be an Australian citizen.

An applicant's suitability for employment with the DTA will be assessed through a pre-employment screening process. This process includes an Australian Police check.

The DTA is an inclusive employer where capabilities, skills and backgrounds are valued and relied upon. The DTA seek applications from all candidates and are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential.

Notes

The DTA may leverage a mixture of assessment methods for this position, which may or may not involve an interview.

A merit pool may be established and used to fill future ongoing and non-ongoing vacancies within the next 18 months consistent with Section 25 of the Australian Public Service Commissioner's Directions 2022.

For all DTA positions you are required to apply directly via the DTA website. Applications referred or submitted through recruitment agencies, or third parties will not be accepted.

This role may require the individual to work or be contacted outside of their usual working hours where reasonable, for example, to deal with high priority or urgent matters or in an emergency. The [DTA Enterprise Agreement 2024-2027](#) takes this into account and provides compensation for an individual when they are required to work, or be contactable, outside of usual working hours. This includes access to overtime, restriction allowance, flextime, time off in lieu (TOIL) and other benefits.

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

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

About the Digital Transformation Agency (DTA)

Help drive a digital government. At the DTA, we work towards something bigger and make a lasting impact. We're the Australian Government's trusted advisor on digital and ICT transformation. We provide strategic and policy leadership and expert investment advice and oversight to drive government digital transformation that delivers benefits to all Australians.

To Apply

Position Contact	Sue Fulton, +61 02 6120 8439
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

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Home Affairs

Vacancy VN-0763807

Australian Transaction Reports and Analysis Centre
(AUSTRAC)

Closing Date:Sunday 02 November 2025

Enterprise Enablement
Information & Technology Solutions Technology Platforms and Solutions

Job Title	Manager, Microsoft Systems
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Brisbane QLD
Salary	\$123,799 - \$140,935
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA, Brisbane, Melbourne, Canberra
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible work arrangements will be discussed on commencement.
Classification	Executive Level 1
Position Number	
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

AUSTRAC, Australia's financial intelligence agency, is evolving to strengthen its fight against money laundering and terrorism financing. As we expand our regulatory reach and broaden our digital transformation, we're seeking a Manager, Microsoft Systems, to lead the design, implementation, and management of AUSTRAC's Microsoft infrastructure. With both strategic vision and hands-on expertise, you'll manage Microsoft Windows Desktop and Server environments, SQL Server, and a broad range of Microsoft technologies. As a leader you are a multiplier, guiding cross-functional teams and creating an atmosphere where people feel empowered and encouraged to contribute their best ideas. Join a team of talented, innovative engineers driving large-scale projects and pioneering future solutions development.

If you embrace challenges diligently, are passionate about leading teams in a collaborative environment, and eager to make a meaningful impact we encourage you to apply.

What are we looking for (Selection Criteria)

Required

- Demonstrated experience and advanced knowledge in:

- Microsoft SQL Server including Log Shipping and Clustering,
- PowerShell Scripting,
- Microsoft Office Security and Exchange (on-premise and Online),
- M365 services and the Essential Eight security plan,
- Microsoft Active Directory, Group Policy Object,
- Microsoft Licensing and patch management
- Windows Firewalls and others listed.
- Strong Project Management skills with proven experience in leading large-scale projects
- For a complete list of the capabilities we're looking for, please refer to the Candidate Pack in the [AUSTRAC Job listing](#).

Desirable

- Professional certifications or qualifications or equivalent experience.

Duties

Infrastructure Management

- Oversee the administration and maintenance of the Microsoft Windows Desktop and Server environments.
- Lead the administration of Microsoft Exchange and Microsoft Office security.
- Management of M365, Microsoft SQL Server and cloud-based Microsoft systems and platforms.

Security and Compliance:

- Ensure compliance with the Australian Signals Directorate Blueprint.
- Oversee the agency's Microsoft patch management.
- Implement advanced PowerShell scripting.
- Manage and enforce security policies across Microsoft Group Policy Objects, Active Directory, Windows Firewalls.

Team Leadership and Project Management

- Manage and mentor a team of Microsoft server engineers.
- Take the lead on large-scale projects.
- Represent the Microsoft infrastructure in design and planning discussions.

Operations and Support

- Maintain a working knowledge of network printing and large-scale MFD solutions.
- Ensure the operational efficiency of software and tools.
- Support mobile device management through solutions.

Strategic Planning

- Apply knowledge of the strategic impact of M365 and cloud-based systems.
- Apply knowledge and manage the agency's Microsoft licensing agreements.
- Contribute to the design and deployment of new Standard Operating Environments (SOE) as needed.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Negative Vetting 1 Security Clearance

Notes

Why AUSTRAC?

- **Flexible, hybrid work environment:** We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement.
- **Diversity and Inclusion:** Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.
- **Employer of Choice:** We have a strong reputation as an Employer of Choice, renowned for our exceptional work culture and outstanding employee census results which highlight our dedication to creating a positive and engaging environment.
- **Mission Driven:** Make an impact at Australia's anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful work.

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to: • prevent criminal abuse of the financial sector • help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes • build and maintain trust and integrity in Australia's financial system. Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Chris, 0472716528
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0764116

Australian Transaction Reports and Analysis Centre
(AUSTRAC)

Closing Date:Sunday 02 November 2025

Enterprise Enablement
Information & Technology Solutions Technology Platforms and Solutions

Job Title	Manager, Microsoft Systems - Affirmative Measures First Nations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Brisbane QLD
Salary	\$123,799 - \$140,935
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible work arrangements will be discussed on commencement.
Classification	Executive Level 1
Position Number	
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

AUSTRAC, Australia's financial intelligence agency, is evolving to strengthen its fight against money laundering and terrorism financing. As we expand our regulatory reach and broaden our digital transformation, we're seeking a Manager, Microsoft Systems, to lead the design, implementation, and management of AUSTRAC's Microsoft infrastructure. With both strategic vision and hands-on expertise, you'll manage Microsoft Windows Desktop and Server environments, SQL Server, and a broad range of Microsoft technologies. As a leader you are a multiplier, guiding cross-functional teams and creating an atmosphere where people feel empowered and encouraged to contribute their best ideas. Join a team of talented, innovative engineers driving large-scale projects and pioneering future solutions development.

If you embrace challenges diligently, are passionate about leading teams in a collaborative environment, and eager to make a meaningful impact we encourage you to apply.

What are we looking for (Selection Criteria)

Required

- Demonstrated experience and advanced knowledge in:
 - Microsoft SQL Server including Log Shipping and Clustering,
 - PowerShell Scripting,
 - Microsoft Office Security and Exchange (on-premise and Online),
 - M365 services and the Essential Eight security plan,
 - Microsoft Active Directory, Group Policy Object,
 - Microsoft Licensing and patch management
 - Windows Firewalls and others listed.
- Strong Project Management skills with proven experience in leading large-scale projects
- For a complete list of the capabilities we're looking for, please refer to the Candidate Pack in the [AUSTRAC Job listing](#).

Desirable

- Professional certifications or qualifications or equivalent experience.

Duties

Infrastructure Management

- Oversee the administration and maintenance of the Microsoft Windows Desktop and Server environments.
- Lead the administration of Microsoft Exchange and Microsoft Office security.
- Management of M365, Microsoft SQL Server and cloud-based Microsoft systems and platforms.

Security and Compliance:

- Ensure compliance with the Australian Signals Directorate Blueprint.
- Oversee the agency's Microsoft patch management.

- Implement advanced PowerShell scripting.
- Manage and enforce security policies across Microsoft Group Policy Objects, Active Directory, Windows Firewalls.

Team Leadership and Project Management

- Manage and mentor a team of Microsoft server engineers.
- Take the lead on large-scale projects.
- Represent the Microsoft infrastructure in design and planning discussions.

Operations and Support

- Maintain a working knowledge of network printing and large-scale MFD solutions.
- Ensure the operational efficiency of software and tools.
- Support mobile device management through solutions.

Strategic Planning

- Apply knowledge of the strategic impact of M365 and cloud-based systems.
- Apply knowledge and manage the agency's Microsoft licensing agreements.
- Contribute to the design and deployment of new Standard Operating Environments (SOE) as needed.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Negative Vetting 1 Security Clearance

Notes

Why AUSTRAAC?

- **Flexible, hybrid work environment:** We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAAC currently operates under a hybrid work arrangement.
- **Diversity and Inclusion:** Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.
- **Employer of Choice:** We have a strong reputation as an Employer of Choice, renowned for our exceptional work culture and outstanding employee census results which highlight our dedication to creating a positive and engaging environment.

- **Mission Driven:** Make an impact at Australia’s anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful work.

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to: • prevent criminal abuse of the financial sector • help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes • build and maintain trust and integrity in Australia’s financial system. Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Chris, 0472716528
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0764117

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 02 November 2025

Enterprise Enablement
Information & Technology Solutions Technology Platforms and Solutions

Job Title	Manager, Microsoft Systems - Affirmative Measures Disability
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Brisbane QLD
Salary	\$123,799 - \$140,935
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible work arrangements will be discussed on commencement.
Classification	Executive Level 1
Position Number	
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

AUSTRAC, Australia's financial intelligence agency, is evolving to strengthen its fight against money laundering and terrorism financing. As we expand our regulatory reach and broaden our digital transformation, we're seeking a Manager, Microsoft Systems, to lead the design, implementation, and management of AUSTRAC's Microsoft infrastructure. With both strategic vision and hands-on expertise, you'll manage Microsoft Windows Desktop and Server environments, SQL Server, and a broad range of Microsoft technologies. As a leader you are a multiplier, guiding cross-functional teams and creating an atmosphere where people feel empowered and encouraged to contribute their best ideas. Join a team of talented, innovative engineers driving large-scale projects and pioneering future solutions development.

If you embrace challenges diligently, are passionate about leading teams in a collaborative environment, and eager to make a meaningful impact we encourage you to apply.

What are we looking for (Selection Criteria)

Required

- Demonstrated experience and advanced knowledge in:

- Microsoft SQL Server including Log Shipping and Clustering,
- PowerShell Scripting,
- Microsoft Office Security and Exchange (on-premise and Online),
- M365 services and the Essential Eight security plan,
- Microsoft Active Directory, Group Policy Object,
- Microsoft Licensing and patch management
- Windows Firewalls and others listed.
- Strong Project Management skills with proven experience in leading large-scale projects
- For a complete list of the capabilities we're looking for, please refer to the Candidate Pack in the [AUSTRAC Job listing](#).

Desirable

- Professional certifications or qualifications or equivalent experience.

Duties

Infrastructure Management

- Oversee the administration and maintenance of the Microsoft Windows Desktop and Server environments.
- Lead the administration of Microsoft Exchange and Microsoft Office security.
- Management of M365, Microsoft SQL Server and cloud-based Microsoft systems and platforms.

Security and Compliance:

- Ensure compliance with the Australian Signals Directorate Blueprint.
- Oversee the agency's Microsoft patch management.
- Implement advanced PowerShell scripting.
- Manage and enforce security policies across Microsoft Group Policy Objects, Active Directory, Windows Firewalls.

Team Leadership and Project Management

- Manage and mentor a team of Microsoft server engineers.
- Take the lead on large-scale projects.
- Represent the Microsoft infrastructure in design and planning discussions.

Operations and Support

- Maintain a working knowledge of network printing and large-scale MFD solutions.
- Ensure the operational efficiency of software and tools.
- Support mobile device management through solutions.

Strategic Planning

- Apply knowledge of the strategic impact of M365 and cloud-based systems.
- Apply knowledge and manage the agency's Microsoft licensing agreements.
- Contribute to the design and deployment of new Standard Operating Environments (SOE) as needed.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Negative Vetting 1 Security Clearance

Notes

Why AUSTRAC?

- **Flexible, hybrid work environment:** We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement.
- **Diversity and Inclusion:** Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.
- **Employer of Choice:** We have a strong reputation as an Employer of Choice, renowned for our exceptional work culture and outstanding employee census results which highlight our dedication to creating a positive and engaging environment.
- **Mission Driven:** Make an impact at Australia's anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful work.

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to:

- prevent criminal abuse of the financial sector
- help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes
- build and maintain trust and integrity in Australia's financial system.

Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Chris, 0472716528
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0764140

Australian Transaction Reports and Analysis Centre
(AUSTRAC)

Closing Date: Sunday 02 November 2025

Intelligence
Intelligence Capabilities & International Engagement

Job Title	Senior Officer, International Exchange
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD
Salary	\$90,411 - \$99,126
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work arrangements will be discussed on commencement
Classification	APS Level 5
Position Number	1119
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

AUSTRAC, Australia's financial intelligence unit and anti-money laundering and counter-terrorism financing (AML/CTF) regulator, is evolving to strengthen its fight against money laundering and terrorism financing. As we expand our regulatory reach, and leverage international partnerships, we work to protect Australia from serious and organised crime to help build a more resilient global financial system. To help achieve these goals, we are seeking individuals who are open and curious about new perspectives, new thinking and new ways of working.

APS5 Senior Officer, International Exchange

The Senior Officer, International Exchange is a key member of the Requests and Disclosures team within the Intelligence Capabilities and International Engagement Branch. You will play a critical role in supporting efficient and timely administration processes that enable the sharing of financial intelligence with global partners. You'll work closely with AUSTRAC's partner agencies — including international financial intelligence units, domestic law enforcement and intelligence partners, and AUSTRAC intelligence practitioners, to enable the accurate, efficient and lawful exchange of financial intelligence. Your work will directly contribute to strengthening global efforts to combat financial crime and protect Australia's financial system.

This is an exciting opportunity and if you are ready to start contributing to AUSTRAC, we encourage you to apply now!

Duties

- Monitor AUSTRAC's International Exchange inbox and the Egmont Secure Web (ESW) platform to ensure timely referral to relevant stakeholders.
- Accurately record and save Requests for Information (RFIs) and Spontaneous Disclosures (SDs) and other documents to support AUSTRAC's record keep requirements.
- Create records, cases and workflows and initiating processes for response and disclosure of intelligence exchanged with international partners.
- Draft and coordinate formal correspondence for the approval of intelligence disclosures to domestic and international partners
- Provide training to staff on the use of the Egmont Secure Web (ESW) platforms and the protocols governing international information exchange.
- Maintain current records of international exchange data and agreements and develop dashboards to enable accurate reporting.
- Provide guidance to stakeholders on international disclosure procedures and requirements.

For more information about the capabilities we're looking for, please refer to the Candidate Pack in the [AUSTRAC Careers Page](#).

Eligibility

Who are we looking for

We are looking for motivated professionals with strong stakeholder engagement skills to join the team at AUSTRAC:

Required

- Maintains and promotes productive working relationships with key stakeholders.
- Liaises effectively across a range of relevant internal and external networks.

Desirable

- Demonstrate interest in developing capability in financial intelligence environments, including working knowledge of sectors relevant to financial intelligence, and crime types with applications for financial intelligence.
- Well-developed team skills, including the ability to maintain effective relationships through consultation and sharing of information, and expressing own views in a constructive and diplomatic way.

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Negative Vetting 1 Clearance.

Notes

Why AUSTRAC?

Flexible, hybrid work environment: We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement.

Generous leave entitlements: Including parental leave, cultural leave, compassionate leave, carers leave, blood donation leave and community work leave.

Diversity and Inclusion: Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.

Employer of Choice: We have a strong reputation as an Employer of Choice, renowned for our exceptional work culture and outstanding employee census results which highlight our dedication to creating a positive and engaging environment.

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to: • prevent criminal abuse of the financial sector • help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes • build and maintain trust and integrity in Australia's financial system. Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Daniel Kelen, 03 8636 0597
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0764157

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date: Sunday 02 November 2025

Intelligence
Intelligence Capabilities & International Engagement

Job Title	Senior Officer, International Exchange - (Affirmative Measures - First Nations)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD
Salary	\$90,411 - \$99,126
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work arrangements will be discussed on commencement.
Classification	APS Level 5
Position Number	1119
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

AUSTRAC, Australia's financial intelligence unit and anti-money laundering and counter-terrorism financing (AML/CTF) regulator, is evolving to strengthen its fight against money laundering and terrorism financing. As we expand our regulatory reach, and leverage international partnerships, we work to protect Australia from serious and organised crime to help build a more resilient global financial system. To help achieve these goals, we are seeking individuals who are open and curious about new perspectives, new thinking and new ways of working.

APS5 Senior Officer, International Exchange

The Senior Officer, International Exchange is a key member of the Requests and Disclosures team within the Intelligence Capabilities and International Engagement Branch. You will play a critical role in supporting efficient and timely administration processes that enable the sharing of financial intelligence with global partners. You'll work closely with AUSTRAC's partner agencies — including international financial intelligence units, domestic law enforcement and intelligence partners, and AUSTRAC intelligence practitioners, to enable the accurate, efficient and lawful exchange of financial intelligence. Your work will directly contribute to strengthening global efforts to combat financial crime and protect Australia's financial system.

This is an exciting opportunity and if you are ready to start contributing to AUSTRAC, we encourage you to apply now!

Duties

- Monitor AUSTRAC's International Exchange inbox and the Egmont Secure Web (ESW) platform to ensure timely referral to relevant stakeholders.
- Accurately record and save Requests for Information (RFIs) and Spontaneous Disclosures (SDs) and other documents to support AUSTRAC's record keep requirements.
- Create records, cases and workflows and initiating processes for response and disclosure of intelligence exchanged with international partners.
- Draft and coordinate formal correspondence for the approval of intelligence disclosures to domestic and international partners
- Provide training to staff on the use of the Egmont Secure Web (ESW) platforms and the protocols governing international information exchange.
- Maintain current records of international exchange data and agreements and develop dashboards to enable accurate reporting.
- Provide guidance to stakeholders on international disclosure procedures and requirements.

For more information about the capabilities we're looking for, please refer to the Candidate Pack in the [AUSTRAC Careers Page](#).

Eligibility

Who are we looking for

We are looking for motivated professionals with strong stakeholder engagement skills to join the team at AUSTRAC:

Required

- Maintains and promotes productive working relationships with key stakeholders.
- Liaises effectively across a range of relevant internal and external networks.

Desirable

- Demonstrate interest in developing capability in financial intelligence environments, including working knowledge of sectors relevant to financial intelligence, and crime types with applications for financial intelligence.
- Well-developed team skills, including the ability to maintain effective relationships through consultation and sharing of information, and expressing own views in a constructive and diplomatic way.

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.

- Will need to obtain and maintain an ongoing Negative Vetting 1 Clearance.

Notes

Why AUSTRAC?

Flexible, hybrid work environment: We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement.

Generous leave entitlements: Including parental leave, cultural leave, compassionate leave, carers leave, blood donation leave and community work leave.

Diversity and Inclusion: Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.

Employer of Choice: We have a strong reputation as an Employer of Choice, renowned for our exceptional work culture and outstanding employee census results which highlight our dedication to creating a positive and engaging environment.

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

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to:

- prevent criminal abuse of the financial sector
- help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes
- build and maintain trust and integrity in Australia's financial system.

Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Daniel Kelen, 03 8636 0597
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0764161

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date: Sunday 02 November 2025

Intelligence
Intelligence Capabilities & International Engagement

Job Title	Senior Officer, International Exchange - (Affirmative Measures Disability)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD
Salary	\$90,411 - \$99,126
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work arrangements will be discussed on commencement.
Classification	APS Level 5
Position Number	1119
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

AUSTRAC, Australia's financial intelligence unit and anti-money laundering and counter-terrorism financing (AML/CTF) regulator, is evolving to strengthen its fight against money laundering and terrorism financing. As we expand our regulatory reach, and leverage international partnerships, we work to protect Australia from serious and organised crime to help build a more resilient global financial system. To help achieve these goals, we are seeking individuals who are open and curious about new perspectives, new thinking and new ways of working.

APS5 Senior Officer, International Exchange

The Senior Officer, International Exchange is a key member of the Requests and Disclosures team within the Intelligence Capabilities and International Engagement Branch. You will play a critical role in supporting efficient and timely administration processes that enable the sharing of financial intelligence with global partners. You'll work closely with AUSTRAC's partner agencies — including international financial intelligence units, domestic law enforcement and intelligence partners, and AUSTRAC intelligence practitioners, to enable the accurate, efficient and lawful exchange of financial intelligence. Your work will directly contribute to strengthening global efforts to combat financial crime and protect Australia's financial system.

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Duties

- Monitor AUSTRAC's International Exchange inbox and the Egmont Secure Web (ESW) platform to ensure timely referral to relevant stakeholders.
- Accurately record and save Requests for Information (RFIs) and Spontaneous Disclosures (SDs) and other documents to support AUSTRAC's record keep requirements.
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- Draft and coordinate formal correspondence for the approval of intelligence disclosures to domestic and international partners
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- Maintain current records of international exchange data and agreements and develop dashboards to enable accurate reporting.
- Provide guidance to stakeholders on international disclosure procedures and requirements.

For more information about the capabilities we're looking for, please refer to the Candidate Pack in the [AUSTRAC Careers Page](#).

Eligibility

Who are we looking for

We are looking for motivated professionals with strong stakeholder engagement skills to join the team at AUSTRAC:

Required

- Maintains and promotes productive working relationships with key stakeholders.
- Liaises effectively across a range of relevant internal and external networks.

Desirable

- Demonstrate interest in developing capability in financial intelligence environments, including working knowledge of sectors relevant to financial intelligence, and crime types with applications for financial intelligence.
- Well-developed team skills, including the ability to maintain effective relationships through consultation and sharing of information, and expressing own views in a constructive and diplomatic way.

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Negative Vetting 1 Clearance.

Notes

Why AUSTRAC?

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Employer of Choice: We have a strong reputation as an Employer of Choice, renowned for our exceptional work culture and outstanding employee census results which highlight our dedication to creating a positive and engaging environment.

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

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To Apply

Position Contact	Daniel Kelen, 03 8636 0597
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0763940

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

Closing Date:Sunday 02 November 2025

Job Title	APS6 - Senior Case Manager, Safety, Wellbeing and Performance
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	\$95,501 - \$114,201
Future Merit Locations	Canberra, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 6
Position Number	47221
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

The opportunity we have available

The Conduct and Performance team provide specialist advice and support to the department to maintain a positive and respectful workplace culture while ensuring effective performance is met and underpinned by ethical behaviour, integrity and psychological safety. The team have an APS6 Senior Case Manager position available for a suitable candidate who can act with integrity and provide specialist advice, support and resources to enable staff and managers to resolve conduct and performance matters effectively and in line with legislative and policy obligations.

Duties

What will you do?

The role is responsible for the management of performance, review of actions and APS Code of Conduct matters including coordination of advice to managers and staff in line with the relevant policies, employment procedures, guidelines and legislation. The role will assist with the delivery of training and review of Employment Procedures and Guidelines. The role contributes to the Branch purpose, empowering leaders to ensure that every employee feels safe and supported.

- Undertake case management activities related to performance, probation, review of actions and code of conduct matters, including undertaking preliminary assessments.

- Provide advice to managers and staff on performance, probation cases, review of actions and code of conduct matters.
- Assist with review of our employment procedures, guidelines, template materials and guides.
- Manage responses for information and reporting.
- Ensure appropriate records are maintained in accordance with the Department's record keeping standards.
- Exercise all delegations efficiently, effectively, ethically and in line with appropriate guidelines.

Who are we looking for?

The successful candidate for this position will be able to demonstrate their capability against the APS6 Work level standards.

To be successful in this role, you will need to demonstrate ability to:

Leadership and Accountability: Provide accurate and specialised advice including anticipating problems and contributing to issues management.

Leadership and Accountability: Ensure knowledge of and compliance with legislative, financial and administrative frameworks, government decision-making processes and agency guidelines and regulations.

Independence and Decision-Making: Work with independence, subject to limited direction against established priorities, practices, and methodologies to deliver quality outcomes.

Stakeholder Management: Manage relationships with stakeholders to achieve work area and agency goals.

Stakeholder Management: Develop and support complex relationships with internal and external stakeholders

Eligibility

Employment with the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts is subject to conditions prescribed within the Public Service Act 1999 including:

Citizenship: candidates must be an Australian citizen at the time of submitting your application.

Health Assessment: The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.

Security Clearance: The successful candidate must be able to obtain and/or maintain a security clearance at baseline. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

Police check: The successful candidate must satisfactorily complete an Australian Federal Police criminal history check.

Integrity and Performance check: The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button.

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

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

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership.

To Apply

Position Contact	Maddi Bright, .
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0764177

National Film and Sound Archive of Australia

Closing Date:Sunday 09 November 2025

Collection Preservation Conservation and Collection Management

Job Title	Audiovisual Conservation Coordinator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$84,228 - \$91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	You may apply for flexible working arrangements.
Classification	APS Level 5
Position Number	88057
Agency Website	https://www.nfsa.gov.au/

Job Description

<https://nfsa.elmogov.com.au/careers/nfsa/jobs>

About the National Film and Sound Archive

The National Film and Sound Archive of Australia (NFSA) is Australia's audiovisual archive, telling the national story by collecting, preserving and sharing audiovisual media, the cultural experience platforms of our time. The collection itself dates back to 1935, making it one of the world's oldest audiovisual collections. It is also one of the country's most used cultural collections, with around 125 million views of collection content each year. The NFSA is in a period of significant change. Following increased Government investment, the institution is in a process of digital transformation, establishing the NFSA as Australia's most dynamic and valued cultural organisation. We are rebuilding our curatorial workforce and developing the NFSA's capacity to digitise our collection at scale – to preserve it for the future, to make sure it can be discovered, and to share it with all Australians.

We continue to work on developing a stable, secure and future-proof workforce across our four physical sites based in Canberra and Mitchell in the ACT as well as in Sydney and Melbourne.

We are also undergoing a program of business improvement for many of our corporate systems to improve efficiency and reduce manual handling.

We are an ambitious organisation, and we aim to be an employer of choice within the Galleries, Libraries, Archives and Museums (GLAM) sector, providing exciting and challenging work, as well as favourable employment conditions and unique development opportunities for our staff.

Cultural Values

We are an equal opportunity employer, embracing a diverse range of applicants such as veterans, and people who identify as Aboriginal and/or Torres Strait Islander, LGBTQIA community members, individuals with disabilities and/or health conditions, as well as those from varied faith and cultural backgrounds. At the NFSA we prioritise the development of a safe, inclusive, and high-performance culture through shared actions and behaviours that align with our strategy and direction. This empowers our employees to effectively contribute to our goals.

The National Film and Sound Archive of Australia is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.

About the Team

The Conservation Services team is part of the Conservation and Collection Management section, Collection Preservation Branch. The team conducts an extensive work program providing a range of activities for the preservation and ongoing care of the audiovisual, documents and artefacts collection.

The team has two streams: Audiovisual Conservation who prepare and preserve audiovisual material for digitisation, curatorial and access programs, conduct research and analysis of audiovisual materials; and Collection Conservation - who care for the documents and artefacts collection, including interventive treatments, exhibition preparation, condition reporting and research. Both streams coordinate to undertake a range of collection care programs such as Integrated Pest Management (IPM), chemical management, collection assessments and procedures for hazards in collections.

The team provides technical advice regarding access and digitisation requests, undertakes straightforward and complex conservation works and ensures the national audiovisual collection is preserved by maintaining current policies and procedures.

The Opportunity

Audiovisual (AV) Conservation Coordinators play a key role in managing the AV Conservation work program. This role may liaise with internal and external stakeholders to prioritise AV Conservation requests for either digitisation, access or incoming audiovisual collections work programs and manage related workflows.

AV Conservation Coordinators work as part of the AV Conservation leadership team to undertake straightforward through to complex AV Conservation treatments; engage in research; support, train and develop staff and support the team to develop and maintain policies and procedures.

The focus of this role is working with the physical audiovisual collection and ensuring the program meets the strategic and operational requirements of the NFSA. A positive, flexible, forward thinking, approach is needed to meet the expectations of this position.

The position is located at the NFSA Acton, ACT headquarters, and may also work at the NFSA's Mitchell ACT storage facilities at times.

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

Duties

Key Responsibilities

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

- Assist the Team Leader, AV Conservation to effectively coordinate, support and supervise the AV Conservation team to deliver strategic and operational requirements.
- Contribute to the development of policies, practices and procedures, in relation to AV conservation to enhance safe, efficient and effective workflows.
- With a collaborative and team centric approach, ensure that Key Performance Indicators can be met by prioritising resources to ensure that requests are efficiently delivered.
- Gather data for collection analysis and complex technical issues.
- Contribute to corporate reporting about the activities and statistics relating to the preservation program.
- Advise staff on preservation practices and procedures and undertake complex preservation actions such as technical selection and research.
- Train staff in routine practices for audiovisual preservation and the recording of technical information in the NFSA's collection management systems, including Mediaflex.
- Work with independence, making decisions using specialist knowledge under limited guidance.

Selection Criteria

The successful candidate will demonstrate their capacity against the following:

1. Well-developed project management and administrative skills, including capacity to manage workflows, priorities and resources and to support, train and lead a small team.
2. In-depth technical skills and abilities, particularly related to audiovisual material, including demonstrated experience in conservation practices, procedures and research.
3. Well-developed verbal and written communication skills, including proven ability to negotiate, liaise, and maintain productive relationships with a range of stakeholders.
4. Experience with digital systems including collection management systems for the tracking of archival objects and workflows.
5. Demonstrated knowledge of Work Health and Safety practices, particularly as they relate to audiovisual collection materials.

Skills and Experience

Desirable:

- Tertiary qualifications related to cultural heritage conservation or audiovisual archiving and/or equivalent experience working in a collecting institution, archive, audio-visual industry with audiovisual material.
- Experience and confidence in public speaking.

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen.
- Satisfactorily complete an Australian Federal Police National Police Check.

How to Apply

When applying via our online e-recruitment system, please address the details in the 'Key Responsibilities' and 'Selection Criteria ' by outlining in 1000 words or less, how your skills and relevant experience demonstrate that you would be our ideal candidate. Your current resume is also to be included in your application.

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

We welcome and encourage applications from people with disability, the LGBTIQ+ communities, from Aboriginal and/or Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds.

What we offer you

We provide a diverse, inclusive, and supportive work environment with access to:

- Great training and development opportunities.
- Generous leave and flexible working arrangements.
- Our Employee Assistance Program (EAP – a free counselling service for you and your family).
- A competitive salary, plus 15.4% superannuation.
- Rewards and recognition initiatives.

Notes

RecruitAbility

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

About the National Film and Sound Archive of Australia

The National Film and Sound Archive of Australia (NFSA) is the national agency concerned with the visibility, usability and sustainability of Australia's audio-visual heritage. The NFSA's mission is to collect, preserve, and share the national audio-visual collection for others to learn, experience and create with it.

To Apply

Position Contact	James Campbell, 02 6248 2112
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Prime Minister and Cabinet

Vacancy VN-0764093

Australian Public Service Commission

Closing Date:Sunday 02 November 2025

Office of the Merit Protection Commissioner
Office of the Merit Protection Commissioner Review of Actions

Job Title	Assistant Director, Reviews
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$119,919 - \$137,443
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;Flexible;Hybrid
Office Arrangement Details	For those based in Canberra or Sydney, employees work from the office at least 2-3 days per week. Fully remote from other locations within Australia w
Classification	Executive Level 1
Position Number	2025_47
Agency Website	https://www.apsc.gov.au/

Job Description

<https://www.mpc.gov.au>

About the team

The Merit Protection Commissioner is an independent team of experienced and expert public servants who review workplace decisions and actions, conduct audits of recruitment exercises, undertake investigations into workplace misconduct and provide cost recovery services to assist agencies to run merit-based recruitment exercises.

Through this work, we contribute to making the APS a better, fairer and safer workplace and model employer. We use review outcomes as an opportunity to make recommendations to agencies to improve processes and build capability.

We publish online resources based on data and insights gathered through our work and lead a community of practice to share insights and examples of innovation.

Duties

The Assistant Director - Reviews works as a member of a small team to primarily conduct independent reviews of employment-related decisions, including Code of Conduct decisions, on

behalf of the MPC. Other duties may occasionally include decision-making as an authorised Freedom of Information (FOI) officer, and assisting with the provision of cost-recovery service activities. The role also undertakes business improvement and strategic project work as required.

The Assistant Director – Reviews:

- assesses review of action applications
- conducts timely reviews of action which may involve analysing reports and correspondence, interviewing applicants and other parties online by videoconference, interpreting relevant legislation and policy, and preparing a written correspondence or report with recommendations
- implements alternative dispute resolution solutions in cases where appropriate
- makes decisions on review of action cases when allocated as a delegate of the MPC
- works jointly with more senior officers on complex or sensitive cases
- manages relationships with agencies, review applicants and their representatives
- provides expert advice to stakeholders on MPC functions
- answers telephone and email enquiries from employees and agencies about the Review of Actions scheme
- contributes to, and supports the Office to maintain best practice management standards for the handling of reviews and in best practice public administration
- leads or contributes to strategic, change and continuous improvement projects in the operational work of the Office.

Eligibility

For detailed information about this role including what to include in your application, please refer to the downloadable Candidate Information Pack below.

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) or, in limited circumstances, in the process of obtaining citizenship.

Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated. All Commission staff are required to have a minimum Baseline security clearance prior to commencement.

Successful applicants will be required to undergo a mandatory National Criminal History check as part of the pre-employment eligibility checks.

The Australian Public Service Commission is committed to building an inclusive and culturally diverse workforce. We welcome applications from across our community including, Aboriginal and

Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, mature aged employees and carers.

Notes

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

About the Australian Public Service Commission

The Australian Public Service Commission (APSC) is a central agency within the Prime Minister and Cabinet portfolio. The Commission supports two statutory office holders: the Australian Public Service Commissioner—who is also agency head—and the Merit Protection Commissioner. Their functions are set out in sections 41(1) and 50(1), respectively, of the Public Service Act 1999. About the Commission The Australian Public Service Commission is a non-corporate Commonwealth entity within the Prime Minister and Cabinet portfolio. Our Statutory responsibilities are detailed in the Public Service Act 1999. The APSC also provides resources to support the Merit Protection Commissioner. We operate under the Public Governance, Performance and Accountability Act 2013. We employ around 350 staff, and have offices in Canberra and Sydney.

To Apply

Position Contact	Jenny Statton, (02) 6202 3765
Agency Recruitment Site	https://www.mpc.gov.au

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0763793

Australian Institute of Family Studies

Closing Date:Monday 03 November 2025

Data and Lifecourse Studies
Ten to Men Australian Longitudinal Study on Male Health

Job Title	Research Fellow
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Southbank VIC
Salary	\$116,973 - \$129,176
Future Merit Locations	Southbank
Office Arrangement	Hybrid
Office Arrangement Details	Combination of office attendance and work from home
Classification	Executive Level 1
Position Number	25-25
Agency Website	https://aifs.gov.au/

Job Description

<https://aifs.gov.au/main/work-with-us>

We are seeking a highly motivated individual with demonstrated skills and experience in developing, planning and managing research projects. If you have relevant experience in project and stakeholder management and quantitative analysis, this might be the role for you.

About us

The Australian Institute of Family Studies (AIFS, or 'the Institute') is the Australian Government's key research advisory agency in the area of family wellbeing. It is an independent statutory authority established in 1980 under the Family Law Act 1975. It is also home to the Australian Gambling Research Centre (AGRC), established under the Gambling Measure Act 2012 which builds the evidence base on gambling-related harm. The Institute is an agency within the portfolio of the Department of Social Services (DSS).

Our mission is to conduct high-quality, impartial research into the wellbeing of Australian families, to inform government policy and promote evidence-based practice in the family services sector. We conduct research, provide independent advice and communicate findings to government policymakers, service providers, researchers and the community about factors affecting family wellbeing. Through our research, we contribute to developing policy and practice to promote the wellbeing of families in Australia.

Our team

AIFS' Ten to Men: The Australian Longitudinal Study on Male Health (TTM) project team is responsible for the end-to-end management of the TTM study. This includes methodology and content development, respondent engagement, fieldwork supervision, data management and linkage, data analysis and preparation of study outputs.

Position Requirements

The purpose of the position is to contribute to a number of the Institute's major research projects, with a particular focus on leveraging the benefits of data from the Australian Longitudinal Study on Male Health (known as Ten to Men).

Duties

- Developing and initiate research projects aligned with the Institute's Strategic Research Agenda, primarily related to the health and wellbeing of boys and men.
- Providing end-to-end management of research tasks and monitor workflows to ensure timely completion of quality outputs.
- Managing high-level statistical analysis, including provision of statistical advice to colleagues, and maintain expert knowledge in relevant areas to provide advice and guide the program activities.
- Managing a small team of researchers to ensure the delivery of team objectives, including managing performance, guiding development and providing feedback.
- Managing stakeholder relationships by providing information, research expertise and specialist advice to key stakeholders, both internal and external, including AIFS colleagues, funding bodies and policy makers.
- Communicating policy relevant insights through the writing and preparation of reports, articles and other materials, as required.
- Representing and promote the Institute at relevant workshops, conferences and seminars.
- Collaborating with the AIFS Privacy Team to incorporate privacy practices into work undertaken within the team.

Key Selection Criteria

- Professional expertise
- Achieving results
- Stakeholder management
- Communication skills
- Leadership and management
- Values and understanding our organisation

For a comprehensive overview of the selection criteria, please see the Position Description for more information.

Eligibility

To be eligible for engagement, applicants **must be Australian citizens** unless special approval is provided in exceptional circumstances. For example, applicants with permanent resident status who have applied for Australian citizenship may be considered for engagement.

Conditions of engagement including probation, health and character clearances (including police records check, Working with Children Check and security clearance) may apply to this position.

Terms

The Research Fellow position may be offered as a full-time or part-time, ongoing or non-ongoing role at the EL1 level. This will be with an annual salary range of between \$116,973 to \$129,176 (pro-rata for part-time) depending on the skills and experience of the successful candidate, plus 15.4% superannuation. Our salaries and conditions of employment are set out in our [Enterprise Agreement](#).

Application information

Please visit: [Work with us | Australian Institute of Family Studies](#) for full application requirements.

For your application to be considered, please:

1. Complete the application form.
2. Submit your resume and a cover letter (maximum 2 pages) addressing the selection criteria as outlined on the position description.

Notes

About the Australian Institute of Family Studies

We are the Australian Institute of Family Studies (AIFS), the Australian Government's key independent research body and advisor in the area of family wellbeing, based in Melbourne's CBD. We produce research about 'what works for families' and make it accessible to decision makers, practitioners and the general public.

To Apply

Position Contact	Human Resources, 03 - 9214 7888
Agency Recruitment Site	https://aifs.gov.au/main/work-with-us

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Social Services

Vacancy VN-0764200

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Monday 03 November 2025

DART and Enabling Services Division
Enabling Services Program Management Office

Job Title	Assistant Director, Program Personnel and Vendor Management
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Penrith NSW
Salary	\$120,307 - \$136,563
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Arrangements may be negotiated in line with the Enterprise Agreement.
Classification	Executive Level 1
Position Number	211_10/25
Agency Website	https://www.ndiscommission.gov.au/

The NDIS Commission is seeking a skilled and proven Assistant Director, Program Personnel and Vendor Management, to support the delivery of the Data and Regulatory Transformation (DART) Program, reporting to the Director of the DART Program Management Office.

This role is responsible for managing personnel and procurement processes and contract management activities that support program outcomes. It involves working closely with delivery teams and suppliers to ensure vendor and procurement activities are well-planned, compliant, and delivered on time and within scope.

The role will oversee contract performance, monitor milestones and deliverables, and ensure suppliers meet the Commission's expectations. The role also supports coordination across the DART Program and Corporate teams to ensure procurement and contract management activities are aligned and effective.

This is an exciting opportunity for a professional with strong leadership, negotiation, and stakeholder engagement skills to contribute to a nationally significant transformation program in a fast-paced and collaborative environment.

The role will provide high-level personnel and procurement support to the Director, Program Management Office, including coordinating procurement activities, facilitating vendor arrangements and relationships, and monitoring personnel activities and contract performance across multiple workstreams.

Duties

Duties may include, but are not limited to, the following:

- Partner with DART delivery teams to ensure procurement processes are completed within agreed timeframes, are compliant with legislation, encourage quality, maximise value and manage risk.
- Provide expert, timely and strategic advice and support on Commonwealth Procurement Rules and Frameworks including the DTA and IT sourcing arrangements and policies.
- Oversee end-to-end procurement processes and documentation in collaboration with Program team members
- Provide specialist procurement, vendor and personnel management advice and assistance to project teams, evaluation committees and senior executives.
- Draft, review, and negotiate contracts with clients, vendors, partners, and other stakeholders, including ensuring terms align with company objectives and provide favourable conditions.
- Ensure processes appropriately monitor contract expenditure and expiry dates are proactively managed.
- Build and maintain critical relationships with legal and finance teams, while monitoring contract compliance, ensuring terms and conditions are adhered to
- Identify potential risks within procurements and contracts, including financial, operational, and reputational risks, and work with the relevant DART and Commission personnel to execute and implement risk mitigation strategies.

Please view candidate information package for full position description.

Eligibility
Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Andrew Riley, 02 5162 8641
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0764201

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Monday 03 November 2025

DART and Enabling Services Division
Enabling Services Program Management Office

Job Title	Support Officer, Program Personnel and Vendor Management
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Penrith NSW
Salary	\$96,558 - \$108,532
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Arrangements may be negotiated in line with the Enterprise Agreement.
Classification	APS Level 6
Position Number	212_10/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

The NDIS Commission is seeking a skilled and proven Support Officer, Program Personnel and Vendor Management to support the delivery of the Data and Regulatory Transformation (DART) Program. Reporting to the Assistant Director, Program Personnel and Vendor Management.

This role is responsible for supporting personnel and procurement processes and contract management activities that support program outcomes. It involves working closely with delivery teams and suppliers to ensure vendor and procurement activities are well-planned, compliant, and delivered on time and within scope.

The role will support contract performance, monitor milestones and deliverables, and ensure suppliers meet the Commission's expectations. The role also supports coordination across the DART Program and Corporate teams to ensure procurement and contract management activities are aligned and effective.

This is an exciting opportunity for a procurement professional with strong leadership, negotiation, and stakeholder engagement skills to contribute to a nationally significant transformation program in an engaging, fast paced and collaborative environment. The occupant of this role will provide high-level personnel and procurement support to the Assistant Director, Program Personnel and

Vendor Management, coordinating procurement activities, facilitating vendor relationships, and monitoring personnel activities and contract performance across multiple workstreams.

Duties

Duties may include, but are not limited to, the following:

- Support processes to ensure procurement processes are completed within agreed timeframes and are compliant with program requirements and legislation.
- Support the development of timely and strategic advice and support on Commonwealth Procurement and personnel management processes including the DTA and IT sourcing arrangements and policies.
- Coordinate end-to-end procurement processes and documentation in collaboration with Program team members
- Provide procurement, vendor and personnel management advice and assistance to project teams.
- Support the drafting and of review of contracts with clients, vendors, partners, and other stakeholders.
- Undertake the necessary processes to monitor contract expenditure and expiry dates are proactively managed.
- Identify and appropriately address or escalate any disputes or issues that arise during the contract lifecycle.

Please view candidate information package for full position description.

Eligibility Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website [Definition of Disability](#).

To Apply

Position Contact	Andrew Riley, 02 51628641
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0764203

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Sunday 02 November 2025

People and Culture
People Branch People Strategy – Recruitment

Job Title	Recruitment Adviser
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Parramatta NSW, Perth WA, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Penrith NSW
Salary	\$88,155 - \$94,143
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Arrangements may be negotiated in line with the Enterprise Agreement.
Classification	APS Level 5
Position Number	221_10/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

The People and Culture Division delivers high quality workforce services that support NDIS Commission employees to uphold the rights of NDIS Participants through regulation of the NDIS market.

The People and Culture Division has a strong focus on building a positive and inclusive organisational culture through dedicated initiatives as well as through the delivery of people services and functions, employee safety and well-being, enhancing the capability of our leaders, building organisational resilience, employee communications, prioritising diversity and inclusion and fostering a culture of respect.

Duties

The Recruitment Adviser role is part of a small team that assist in delivery of end-to-end recruitment for the NDIS Commission. This role has responsibilities for duties that are moderate to complex in nature and effectively manage competing priorities including facilitation of recruitment consultations to business areas to inform them of best practice.

Duties may include, but are not limited to, the following:

- Provide advice to managers, employees and business areas on recruitment matters in accordance with relevant policies, industrial instruments and legislation.
- Deliver seamless onboarding experiences with a strong customer service focus
- Contribute to recruitment strategies, policies and continuous improvement of processes, systems and procedures to ensure compliance with relevant legislation and APS policy
- With support, manage all aspects of recruitment administration including:
 - advertising, actioning merit pool requests, lodging outcome notices and onboarding activities
 - navigation of eRecruit system and building stakeholder capability in the use of the system
 - providing input towards SOPs/guidelines /procedures to support end-to-end recruitment processes
 - monitoring recruitment mailbox, prioritise items and escalate urgent matters.

Please view candidate information package for full position description.

Eligibility Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander

culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Sushila Shandil, 02 7929 8038
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0764189

Australian Securities and Investments Commission

Closing Date:Friday 31 October 2025

Job Title	Senior Auditor
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Adelaide SA, Melbourne VIC, Perth WA, Sydney NSW
Salary	-
Future Merit Locations	Brisbane, Adelaide, Melbourne, Perth, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	Executive Level 2
Position Number	1889432
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226386997

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

Join an evolving and stimulating organisation, working on cutting-edge issues that shape Australia's economic reputation and wellbeing. Broaden and deepen your expertise as you make a real difference to our goals and your own career aspirations.

- All locations considered
- Permanent position
- Salary from \$152,074 + 15.4% superannuation
- Applications close at 11:59pm AEDT, 31 October 2025

The team

The Sustainability, Financial Reporting and Audit (SFA) team promotes market trust and confidence in the quality of financial and sustainability reports and their audits. The team ensures compliance with the law through financial and sustainability reporting surveillances and audit surveillances, and contributes to policy development, education, sector liaison and other activities to enhance reporting and auditing practices.

The role

As a **Senior Auditor**, you will be responsible for:

- Leading and conducting financial reporting and audit surveillances of companies and superannuation funds, engaging with senior executives and audit personnel.
- Monitoring compliance with the Corporations Act, Accounting and Auditing standards, and providing expert accounting and audit advice on complex technical issues.
- Developing and implementing audit and financial reporting policy, regulatory guides, and instruments to inform the market and influence behaviour.
- Building and maintaining professional relationships with stakeholders, including industry groups, regulatory bodies, corporations, superannuation funds, and audit firms, and leading sector engagement initiatives.

- Supervising, mentoring, and coaching team members, supporting regulatory functions such as auditor licensing and industry funding, and driving data-driven approaches to deliver regulatory priorities.

Duties

About you

You are a strategic thinker with strong analytical and investigative skills, able to communicate complex information clearly and persuasively. You thrive in a dynamic environment, building productive relationships and guiding others to deliver quality outcomes. Your ability to manage multiple projects and adapt to changing priorities ensures you consistently achieve results.

You will also have:

- A qualification in accounting and professional accounting qualifications (CA ANZ, CPA or IPA).
- Significant knowledge of financial reporting and auditing provisions in the Corporations Act, and accounting, auditing and ethical standards.
- Extensive practical experience in external financial audit of companies and/or superannuation funds, ideally in a medium-to-large professional accounting firm or regulatory environment.
- Experience in planning, coordinating and managing complex projects, including leading financial report and audit surveillances.
- Experience providing complex accounting, audit and regulatory advice, including drafting clear, accurate analysis and reports on complex matters.
- Current or recent experience in external audit with exposure to current standards and practices is highly regarded and should be addressed in the **cover letter**.

About ASIC

ASIC regulates corporations, markets, financial services and consumer credit, and promotes market integrity and consumer protection in the Australian financial system. We hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

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

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

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from-home model
- Flexible work arrangements
- Assistance for study and professional development

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

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

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

View the position description for more information or click ‘apply’ to start your application. Applications close at 11:59pm AEDT, 31 October 2025.

**Eligibility
Notes**

About the Australian Securities and Investments Commission

To Apply

Position Contact	Irina Sayer, +61299112337
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=2

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Bureau of Meteorology

Closing Date: Sunday 14 December 2025

Data and Digital
Observing Systems & Operations

Job Title	Technical Officer Level 2, Antarctica and Sub-Antarctica
Job Type	Full-Time, Non-Ongoing
Location	Perth WA, Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD, Darwin NT, Adelaide SA
Salary	\$66,823 - \$77,636
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On site at a remote Antarctic/sub-Antarctic station
Classification	APS Level 3
Position Number	6005109, 6005107 & 6005094
Agency Website	

Job Description

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

We are seeking adventurous and suitably qualified people for 12-15 months in a remote posting to Antarctica and Macquarie Island, supporting the Bureau's Surface, and Upper Air Observations programs. The Bureau's National Observing Operations section maintains a year-round presence at Casey, Davis, Mawson stations and Macquarie Island, with our staff embedded within the Australian Antarctic Program's expeditioner community.

Our work focuses on the provision of raw, high quality meteorological data used in a variety of ways worldwide, including for the production of weather forecasting products and long-term climate research. Our remote staff undertake manual weather observations and weather balloon releases, and also use real-time data generated by automatic weather stations. In addition, our technicians maintain all of the meteorological instrumentation at their respective station, ensuring seamless service performance. Immediate Supervisor: Bureau's Remote Operations Lead South (Pos. No 60014481)

Core Functions

As a Technical Officer Level 2 Weather Observer, you will help deliver the Bureau's highly regarded Surface and Upper Air Observations program at your respective station. You will work according to a seven-day roster with your team, observing and recording various characteristics of the Antarctic or sub-Antarctic meteorology. Depending on which station you are deployed to, you may also support the maintenance or delivery of external parties' programs, such as the CSIRO's Clean Air sampling.

You will play a vital role in supporting Bureau Forecasting services throughout aviation activities. You will be required to perform Aviation Observations to support fixed and rotary wing air operations within the area of your assigned station.

As a Weather Observer, you will use the Bureau's asset management system to document and report on any service outages affecting the Bureau's systems at your station.

Support Functions

All expeditioners must also actively contribute to their respective station community. These additional duties will include kitchenhand roster, weekly housekeeping, and any other community duty as requested by the Station Leader. Bureau staff may also be requested to be on Fire, Search and Rescue, or Lay Surgical Assistant teams, for which they will receive formal training through the Australian Antarctic Program (AAP).

Training & Suitability

Your participation in the Bureau's Antarctic Observations program is conducted under authority of the AAP. As an expeditioner, you will undergo rigorous pre-deployment assessments to determine your suitability to the extreme environment and isolated community. Station allocation of successful applicants will be decided by the program management to meet operational requirements.

Specific training relating to meteorological equipment and practices will be provided by the Bureau of Meteorology Training Centre. Technical Officers are required to have completed all training and maintain currency of all relevant competencies relevant to their role.

Scheduling & Deployment Length

Successful applicants will need to be available for station specific Bureau training in Melbourne and AAP expeditioner training in Hobart from early May 2026 before departure to their allocated station.

Departure for Antarctica or Macquarie Island is expected to be from early November 2026 to March 2027 dependent upon which station expeditioners are allocated to, and the AAP shipping program. Return to Australia is expected to be from around November 2027 to April 2028, again depending on the location of the station you are allocated.

Antarctic and Macquarie Island postings are generally 15 months in duration; dependent upon which station you have been selected for, the specific training requirements for that station and the shipping or flight schedules. This period includes pre-departure training, therefore you must be available for training and deployment between the dates June 2025 and April 2027.

Designation to a specific station will be determined by operational need, therefore you must be prepared to work at any of the four stations.

Duties

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

Observation Roster

Carry out all duties of the Surface and Upper Air meteorological observations program, with a focus on timeliness and consistency, as determined by the roster for your respective station. Complete all supplementary reporting, stocktaking, and timely dissemination of meteorological observations, as required to maintain the program.

Network Support and Data Quality

Monitor the performance of local automatic weather station data feeds through a variety of web-based interfaces, both graphical and message based. Collaborate with the Bureau's IT Command Centre to identify and log faults as they arise.

Work Package Delivery

Under some supervision, help to deliver successful and timely outcomes from work packages and projects assigned to you and your team. These may be planned in advance or ad-hoc based on program requirements.

Liaison and Representation

Liaise with various internal and external stakeholders at the appropriate level and represent the Bureau in a professional manner in accordance with Australian Public Service values and Code of Conduct.

Other Relevant Duties

Under the supervision of AAP Station Leader, complete all community duties as requested.

Compliance

Comply with all relevant legislation, policies, procedures and guidance in the course of your work. Model APS Values, understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment. Comply with all Bureau work, health, safety and environment policies and procedures, and take reasonable care for your own health and safety and that of your team members, other employees, expeditioners and visitors who may be affected by your conduct. Comply by all AAP policies and procedures.

Eligibility

AAP Personal Qualities Requirements

As a wintering expeditioner, you will become part of a small and very isolated community. The Australian Antarctic Program has determined that certain personal attributes are essential to expeditioners succeeding in this environment.

Assessment Centre Methodology

The AAD uses assessment centre methodology for the assessment of most applicants' personal qualities. This involves bringing applicants who pass initial technical screening to a central location, where individuals' personal qualities are assessed by an independent panel over a 24 hour period (overnight). It is expected that assessment centres will be held during April and May 2026. Shortlisted applicants who have not had recent Antarctic employment with an Expeditioner Performance Rating (EPR) or have not attended an assessment centre within the last three years, are required to attend.

Medical, Psychological & Security Screening

If you are assessed as meeting the above job related and personal quality requirements, you will be required to undergo medical, psychological and security screening.

Meeting these requirements is mandatory.

- The Australian Antarctic Division, Polar Medicine Unit (PMU) will assess and determine applicant medical fitness for duty in Australia's Antarctic Program on the Bureau's behalf, following examination and tests conducted by a nominated medical practitioner. You will be required to complete an initial AAD Medical Checklist, via an online link sent directly to you from PMU, by email and SMS, to allow the Polar Medicine Unit Doctors to assess your medical history at the shortlisting stage. Those applicants who are progressing in the recruitment will require subsequent full AAP medical examination arranged by the Polar Medicine Unit.

- COVID-19 vaccination is a mandatory requirement prior to approved travel south with the AAP.
- A psychological assessment will be conducted by a psychologist nominated by the AAP.
- A National Police Check is required for all Antarctic Expeditioners.

Mandatory Requirements

- Demonstrated ability to work unsupervised in a time critical role on a rotating 7 day per week roster. Proven interpersonal skills to work in a diverse team role.
- Demonstrated level of oral and written communication skills sufficient to manage the observing operations program.
- First Aid qualification (minimum requirement HLTAID011) with at least 6 months validity remaining on Return to Australia
- Current unrestricted 'C' class Australian Driver's License
- Current Australian Passport with at least 6 months validity remaining on Return to Australia

Notes

About the Bureau of Meteorology

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

To Apply

Position Contact	Meg Lorang, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764176

Bureau of Meteorology

Closing Date: Sunday 14 December 2025

Data and Digital
Observing Systems & Operations

Job Title	Technical Officer Level 3, Antarctica and Sub-Antarctica
Job Type	Full-Time, Non-Ongoing
Location	Perth WA, Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD, Darwin NT, Adelaide SA, Hobart TAS
Salary	\$84,228 - \$91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On site at a remote Antarctic/sub-Antarctic station
Classification	APS Level 5
Position Number	6005088, 6005092, 6005090 & 6005087
Agency Website	

Job Description

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

We are seeking adventurous and suitably qualified people for 12-15 months in a remote posting to Antarctica and Macquarie Island, supporting the Bureau's Surface, and Upper Air Observations programs. The Bureau's National Observing Operations section maintains a year-round presence at Casey, Davis, Mawson Stations and Macquarie Island, with our staff embedded within the Australian Antarctic Program's expeditioner community.

Our work focuses on the provision of raw, high quality meteorological data used in a variety of ways worldwide, including for the production of weather forecasting products and long-term climate research.

Our remote staff undertake manual weather observations and weather balloon releases, and also use real-time data generated by automatic weather stations. In addition, our technicians maintain all of the meteorological instrumentation at their respective station ensuring seamless service performance. Immediate Supervisor: Bureau's Remote Operations Lead South (Pos. No 60014481)

Core Functions

As a Technical Officer Level 3 Weather Observer/Technician, you will help deliver the Bureau's highly regarded Surface and Upper Air Observations program at your respective station. You will work according to a seven-day roster with your team, observing and recording various characteristics of the Antarctic or sub-Antarctic meteorology. Depending on which station you are deployed to, you may also support the maintenance or delivery of external parties' programs, such as the CSIRO's Clean Air sampling.

You will play a vital role in supporting Bureau Forecasting services throughout aviation activities. You will be required to perform Aviation Observations which will directly influence the safety and success of fixed wing and helicopter operations at – or in the vicinity of – your station.

Depending on the staffing and operational requirements, you may also be tasked with several maintenance shifts each month, providing moderately complex technical assistance to the maintenance program led by the Technical Officer Level 4 Senior Technician. You will use the Bureau's asset management system (EAMS) to document and report on all maintenance activities and service outages affecting the Bureau's systems at your station. You will also produce monthly reports documenting the state of observations programs at your station.

Support Functions

All expeditioners must also actively contribute to their respective station community. These additional duties will include kitchenhand roster, weekly housekeeping, and any other community duty as requested by the Station Leader. Bureau staff may also be requested to be on Fire, Search and Rescue, or Lay Surgical Assistant teams, for which they will receive formal training through the Australian Antarctic Program (AAP).

Training & Suitability

Your participation in the Bureau's Antarctic Observations program is conducted under authority of the AAP. As an expeditioner, you will undergo rigorous pre-deployment assessments to determine your suitability to the extreme environment and isolated community. Station allocation of successful applicants will be decided by the program management to meet operational requirements.

Specific training relating to meteorological equipment and practices will be provided by the Bureau of Meteorology Training Centre. Technical Officers are required to have completed all training and maintain currency of all relevant competencies relevant to their role.

Scheduling & Deployment Length

Successful applicants will need to be available for station specific Bureau training in Melbourne and AAP expeditioner training in Hobart from early May 2026 before departure to their allocated station.

Departure for Antarctica or Macquarie Island is expected to be from early November 2026 to April 2027 dependent upon which station expeditioners are allocated to and the AAP shipping program. Return to Australia is expected to be from around November 2027 to April 2028, again depending on the location of the station you are allocated.

Antarctic and Macquarie Island postings are generally 15 months in duration; dependent upon which station you have been selected for, the specific training requirements for that station and the shipping or flight schedules. This period includes pre-departure training; therefore, you must be available for training and deployment between the dates May 2026 and April 2028.

Designation to a specific station will be determined by operational need, therefore you must be prepared to work at any of the four stations.

Duties

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

Observation Roster

Carry out all duties of the Surface and Upper Air meteorological observations program, with a focus on timeliness and consistency, as determined by the roster for your respective station. Complete all supplementary reporting, stocktaking, and timely dissemination of meteorological observations, as required to maintain the program.

Network Support and Data Quality

Monitor the performance of local automatic weather station data feeds through a variety of web-based interfaces, both graphical and message based. Collaborate with the Bureau's IT Command Centre to identify faults as they arise, and initiate return to service plans (under the supervision of Technical Officer Level 4).

Equipment Performance and Analysis

Under local or remote supervision, participate in moderately complex diagnosis and repair of equipment including automatic weather stations, Hydrogen generation equipment, IT systems, space weather, satellite and ozone equipment.

Work Package Delivery

Under minimal supervision, help to deliver successful and timely outcomes from work packages and projects assigned to you and your team. These may be planned in advance or ad-hoc based on program requirements.

Liaison and Representation

Liaise with various internal and external stakeholders at the appropriate level and represent the Bureau in a professional manner in accordance with Australian Public Service values and Code of Conduct.

Leadership

You will be appointed as the Bureau's leadership representative at your respective station depending on your experience and personal qualities. If chosen, you will attend regular leadership team meetings, have input towards wider community decisions, act as a conduit between the Station Leader and Bureau team, and provide the Station Leader with Expeditioner Performance Review feedback against your team.

Management

Prepare technical reports and documentation. Complete administrative tasks such as monthly reports, WHSE auditing, and stock re-ordering.

Other Relevant Duties

Under the supervision of AAP Station Leader, complete all community duties as requested.

Compliance

Comply with all relevant legislation, policies, procedures and guidance in the course of your work. Model APS Values, understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment. Comply with all Bureau work, health, safety and environment policies and procedures, and take reasonable care for your own health and safety and that of your team members, other employees, expeditioners and visitors who may be affected by your conduct. Comply by all AAP policies and procedures.

Eligibility

AAP Personal Qualities Requirements

As a wintering expeditioner, you will become part of a small and very isolated community. The Australian Antarctic Program has determined that certain personal attributes are essential to expeditioners succeeding in this environment.

Assessment Centre Methodology

The AAD uses assessment centre methodology for the assessment of most applicants' personal qualities. This involves bringing applicants who pass initial technical screening to a central location, where individuals' personal qualities are assessed by an independent panel over a 24 hour period (overnight). It is expected that assessment centres will be held during April and May 2026. Shortlisted applicants who have not had recent Antarctic employment with an Expeditioner Performance Rating (EPR) or have not attended an assessment centre within the last three years, are required to attend.

Medical, Psychological & Security Screening

If you are assessed as meeting the above job related and personal quality requirements, you will be required to undergo medical, psychological and security screening.

Meeting these requirements is mandatory.

- The Australian Antarctic Division, Polar Medicine Unit (PMU) will assess and determine applicant medical fitness for duty in Australia's Antarctic Program on the Bureau's behalf, following examination and tests conducted by a nominated medical practitioner. You will be required to complete an initial AAD Medical Checklist, via an online link sent directly to you from PMU, by email and SMS, to allow the Polar Medicine Unit Doctors to assess your medical history at the shortlisting stage. Those applicants who are progressing in the recruitment will require subsequent full AAP medical examination arranged by the Polar Medicine Unit.
- COVID-19 vaccination is a mandatory requirement prior to approved travel south with the AAP.
- A psychological assessment will be conducted by a psychologist nominated by the AAP.
- A National Police Check is required for all Antarctic Expeditioners.

Mandatory Requirements

- Demonstrated leadership experience. Proven interpersonal skills to work in a diverse team role.
- Demonstrated ability to work unsupervised in a time critical role on a rotating 7 day per week roster.
- Demonstrated level of oral and written communication skills sufficient to manage the observing operations program.
- First Aid qualification (minimum requirement HLTAID011) with at least 6 months validity remaining on Return to Australia
- Current unrestricted 'C' class Australian Driver's License
- Current Australian Passport with at least 6 months validity remaining on Return to Australia

Notes

About the Bureau of Meteorology

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific. We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, 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	Meg Lorang, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the
Environment and Water

Vacancy VN-0764186

Job Title	Technical Officer Level 4, Antarctica and Sub-Antarctica
Job Type	Full-Time, Non-Ongoing
Location	Hobart TAS, Perth WA, Melbourne VIC, Sydney NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT
Salary	\$94,563 - \$105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On site at a remote Antarctic/sub-Antarctic station
Classification	APS Level 6
Position Number	6005030, 6005029, 6005082 & 6005083
Agency Website	

Job Description

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

We are seeking adventurous and suitably qualified people for 12-15 months in a remote posting to Antarctica and Macquarie Island, supporting the Bureau's Surface, and Upper Air Observations programs.

The Bureau's National Observing Operations section maintains a year-round presence at Casey, Davis, Mawson Stations and Macquarie Island, with our staff embedded within the Australian Antarctic Program's expeditioner community.

Our work focuses on the provision of raw, high quality meteorological data used in a variety of ways worldwide, including for the production of weather forecasting products and long-term climate research.

Our remote staff undertake manual weather observations and weather balloon releases, and also use real-time data generated by automatic weather stations. In addition, our technicians maintain all of the meteorological instrumentation at their respective station, ensuring seamless service performance.

Immediate Supervisor: Bureau's Remote Operations Lead South (Pos No. 60014481)

Core Functions

As a Technical Officer Level 4 Senior Technician, you will undertake complex technical maintenance and troubleshooting on an advanced suite of meteorological instruments, ensuring uncompromised performance of the Antarctic Observations program. You will supervise all maintenance activities at your station, and delegate some moderately complex tasks to the Technical Officer Level 3 if they are a Weather Observer/Technician. You will use the Bureau's asset management system (EAMS) to document and report on all maintenance activities and service outages. You will produce monthly technical reports documenting the state of meteorological equipment at your station.

You will play a vital role in supporting Bureau Forecasting services throughout aviation activities. You will be required to perform Aviation Observations which will directly influence the safety and success of fixed wing and helicopter operations at – or in the vicinity of – your station.

As a Technical Officer Level 4, you will also help deliver the Bureau's highly regarded Surface and Upper Air Observations program at your respective station. You will work according to a seven-day roster with your team, observing and documenting many different facets of the weather systems that the Antarctic and Macquarie Island climate throw at you. Depending on which station you are deployed to, you may also support the maintenance or delivery of external parties' programs, such as the CSIRO's Clean Air sampling.

Support Functions

All expeditioners must also actively contribute to their respective station community. These additional duties will include kitchenhand roster, weekly housekeeping, and any other community duty as requested by the Station Leader. Bureau staff may also be requested to be on Fire, Search and Rescue, or Lay Surgical Assistant teams, for which they will receive formal training through the Australian Antarctic Program (AAP).

Training & Suitability

Your participation in the Bureau's Antarctic Observations program is conducted under authority of the AAP. As an expeditioner, you will undergo rigorous pre-deployment assessments to determine your suitability to the extreme environment and isolated community. Station allocation of successful applicants will be decided by the program management to meet operational requirements.

Specific training relating to meteorological equipment and practices will be provided by the Bureau of Meteorology Training Centre. Technical Officers are required to have completed all training and maintain currency of all relevant competencies relevant to their role.

Scheduling & Deployment Length

Successful applicants will need to be available for station specific Bureau training and AAP expeditioner training in Hobart and Melbourne from early May 2026 before departure to their allocated station.

Departure for Antarctica or Macquarie Island is expected to be from early November 2026 to March 2027 dependent upon which station expeditioners are allocated to and the AAP shipping program.

Return to Australia is expected to be from around November 2027 to April 2028, again depending on the location of the station you are allocated.

Antarctic and Macquarie Island postings are generally 15 months in duration; dependent upon which station you have been selected for, the specific training requirements for that station and the shipping or flight schedules. This period includes pre-departure training, therefore you must be available for training and deployment between the dates May 2026 and April 2028.

Designation to a specific station will be determined by operational need, therefore you must be prepared to work at any of the four stations.

Duties

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

Observation Roster

Carry out all duties of the Surface and Upper Air meteorological observations program, with a focus on timeliness and consistency, as determined by the roster for your respective station. Complete all supplementary reporting, stocktaking, and timely dissemination of meteorological observations, as required to maintain the program.

Network Support and Data Quality

Monitor the performance of local automatic weather station data feeds through a variety of web-based interfaces, both graphical and message based. Collaborate with the Bureau's IT Command Centre to identify faults as they arise, and implement return to service plans.

Equipment Performance and Analysis

Under local or remote supervision, undertake highly complex diagnosis and repair of equipment including automatic weather stations, Hydrogen generation equipment, IT systems, space weather, satellite and ozone equipment.

Work Package Delivery

Supervise the delivery of all scheduled work packages at your station, with a strong focus on producing highly accurate performance verification documents. Provide timely, expert responses to any unplanned faults or ad-hoc requests for work. Communicate the progress and outcome of all work to relevant stakeholders.

Liaison and Representation

Liaise with various internal and external stakeholders at the appropriate level and represent the Bureau in a professional manner in accordance with Australian Public Service values and Code of Conduct. .

Management

Delegate moderately complex maintenance tasks to other staff and provide expert support when it is required. Prepare complex technical reports and documentation covering all facets of the Observations program's instrumentation and other equipment.

Other Relevant Duties

Under the supervision of AAP Station Leader, complete all community duties as requested.

Compliance

Comply with all relevant legislation, policies, procedures and guidance in the course of your work. Model APS Values, understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment. Comply with all Bureau work, health, safety and environment policies and procedures, and take reasonable care for your own health and safety and that of your team members, other employees, expeditioners and visitors who may be affected by your conduct. Comply by all AAP policies and procedures.

Eligibility

AAP Personal Qualities Requirements

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- The Australian Antarctic Division, Polar Medicine Unit (PMU) will assess and determine applicant medical fitness for duty in Australia's Antarctic Program on the Bureau's behalf, following examination and tests conducted by a nominated medical practitioner. You will be required to complete an initial AAD Medical Checklist, via an online link sent directly to you from PMU, by email and SMS, to allow the Polar Medicine Unit Doctors to assess your medical history at the shortlisting stage. Those applicants who are progressing in the recruitment will require subsequent full AAP medical examination arranged by the Polar Medicine Unit.
- COVID-19 vaccination is a mandatory requirement prior to approved travel south with the AAP.
- A psychological assessment will be conducted by a psychologist nominated by the AAP.
- A National Police Check is required for all Antarctic Expeditioners.

Mandatory Requirements

- A Certificate IV (AQF Level 4 or above) electronics or electrical preferred from an Australian educational institution, OR
- A comparable overseas qualification, which is appropriate to the duties, OR
- Relevant experience and training, which enables the employee to competently perform the duties at this level, OR
- Other comparable qualifications, which are appropriate to the duties.
- Demonstrated ability to work unsupervised in a time critical role on a rotating 7 day per week roster. Proven interpersonal skills to work in a diverse team role.
- Demonstrated level of oral and written communication skills sufficient to manage the observing operations program.
- First Aid qualification (minimum requirement HLTAID011) with at least 6 months validity remaining on Return to Australia
- Current unrestricted 'C' class Australian Driver's License
- Current Australian Passport with at least 6 months validity remaining on Return to Australia

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portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunami and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Meg Lorang, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the
Environment and Water

Vacancy VN-0764109

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

Closing Date:Monday 27 October 2025

Parks Australia
Marine & Island Parks Christmas Island Mine to Forest Rehabilitation (CIMFR)

Job Title	Technical Coordinator (Christmas Island Mine to Forest Rehabilitation)
Job Type	Full-Time, Ongoing
Location	Christmas Island WA
Salary	\$84,794 - \$93,020
Future Merit Locations	Christmas Island
Office Arrangement	On Site
Office Arrangement Details	The employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 5
Position Number	2025/2956
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Australia's natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them.

The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

The Marine and Island Parks Branch works to protect the Australian Marine Parks and three Island National Parks located in Australia's External Territories in the Pacific and Indian Ocean: Norfolk Island National Park; Christmas Island National Park and Pulu Keeling National Park.

Christmas Island Mine to Forest Rehabilitation program was created to mitigate the environmental impacts associated with phosphate mining on the island. CIMFR is responsible for the rehabilitation of cleared forest mining sites to restore the impacted areas back to tropical forest and ultimately returned to Christmas Island National Park.

Duties

In this role you will be responsible for:

- Work with the Rehabilitation Supervisor to achieve CIMFR plan objectives such as:
 - Plan and prioritise daily and long-term activities and explore opportunities for increased efficiency.
 - Forecast nursery plant species mix requirements and provide trailer stocking lists for the planting season.
 - Develop and implement planting, weeding, fertilising and maintenance efforts that optimise seasonal weather conditions.
 - Supervise and train junior staff; build productive working relationships and contribute in a positive way to the team environment.
 - Keep track of plant accessions through the process using spreadsheets, databases and GIS.
- Co-ordinate and conduct environmental research such as biophysical monitoring and field trials including:
 - Flora and fauna surveys of native and introduced species;
 - Collection and scientific analysis of soil samples;
 - Recording of key performance indicators and taking field measurements;
 - Data entry into Excel, data analysis, graphing and statistical analysis; o Interpreting results and preparing reports.
- Assist the Program Manager in developing earthworks planning and implement earthworks operations.
- Perform GPS data acquisition, processing, mapping and spatial analysis using Geographical Information System (GIS) software (e.g. ArcMap).
- Communicate necessary information to Departmental staff, the local community and visitors in an appropriate manner and timeframe.
- Using available knowledge and experience as well as theoretical information, provide technical advice and guidance to fellow staff and management and contribute pragmatic solutions to overcome complex problems.
- Co-ordinate certain logistical aspects of the program such as:
 - Managing vehicle and equipment servicing, repairs and maintenance;
 - Supplier liaison, quote sourcing, purchasing of equipment, parts, consumables and procurement of some local services for both nursery and fieldwork requirements.
- Conduct and coordinate safe operation, application, maintenance, transport and storage of all mechanical, spraying and electrical equipment, tools, and materials as per instructions, labels, MSDS, Job Safety Assessments, WHS policies, procedures and other relevant documents
- Work effectively in challenging terrain and hot, humid, often wet, muddy conditions whilst always being mindful of the safety of both yourself and fellow team members
- Harmoniously interact with a multi-cultural, socially diverse workforce and community, as well as with various stakeholders, in accordance with APS Values and the Code of Conduct.

Eligibility

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

- **Pre-employment checks** - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.
- **Mandatory qualifications** - To be eligible for this position, you must hold a Tertiary qualification in natural resource management or related field.

The successful applicant will be required to:

- Possess suitable level of fitness to conduct fieldwork in rugged terrain and perform tasks in hot, humid and often wet conditions.
- Possess a 4WD safe driving and recovery certificate, or commit to obtaining this qualification.
- Possess a current senior first aid certificate, or commit to obtaining this qualification.
- Demonstrate experience working in a multicultural society on a remote island/location.
- Have the ability to obtain and maintain a working with children and vulnerable people check.
- Wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures.

Notes

Please note:

- The physical requirements of the role(s) involve a combination of outdoor and office based work.
- You may be required to perform occasional out-of-hours and weekend work.
- You will be required, from time to time, to work in difficult, remote and harsh environments (possibly for extended periods) under limited supervision or in teams.
- You may be required to perform occasional out-of-hours and weekend work.

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

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

To Apply

Position Contact	André Marais, (08) 9164 8700
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the
Environment and Water

Vacancy VN-0764110

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

Closing Date:Monday 27 October 2025

Parks Australia
Marine & Island Parks Christmas Island Mine to Forest Rehabilitation

Job Title	Nursery and Rehabilitation Supervisor
Job Type	Full-Time, Ongoing
Location	Christmas Island WA
Salary	\$77,728 - \$84,619
Future Merit Locations	Christmas Island
Office Arrangement	On Site
Office Arrangement Details	The employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 4
Position Number	2025/2950
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Australia’s natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them.

The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

Australia has one of the largest networks of marine parks in the world. Marine parks protect the diversity of life in our oceans—from astonishing coral reefs in our tropical seas to deep ocean canyons and undersea mountains in temperate marine regions. This branch oversees the ongoing management of each of the six Marine Park Networks, Policy and Programs Coordination, Science and Management Effectiveness and Authorisations and Compliance.

Duties

In this role, you will be responsible for:

- Coordinate and conduct plant production in the CIMFR nursery, including tasks such as:
 - Collection of seed and seedlings;
 - Recording and labelling relevant information for collections;
 - Implement and improve seed handling, storage, germination, and cultivation techniques;
 - Raise seedlings to maximize hardiness and post-planting survival, re-potting when appropriate;
 - Develop a plant production program to ensure saplings are of suitable size and strength to maximise survival in the field.
- Correctly identify native and non-native plant species (over two hundred species) on Christmas Island at various stages of development (seed, seedlings, juveniles, and adults).
- Identify plant health disorders and implement appropriate control measures in a timely and effective manner; research and analyse information to draw accurate conclusions.
- Help develop plant production targets, species composition objectives, horticultural methods and resources required to achieve sufficient nursery stock for the annual planting season.
- Coordinate staff allocated to the nursery daily to achieve work plan objectives; effectively supervise and train junior staff; build productive working relationships; contribute in a positive way to the team environment.
- Assist with certain logistical aspects of the program such as:
 - Managing vehicle and equipment servicing, repairs and maintenance;
 - Supplier liaison, quote sourcing, purchasing equipment, parts, consumables, and procurement of some local services;
 - Planning of rehabilitation field maintenance.
- Communicate technical information effectively to fellow staff and management; identify, and where possible, use industry best-practice technology to increase efficiency.
- Supervise heavy equipment earthworks and contractors during rehabilitation earthwork programs to ensure programs are delivered as planned, safely, on time and within budget.
- Coordinate logistical aspects of running the nursery; consult with suppliers and take on responsibilities for procurement associated with the nursery; have knowledge and capacity to oversee maintenance of nursery infrastructure, reticulation, and equipment; be resourceful, efficient and have strong ability to problem solve.
- Effectively supervise a team in challenging terrain and hot, humid, often wet, muddy conditions whilst always being mindful of the safety of both yourself and fellow team members.

- Effectively contribute as a member of a team in a multi-cultural, socially diverse, isolated environment, and adhere to Departmental and WHS policies, guidelines, and requirements.

Eligibility

- **Citizenship** - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Pre-employment checks** - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

The successful applicant will be required to:

- Possess suitable level of fitness to conduct fieldwork in rugged terrain and perform tasks in hot, humid and often wet conditions.
- Possess a current driver's license.
- Possess a 4WD safe driving and recovery certificate, or commit to obtaining this qualification.
- Possess a current senior first aid certificate, or commit to obtaining this qualification.
- Demonstrate experience working in a multicultural society on a remote island/location.
- Have the ability to obtain and maintain a working with children and vulnerable people check.
- Wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures.

Notes

Please note:

- The physical requirements of the role(s) involve a combination of outdoor and officebased work.
- You may be required to perform occasional out-of-hours and weekend work.
- You will be required, from time to time, to work in difficult, remote and harsh environments (possibly for extended periods) under limited supervision or in teams.
- You may be required to perform occasional out-of-hours and weekend work.

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

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

To Apply

Position Contact	André Marais, (08) 9164 8700
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the
Environment and Water

Vacancy VN-0764113

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

Closing Date:Monday 27 October 2025

Parks Australia
Marine & Island Parks Christmas Island Mine to Forest Rehabilitation

Job Title	Nursery Attendant - Christmas Island Mine to Forest Rehabilitation
Job Type	Full-Time, Ongoing
Location	Christmas Island WA
Salary	\$54,516 - \$77,125
Future Merit Locations	Christmas Island
Office Arrangement	On Site
Office Arrangement Details	The employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 1;APS Level 2;APS Level 3
Position Number	2025/2946
Agency Website	https://www.dcceew.gov.au/

Australia's natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them.

The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

The Marine and Island Parks Branch works to protect the Australian Marine Parks and three Island National Parks located in Australia's External Territories in the Pacific and Indian Ocean: Norfolk Island National Park; Christmas Island National Park and Pulu Keeling National Park.

Christmas Island Mine to Forest Rehabilitation programme was created to mitigate the environmental impacts associated with phosphate mining on the island. CIMFR is responsible for the rehabilitation of cleared forest mining sites to restore the impacted areas back to tropical forest and ultimately returned to Christmas Island National Park.

Duties

In this role you will be responsible for:

- Carry out plant production in the CIMFR nursery, including tasks such as:
 - Collection of seed and seedlings;
 - Recording and labelling relevant information for collections;
 - Implement and improve seed handling, storage, germination and cultivation techniques;
 - Raise seedlings to maximize hardiness and post-planting survival, re-potting when appropriate;
 - Assist with nursery operations, seed collection, soil-media preparation, potting-up, horticultural care, plant health monitoring and watering of plants
- Correctly identify native and non-native plant species (over 200 species) on Christmas Island at various stages of development (seed, seedlings, juveniles and adults). Managing vehicle and equipment servicing, repairs and maintenance;
- Identify plant health disorders and implement appropriate control measures in a timely and effective manner; research and analyse information to draw accurate conclusions.
- Contribute to plant production targets, species composition objectives, horticultural methods and resources required to achieve sufficient nursery stock for the annual planting season.
- Communicate technical information effectively to fellow staff and management; identify, and where possible, use industry best-practice technology to increase efficiency.
- Conduct safe operation, application, maintenance, transport and storage of all electrical equipment, tools, materials and chemicals as per instructions, labels, safety data sheets, and other relevant documents, procedures and policies.

- Work effectively in challenging terrain and hot, humid, often wet, muddy conditions whilst always being mindful of the safety of both yourself and fellow team members.
- Harmoniously interact with a multi-cultural, socially diverse workforce and community, as well as with various stakeholders, in accordance with APS Values and the Code of Conduct.

Eligibility

- **Citizenship** - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Pre-employment checks** - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

The successful applicant will be required to:

- Possess suitable level of fitness to conduct fieldwork in rugged terrain and perform tasks in hot, humid and often wet conditions.
- Possess a current driver's license.
- Possess a 4WD safe driving and recovery certificate, or commit to obtaining this qualification.
- Possess a current senior first aid certificate, or commit to obtaining this qualification.
- Demonstrate experience working in a multicultural society on a remote island/location.
- Have the ability to obtain and maintain a working with children and vulnerable people check.
- Wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures.

Notes

Please note:

- The physical requirements of the role(s) involve a combination of outdoor and officebased work.
- You may be required to perform occasional out-of-hours and weekend work.
- You will be required, from time to time, to work in difficult, remote and harsh environments (possibly for extended periods) under limited supervision or in teams.
- The physical requirements of the role(s) involve a combination of outdoor and office-based work.
- You may be required to perform occasional out-of-hours and weekend work.

This position is a broadband classification (APS 1-3). The successful applicant may be engaged at any level within the broadband.

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

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

To Apply

Position Contact	André Marais, (08) 9164 8700
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the
Environment and Water

Vacancy VN-0764130

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

Closing Date:Monday 03 November 2025

Environmental Permitting and Compliance
Compliance & Enforcement Environmental Crime

Job Title	Director Environmental Crime
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$146,942 - \$170,725
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Onsite - employee will be expected to work in the office or onsite in the location specified.
Classification	Executive Level 2
Position Number	2025/2972
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Identified position

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

Who we are

The Environmental Permitting and Compliance Division (EPCD) plays a pivotal role in protecting and sustainably managing our land, water, air and wildlife for the benefit of the Australian and international community. The division oversees regulatory schemes and undertakes monitoring and compliance activities integral to environmental protection, including wildlife trade, air quality, contaminated sites, waste management, sea dumping, and monitoring and compliance of projects approved under the Environment Protection and Biodiversity Conservation Act 1999. EPCD works with business, industry, government and the community to improve compliance with national environmental laws.

The Compliance and Enforcement Branch provides a centralised compliance and enforcement capability for environment regulation. The branch works closely with internal permitting and licencing areas, with business, industry, government and community to understand and improve compliance with national environmental laws. The branch focusses on serious non-compliance with a range of legislation relating to protection of threatened plants, animals and ecosystems, wildlife trade, hazardous waste and air quality, and monitoring and compliance of projects approved under the Environment Protection and Biodiversity Conservation Act 1999.

The Environmental Crime Section is primarily responsible for investigating criminal offences under Commonwealth environmental law. The section works autonomously and with state and federal law enforcement and regulatory partners to conduct investigations, make arrests and submit briefs of evidence for criminal prosecution. The section also works closely with internal intelligence capabilities and key domestic and international agencies to identify criminal offending and take disruptive and deterrence measures for long-lasting impact on criminal offending.

Duties

The job

- Leadership, strategic direction and oversight of the department's criminal investigations capability as it relates to national environmental laws and the department's environment compliance priorities
- Lead and manage a geographically dispersed section with diverse criminal investigations experience.
- Manage, assure and report on the criminal investigation caseload, including outcomes.
- Ensure compliance with Australian Government Investigation Standards requirements, governance processes and relevant legislation, policy and practice. Work collaboratively with key internal and external stakeholders to leverage capability, resolve issues, and achieve outcomes.
- Lead and assure risk management activities to ensure the safe and effective delivery of all operational work.
- Coordinate, prepare, or present submissions for the Executive, Minister, and various internal and external partners and stakeholders.
- Represent Environmental Crime, the Branch or department at various meetings, including chairing meetings where required.
- Proactively manage media opportunities and enquiries relating to environmental crime and investigations.
- Work collaboratively as part of a branch executive to drive branch culture, capability and continuous improvement.
- The successful applicant must be able to take the lead on delivering key compliance and enforcement priorities while working flexibly to accommodate online meetings and occasional interstate travel to work on operational activities with team members, internal and external partners and stakeholders.

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

Eligibility

Mandatory qualifications

Certificate IV in Government Investigations and Diploma in Government Investigations or equivalent. Your suitability for employment will be dependent on you holding relevant mandatory qualifications.

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

Security Clearance - this position requires a **Negative Vetting Level 1** security clearance. You will be required to obtain and maintain a clearance at this level.

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

Notes

We currently have one vacancy available for immediate filling which can be worked from Canberra - ACT.

A merit pool for filling the same or similar positions from Canberra - ACT, may be established at the conclusion of this selection process.

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

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

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

To Apply

Position Contact	Danny Mcquillen, 0401 118 530
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764139

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

Closing Date:Monday 17 November 2025

Parks Australia
Booderee and Uluru-Kata Tjuta National Parks Booderee National Park

Job Title	Training Team Leader
Job Type	Full-Time, Ongoing
Location	Jervis Bay ACT
Salary	\$95,438 - \$108,360
Future Merit Locations	Jervis Bay
Office Arrangement	On Site
Office Arrangement Details	Onsite - employee will be expected to work in the office or onsite in the location specified.
Classification	APS Level 6
Position Number	2025/2979
Agency Website	https://www.dcceew.gov.au/

Affirmative measure employment - Indigenous employment

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

Who we are

Australia's natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

Booderee National Park, with its coastal habitats is one of three national parks, leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia.

The Office of Joint Management is responsible for providing training across Booderee National Park, ensuring all staff hold the relevant qualifications to perform their roles, working in partnership with the Wreck Bay Aboriginal Community Council (WBACC) with the Cultural Heritage and Community Liaison contracts and supporting the Joint Board of Management.

Duties

The job

- Leadership & Team Management: Lead, supervise, and mentor APS staff, fostering a positive, inclusive, and culturally respectful workplace.
- Build team capacity and capability through performance management, coaching, and professional development.
- Promote the "One Booderee" team philosophy, encouraging collaboration across all park units.

- Traditional Owner Engagement & Joint Management: Work closely with Traditional Owners to embed their vision and cultural values into park management and planning.
- Partner with the Wreck Bay Aboriginal Community Council (WBACC) to deliver joint management priorities, including:
 - Training & Employment pathways (e.g. Junior Ranger, school-based apprenticeships, traineeships).
 - Cultural initiatives such as the Welcome to Country program and the development of a Traditional Use Policy.
 - Opportunities for Traditional Owner-led business development within the Park.
- Cultural Heritage & Community Liaison: Support implementation of the Cultural Heritage Strategy in collaboration with WBACC and the Cultural Heritage Officer.
- Strengthen cultural heritage planning, monitoring, and management to protect and celebrate Booderee's values.
- Foster knowledge exchange by integrating traditional, contemporary, and scientific expertise.
- Governance & Stakeholder Engagement: Provide secretariat support to the Joint Board of Management and its sub-committees, including preparing, presenting, and reporting on board papers.
- Contribute to delivery of the Park Lease obligations and the Plan of Management.
- Build and maintain effective relationships with WBACC, community stakeholders, government partners, and external organisations.
- Program, Project & Contract Management: Oversee budgets, contracts, procurement, and projects across joint management, training, and cultural programs.
- Monitor and report on operational and strategic work plans, ensuring alignment with park priorities.
- Ensure compliance with APS Code of Conduct, Parks Australia governance requirements, and WH&S obligations.
- Operational & Ranger Support: Contribute to environmental management, emergency response (including fire and evacuation), compliance, and law enforcement operations.
- Provide support to visitor management and campground operations during peak seasons.
- Undertake ranger duties such as visitor education, compliance, minor maintenance, traffic and incident management.
- Fulfil Duty Manager responsibilities on a rostered basis, including after-hours emergency coordination.

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

Eligibility

Eligibility and other requirements

- Hold a current Apply First Aid Certificate or have the ability to obtain this qualification.
- Hold and maintain a current manual driver's licence and ability to drive a 4WD vehicle.
- The ability to obtain and maintain a working with children and vulnerable people check.

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

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

Notes

Additional information

- Note that the ability to perform shift work is a requirement when applying for this position.
- Note that the physical requirements of the role(s) involve a combination of outdoor and office-based work.
- Wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy.

We currently have one vacancy available for immediate filling which can be worked from Jervis Bay, Booderee National Park.

A merit pool for filling the same or similar positions from Jervis Bay, Booderee National Park, may be established at the conclusion of this selection process.

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

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

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

To Apply

Position Contact	Siobhan Guerin, 0448 953 728
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Climate Change, Energy, the Environment and Water

Vacancy VN-0764150

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

Closing Date: Friday 07 November 2025

Parks Australia
Marine & Island Parks Indian Ocean Territories Parks

Job Title	Park Manager - Christmas Island and Cocos (Keeling) Islands & Indian Ocean Territories Marine Parks
Job Type	Full-Time, Ongoing
Location	Christmas Island WA
Salary	\$146,942 - \$170,725
Future Merit Locations	Christmas Island
Office Arrangement	On Site
Office Arrangement Details	The employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	Executive Level 2
Position Number	2025/2896
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Australia's natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 60 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of

Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

The Marine and Island Parks Branch works to protect the Australian Marine Parks and three Island National Parks located in Australia's External Territories in the Pacific and Indian Ocean: Norfolk Island National Park; Christmas Island National Park and Pulu Keeling National Park.

The position is located on Christmas Island, in Australia's Indian Ocean Territory (IOT) and is responsible for the day-to-day management of Christmas Island National Park and Pulu Keeling National Parks and for supporting the operational management of the Christmas Island Marine Park and the Cocos (Keeling) Islands Marine Park.

Duties

- Provide high level leadership and manage a remote and isolated workforce across two separate locations within Australia's Indian Ocean Territories, with a strong focus on developing, coaching and mentoring staff, staff wellbeing and role-modelling agreed expectations to maintain a mutually respectful workplace.
- Manage and prioritise natural and cultural resource management programs, including invasive species control, threatened species and ecosystem conservation and monitoring programs.
- Manage infrastructure and assets, including housing, plant and equipment and visitor facilities, and oversee and support the delivery of routine maintenance as well as major capital works.
- Manage budget and expenditure, including making shared decisions around capital and operational priorities, and ensuring compliance with requirements under the Commonwealth's Governance and Financial legislation and frameworks.
- Establish and maintain effective partnerships with island communities and management committees and other external stakeholders, which includes with scientific advisory committees, community organisations, Shires, Commonwealth and State government agencies, scientific and research communities and the tourism industry, as well as other groups and individuals with interests in the management of the Parks.
- Manage visitor service and experience programs and activities, including developing and enhancing interpretive and other visitor experiences.
- Seek to develop and/or facilitate tourism and associated business opportunities that support the island's socio-economic diversification and park operations.
- Oversee compliance activities under park legislation and regulations, including licence and permit compliance.
- Deliver business management and corporate services and strengthen internal governance systems and to ensure compliance and enhance accountability, including provision of staff training and capability development.
- Initiate and engage in Parks' related events and broader community and stakeholder forums, including representing the Director in these forums as required.
- Ensure a safe environment for all park staff and visitors by working to optimise safety management systems, ensure effective management of critical risks, and role-modelling safe work practices.
- Manage emergency incidents in conjunction with other agencies and participate in on call activities as required.

Mandatory qualifications

- Natural resource/protected area management qualifications or equivalent experience.

Additional requirements

- Hold a current Apply First Aid Certificate or have the ability to obtain this qualification.

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

Eligibility

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

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

Mandatory qualifications – your suitability for employment will be dependent on you holding relevant mandatory qualifications.

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

Notes

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

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

To Apply

Position Contact	Shaun Barclay, 0417 429 385
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Employment and Workplace Relations

Vacancy VN-0764045

Comcare

Closing Date:Wednesday 29 October 2025

Scheme Management Group
Office of the Chief Data and Analytics Officer Team Data Governance

Job Title	Assistant Director, Data Governance
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Launceston TAS
Salary	\$123,660 - \$147,347
Future Merit Locations	Canberra, Melbourne, Launceston
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	Executive Level 1
Position Number	01391
Agency Website	

Job Description

https://www.comcare.gov.au/careers/current_vacancies

About the team

The Scheme Management Group contributes to Comcare's purpose to promote and enable safe and healthy work through excellence in scheme design and management. We are insight driven and work with scheme participants to achieve sustainable and better practice national schemes.

Comcare has an ambitious program for the governance, organisation, presentation analysis and utilisation of our data capability and assets. The Office of the Chief Data and Analytics Officer (OCDAO) is the focal point that brings together business groups, IT, legal and other corporate functions to craft and implement Comcare's enterprise data strategy and associated data initiatives.

Duties

The Assistant Director, Data Governance will establish and manage Comcare's Data Governance framework across Comcare's data domains. The Assistant Director's role is to oversee and lead the data governance capability in a way that safeguard's Comcare's data in line with legislative requirements and ethical principles, while also enabling data driven decisions.

The Assistant Director is responsible for embedding data governance roles and responsibilities and nurturing capability and a proactive culture of good practice across the Data Stewardship Network. This will be done through embedding fit-for-purpose data governance practices in various systems and business processes. It is critical that the Assistant Director facilitates a sound balance between compliance and enablement, ensuring policies and procedures mitigate risks without unnecessarily restricting operational efficiency.

The Assistant Director will continually strengthen Comcare's data governance framework to adapt to the evolving operating and external environment, including legislative changes. Developing and maintaining a comprehensive suite of data governance policies, procedures and processes to support enterprise data governance practices. The Assistant Director is also responsible for evaluating the outcomes of data governance including how it enables strategic priorities.

In this role your key responsibilities will include, but are not limited to, the following:

- Develop and maintain a view of the current and future state of Data Governance in Comcare that will enable 'data driven decisions' and safeguarding of Comcare data.
- Implement, lead, manage and review data governance programs, projects or initiatives and drive continuous improvement and change.
- Establish and nurture key internal stakeholder relationships including the Data Stewardship Network through training, support and communication.
- Facilitate engagement with external (including APS-wide) data governance initiatives and requests as the key point of contact.
- Champion the adoption of data governance best practice through facilitation of easy-to-use processes which are embedded as part of BAU.
- In collaboration with the Chief Data and Analytics Officer, set clear priorities for data governance in line with organisational objectives, and develop and manage delivery against an implementation plan.

Desirable qualifications and experience

- Experience designing and implementing a data governance framework
- Practical experience as a developer or user of data products

Eligibility

1. Australian citizenship
2. Character clearance (Australian Criminal History Check)
3. Employee Health Declaration
4. Six months probationary period for new engagements

Notes

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

About the Comcare

Comcare is the national authority for work health and safety, and workers' compensation. We are a government regulator, workers' compensation insurer, claims manager and scheme administrator. Through our role, we work with employees and other workers, employers, service providers and other organisations to: - minimise the impact of harm in the workplace - improve recovery at work and return to work - promote the health benefits of good work. We collaborate and partner with other schemes and organisations on research and innovative projects that improve outcomes. We also provide expert advice and services to the Safety, Rehabilitation and Compensation Commission (SRCC), and Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority).

To Apply

Position Contact	Recruitment Team, 1300366979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Employment and Workplace Relations

Vacancy VN-0764154

Fair Work Ombudsman

Closing Date: Sunday 02 November 2025

Job Title	Fair Work Adviser
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	\$74,881 - \$80,713
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 3
Position Number	25/087EA
Agency Website	http://www.fairwork.gov.au

Job Description

<https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=7A26A857%2D2489%2D43>

We are currently seeking Fair Work Advisers in our Melbourne and Sydney offices at the Office of the Fair Work Ombudsman (OFWO). Part-time and full-time hours available. You will be required to work in one of the advertised office locations during initial training and may also work from home when not operationally required to attend the office.

All positions are expected to commence towards the end of January 2026. We anticipate the recruitment assessment stages, including interviews, will take place throughout November 2025. Please ensure you have access to your email during this time and check your junk mail accounts regularly.

About Us

Our role is to promote harmonious, productive, cooperative, and compliant workplace relations in Australia. We do this by providing education, assistance, advice and guidance to employers and employees. In 2023-24, we recovered more than \$473 million in unpaid wages and entitlements for nearly 160,000 employees.

What We Offer

Great training and ongoing support

- We provide in depth and extensive training that is highly sought after within OFWO and in the private sector.
- Each Adviser will have a coach who will work closely with them to develop their skills.

Healthy work-life balance

- Various flexible working options, such as working from home
- 4 weeks annual leave, plus an additional close-down between Christmas and New Year
- 18 days of paid personal leave a year

Other great benefits

- A competitive salary, with annual wage increases built into our Enterprise Agreement, plus 15.4% superannuation
- Salary packaging options
- Access to a free counselling service for you and your family

96% of our Customer Service staff in 2024 were satisfied with their non-monetary employment conditions (e.g. leave, flexible work arrangements, other benefits).

The Team

The Fair Work Infoline plays a critical role within the agency by answering enquiries from the public regarding workplace issues. We provide tailored advice and information to both employers and employees. We empower our customers by:

- Promoting and helping customers navigate our online self-help resources
- Offering tailored assistance to those most in need of our services
- Providing guidance on the best way to resolve workplace issues

The Role

Working as a Fair Work Adviser you will be on the phone in a fast-paced contact centre environment advising and assisting the Australian public every day. You will be helping a diverse range of employees and employers to understand workplace rights, entitlements, and responsibilities. What is most important to succeed in this role is a desire to help people, good communication skills and willingness to learn.

The Career

Through our comprehensive training and coaching program, you will gain skills in researching and interpreting legislation and be able to advance your communications skills. This will enable you to progress your career, not only within the Fair Work Infoline as a Coach or Team Leader, but across the OFWO. For example, past Advisers have become Fair Work Inspectors, Communications officers, or joined the Data teams.

“This is the first job where I not only feel secure, but that investment is from both sides. It feels like OFWO wants us to do well in this role and continue to invest in its employees”. Fair Work Adviser, 10 months experience.

We Value Diversity

You can expect to work in a supportive work environment where we value diversity and provide an inclusive workplace culture. OFWO has been accredited as a Breastfeeding Friendly Workplace since 2011. We are also members of the Australian Network on Disability and Pride in Diversity.

We encourage and welcome applications from people who bring diverse perspectives including:

- Aboriginal and Torres Strait Islander peoples
- people with disability
- members of the LGBTQIA+ community
- people from culturally and linguistically diverse backgrounds
- mature age people.

All suitably qualified applicants will receive consideration when applying for roles with us. You may also request reasonable adjustments during any stage of the recruitment process. Please note it in your application in Step 6, and or contact recruitment@fwo.gov.au

Duties

Typical Duties

The duties of this role include:

- Interacting with customers and providing high quality customer service via phone or email.
- Identifying customer needs and tailoring advice to each customer to enable them to resolve workplace issues.
- Analysing and interpreting complex information under the Fair Work Act 2009, including Modern Awards and Enterprise Agreements.
- Confidently guiding customers through difficult situations, including referring to relevant online resources.
- Identifying appropriate pathways for customers requiring additional assistance in resolving workplace issues.
- Simultaneously navigating multiple systems to review and analyse information and record customer data.
- Receive and engage in advice and coaching from Senior Customer Service Advisers, Coaches or Team Leaders in the handling of customer enquiries or regarding role specific skills.
- Operating within a contact centre environment to achieve individual and team performance expectations.

What We Are Looking For

To be successful in this role you will need to meet the following skills and attributes:

- Strong communication skills to translate complex information into simple terms and articulate to customers in a confident manner.
- Demonstrated ability to learn new and complex information such as legislation and policies.
- Demonstrated ability to problem solve and make informed decisions to assist customers.
- Strong ability to independently research information across multiple systems.
- Ability to demonstrate empathy and resilience whilst maintaining professional distance.

Eligibility

- To be eligible for employment with the OFWO you must be an Australian citizen.
- The successful candidate must hold a current Australian Government Security Clearance (AGSVA) or be willing to undergo and obtain a Baseline security clearance - we will support you throughout the process.

Notes

How to Apply

All applications must be submitted via our [online application system](#) through the OFWO website.

Please see below for more information and FAQs. If you have any questions about this recruitment exercise, please email recruitment@fwo.gov.au.

Applications close 11:00pm (AEDT) Sunday 2 November 2025

More Information

- Working with us and tips on applying, visit <https://www.fairwork.gov.au/about-us/careers>
- Office of the OFWO purpose and functions, visit <https://www.fairwork.gov.au/about-us/our-role-and-purpose>
- Office locations, visit <https://www.fairwork.gov.au/about-us/contact-us/offices>

About the Fair Work Ombudsman

The Fair Work Ombudsman (FWO) is an independent government agency created by the Fair Work Act 2009. The FWO is responsible for promoting harmonious, productive, cooperative and compliant workplace relations in Australia. Please visit the FWO website for further information. For a full list of our current office locations in each state, please visit: <https://www.fairwork.gov.au/contact-us/offices> The FWO provides a challenging and supportive work environment with access to great training and development opportunities and flexible working arrangements. To be eligible for employment with the FWO, you must be an Australian citizen.

To Apply

Position Contact	Recruitment Team, N/A
Agency Recruitment Site	https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=7A26A857%2D

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National Museum of Australia

Closing Date: Sunday 02 November 2025

Growth and Engagement
Commercial

Job Title	Tourism Partnerships Coordinator
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$94,563 - \$105,910
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated on commencement
Classification	APS Level 6
Position Number	150361
Agency Website	https://www.nma.gov.au/about/employment

Job Description

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

The Tourism Partnerships team works to further the Museum's share of the domestic and international tourism market by developing new engagement strategies, markets, products and services. The team is also responsible for developing and maintaining strong relationships with relevant industry sectors in the ACT, Australia and overseas.

Along with the Head of Commercial and Business Development Manager, the Tourism Partnerships Coordinator is responsible for delivering and driving the Museum's tourism and corporate partnership strategy and objectives across the broad and established network of tourism and commercial partners, as well as engaging with and extending this network. The successful candidate will work collaboratively across Museum business units in designing and delivering tourism and events products that provide both excellent visitor experience and commercial benefit to the Museum's financial deliverables.

Duties

- Coordinate the requirements for the Tourism Partnerships team, supporting delivery of tourism projects, product development and corporate partnerships.

- Assist Business Development Manager in monitoring budgets, procurement activities, risk registers and contract administration, ensuring compliance with public sector and Museum frameworks.
- Prepare and maintain high-quality project documentation, including meeting notes, schedules, procurement records and progress reports.
- Work collaboratively across teams and with external partners – such as corporate partners and tourism industry partners – to innovate and deliver tourism initiatives that drive visitation from interstate and international markets, increase revenue and raise the profile of the NMA.
- Coordinate all NMA tourism events, including industry familiarisations, trade shows and industry briefings, ensuring these are effectively project managed and reported to the Business Development Manager.
- Coordinate all NMA tourism products including wholesale ticketing for tourism partners, Virtual Reality products, customer data in Tessitura and ensuring effective workflow and stakeholder engagement within the Commercial BU and across the NMA teams.
- Coordinate all submissions to relevant tourism awards and accreditation programs.
- Support the Business Development Manager and Head of Commercial with all corporate partnership proposals, pipeline management and reporting in Tessitura.
- Undertake project research and benchmarking, contribute to evaluation processes, and support innovation and continuous improvement across the BU's operations.
- Maintain accurate records and uphold strong administrative, procurement and documentation practices aligned with government and Museum requirements.
- Represent the NMA at key industry events.
- Manage the APS4 Tourism Officer and work closely with the APS6 Venue Services Coordinator to ensure excellent communication and workflow for partnership opportunities.
- Demonstrate a strong commitment to Work Health and Safety (WH&S) by actively supporting a positive safety culture, following the Museum's WHS policies and procedures, and complying with reasonable instructions to ensure alignment with the Work Health and Safety Act 2011

Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo pre-employment checks, including a police record check
- hold or be eligible to hold a security clearance at the level specified in the position description.

Notes

To apply

Applicants must include an 800-word pitch addressing their suitability for the role against the essential and desirable skills, experience and qualifications. Applicants must also provide a resume and contact details for 2 referees.

Visit <https://www.nma.gov.au/about/employment> and apply online.

Applications close 11:59pm Sunday 2 November 2025.

Reasonable adjustments are available throughout the recruitment process. If you require, or would like to discuss reasonable adjustments, please contact the Contact Officer for this position.

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

About the National Museum of Australia

The National Museum of Australia is recognised at home and around the world as the place where the story of Australia comes alive. The Museum is the only institution equipped to tell the complex and comprehensive story of Australia from 65,000 years ago to the present day. The story of Australia is a remarkable one, from the ancient and enduring histories of the world's oldest living cultures to the achievements of modern Australia. It is a story that is ever evolving and growing – and it is a story for a nation and for the world. Our vision and mission • The Museum inspires, challenges and empowers people to find their voice and place in the world. • We strive to build a just and equitable society that honours and respects the First Nations peoples of this continent and all who have come after. • We collect, document, research and make accessible heritage collections that represent the diversity of experience in Australia. • We engage with audiences physically and digitally to promote learning, dialogue and debate about our past, present and future. • We promote collaborative work across the breadth of artistic and creative practice to enhance the cultural life of our nation. • We value and respect the commitment and contribution of all who participate in and contribute to the Museum's community. • The National Museum of Australia brings to life the rich and diverse stories of Australia through compelling objects, ideas and events. For more information, visit the NMA website.

To Apply

Position Contact	Jacqui Smith, 02 6208 5025
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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Communications and the Arts

Vacancy VN-0764182

National Museum of Australia

Closing Date: Sunday 02 November 2025

Corporate
People and Culture

Job Title	Talent and Employee Experience Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$84,228 - \$91,809
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated on commencement
Classification	APS Level 5
Position Number	150332
Agency Website	https://www.nma.gov.au/about/employment

Job Description

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

The APS5 Talent and Employee Experience Officer is a proactive HR professional working in the recruitment, onboarding, talent, diversity and employee experience space.

The team and role partners across the Museum to deliver timely, fit-for-purpose workforce solutions. The position plays a role in improving recruitment systems and practices, supporting employee mobility and onboarding, and contributing to people initiatives, including employee experience, capability, learning and development and diversity and inclusion.

Operating with a high degree of autonomy, the role combines policy knowledge with practical delivery to drive innovation and ensure a high-quality candidate and employee experience aligned to APS frameworks and the Museum's priorities.

Duties

- Actively participate in a small team to deliver end-to-end recruitment, onboarding and induction, learning and development coordination, diversity and inclusion programs and HR related projects.
- Provide advice on classification, merit-based selection to support equitable and strategic hiring decisions.

- Partner with stakeholders to understand workforce requirements and deliver timely, fit-for-purpose solutions.
- Assist with process improvements, including automation and system enhancements, to improve the candidate, onboarding and separation experience.
- Contribute to employee experience, engagement and inclusion initiatives, including participation in internal committees and workforce development projects.
- Prepare recruitment reports and workforce insights to inform planning and support broader HR functions and priorities as needed.
- Assist with ad-hoc work in other functions within the P&C team as required such as payroll and reporting.
- Demonstrate a strong commitment to Work Health and Safety (WH&S) by actively supporting a positive safety culture, following the Museum's WHS policies and procedures, and complying with reasonable instructions to ensure alignment with the Work Health and Safety Act 2011

Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo pre-employment checks, including a police record check
- hold or be eligible to hold a security clearance at the level specified in the position description.

Notes

To apply

Applicants must include a 2-page pitch addressing their suitability for the role against the essential and desirable skills, experience and qualifications. Applicants must also provide a resume and contact details for 2 referees.

Visit <https://www.nma.gov.au/about/employment> and apply online.

Applications close 11:59pm Sunday 2 November 2025.

Reasonable adjustments are available throughout the recruitment process. If you require, or would like to discuss reasonable adjustments, please contact the Contact Officer for this position.

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To Apply

Position Contact	Stacey Colyer, 02 6208 5006
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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