



Australian Government

**Commonwealth of Australia
APSJobs - Vacancies Daily
PS42 Daily Gazette Thursday - 17 October
2024.pdf**

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS42 Weekly Gazette Thursday - 17 October 2024.pdf.

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

These Vacancies Daily will also appear in the Gazette PS42 Weekly Gazette Thursday - 17 October 2024.pdf.

Gazette Lodgement Inquiries

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Vacancies

Vacancy VN-0749595

Australian Electoral Commission

Closing Date:Sunday 03 November 2024

Electoral Integrity & Operations
Tasmania Tasmania Operations

Job Title	Assistant Team Leader, TAS Operations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Hobart TAS
Salary	\$82,336 - \$90,234
Classification	APS Level 5
Position Number	2024-363 11307
Agency Website	https://www.aec.gov.au/

Job Description

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

The Hobart Area Office services the federal electoral divisions of Clark and Franklin. You'll work closely with our other divisions in Burnie and Launceston, forming strong team bonds and regularly sharing information. We have a tight knit team who work hard, are passionate about democracy and look out for each other. You will also be one of a network of service officers across the country, responsible for undertaking a range of complex and challenging administrative functions in the areas of enrolment, electoral roll maintenance and election planning and delivery.

At the AEC, you will develop strong connections with colleagues and supportive networks, as we all work to deliver an impartial and independent electoral system with high integrity. Being part of the team at election time involves contributing to and leading a number of key projects within short timeframes and in a complex, high-pressure environment.

The Hobart Area Office team typically comprises around 5 to 10 staff but increases significantly in the lead up to and during an election, when we onboard additional staff and engage our temporary election workforce, meaning we are working with a wide range of people with amazing skills from diverse backgrounds.

During the election period, you will need to work longer hours, including overtime. Where necessary, you could be required to do overtime on weekends and public holidays during this period.

Duties

We are looking for an agile, energetic, self-motivated, results-driven, and experienced professional to lead a team in managing divisional election planning, delivery, and evaluation. A proactive individual who can work under pressure, work independently and under limited guidance, while being comfortable working within a team environment. You will join a leadership team that is committed to supporting and empowering its people to build their technical capability as well as their broader professional development.

During the preparation phase of the electoral cycle, you will be responsible for ensuring the accuracy and completeness of the electoral roll for approximately 80,000 electors within your division, so they can exercise their franchise at federal, state, and local government elections. While doing this, you will also be responsible for leading your team to prepare for the next federal election or

referendum. You will contribute to the development of team objectives for short term tasks and strategic planning for longer-term initiatives. This will include setting priorities for the work area, maintaining team cohesion, and ensuring the quality of the team's work outputs.

Once we move to the mobilisation phase of the electoral cycle, you will work with Team Leaders and other Assistant Team Leaders across Australia to deliver the election across the divisional network. You will be expected to use your leadership skills to supervise the management of our temporary election workforce and completion of a range of election activities within your division.

To excel you'll have:

- Demonstrated ability to meet deadlines and deliver results in a high performing environment, while remaining agile, supportive of others, and solutions focussed.
- Confidence and ability to communicate, collaborate and negotiate effectively with team members, business areas and external stakeholders at all levels of seniority.
- Ability to remain positive and respond to pressure in a calm manner, while committing energy and drive to ensure goals are achieved.
- Demonstrated ability to work autonomously and a strong commitment to working harmoniously within a team to achieve positive results while supporting the AEC's strategic direction.
- Experience in successfully setting priorities and contributing to the delivery of medium to large sized projects and programs.

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>

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	Sharee Cooke, (03) 6219 9137
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0749670

Australian Electoral Commission

Closing Date:Thursday 31 October 2024

Electoral Integrity and Operations Group
State Operations VIC Operations

Job Title	Assistant Director, VIC Operations
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC
Salary	\$133,821 - \$128,264
Classification	Executive Level 1
Position Number	2024-365 13424
Agency Website	https://www.aec.gov.au/

Job Description

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

You will join a high performing team of leaders across the country that facilitates the readiness of the agency and the proper conduct of the election, upholding the Electoral Integrity Framework. You will be based out of our Victorian State Office in the Melbourne Central Business District but manage and support a diverse and geographically dispersed network, working closely with our National Office and the other States and Territories.

Our leaders are committed to learning and self-development, and responsible for building the technical capability and fostering the career development of their employees. They value collaboration and working together to ensure delivery of seamless electoral services.

Duties

We are looking for a strong leader who is agile, self-motivated, and results-driven to manage state election planning, delivery, and evaluation.

You will be responsible for focusing strategically on the agency objectives to facilitate the adoption of best practice across the broader leadership network, while also managing your team in operational planning, election delivery and providing public services and support to enhance both businesses as usual and election planning activities.

Prior to and during election time you will also be responsible for assisting with the mobilisation of over 80,000 temporary election workforce staff, including using your excellent leadership skills to support your staff to manage the significant number of employees in this surge workforce.

You will contribute to the development of team objectives for short-term tasks and strategic planning for longer-term initiatives for the state, including setting priorities, maintaining team cohesion, and ensuring quality of outputs. Suitable applicants may be considered for future opportunities with the AEC in Victoria. Roles available will be dependent on the changing business needs and requirements of the AEC.

To excel you'll have:

- Demonstrated the ability to lead and supervise team members by providing clear direction. Delegating tasks effectively to staff, supporting them with development opportunities and coaching to build high performing teams.
- Adhering to key principles and values, always demonstrating integrity in upholding ethics and values to support the AEC's strategic direction and best practices.
- Strong personal judgement when undertaking objectives, demonstrated ability to conduct critical analysis and utilise available information to implement workable solutions; identifying broader interconnectedness across the agency to manage risks.
- The ability to quickly adapt, recognise the need to adjust methodology, communication, and interpersonal styles with stakeholders to suit changing situations.
- Ability to rapidly learn new tasks and demonstrate understanding of newly presented information encouraging and role modelling an organisational learning approach while working under own direction to deliver results.
- Ability to examine own performance and develop strategies needed to achieve career goals with a strong commitment to tackling demanding goals and putting in longer hours, working collaboratively to achieve a nationally led, consistent approach to delivery.

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

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To Apply

Position Contact	Katie Smith, 03 9967 3010
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0749685

Australian Fisheries Management Authority

Closing Date:Thursday 31 October 2024

Technology and Digital Services
Corporate Services Branch

Job Title	APS 6 ICT Service Desk Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$97,004 - \$107,269
Classification	APS Level 6
Position Number	C00868
Agency Website	

Job Description

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

Duties

ONGOING VACANCY
APS 6 ICT Service Desk Manager C00868
Technology and Digital Service Group, Corporate Services, Canberra

AFMA is seeking suitably qualified individuals to fill the role of Service Desk Manager.

The Service Desk Manager is an APS 6 role within the TDS team.
At AFMA, the Service Desk team provides both level 1 and level 2 (field) support:
The Service Desk Manager is responsible for:

- effectively managing, developing, and training the service desk team within AFMA.

- ensuring the Service Desk is resourced during business hours and on-call roster.
- management of the ITSM platform and knowledge base ensuring that all processes used by the Service Desk are thoroughly documented, consistently audited and regularly improved.
- management of the Service Catalogue and request workflows, including the onboarding of new services.
- ensuring the effective operation of all ITIL processes.
- service and operation performance reviews.
- continual service improvement initiatives.

Please refer to the position description for more information. **Eligibility**

- AFMA staff are employed under the Australian Public Service Act 1999. All applicants must be Australian citizens.
- Applicant must hold or have the ability to obtain and maintain a Baseline security clearance.
- Relevant technical skills and the ability to work with and contribute to a high performing team.

Notes

- AFMA’s method of submission for applications is via our online Recruitment system. Please check our website <http://afmacareers.nga.net.au/cp/index.cfm> for more information on how to apply.
-
- Before applying for this vacancy we advise you to read the position description and Integrated Leadership System (ILS) tool associated with the APS classification of this vacancy.

Contact Officer: Belinda Cook 02 6225 5353 / belinda.cook@afma.gov.au
Closing date for applications is Thursday 31 October 2024 11pm (AEDT)

About the Australian Fisheries Management Authority

To Apply

Position Contact	Belinda Cook, 02 6225 5353
Agency Recruitment Site	https://www.afma.gov.au/careers

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Capability & Transformation
Enterprise Technology

Job Title	ASD4, 5 6 Multimedia Specialists
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Canberra ACT, Brisbane QLD
Salary	\$80,744 - \$110,887
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	ASD/08735/24
Agency Website	https://www.asd.gov.au/careers

Job Description

www.asd.gov.au/careers

About the Team

ASD’s Multimedia team develops and communicates multimedia methodologies and practices to achieve outcomes. The team uses a variety of Multimedia related equipment and software to provide photography, video production and motion graphic support for ASD and our stakeholders. This includes: event coverage, training videos, and promotional footage and photography for official publications such as Annual Reports or social media.

The team is responsible for building and maintaining key stakeholder relationships, providing advice and identifying relevant requirements for stakeholders and customers. Team members will be primarily located in Canberra with some opportunities available in Melbourne and Brisbane. Team members may be required to occasionally travel to interstate locations for multimedia requirements.

About the Role

The Australian Signals Directorate is seeking to fill several ASD4/5/6 Multimedia Specialist vacancies within the Multimedia and Publishing Services Section, Enterprise Technology Division (ETD).

In all our positions, you will:

- Use a variety of Multimedia-related equipment and software to provide complex photography, video production and motion graphic support for ASD and our stakeholders.
- Build and maintain key stakeholder relationships, provide advice and identify relevant requirements for stakeholders and customers.
- Develop and communicate multimedia methodologies and practices to achieve outcomes.
- Take the initiative to progress your work to meet business objectives.
- Work collaboratively and operate as an effective team member.

Additionally, staff members will be expected to perform the following duties respective to their levels:

ASD 4 staff will:

- Be accountable, under routine direction, for organising their own workflow and making independent decisions relating to their responsibilities.
- Contribute to ongoing self-improvement and professional development and assist in maintaining resource and information systems for multimedia production.

ASD 5 staff will:

- Be accountable under limited direction for their own complex multimedia work, while they are also expected to be able to review and develop the work undertaken by less experienced staff and identify opportunities for providing on-the-job training.
- Undertake technical research and analysis, conduct reviews, assessments and perform procedural support work to achieve results.
- Ensure they are operating consistently with a work plan and provide advice and assistance on methods of task completion to team members and customers.
- Contribute towards their ongoing self-improvement and professional development of staff within the team.
- Use their experience to identify multimedia and production issues and work to resolve them.

ASD 6 staff will:

- Support the Team Lead and Technical/Senior Multimedia specialist in coordinating multimedia production and training for a small team. The successful candidate will be accountable for setting work priorities and collaboratively managing team workflows.
- Be accountable under broad direction for leading the performance and achievement of complex multimedia production within the overall team operations.
- Generally work independently to achieve work outcomes, while exercising initiative and judgement in interpreting policy and providing detailed technical, professional, training and policy advice.
- Contribute to strategic planning, program and project management, and policy development.
- Lead large team projects and be accountable for setting work priorities and managing workflows.
- Build team capability through coaching, feedback and developing the quality of work undertaken by others within a work unit.
- Identify, anticipate and respond to stakeholders' needs and expectations in relation to complex production enquiries. Take initiative in contributing to the overall team's ongoing improvement and professional development.
- Be responsible for the maintenance of post-production resources and information systems and identify and implement solutions to multimedia and production issues.

Duties

Our ideal candidate will bring strong task and project management skills to the role and will demonstrate:

- The ability to build relationships with key stakeholders.
- Experience at working both independently and in a team-oriented, collaborative environment.
- Strong written and oral communication and interpersonal skills.
- The ability to adapt and be part of a working environment committed to continuous improvement
- Prior industry experience in using camera/audio/lighting equipment and photography/videography/video editing experience and experience in using Adobe Creative Suite would be highly desirable.

ASD is seeking applicants to fill current and anticipated vacancies and to create a merit

pool for future vacancies.
Eligibility

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

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

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

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

Notes

Desirable Qualifications, Experience or Training

It is highly desirable that you have industry experience in using camera/audio/lighting equipment and photography/videography/video editing experience and experience using Adobe Creative Suite primarily:

- Premiere Pro
- After Effects
- Lightroom
- Photoshop

Experience with equivalent software would be considered.

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

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0749687

Australian Signals Directorate

Closing Date: Sunday 03 November 2024

Capability & Transformation Group
Mission Capability

Job Title	ASD4 & 5 Offensive Cyber Specialist (Software Developer and Software Reverse Engineer)
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Canberra ACT, Brisbane QLD, Perth WA
Salary	\$80,744 - \$95,481
Classification	APS Level 4;APS Level 5
Position Number	ASD/08853/24
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About our Team:
The Operational Engineering (OE) Branch comprises of high-performing, dynamic, multidisciplinary teams committed to enabling ASD's missions in unique and exciting ways.

Our Offensive Cyber Specialists are innovative and forward thinking technical specialists. They are at the forefront of innovation and supporting mission requirements through their specialist skills in software development, reverse engineering and knowledge of information security.

About the Role:
Multiple vacancies available for candidates interested in either Software Development or Software Reverse Engineering with flexibility to apply both disciplines to achieve across a range of exciting and evolving mission needs.

The OE Offensive Cyber Early & Junior Specialist is responsible for grappling with complex and unusual problems to protect Australia and its national interests. You will provide expertise in translating business requirements from technical and non-technical users into the design and implementation of appropriate solutions. You will have demonstrated experience, and working knowledge of either or all, communication protocols, computer hardware and software, operating systems and mobile and computer networks. A sound understanding of low-level hardware and software architectures, memory management and common data structures is also beneficial.

In a strong team environment, you will work alongside equally talented technical experts supported by technical and non-technical leadership. You will play a pivotal role in ensuring the critical capabilities used by our workforce are fit-for-purpose and responsive to sensitive and time-critical mission requirements. Our roles require you to have good lateral thinking and sound independent judgement.

Duties

Our Ideal Candidate
We are seeking candidates who are motivated to develop and learn new skills and will ensure our unique intelligence capabilities are protected.
It does not matter if you are a graduate or a seasoned professional; we want to hear from you!
All roles have career focused training pathways to upskill or translate previous experience to our specific mission requirements. Including:

- Self-paced

- Instructor lead
- International training opportunities
- On the job development

Across all levels and roles, we are looking for candidates who:

- like to build, break or rebuild software to really know its inner workings
- are innovative in their thinking and have a spark and curiosity for knowledge
- can carry out complex tasks or projects involving research and analysis
- have the ability and drive to learn new technologies, languages and development methodologies
- have a sound level of problem solving and judgment
- can build and maintain relationships through collaboration with other specialists within ASD, intelligence partners and trusted industry suppliers
- demonstrates dynamic analytical thinking, resilience, and adaptability
- drive concepts and build them into workable and appropriate solutions for mission outcomes, and the
- aptitude to manage your own time and your team's time well with the ability to look at alternate ways to streamline and improve processes and procedures.

For each specific role, the expected depth of knowledge is dependent on the classification and stream applied for: **Early Developer** or **Reverse Engineer ASD4 level** & **Junior Developer** or **Reverse Engineer ASD5 level**:

Software Developer

At the **Early Developer ASD4** level, you must demonstrate exposure to the below areas or related fields, or be progressing efforts to attain technical skills & qualifications:

- Basic understanding of C/C++, Python, or equivalent
- Basic understanding of networking fundamentals including TCP/IP
- General aptitude or experience in cyber security
- Demonstrates good problem solving, critical thinking & investigative skills
- Communication and team work skills
- High-self motivation & ability to self-learn

At the **Junior Developer ASD5** level, you must demonstrate experience in the below areas or related fields, and possess relevant technical skills & qualifications:

- Good understanding of C/C++, Python, or equivalent
- Basic understanding of other programming languages
- Basic ability to read assembly language
- Understanding of process, threads, memory management, file systems, drivers/kernel modules, and system calls
- Applied understanding of debuggers (WinDbg, GDB or other)
- Good understanding of networking fundamentals and common protocols (TCP/IP, HTTP, SSL/TLS)
- Demonstrates comprehensive problem solving and critical thinking skills
- Ability to recognise potential weaknesses in software and implement mitigations for them
- Basic ability to interpret customer requirements and work with customer teams to produce fit-for-purpose capability
- Basic ability to engage with customer teams to understand software problems.

Software Reverse Engineer

At the **Reverse Engineer ASD4** level, you must demonstrate exposure to the below areas or related fields, and be progressing efforts to attain technical skills & qualifications.

- Basic understanding of C/C++ or Python
- Basic usage of debuggers to understand software functionality
- Basic understanding of networking fundamentals including TCP/IP
- Demonstrates good problem solving, critical thinking & investigative skills
- General aptitude or experience in cyber security
- Communication and team work skills
- High-self motivation & ability to self-learn

At the **Reverse Engineer ASD5** level, you must demonstrate experience in the below areas or related fields, and possess relevant technical skills & qualifications.

- Good understanding of C/C++ & Python
- Basic understanding of other programming languages (preference to GoLang, Rust, .etc)
- Basic ability to read assembly language
- Basic understanding of system internals (Windows or Linux)
- Applied understanding of debuggers (windbg, gdb or other) and disassemblers (IDAPro, Ghidra or BinaryNinja)
- Basic understanding process, threads, memory management, file systems, drivers, system calls & kernel modules
- Awareness of anti-analysis techniques (anti-disassembly, encryption, compression, etc.)
- Basic understanding of static, dynamic, code and behavioural analysis
- Good understanding of networking fundamentals and common protocols (TCP/IP, HTTP, SSL/TLS)
- Demonstrates comprehensive problem solving and critical thinking skills

ASD is seeking applicants to fill current and anticipated vacancies and to create a merit pool for future vacancies. Eligibility

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

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

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

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

Notes

Desirable Qualifications, Experience or Training

Interested candidates should have contemporary qualifications and demonstrated skills and experience in one or more of the following areas:

Software Developers

- Design and development in numerous software programming languages including C/C++/C#, Assembly (intel, ARM, PPC & MIPS), Python and JavaScript
- Understanding of OS internals, API integration, and computer architectures, including development of drivers or kernel modules for Linux, Windows or other Unix platforms

- Understanding of process and memory management concepts including security concerns and mitigations
- Experience using debuggers such as GDB and WinDbg
- Experience developing networked software, and understanding of the role and function of each layer of the OSI model
- Experience developing and testing critical software, and integrating with complex systems
- Experience developing JavaScript web front ends using frameworks such as VueJS, Quasar and Vuetify.
- Information Security, Network Security, Information Assurance, Information Technology, Computer Science.

Reverse Engineers

- Experience reading or writing assembly (e.g. x86, x86-64, ARM, PPC & MIPS)
- Reverse engineering experience with analysis software (Ghidra, IDA Pro or others)
- Understanding of OS internals, API integration, and computer architectures, including development of drivers or kernel modules for Linux, Windows or other Unix platforms
- Understanding of process and memory management concepts including security concerns and mitigations
- Experience using debuggers such as GDB and WinDbg

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About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0749724

Job Title	EL1 Project Manager - Joint Defence Facility Pine Gap (JDFIG)
Job Type	Full-Time, Ongoing
Location	Alice Springs NT
Salary	\$126,857 - \$143,094
Classification	Executive Level 1
Position Number	ASD/08114/24
Agency Website	https://www.asd.gov.au/careers

Job Description

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

The Role

Technical Intelligence Branch is seeking to fill the EL1 Project Manager (PM) position at the JDFIG. The position requires strong organisational skills and ability to support a broad scope of work covering Information and Communications Technology (ICT), Facility Infrastructure and Construction engineering through to the successful delivery of projects. The PM will work in a dynamic delivery environment, with responsibilities including:

- The accelerated Security Infrastructure Recapitalisation Projects (SIRPs) with specific focus on, Thermal Cameras, Ground Based Radar (GBR), Access and Control and Physical Security Information Management (PSIM) replacement at a cost of approx.\$30M.
- ICT refresh and Government of Australia (GoA) on site upgrade/renovation projects.
- Being part of a multi-disciplined project team and coordinating project activities including support to strategic planning, governance functions and human resource management.
- Management and leadership of projects, including providing clear and consistent communication, setting clear performance and behavioural standards, managing performance, delegating responsibility and guiding and developing people.
- Management of schedule, risk, budget and resources, preparation of briefings, submissions, reports and returns relating to the project progress and issues in accordance with organizational requirements.
- Application of established technical, operational, professional and administrative activities, procedures, practices and project management methodologies.
- Identification of risks and opportunities and take account of these in planning, decision making and priority setting.
- Building and sustaining stakeholder engagement, including the ability to communicate with influence and negotiate effectively
- Influencing and motivating team members and actively lead group activities.
- Analysing and interpreting project performance against agreed plans and develop and evaluated strategies to achieve project outcomes.
- Taking the initiative to resolve issues by identifying and developing ideas through analysis of alternative courses of action and their implications.
- Accountable to manage a range of project activities and coordinate project inputs in accordance with organizational practices, methods and standards appropriate to the complexity of the project.
- Preparation of correspondence, briefs and reports as required including submissions and documents for higher delegate and committee approval.
- Interpretation and ensuring compliance with legislative, policy and legislative frameworks.

The preferred applicant would commence at JDFPG (Alice Springs) after completion of appropriate suitability assessments.

Note: this is a Monday to Friday day position (not shift work).

About the Team

ASD is entering an exciting phase of growth, innovation and transformation. Our agency has committed to delivering REDSPICE, which is the most significant single investment in the Australian Signals Directorate's 75 years.

An exciting opportunity exists for an enthusiastic, dedicated, and highly motivated individual with ability and skills to work in a complex project management environment at the Joint Defence Facility Pine Gap (JDFPG) in Alice Springs, NT.

JDFPG is a central element of Australia's intelligence relationship with the United States of America, and makes a vital contribution to the Defence and national interests of both countries, and to the broader Five-Eyes partnership. The multi-national, multi-agency environment supports high-end intelligence collaboration, innovation and development of advanced capabilities to address emerging global security threats. **Duties**

The role will require excellent interpersonal communication skills to rapidly build and maintain productive working relationships with our multi-national workforce as well as engage closely with internal and external stakeholders. The ideal candidate for this position will be able to:

- Apply complex project management experience and understanding to a variety of out-of-the-box problems
- Write and communicate effectively
- Represent the team and agency in engagements with both industry and other government agencies
- Prioritises competing tasks and manage their time appropriately
- Work collaboratively amongst a multi-agency multi-national team

Mandatory Experience

This position requires a combination of high-level project management, systems engineering and leadership experience, as well as highly developed inter-personal skills. Sound business acumen will be required in managing competing priorities across the project components and in negotiating and executing external contracts. Representation and communications of the scope and nature of project activities is also a core function of this role. A sound knowledge of the principles of, and experience in, project management are fundamental to the successful management of the delivery of these and future projects. **Eligibility**

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

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

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

Security Clearance - The preferred applicant will hold a Top Secret Positive Vetting security clearance.

It is a condition of employment that applicants maintain the requisite security clearance for the duration of their employment with ASD.

Notes

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

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0749773

Australian Signals Directorate

Closing Date:Sunday 03 November 2024

Capability and Transformation Group
Mission Capability

Job Title	ASD6 & EL1 Offensive Cyber Specialist (Software Developer and Software Reverse Engineer)
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC, Perth WA
Salary	\$98,346 - \$138,389
Classification	APS Level 6;Executive Level 1
Position Number	ASD/08900/24
Agency Website	https://www.asd.gov.au/careers

About the Team

The Operational Engineering (OE) Branch comprises of high-performing, dynamic, multidisciplinary teams committed to enabling ASD's missions in unique and exciting ways.

Our Offensive Cyber Specialists are innovative and forward thinking technical specialists. They are at the forefront of innovation and supporting mission requirements through their specialist skills in software development, reverse engineering and knowledge of information security.

About the Role

Multiple vacancies available for candidates interested in either Software Development or Software Reverse Engineering with flexibility to apply both disciplines to achieve across a range of exciting and evolving mission needs.

The OE Offensive Cyber Specialist and Senior Specialist is responsible for grappling with complex and unusual problems to protect Australia and its national interests. You will provide expertise in translating business requirements from technical and non-technical users into the design and implementation of appropriate solutions. You will have demonstrated experience, and working knowledge of either or all, communication protocols, computer hardware and software, operating systems and mobile and computer networks. A sound understanding of low-level hardware and software architectures, memory management and common data structures is also beneficial.

In a strong team environment, you will work alongside equally talented technical experts supported by technical and non-technical leadership. You will play a pivotal role in ensuring the critical capabilities used by our workforce are fit-for-purpose and responsive to sensitive and time-critical mission requirements. Our roles require you to have good lateral thinking and sound independent judgement.

Duties

Our Ideal Candidate

We are seeking applicants who are motivated to develop and learn new skills and will ensure our unique intelligence capabilities are protected.

It does not matter if you are a graduate or a seasoned professional; we want to hear from you!

All roles have career focused training pathways to upskill or translate previous experience to our specific mission requirements. Including:

- Self-paced
- Instructor lead
- International training opportunities
- On the job development

Across all levels and roles, we are looking for candidates who:

- like to build, break or rebuild software to really know its inner workings
- are innovative in their thinking and have a spark and curiosity for knowledge
- can carry out complex tasks or projects involving research and analysis
- have the ability and drive to learn new technologies, languages and development methodologies
- have a sound level of problem solving and judgment
- can build and maintain relationships through collaboration with other specialists within ASD, intelligence partners and trusted industry suppliers
- demonstrates dynamic analytical thinking, resilience, and adaptability
- drive concepts and build them into workable and appropriate solutions for mission outcomes, and the
- Aptitude to manage your own time and your team's time well with the ability to look at alternate ways to streamline and improve processes and procedures.

For each specific role the expected depth of knowledge is dependent on the classification and stream applied for: **Developer** or **Reverse Engineer ASD6 level** & **Senior Developer** or **Reverse Engineer ASD EL1 level**.

Software Developer

At the **Developer ASD6** level, you must demonstrate experience to the below areas or related fields, and/or possess relevant technical skills & qualifications:

- Ability to interpret complex customer requirements and work with customer teams to produce fit-for-purpose capability
- Ability to pro-actively engage with customer teams to understand, diagnose and debug software problems
- In-Depth understanding of C/C++, Python, or equivalent
- Ability to understand and apply other programming languages
- In-Depth ability to use debuggers (WinDbg, GDB or other)
- In-Depth understanding of system internals (Windows or Linux)
- In-Depth understanding of process, threads, memory management, file systems, drivers/kernel modules, and system calls
- Good understanding of networking fundamentals and common protocols (TCP/IP, HTTP, SSL/TLS)
- Understanding of kernel debugging
- Demonstrates an innovative approach to problem solving and critical thinking skills
- Readily identifies possible flaws in software and works to minimise them in both design and implementation

At the **Senior Developer ASD EL1** level, you must demonstrate significant experience to the below areas or related fields, and possess relevant technical skills & qualifications:

- Ability to interpret complex customer requirements and work with customer teams to produce fit-for-purpose capability
- Ability to pro-actively engage with customer teams to understand, diagnose and debug software problems
- Comprehensive understanding of C/C++, Python, or equivalent
- Ability to understand and apply other programming languages
- Comprehensive ability to use debuggers (WinDbg, GDB or other)
- Comprehensive understanding of system internals (Windows or Linux)
- Comprehensive understanding of process, threads, memory management, file systems, driver's/kernel modules, and system calls
- Good understanding of networking fundamentals and common protocols (TCP/IP, HTTP, SSL/TLS)
- Understanding of kernel debugging
- Demonstrates an innovative approach to problem solving and critical thinking skills
- Readily identifies possible flaws in software and works to minimise them in both design and implementation
- Ability to mentor other staff in effective software design and development

Reverse Engineer

At the **Reverse Engineer ASD6 level**, you must demonstrate experience to the below areas or related fields, and/or possess relevant technical skills & qualifications:

- In-Depth knowledge of C/C++, Python & assembly
- Ability to understand and apply other programming languages (preference to GoLang, Rust. etc)
- In-Depth understanding of system internals (Windows or Linux)
- In-Depth ability to use debuggers (WinDbg, GDB or other) and disassemblers (IDAPro, Ghidra or BinaryNinja)
- In-Depth understanding of process, threads, memory management, file systems, drivers, system calls & kernel modules
- Good understanding of kernel debugging
- Ability to recognise and bypass anti-analysis techniques.

- In-Depth understanding of static, dynamic, code and behavioural analysis
- Demonstrates an innovative approach to problem solving and critical thinking skills
- Ability to identify and explore vulnerabilities in software.
- Understanding of role of section work in red team operations

At the **Senior Reverse Engineer ASD EL1** level, you must demonstrate significant experience to the below areas or related fields, an/ possess relevant technical skills & qualifications:

- Compressive knowledge of C/C++, Python & assembly
- Ability to understand and apply other programming languages (preference to GoLang, Rust .etc)
- Comprehensive understanding of system internals (Windows or Linux)
- Comprehensive ability to use debuggers (windbg, gdb or other) and disassemblers (IDAPro, Ghidra or BinaryNinja)
- Comprehensive understanding of process, threads, memory management, file systems, drivers, system calls & kernel modules
- Good understanding of kernel debugging
- Ability to recognise and bypass anti-analysis techniques.
- Comprehensive understanding of static, dynamic, code and behavioural analysis
- Demonstrates an innovative approach to problem solving and critical thinking skills
- Ability to identify and explore vulnerabilities in software.
- Understanding of role of section work in red team operations

ASD is seeking applicants to fill current and anticipated vacancies and to create a merit pool for future vacancies. Eligibility

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

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

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

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

Notes

Desirable Qualification, Experience or Training

Interested candidates should have contemporary qualifications and demonstrated skills and experience in one or more of the following areas:

Software Developers

- Design and development in numerous software programming languages including C/C++/C#, Assembly (intel, ARM, PPC & MIPS), Python and JavaScript
- Understanding of OS internals, API integration, and computer architectures, including development of drivers or kernel modules for Linux, Windows or other Unix platforms
- Understanding of process and memory management concepts including security concerns and mitigations
- Experience using debuggers such as GDB and WinDbg
- Experience developing networked software, and understanding of the role and function of each layer of the OSI model
- Experience developing and testing critical software, and integrating with complex systems

- Experience developing JavaScript web front ends using frameworks such as VueJS, Quasar and Vuetify.
- Information Security, Network Security, Information Assurance, Information Technology, Computer Science.

Reverse Engineers

- Experience reading or writing assembly (e.g. x86, x86-64, ARM, PPC & MIPS)
- Reverse engineering experience with analysis software (Ghidra, IDA Pro or others)
- Understanding of OS internals, API integration, and computer architectures, including development of drivers or kernel modules for Linux, Windows or other Unix platforms
- Understanding of process and memory management concepts including security concerns and mitigations
- Experience using debuggers such as GDB and WinDbg
- Work qualifications within Cyber Security or related disciplines.

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

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0749701

Job Title	Senior Executive Service Band 2 - Head Stewardship and Security
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	Senior Executive Service Band 2
Position Number	ASA/08869/24
Agency Website	https://www.defence.gov.au/about/taskforces/aucus

Job Description <https://defencecareers.nga.net.au/?jati=28E56ED6-696A-02D9-AE6B-DB33B42FAA75>

Duties

Introduction

Australia's acquisition of conventionally-armed, nuclear-powered submarines is historic and transformational. The Pathway announced on 14 March 2023, will deliver Australia a world-class capability that will see our nation become one of only seven countries that operate nuclear-powered submarines. This game changing capability will enhance Australia's capacity to deter conflict and support security, peace and economic prosperity in the Indo-Pacific.

This significant undertaking presents an exciting opportunity for a dedicated, committed and aspirational leader to lead, develop and shape the commercial arrangements to underpin the acquisition of this new technology.

Given the broad span of this position, the successful candidate should have solid experience leading protective security programs and/or nuclear stewardship and regulation functions. Candidates with experience working across Government, industry and international partners is also highly desirable.

The ideal candidate will be a collaborative leader who has a nuclear mindset, exemplifies APS Values and engenders a culture of innovation and agility. They will be self-aware, and positive in considering and respecting diversity of ideas and the perspectives of others.

Your Role

The Head Stewardship and Security is responsible for delivery to the Agency and to the Nuclear-Powered Submarine Program the necessary protective security, nuclear stewardship and regulatory coordination to ensure a safe and uncompromised nuclear-powered submarine capability for Australia.

- The role oversees a security span from: determining threats and requirements with the National Intelligence Community; understanding vulnerabilities and risks to the Program with AUKUS partners and defence industry; and delivering and assuring security outcomes across physical, personnel, information and industry security domains. The role is as the Chief Security Officer for the ASA, and is a supported entity by Defence.
- In nuclear regulatory compliance, the role needs a strong understanding of Australia's regulatory environment with ARPANSA, ASNO and environmental regulators to support the achievement of licensing for the Program.
- For nuclear stewardship, the role oversees the delivery of programs for Emergency Preparedness and Response, radiological controls, nuclear mindset and culture and environmental protection. The role works closely with the Royal Australian Navy, Defence and State and Federal government agencies, as well as AUKUS partners, and requires integration with Australian defence industry.

This is a key role where you will lead and build a team of qualified and experienced people including public service officers, ADF members and contractors to manage and advise on delivering an uncompromised Nuclear-Powered Submarine Program.

The successful candidate requires extensive and demonstrated experience in leading enabling functions that support a broader Program. A strong track record in developing high performance teams, with a commitment to building productive strategic relationships with Defence and core stakeholders will be key to this role. Knowledge of Defence processes is highly desirable but not essential.

As a member of the senior leadership group, you must be able to promote a culture of innovation, collaboration and agility. You must also be able to effectively manage complex legislative and policy frameworks to achieve capability outcomes for Defence and the Australian Government.

The ideal candidate will be a collaborative leader, exemplify the APS Values and Behaviours, and engender a culture of innovation and agility. They will be self-aware, positive in considering and respecting a diversity of ideas and perspectives of others. They will demonstrate the capability to provide timely and accurate advice to senior leaders and Government on complex matters. They will have outstanding judgement, strategic awareness, and parliamentary and media acumen.

Eligibility
Notes

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

About the Australian Submarine Agency

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

To Apply

Position Contact	Tricia Searson & Karina Duffey at Executive Intelligence Group, (02)6232 2200
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=28E56ED6-696A-02D9-AE6B-DB33B42FAA75

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Vacancy VN-0749678

Department of the Treasury

Closing Date:Thursday 31 October 2024

Corporate Division
Information Services Branch

Job Title	APS5 Information Management Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$86,940 - \$92,507
Classification	APS Level 5
Position Number	101-2024
Agency Website	www.treasury.gov.au

Job Description

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

The Information Services Branch are recruiting an APS 5 within their Information Management Team, where you will undertake various information and records related activities and tasks.

Our ideal applicant will be required to undertake various information and records management related activities and tasks using available information with limited direction. Operational you will be required to work in the office at least 3 days a week. You will be required to assist with the preparation of procedures, policies, operational support and advice in relation to information management queries. The ability to initiate, establish, and maintain strong relationships with key internal and external stakeholders. You will be able to perform operational tasks including providing staff with access to electronic resources. Contribute as part of a team and complete records management activities, ensuring the proper retention and disposal of records in accordance with legal requirements.

The Information Services Branch is seeking to recruit an APS 5 within their Information Management Team. The position is a full-time Canberra based role. Flexible working arrangements (such as remote work) will be considered on an individual basis, based on the operational requirement of the role and individual preferences.

The Information Management Team oversees the management of The Treasury's official corporate records, provides information policy advice, and delivers e-library services, furthering digital transformation efforts and supporting recordkeeping responsibilities. IMT manages records using Castlepoint and SharePoint Online for recent content, while legacy content is handled with Content Manager. SharePoint Online remains the primary approved system for managing and storing official digital records.

Duties

The ideal candidate for this role will handle various information and records-related duties with minimal oversight. Contributing to the creation of procedures, policies, and support for information management inquiries. Building and maintaining strong relationships with both internal and external stakeholders is crucial. The role also includes giving staff access to electronic resources and ensuring records are retained and disposed of in compliance with legal standards.

Key Responsibilities:

- Collaborate with the team to achieve outcomes and deliver critical projects, ensuring support within a digital environment.
- Provide system administration and support for Content Manager.
- Resolve end-user issues efficiently.
- Conduct record searches for Royal Commissions, Freedom of Information requests, and other inquiries.
- Manage electronic library alerting services.
- Establish and maintain strong relationships with key stakeholders.
- Deliver information management and recordkeeping education, support, advice, and training.
- Develop a comprehensive understanding of records management functions and processes.
- Adapt to changing environments, manage competing perspectives, and respond to shifting priorities and deadlines.
- Contribute to the development of internal and external communications.
- Exhibit well-developed organisational skills with a customer-focused approach and robust analytical and problem-solving abilities.
- Support the team in meeting objectives and delivering essential work projects.

Desirable Qualifications / Experience

- Qualifications or extensive experience in information or records management would be highly valued.
- Knowledge of legislative and policy requirements for information and records management within Commonwealth Government, or the ability to quickly acquire that knowledge.

Eligibility

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

Notes

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

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

About the Department of the Treasury

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

To Apply

Position Contact	Colleen Gammage, 02 6263 3158
Agency Recruitment Site	https://treasury.gov.au/the-department/recruitment-and-careers

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Vacancy VN-0749765

Department of the Treasury

Closing Date:Sunday 03 November 2024

Job Title	Director, Data Strategy and Governance Unit
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC
Salary	\$156,255 - \$179,326
Classification	Executive Level 2
Position Number	103-2024
Agency Website	www.treasury.gov.au

Job Description

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

The Treasury is seeking a highly motivated and empathetic leader for the Data Strategy and Governance Unit within the Data and Structural Analysis Branch, Macroeconomic Analysis and Policy Division.

Duties

This is an exciting opportunity to lead a collaborative team driving continuous improvement in how the Treasury governs, manages, and uses data. As a Director of the Data Strategy and Governance Unit you will:

- Support the Chief Data Officer to deliver strategic direction and advice on internal data policy and innovative data projects.
- Work collaboratively across diverse stakeholders to implement the Treasury’s first [Enterprise Data Strategy](#) and begin development of its successor.

- Build momentum and visibility of the team’s work program and support analytical and policy teams to make more of data.
- Work closely with the Australian Bureau of Statistics and other agencies on data policy proposals, including through Budget processes.
- Lead a high-performing, multidisciplinary team with expertise in data governance, use, visualisation and policy, including coaching and developing staff.
- Represent Treasury at meetings, workshops and other forums.
- Contribute to the leadership and inclusive culture of the Branch and Division.

Desirable Qualifications / Experience

The successful applicants will have:

- Excellent communication skills (written and verbal).
- Demonstrated project management and stakeholder engagement skills.
- An understanding of Australia’s public sector data landscape.

Eligibility

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

Notes

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

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

About the Department of the Treasury

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

To Apply

Position Contact	Nathan Deutscher, (02) 6263 3783
Agency Recruitment Site	https://treasury.gov.au/the-department/recruitment-and-careers

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Vacancy VN-0749775

Future Fund Management Agency

Closing Date:Thursday 24 October 2024

Investment and Business Operations

Job Title	Senior Analyst, Portfolio Operations
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Classification	APS Level 5
Position Number	JR100133
Agency Website	www.futurefund.gov.au

Job Description

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

Portfolio Operations has three dedicated streams of work: Core, Overlays and Product & Strategy. This Senior Analyst role resides in the Core stream where key functions include liquidity management, investment transaction management, account static data management, proxy voting, asset safety and transition management.

The Senior Analyst, Portfolio Operations is responsible for managing complex BAU deliverables supporting the Agency's investment teams. It is critical all portfolio activities and instructions relating to the investment strategy are executed in compliance with internal procedure and control protocols. Championing a risk focus and discipline, maintaining process documentation and governance standards are key requirements of this position.

The Senior Analyst is expected to provide support for other members of the team, imparting knowledge and offering guidance as required. A key function of the Senior Analyst role is to take carriage of and resolve non-standard queries, often requiring well considered and creative solutioning. A proactive and curious approach to problem solving and a passion for identifying process improvement opportunities are all attributes that contribute to success in this role.

An ability to develop and maintain strong relationships with internal and external stakeholders is fundamental for success. Strong verbal and written communication skills are paramount.

Additional responsibilities include supporting the other streams of work within Portfolio Operations and providing subject matter expertise to relevant Agency wide projects and initiatives.

Duties

Portfolio Operations

- Provide support & oversight of cash/liquidity activities across multiple funds and asset types
- Ensure all voting activities relating to listed investments are implemented in line with the Agency's governance policy.
- Manage complex private market transactions (Private Equity & Alternatives)

- Establish and maintain investment accounts and assets at the Custodian and the relevant account referential datasets underpinning them.
- Resolve complex and non-standard queries related to the Portfolio Operations function
- Showcase a high degree of initiative and a proactive approach to drive an optimal BAU delivery.
- Ensure all activities are executed in compliance with internal procedure and control protocols.
- Key contributor to projects and initiatives to improve and develop the Portfolio Operations Operating Model.
- Experience in querying technologies e.g., Power BI, Structured Query Language (SQL) and python is highly desirable.

Stakeholder Management

- Key member and active participant within the Portfolio Operations team and across the wider Operations and Investment Management Team.
- Proactive and insightful engagement with the Custodian - a key external stakeholder relationship.
- Regular interaction with other relevant external partners including Investment Manager's and Proxy Services Providers.

Eligibility

Qualifications

- Tertiary qualification in finance, economics or business.
- Post graduate or professional qualifications come highly regarded.
- Experience
- Significant (5 - 7yrs) experience in Investment Operations - private market operations (Private Equity and Alternatives) of particular interest.
- Understand the transaction implementation process across multiple products & asset classes.
- Strong cash/liquidity/treasury management experience essential.
- Experience using Aladdin will be well received.
- A background in institutional funds management, custody services, industry superannuation funds or funds administration comes highly regarded.

Attributes

- Excellent communication & stakeholder management skills.
- Strong judgement and methodical approach to problem solving and high attention to detail.
- A continuous improvement and best practice attitude.

Notes

About the Future Fund Management Agency

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

To Apply

Position Contact	Claire Harrison, 03 8656 6400
Agency Recruitment Site	https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

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Vacancy VN-0749788

Murray-Darling Basin Authority

Closing Date: Sunday 20 October 2024

Basin Plan
Basin Plan Implementation

Job Title	APS 6 Senior Project Officer, SDLAM Reconciliation
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Goondiwindi QLD, Griffith NSW, Mildura VIC, Wodonga VIC
Salary	\$98,575 - \$108
Classification	APS Level 6
Position Number	101686
Agency Website	

Job Description

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

Join us to shape the future of one of Australia’s greatest natural assets and protect it for future generations.

We are seeking people who want to contribute to a significant water reform program that aims to respond to the impacts of climate change, support community and industry needs, and improve access to water for First Nations people.

The Murray-Darling Basin Authority (MDBA) is an independent government agency which, in partnership with Basin governments, manages the Murray–Darling Basin’s water resources in the national interest. With the enactment of the Water Act 2007, the MDBA was established as an independent expertise-based statutory agency.

The MDBA aims to achieve a healthy working Basin for the benefit of all Australians. The Murray–Darling Basin contains a rich diversity of natural environments that are unique in Australia and the world. The Basin is also crucial to Australia’s economy and home to 2.3 million Australians, including people from over 50 First Nations. How we manage the Basin as a whole connected system, manage our water carefully, and protect it for future generations is set out in the [Murray-Darling Basin Plan](#).

Duties

The Position

Under the Basin Plan 2012, the MDBA is required to operate and reconcile the [Sustainable Diversion Limit Adjustment Mechanism](#) (SDLAM). The SDLAM is a mechanism built into the Basin Plan that enables the limit on how much water can be taken from the Basin to be adjusted, by implementing a suite of projects that allow Basin Plan environmental outcomes to be achieved with less water. The Senior Project Officer, SDLAM Reconciliation assists the MDBA in supporting Basin governments to deliver SDLAM projects, and in reconciling adjustment of the sustainable diversion limit against water recovery targets.

Your key responsibilities in this role are to:

- Assist with workflow management for the Sustainable Diversion Limit Adjustment Mechanism (SDLAM) Reconciliation and related legislative processes
- Support the implementation of governance policies and procedures within the team
- Provide secretariat support to the SDLAM technical working group
- Assist with general business administration for the team
- Have productive relationships with teams within the MDBA and with the Department of Climate Change, Energy, the Environment and Water

Eligibility

To be eligible for a position, you must be:

- an Australian citizen
- be willing to obtain, or currently possess a baseline security clearance
- satisfy all other MDBA engagement requirements, including health and character clearance.

Notes

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

About the Murray-Darling Basin Authority

To Apply

Position Contact	Matthew OBrien, email
Agency Recruitment Site	https://www.mdba.gov.au/careers

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Vacancy VN-0749750

Productivity Commission

Closing Date: Thursday 31 October 2024

Job Title	Corporate and Strategic Communications and Engagement – Multiple Roles
Job Type	Full-Time; Part-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	\$80,537 - \$107,062
Classification	APS Level 5; APS Level 6
Position Number	PC-2409
Agency Website	

Job Description

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

About us

The Productivity Commission (PC) is the Australian Government's independent research and advisory body on a range of economic, social and environmental issues affecting the welfare of Australians.

Opportunities

The Corporate and Strategic Communications & Engagement Groups are seeking professional, high performing and motivated individuals with skills and experience in a range of areas to support the work of the PC.

These roles deliver essential day-to-day operational services, as well as strategies and initiatives and are best suited to candidates who are customer focused and are good at managing multiple tasks.

Our **Corporate group** comprises multiple teams and individuals who support a range of functions including Human Resources, Digital Technologies, Finance, and Office Services.

The **Strategic Communications & Engagement group** provide support with external communications and publications, style guidelines, online events and presentations, creative content, and social media.

*Successful applicants may be appointed at either the APS Level 5 or 6 classification, depending on their skills, experience and qualifications.

**A merit pool of suitable candidates may be established and used to fill similar vacancies either on an ongoing or non-ongoing basis.

Duties

About the Teams:

Finance and Office Services

The Finance and Office Services Team supports the achievement of the PC's objectives by:

- providing timely and accurate financial and procurement information and advice which supports sound decision making and ensures the ongoing financial sustainability of the PC.
- ensuring the PC complies with all relevant legislative and policy/procedural requirements including those relating to financial management, administration and reporting.

The Finance and Procurement Officers provide high-quality financial strategy, reporting and advice to internal and external stakeholders, including specialist advice and practical guidance on procurement and contract management matters.

Human Resources (HR)

The HR team supports the PC in maintaining an engaged, inclusive, and healthy workforce with the capabilities and capacity to achieve the PC's goals – now and into the future.

The team's responsibilities are broadly grouped in two functional streams of work:

- **Workforce development and conditions** – including pay and conditions (we manage our pay and conditions in house using Aurion), recruitment, learning and development, inclusion and diversity, and workforce strategy; and
- **Workplace relations and wellbeing** – including performance management, employee relations, conduct and integrity, and work health and safety (WHS) and wellbeing.

Across this broad range of functions, HR team members work flexibly and collaboratively to provide timely, accurate advice and support – balancing operational priorities with longer-term strategic projects.

The HR Advisor/Senior Advisor and Payroll Advisor/Senior Advisor are experienced and highly capable Human Resources (HR) and/or Payroll practitioners, with strong communication and relationship management skills, an eye for detail, and a professional and flexible working style.

Digital Technologies (DT)

The DT team ensures that all aspects of DT can support the continuity of current business operations while delivering new capabilities to support evolving business needs. The team leads the innovative application of technology to meet the PC's strategic objectives while keeping core systems and information available, accessible, and secure.

The System Administrators and Senior DT Support officers play a vital part in ensuring the stability, security, and efficiency of our DT infrastructure. They manage and maintain the PC's Windows and Microsoft 365 environment, along with critical systems like Cisco networking and virtual infrastructure, ensuring the stability, security, and efficiency of our DT infrastructure.

These positions assist with DT requests, handle technical escalations and advise ICT management on issues and solutions, contribute to software packaging and backup processes, apply Essential 8 security practices to maintain a robust cybersecurity posture while also delivering first-level support services with a customer service focus.

Strategic Communications & Engagement (SCE)

The SCE Group is responsible for providing strategic direction and professional advice on a range of communication and engagement activities, including media liaison, communication strategies and campaigns, social media, advertising, speech writing, internal communication, engagement and event management, publications, graphic design and digital production.

This role requires an experienced administrative support officer with excellent organisational skills and attention to detail to provide high-quality project, event, and administrative support.

Be yourself at the PC

We welcome and celebrate diversity, and value the unique backgrounds, perspectives and experience that each person brings to our workplace. Parents, carers, people of all ages, abilities and genders, people from the LGBTQIA+ community, Aboriginal and Torres Strait Islander people, and people of all cultures and faith are encouraged to apply.

What we offer

We have a supportive, respectful and engaging work environment underpinned by:

- a commitment to diversity and inclusion, and supporting staff wellbeing
- a flexible work environment that supports employees to balance work commitments with family, caring and other personal commitments
- a culture of conversation and real-time feedback, to support a team and individual performance
- a range of learning and development opportunities tailored to individuals’ needs at different points in their careers
- a safe working environment including reasonable adjustments to ensure staff have the support and tools they need to thrive at work.

The PC offers a competitive salary plus generous superannuation and leave provisions. **Eligibility**

To be eligible for employment with the Productivity Commission, applicants must:

- hold an Australian Citizenship
- be willing to undergo a security and character clearance (which may include, but not limited to, completing an identify verification check, police check, and obtaining/maintaining an Australian Government security vetting clearance if required by the role)
- provide evidence of a mandatory qualifications (if applicable).

Notes

About the Productivity Commission

The Productivity Commission is the Australian Government’s independent research and advisory body on a range of economic, social and environmental issues affecting the welfare of Australians. Its role, expressed simply, is to help governments make better policies in the long-term interest of the Australian community.

To Apply

Position Contact	Human Resources, recruitment@pc.gov.au
Agency Recruitment Site	https://www.pc.gov.au/careers

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Vacancy VN-0749752

Job Title	Research Economist, Public Policy Analyst and Data Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	\$80,537 - \$107,062
Classification	APS Level 5;APS Level 6
Position Number	PC-2409
Agency Website	

Job Description

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

About us

The Productivity Commission is the Australian Government's independent research and advisory body on a range of economic, social and environmental issues affecting the welfare of Australians.

The Productivity Commission comprises teams working across wide-ranging projects.

Opportunities

We are seeking talented Research Economists, Public Policy Analysts and Data Analysts to join our teams in Canberra and Melbourne. These roles involve conducting in-depth research, providing policy advice, and applying analytical methods to develop coherent arguments for major public inquiries and other research projects.

The work is wide-ranging with topic areas that vary from year to year, including analysis of social issues, the environment, prosperity, regulation, competition, economic infrastructure, resources, and trade. The Productivity Commission also undertakes significant work on policy of relevance to Aboriginal and Torres Strait Islander people.

Successful applicants will demonstrate a range of capabilities including a well-developed understanding of public policy development and applied economic analysis, and/or data analysis management. If you have proven experience to communicate clearly and influentially, build and maintain constructive working relationships, and effectively plan and progress work, we encourage you to apply.

Academic qualifications in a relevant discipline such as economics, public policy, statistics or other relevant fields are essential.

Experience working with data, including complex excel spreadsheets, knowledge of statistical programming (such as R, Python or Stata) and experience with data extraction methods are highly regarded in these roles.

*Successful applicants may be appointed at either the APS Level 5 or 6 classification, depending on their skills, experience and qualifications.

**A merit pool of suitable candidates will be established and may be used to fill similar vacancies either on an ongoing or non-ongoing basis.

Duties

About the Teams:

Inquiry and Research

The Inquiry and Research Group comprises multiple teams that undertake a variety of projects as requested by the Government (including inquiries, studies) and Productivity Commission-initiated research. The focus of work delivered by the Group is generally on policy and regulatory issues bearing on Australia's economic performance and community wellbeing. Research topics vary from year to year, and include analysis of social issues, the environment, prosperity, competition, economic infrastructure, resources, and trade.

Aboriginal and Torres Strait Islander Stream

The Aboriginal and Torres Strait Islander Stream undertakes reporting, research and analysis that centres the voices of Aboriginal and Torres Strait Islander people. The Stream has an accountability role under the National Agreement on Closing the Gap, which

includes developing and maintaining an information repository (through the publication of a dashboard and annual data report) and independently reviewing governments' progress against the commitments in the Agreement. We also undertake research and provide policy insights and advice on matters of importance to Aboriginal and Torres Strait Islander people.

Commonwealth-State Reporting & Review Team (CSRR)

The CSRR team provides a central point of knowledge and engagement on Commonwealth-State matters, producing the Report on Government Services (RoGS) and Performance Reporting Dashboard.

The Data Development team supports the PC's performance reporting roles – specifically the Report on Government Services (RoGS) and monitoring and reporting functions under the National Agreement on Closing the Gap (specifically the Information Repository Dashboard).

Be yourself at the PC

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- provide evidence of a mandatory qualifications (if applicable).

Notes

About the Productivity Commission

The Productivity Commission is the Australian Government's independent research and advisory body on a range of economic, social and environmental issues affecting the welfare of Australians. Its role, expressed simply, is to help governments make better policies in the long-term interest of the Australian community.

To Apply

Position Contact	Matt Forbes, (03) 9653 2211
Agency Recruitment Site	https://www.pc.gov.au/careers

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Vacancy VN-0749753

Productivity Commission

Closing Date:Thursday 31 October 2024

Job Title	Research Economist, Public Policy Analyst and Data Analyst (Affirmative Measures & Identified Positions)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	\$80,537 - \$107,062
Classification	APS Level 5;APS Level 6
Position Number	PC-2409
Agency Website	

Job Description

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

About us
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We are seeking talented Research Economists, Public Policy Analysts and Data Analysts to join our teams in Canberra and Melbourne. These roles involve conducting in-depth research, providing policy advice, and applying analytical methods to develop coherent arguments for major public inquiries and other research projects.

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Successful applicants will demonstrate a range of capabilities including a well-developed understanding of public policy development and applied economic analysis, and/or data analysis management. If you have proven experience to communicate clearly and influentially, build and maintain constructive working relationships, and effectively plan and progress work, we encourage you to apply.

Academic qualifications in a relevant discipline such as economics, public policy, statistics or other relevant fields are essential.

Experience working with data, including complex excel spreadsheets, knowledge of statistical programming (such as R, Python or Stata) and experience with data extraction methods are highly regarded in these roles.

*Successful applicants may be appointed at either the APS Level 5 or 6 classification, depending on their skills, experience and qualifications.

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Duties

About the Teams:

Inquiry and Research

The Inquiry and Research Group comprises multiple teams that undertake a variety of projects as requested by the Government (including inquiries, studies) and Productivity Commission-initiated research. The focus of work delivered by the Group is generally on policy and regulatory issues bearing on Australia's economic performance and community wellbeing. Research topics vary from year to year, and include analysis of social issues, the environment, prosperity, competition, economic infrastructure, resources, and trade.

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The Aboriginal and Torres Strait Islander Stream undertakes reporting, research and analysis that centres the voices of Aboriginal and Torres Strait Islander people. The Stream has an accountability role under the National Agreement on Closing the Gap, which includes developing and maintaining an information repository (through the publication of a dashboard and annual data report) and independently reviewing governments' progress against the commitments in the Agreement. We also undertake research and provide policy insights and advice on matters of importance to Aboriginal and Torres Strait Islander people.

Opportunities are available in this stream to engage or promote Aboriginal and Torres Strait Islander peoples through identified or [affirmative measure](#) positions. Refer to the [Eligibility requirements below for further details](#).

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The CSRR team provides a central point of knowledge and engagement on Commonwealth-State matters, producing the Report on Government Services (RoGS) and Performance Reporting Dashboard.

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- a safe working environment including reasonable adjustments to ensure staff have the support and tools they need to thrive at work.

The PC offers a competitive salary plus generous superannuation and leave provisions. **Eligibility**

To be eligible for employment with the Productivity Commission, applicants must:

- hold an Australian Citizenship
- be willing to undergo a security and character clearance (which may include, but not limited to, completing an identity verification check, police check, and obtaining/maintaining an Australian Government security vetting clearance if required by the role)
- provide evidence of a mandatory qualifications (if applicable).

We do have certain positions that are open only to specific members of the Australian population. This practice is known as an Affirmative measure and is a targeted strategy to ensure the diversity of the APS workforce reflects the diversity of the Australian population.

These vacancies are being advertised concurrently under a general, affirmative measures and identified recruitment processes.

Affirmative measures – Aboriginal and Torres Strait Islander people

The filling of (at least one) of these vacancies is intended to constitute an affirmative measure under Section 31 of the [Australian Public Service Commissioner's Directions 2022](#). This vacancy is open only to Aboriginal and Torres Strait Islander people, evidence will be requested if your application progresses under an affirmative measures process.

Identified positions

The filling of (at least one) of these vacancies is intended as an identified position, in which some or all the duties involve the development of policy or programs relating to Aboriginal and Torres Strait Islander people, and/or involve interaction with Aboriginal and Torres Strait Islander communities, including service delivery. To perform these duties effectively, occupants need to have an understanding of the issues affecting Aboriginal and Torres Strait Islander people and an ability to communicate sensitively and effectively with them.

Applicants from an Aboriginal and Torres Strait Islander heritage, and/or applicants that can demonstrate an understanding of the issues affecting Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

If eligible, please select in the application form which position you would like to be considered for.

Further information on providing confirmation of heritage documentation is available in the [Candidate Information Kit](#) available on our website. **Notes**

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

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.

About the Productivity Commission

The Productivity Commission is the Australian Government's independent research and advisory body on a range of economic, social and environmental issues affecting the welfare of Australians. Its role, expressed simply, is to help governments make better policies in the long-term interest of the Australian community.

To Apply

Position Contact	Matt Forbes, (03) 9653 2211
Agency Recruitment Site	https://www.pc.gov.au/careers

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Agriculture, Water and the Environment

Vacancy VN-0749591

Department of Agriculture, Fisheries and Forestry

Closing Date: Thursday 31 October 2024

Digital Services
Several Across Digital Services Division

Job Title	APS 6 ICT Senior Service Manager
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$91,944 - \$104,393
Classification	APS Level 6
Position Number	2024/4133
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Digital Services Division (DSD) is responsible for enabling Information and Communication Technology (ICT) functions and activities in the department. The division provides a secure, modern ICT environment so that the department can conduct its business 24/7 and focus on achieving departmental outcomes. DSD staff work collaboratively across the department, taking advantage of advances in technology, to deliver end-to-end services and solutions that are nationally consistent and deliver organisational and business benefits. As a trusted ICT adviser, DSD aims to strengthen its partnerships with other divisions through the provision of professional advice, innovative solutions and high quality, timely and reliable ICT services. DSD staff are experts in ICT operations, ICT project planning and delivery, ICT applications development and support, ICT security, ICT contracts and vendor management, web services, information, data and records management and ICT governance and strategy. The division also includes the Shared Services Centre which allows organisations to leverage established and emerging infrastructure and capabilities of another organisation providing cost savings, increased ICT buying power and common tools and services.

The **Digital Service Division** are seeking capable ICT Service Managers to oversee the delivery and support of ICT services. The department is currently implementing a multi-vendor environment. As part of this modernisation, we have also delivered a new Azure tenancy with modern automation operated in an Agile DevOps environment. The department is implementing Service Now and Splunk ITSI which will be key components in the new Service Integration and Management (SIAM) environment.

Duties

The Job

Reporting to the Assistant Director, the APS 6 officers will complete the following duties:

- Oversight of the delivery of services, ensuring agreed service levels, security requirements and other quality standards are met through vendor relationships.
- Assist with the implementation of processes and procedures, tools and techniques for monitoring and managing the performance of technology services.
- Provide technical advice and communicate clearly on a range of complex issues or topics.
- Support the implementation of continuous improvement initiatives.
- Build and maintain relationships with key stakeholders and service partners.
- Provide appropriate status and other reports to managers and senior users.

- Ensure that processes and practices are aligned across teams and providers to operate effectively and efficiently.

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**

Knowledge and experience
Occupation specific skills:
The follow set of skills from the Skills Framework for the Information Age (SFIA) would be beneficial for the role:

- Methods and Tools: Level 3
- Incident Management: Level 4
- Service level management: Level 4
- Performance management: Level 4
- Stakeholder relationship management: Level 4
- Customer service support: Level 4
- Business process improvement: Level 5

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Kirsten Cross, kirsten.cross@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-0749602

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

Closing Date:Wednesday 06 November 2024

Job Title	Visitor and Community Engagement Officer - Affirmative Measure (Indigenous)
Job Type	Part-Time, Ongoing
Location	Kakadu NT
Salary	\$74,882 - \$81,521
Classification	APS Level 4
Position Number	2024/2463
Agency Website	https://www.dcceew.gov.au/

Job Description

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

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.

Kakadu National Park is a world-heritage listed site for its natural and cultural values, and one of three national parks, leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia. Parks Australia assists with ongoing management of the park's natural and cultural heritage. In addition to ongoing management of the park's natural and cultural heritage, this branch also manages strategic priorities for Parks Australia, managing a range of strategic planning and major capital projects across the three jointly managed parks.

The Visitor and Community Engagement Officer is a member of the Tourism and Visitor Services team which manages commercial tour operations and communication, delivers interpretive and education programs, supports media activities, and manages events and festivals.

Duties

- Liaise with Aboriginal traditional owners, the tourism industry, visitors, relevant organisations, specialist staff and stakeholders to plan, coordinate and deliver interpretive programs, including community events and education activities.
- Coordinate the Seasonal Guided Program including recruitment and/or contracting, provide training, present key messages, provide presentations, develop rosters, procurement, manage budgets, and prepare monthly reports on visitor numbers and engagement metrics.
- Coordinate and manage staff in a cross-cultural environment to build skills and capacity, grow employment opportunities, identify training opportunities and work as an effective member in a small team.
- Assist in developing marketing initiatives, including social media, email campaigns, and local advertising, to promote events and programs.
- Assist teams on the delivery of major events, such as Taste of Kakadu and Kakadu Bird Week to attract and engage target markets for Kakadu National Park.
- Deliver interpretation and educational services to schools and special interest groups, community events and trade shows, film and media crews, tourism industry training and face-to-face interpretation.

- Ensure all events and activities comply with local regulations and safety standards, including obtaining necessary permits and managing risk assessments.
- Assist the Tourism Manager on the roll out of the Parks Interpretation Strategy and other tourism activities including Bowali Visitor Centre front counter service.
- You may be required to perform occasional out-of-hours and weekend work
- You may be required wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy.

What we are looking for

Knowledge and experience

- An awareness of issues affecting Indigenous people in remote locations and the ability to contribute sensitively and effectively to the joint management of the park as well as developing and supporting relationships based on mutual trust, respect and consideration of values and culture.
- Knowledge of Kakadu National Park's natural and cultural values and the park's status as a world-class travel destination.
- Proven resilience and the ability to adapt to and implement change in the workplace and live in a remote and culturally diverse area in a sometimes challenging environment and demonstrated application and promotion of safe working practices in the workplace.
- Demonstrated experience in working in a team and coordinating the planning and delivery of education or interpretation programs.

Skills and capabilities

- Excellent verbal, interpersonal and written communication skills and the ability to produce detailed reports and communication materials.
- Strong planning and coordination skills to manage multiple tasks, events, or programs simultaneously.
- Capability to develop innovative and engaging visitor and community engagement strategies.
- Manage staff in a cross-cultural environment to build skills and capacity.
- Strong administrative and organisational skills, with a strong focus on delivering excellent visitor experiences.
- Strong stakeholder liaison skills and a demonstrated ability to build productive working relationships.

Desirable qualifications

- Kakadu Knowledge for Tour Guides course (through Charles Darwin University) or the willingness to obtain this qualification.
- Apply First Aid Certificate or the willingness to obtain this certificate. Parks Australia regularly provides first aid training courses to staff members.

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 Check** - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and

- satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.
- **Driver’s Licence** – You must hold and maintain a valid Australian motor vehicle drivers licence.
 - **Working with Children Clearance** - You must hold and maintain an Ochre Card from the Northern Territory Government. If you do not currently hold an Ochre Card you must obtain one within 4 weeks of commencing in the role.

Notes

Affirmative measure - 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.

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

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

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

To Apply

Position Contact	Adrian Buman, 0422 305 322
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0749612

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

Closing Date:Tuesday 29 October 2024

Finance (CFO)
Property, Infrastructure & Physical Security Property Planning and Capital Works

Job Title	Assistant Director - Property Manager Tasmania
Job Type	Full-Time, Ongoing
Location	Kingston TAS
Salary	\$120,290 - \$129,379
Classification	Executive Level 1
Position Number	2024/2528
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

The Finance Division supports the department to be efficient, effective, and financially sustainable through our business partnerships, the Finance Service Charter and our specialist centres of excellence. The division provides financial and management advice and support to the department, the offices of the minister and assistant ministers and to industry stakeholders. The division delivers on business objectives through the provision of high-quality customer service, advice and support and a nationally consistent approach to business, with consideration to the government's tight fiscal environment, its significant reform agenda and the department's imperative to maintain financial sustainability.

The Property, Infrastructure and Physical Security Branch leads the department's:

- Strategic approach to emergency management, security, property acquisition, management, maintenance, and disposal to drive sustainable commercial outcomes that contribute to long term asset planning and governance, while ensuring to safety and compliance.
- Strategic approach to manage, monitor, and report on the efficient and effective use of property.
- Related resources, with a focus on minimising waste and enabling sustainable outcomes while driving Net Zero targets.

The Property Planning and Capital Works section is responsible for monitoring and managing the departments accommodation utilisation as well as the execution of capital works projects. **Duties**

As Assistant Director - Property (Hobart Property), supported by a small team, you will be responsible for supporting the property planning and capital works team in the management and administration of both accommodation and capital works in Tasmania including the following key duties:

- Lead and manage a team that is responsible for a range of property-oriented services and tasks to support operational needs across departmental Tasmanian sites, including but not limited to assets, facilities maintenance, property management issues.
- Lead a team that delivers capital project works across property and security in Tasmania, including relevant procurement activities, in consultation with the WOAG property service provider.
- Provide advice on Tasmanian property leasing, property planning and strategy implementation.
- Provide support to Directors, Accommodation planning and capital works teams.
- Maintain/draft policy and procedures associated with DCCEEW accommodation.

- Engage with a range of internal and external stakeholders to achieve outcomes.
- Build and sustain effective relationships with team members and actively participate in teamwork and group activities.
- Resolve real property issues using expertise, identifying alternative courses of action. Interpret and comply with legislative, policy and regulatory frameworks.
- Produce briefs, reports and other correspondence.
- Managing the performance of the Whole of Australian Government (WOAG) Property Services Provider.

What we are looking for

Knowledge and experience

Our ideal candidates will have knowledge or experience in one or more of the following disciplines. Property project management, procurement, facilities management and or contract management.

Our ideal candidate will be able to deliver one or more of these disciplines by displaying the following, including but not limited to:

- Manage the delivery of property and project management services at a range of properties.
- Demonstrated ability to lead a multi-disciplined team that inspires, empowers and drives positive change in delivering the strategic, policy and operational requirements of the Department.
- Demonstrated business management experience with a good understanding of Whole of Government financial policies, procedures and guidelines.
- Experience and proven effectiveness in stakeholder management and service delivery.
- Experience and proven effectiveness in managing projects and contracts.
- An ability to present complex information in a simplified manner to deliver business outcomes.
- Excellent verbal and written skills.
- Demonstrated capability to interact with all levels of the organisation, including at an executive level, and to negotiate with a range of stakeholders.
- A proven ability to work as part of a team and to drive service delivery performance.
- Demonstrated ability to build strong relationships and to work with stakeholders remotely
- Ability to develop, maintain and nurture a range of internal and external stakeholder relationships.
- Ability to critically think and problem solve complex issues.
- Ability to design and set policies and procedures associated with project management.
- Ability to mentor and supervise junior staff.
- Demonstrates public service professionalism and probity and fosters these qualities in the team

Skills and capabilities

- Strong leadership and management skills and the ability to engage positively, and with influence, with the Department's senior executives.
- Ability to develop influential working relationships with a wide range of stakeholders.
- Sound understanding of the management and practice of incidents management and handling to achieve positive outcomes.
- Demonstrated analytical skills including the capacity to respond to issues and facilitate solutions and advice.
- Well-developed written communications skills supporting an ability to initiate, produce and review high quality briefings and correspondence.

- Highly developed organisation skills and the capacity to manage competing demands and to meet deadlines.
- Ability to create an environment where staff can identify and realise opportunities for continuous improvement to achieve quality outcomes.
- The ability, and the confidence, to make sound judgements and decisions based on thorough research, problem-solving, innovation and evidence-based practice, to achieve effective business outcomes.
- Possess a high level of personal integrity and adherence to the APS Values and Code of Conduct.

Desirable qualifications

- Qualifications in project management, procurement or related disciplines would be highly regarded, but are not essential.

Eligibility

- **Citizenship** - To be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Security Clearance** - This position requires a Baseline Vetting security clearance. You will be required to obtain and maintain a clearance at this level.
- **Pre-employment Check** - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.

Notes

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

To Apply

Position Contact	Robyn Cairncross, 0412 571 705
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Job Title	Recruitment Team Leaders
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$113,563 - \$121,628
Classification	Executive Level 1
Position Number	13700
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/13700/>

Did you know?

The mission of the Australian Federal Police is to provide dynamic and effective law enforcement to the people of Australia. It provides policing throughout Australia in relation to the prevention and detection of crimes against the Commonwealth, its laws and integrity, and community police services to the Community of the ACT.

Working for the AFP provides you with a diverse and rewarding career. Whether you immerse yourself in a position on the frontline, or provide critical operational or professional support, the work you do makes a big impact on the people of Australia.

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra mandatory leave rest days per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 16 weeks of paid maternity leave (after 12 months of service) + an additional 36 weeks of maternity leave without pay
- Generous salaries and incremental salary progression governed by the [AFP Enterprise Agreement](#)
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention.
- Access to ongoing training and professional development opportunities

Duties

Applications are sought from highly motivated, skilled, enthusiastic and customer-focused individuals wishing to be considered for Team Leader roles across the Recruitment team as they arise. The team consists of the following functions:

- Talent Acquisition Services (corporate and professional related recruitment including talent attraction and provision of strategic advice and support to internal clients) - Role located in ACT
- Entry Level Recruit Team (Police and Protective Service Officer volume/bulk recruitment) - Role located in ACT or Melbourne
- Emerging Talent (graduates, directions and internship programs. Volume/bulk recruitment) - Role located in ACT

What will you do?

Team Leaders are responsible for leading the team and providing clear direction and support ensuring the team manage priorities and deadlines efficiently and to a high standard. In this role you will be able to think creatively about how to attract the right talent at the right time for the AFP and well as establishing the ways in which we assess talent.

In this role you will have a relatively high level of autonomy. You will be responsible for workload allocation and exercise sound judgement for team and financial approvals. Ideally you will have relevant experience and knowledge of end to end recruitment processes, the current recruiting market and possess excellent communication and interpersonal skills. Collaboration, strong attention to detail and a sense of urgency will be important personal traits.

Duties include, but are not limited to:

- Provision of leadership to staff in relation to day to day recruitment processes, ensuring consistency in the application and interpretation of policies and governance;
- Management of work performance to ensure that deadlines are met;
- Analysis and application of recruitment and performance metrics to support decision making
- Identifying and planning for peaks and troughs throughout the yearly recruitment cycle
- Seeking continuous improvements to ensure that the AFP continues to deliver on the right people in the right place at the right time.

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

Eligibility

Essential Requirements

- You must be an Australian Citizen.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Have contemporary recruitment knowledge and experience relevant to the role of Recruitment Team Leader.
- If you are applying for the Emerging Talent (Graduates) or Sworn Entry Level Recruit roles then previous experience in volume / bulk recruitment (online testing and assessment centres) is required.
- Demonstrated ability to lead a team.

Desirable Requirements

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

- Tertiary qualifications in relevant field.
- Experience using Success Factors Recruitment System.
- Experience in an agency environment.

Notes

- These positions are AFP Band level 7.
- These positions are based in Canberra and Melbourne. Applicants must be based in either of these locations.

Commitment to Diversity and Inclusion

At the AFP we value the different perspectives, approaches and lived experiences of our people, and recognise that our collective intelligence and diversity is what makes us stronger. As such, we encourage applications from people from all walks of life, including people from culturally and linguistically diverse backgrounds, First Nations people, women, the LGBTQI community and people with a disability.

About the Australian Federal Police

As Australia's national policing agency, the AFP is a key member of the Australian law enforcement and national security community, leading efforts to keep Australians and Australian interests safe both at home and overseas. The AFP also has responsibility for providing community policing services to the Australian Capital Territory and Australia's territories, including Christmas Island, Cocos (Keeling) Islands, Norfolk Island and Jervis Bay

To Apply

Position Contact	Richard Whitton, Richard.whitton@afp.gov.au
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/13700/

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Attorney-General's

Vacancy VN-0749786

Fair Work Commission

Closing Date:Thursday 31 October 2024

Financial Analysis, Education and Advice
Registered Organisations Services Branch

Job Title	Senior Advisor, Financial Analysis
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$93,536 - \$107,593
Classification	APS Level 6
Position Number	6112
Agency Website	https://www.fwc.gov.au/about-us/careers

Job Description

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

The Senior Advisor, Financial Analysis is a key role within the Financial Analysis, Education and Advice team which supports the financial analysis functions of the Registered Organisations Services Branch (the Branch).

The role works with the General Manager of the Fair Work Commission (the Commission), Branch staff and registered organisations to provide accounting and auditing advice in relation to the financial reporting obligations specified in the Fair Work (Registered Organisations) Act 2009 (RO Act).

Duties

As a valued member of the Financial Analysis team, the duties of the Senior Advisor, Financial Analysis role include, but are not limited to:

- Providing advice to external clients in relation to the record keeping and financial reporting obligations of registered organisations under the RO Act, and in particular regarding the requirements of, and compliance by registered organisations with the Australian Accounting Standards and Australian Auditing Standards.

- Assessing financial reports and associated documents lodged with the Commission by registered organisations to determine whether they meet legislative requirements and prepare correspondence to registered organisations regarding compliance.
- Assessing other matters lodged with the Commission such as governance training exemptions applications, loans, grants and donations statements, and auditor registration applications, and provide advice and recommendations to the General Manager and the Delegate regarding the outcome for these matters.
- Assisting with the preparation of materials to assist registered organisations in meeting their financial reporting obligations.
- Assisting the General Manager and the Executive Director in conducting inquiries and investigations regarding compliance by registered organisations with their financial reporting obligations. Work with the Director, Financial Analysis, Education and Advice to provide advice and recommendations to the General Manager and the Delegate regarding possible contraventions of the RO Act.
- Building partnerships and working collaboratively with key internal stakeholders to ensure high quality support and services provided to the Branch and registered organisations.
- Providing specialist, practical and impartial advice and support to senior managers and staff within the Branch.

Eligibility

Citizenship: The Fair Work Commission requires Australian citizenship as a condition of engagement.

National Police Check: To be eligible for employment with the Commission, the successful applicant must undergo and satisfy a National Police Check.

How to apply: Applications must be lodged online through the Commission's web-based e-recruitment system and include a current CV and a statement of claim of no more than **800 words**, outlining your skills and/or experience relevant to the advertised role using the '**Our ideal candidate**' section as your basis. For further information about 'Our ideal candidate' and how to apply, please click on '**Apply now**' and follow the prompts.

Notes

This recruitment process is being used to fill an ongoing position.

A merit pool of suitable applicants may be created from this process and will be active for 18 months from the date of this advertisement. We may choose to use this merit pool to fill further ongoing and non-ongoing vacancies.

Non-ongoing vacancies may be filled for maximum period of 2 years.

The Fair Work Commission has a broad range of functions relating to the workplace and seeks to discharge these functions in a way that best meets the needs of our community with a focus on access to justice. As an employer, the Commission values diverse views and backgrounds, including First Nations Australians, mature age workers, people from culturally and linguistically diverse backgrounds, carers, LGBTQIA+, people with disability and people who are neurodiverse. Our aim is to create a workforce that reflects the community in which we live. We also welcome conversations about working flexibly.

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

About the Fair Work Commission

The Fair Work Commission (Commission) is the national workplace relations tribunal. It is an independent body with power to carry out a range of functions relating to: • The safety net of minimum wages and employment conditions • Enterprise bargaining • Industrial action • Dispute resolution • Anti-bullying • Termination of employment • Registered Organisations. The Commission is a statutory authority with offices in each State and Territory. The majority of staff are based in Melbourne, Sydney and Brisbane. Commission staff are employed under the provisions of the Public Service Act 1999, which means they must uphold the APS Values and abide by the APS Code of Conduct. Employment conditions are set out in the Fair Work Commission Enterprise Agreement 2024-2027.

To Apply

Position Contact	Joanne Fenwick, (03) 8650 0172
Agency Recruitment Site	https://fwc.bigredsky.com/page.php?pageID=106

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Defence

Vacancy VN-0749470

Department of Defence

Closing Date:Thursday 07 November 2024

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Business Support Officer
Job Type	Full-Time, Non-Ongoing
Location	Richmond NSW
Salary	\$76,277 - \$83,274
Classification	APS Level 4
Position Number	CASG/08582/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=91165AC0-1BCC-4086-2DA7-DB328A3ACCA8>

Duties

The Role
The Air Lift Systems Program Office (ALSPO) is seeking an experienced individual who thrives in a fast-paced environment, enjoys a variety of tasks and is a committed team player. This position provides support to the Resource Manager in workforce management, culture and administrative compliance and governance.

Duties include overseeing recruitment actions from commencement to on-boarding, travel support & guidance, senior leadership support, assisting with data generation and reports, procurement activities, records management, general administration and the delivery of a range of policy and process guidance to the unit.

About our Team
The Air Lift Systems Program Office (ALSPO) at RAAF Base Richmond is a business unit within the Airlift and Tanker Systems

(ATS) branch of the Aerospace Systems Division (ASD), within Defence's Capability Acquisition and Sustainment Group (CASG).

ALSPO is the in-service support agency responsible for sustaining and enhancing the RAAF's C-130J Hercules and C-27J Spartan aircraft. ALSPO, in partnership with industry, exists to support Air Mobility Group achieve its mission by providing effective sustainment support solutions.

The Business Management Unit (BMU) within ALSPO is a highly capable, professional and friendly team operating in a dynamic and challenging work environment. Given the integrated nature of our business, building and maintaining cooperative and collaborative relationships are fundamental to our success.

Proudly located in Greater Western Sydney at RAAF Base Richmond, an hour west of Sydney, the Base has an employee accessible gym, tennis and squash court, pool and cinema. ALSPO prides itself on having a strong wellbeing and culture program available and flexible work arrangements can be negotiated.

Our Ideal Candidate

We are seeking a passionate, enthusiastic and motivated individual to join our team, who thrives working in a fast paced, agile environment, with an ability to understand and apply relevant policy to processes.

Our ideal candidate will:

- Be customer-focused and organised;
- Show initiative and collaborative problems solving skills;
- Be able to conduct research as required and analyse information;
- Engage with stakeholders positively and collaboratively; and
- Have strong attention to detail.

To succeed in this role, you will require:

- Excellent verbal and written communications skills;
- Demonstrated ability to adapt to shifting priorities and compressed timelines;
- Analytical and problem solving skills;
- The ability to work effectively and flexibly within a team to achieve common objectives; and
- Strong interpersonal and relationship management skills.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

The Department of Defence employs around 18,000 Australian Public Service (APS) employees. Defence APS employees work in a wide variety of critical roles, Australia wide, enabling our three services Navy, Army and Air Force, to do their job. Defence has a range of Australian Public Service (APS) career opportunities that offer interesting, challenging, and unique work. Our workforce includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

Position Contact	Renee Richardson, 02 4579 3806
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=91165AC0-1BCC-4086-2DA7-DB328A3ACCA8

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Defence

Vacancy VN-0749473

Department of Defence

Closing Date:Thursday 31 October 2024

Air Force
Air Command

Job Title	Production Officer
Job Type	Full-Time, Ongoing
Location	Williamtown NSW
Salary	\$76,277 - \$83,274
Classification	APS Level 4
Position Number	AF/08620/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=A5531E95-6F10-1829-8B16-DB33B6059588>

Duties

The Role
We are seeking a highly motivated Individual to join our dynamic team as a Production Officer. You will be working in the Royal Australian Air Force's 'Mechanical Equipment and Operations Maintenance Section' (MEOMS) within the Maintenance Control Section (MCS).

Key Duties

- Raise work order documentation in accordance with respect to technical regulatory frameworks.
- Collating relevant technical documentation to support stakeholders.
- Adhering to policy and procedure.
- Liaise with key internal and external stakeholders.
- Forecasting and Scheduling maintenance activities within your work group.

In this role, you will be required to but not limited to;

- Manage and monitor information management systems and address work order requests.
- Be accountable to administer and coordinate the maintenance of equipment with respect to technical regulatory frameworks.
- Prepare responses to correspondence, briefs and reports for management.
- Advise equipment users on maintenance work being undertaken.
- Build and sustain effective relationships with team members and actively participate in teamwork and group activities.
- Work collaboratively and operate as an effective team member.
- Recommend solutions to issues affecting the achievement of desired outcomes.
- Interpret and comply with legislative, policy and regulatory frameworks.

About Our Team

MCS is the supporting office for 26SQN MEOMS that forecasts and schedules technical maintenance activities on ground support vehicles and equipment. MCS is a customer focused entity, that works to support and liaise with many internal and external stake holders. MCS is a critical component within the squadron, ensuring ground equipment is serviceable for supported business units, to maintain capability.

26 Squadron MEOMS is responsible for the repair and maintenance of; Airfield Sweepers, Specialised Surveillance Trailers, Air-conditioners and Electrical Power Trailers, Mobile Lighting Equipment, Motor Cycles and Plant Equipment, Mercedes 4x4 and 6x6 vehicles, MAN Medium and Heavy Transport Vehicles including Armoured Versions, Bush Master Armoured Troop Carriers and; Fire Fighting Equipment.

Our Ideal Candidate

In this position, you will need to have the ability to work both autonomously and as a team. You will need to be able to problem solve and adapt to changes in work priorities. Applicants must be able to demonstrate effective communication skills across face-to-face, phone and written correspondence. This is a customer focus based role, where you will be liaising with many stakeholders from many business entities to achieve the best results for the end user.

Key Skills & Attributes:

- Outstanding communication skills
- Problem solving skills
- Strong computer and data entry skills
- MILIS / ERP (or SAP) skills are preferred, but not essential.
- Autonomy
- Experience in a workshop or production environment preferred, but not essential.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Paul Crouch, 02 5109 6474
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A5531E95-6F10-1829-8B16-DB33B6059588

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Defence

Vacancy VN-0749518

Department of Defence

Closing Date:Thursday 31 October 2024

Joint Capabilities Group
ICT Operations Division

Job Title	Audio Visual Engagement Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Russell ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	JCG/07590/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=86FC5D8F-BC85-7E2B-2854-DB32C4BE5C97>

Duties

The Role

Joint Capabilities Group (JCG), Cyber Operations Division (COD) is seeking a highly motivated professional with recent experience in providing strong proactive management within an ICT, Audio Visual (AV), Video Teleconferencing (VTC), or Customer Service environment of a complex organisation.

This position is part of a geographically dispersed team of multi-disciplinary professionals from both public and private industry. The main focus of this role is communication, collaboration, operating within and assuring cyber security boundaries in order to support the war-fighter at all times.

Audio Visual Engagement Managers (AVEMs) operate in a fast paced, high exposure ICT environment which demands exceptional quality. AVEMs are the first point of contact for Defence end users (the 'customer') who require an AV or VTC solution. Applicants will need to demonstrate exceptional communication skills, be customer focused, and demonstrate a high level of resilience, problem solving, and attention to detail.

The successful applicant will be responsible for providing initial engagements for Audio Visual (AV) and Video Teleconferencing (VTC) requests, and generally facilitating end user requirements. This will include creating a positive and welcoming experience, setting expectations, understanding Defence end user needs, and providing guidance by building a picture for end users of potential AV or VTC solutions in consultation with the wider team and existing accredited patterns. AVEMs will also respond to enquiries relating to approved Defence AV/VTC solutions, and provide in-depth reporting to key stakeholders.

This position has a high reliance on the ability to communicate in a professional, precise and competent manner, to problem solve, and to deliver upon operational outcomes to all key stakeholders.

About our Team

The Directorate of Audio Visual Operations (DAVO) acts as the Joint Capabilities Group (JCG) representative for the delivery of Audio Visual (AV) and Video Teleconferencing (VTC) capabilities across the Defence estate.

Our team comprises a mix of Australian Public Service (APS) and Contracted personnel located between several major Defence bases Australia wide.

Our Culture is one that is driven by collaboration and communication within a diverse workforce setting.

Our Mission is to deliver, support, and strengthen secure audio visual communication channels that enable Defence global operations and assure cyber security.

Our Ideal Candidate

The AVEM will be an exceptional communicator with proven problem solving skills delivering outcomes to end users. They will engage with stakeholders at a high-level, and will be required to set and identify expectations, delivering the appropriate solutions that achieve operational outcomes. They are accountable under broad direction to undertake complex AV and VTC service provisioning activities and customer service.

They will work independently within a small team, having some authority and discretion to investigate information from diverse sources and explore innovative approaches to support the longer-term business objectives and end user needs. They will be capable and confident in problem solving, delivering solutions, presenting business cases, and developing and maintaining suitable work practices and procedures that remain in accordance with strategic and corporate objectives.

They will be familiar with working in an Operations team who are fast-paced and outcome driven. They will use their initiative and experience to analyse, plan, review and adjust work activities and manage priorities to deliver business outcomes. They will have experience as the first and primary point of contact and escalation for a designated footprint or area of responsibility.

Eligibility

Security Clearance

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

Notes

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

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work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

Position Contact	Michael Hobbs, 0483 228 572
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=86FC5D8F-BC85-7E2B-2854-DB32C4BE5C97

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Defence

Vacancy VN-0749520

Department of Defence

Closing Date:Thursday 07 November 2024

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	ILS Practitioner
Job Type	Full-Time, Ongoing
Location	Orchard Hills NSW
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	CASG/08630/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=3E91B525-C461-96C2-369E-DB32C49FB1DE>

Duties

The Role

- Are you an experienced Integrated Logistics Support (ILS) Practitioner or Logistics Engineer?

- Do you have demonstrated experience managing Logistics Support Analysis outcomes in complex projects?
- Are you interested in working on advanced Maritime Electronic Warfare technology?
- Would you like to join a dynamic team in a great workplace and work in an interesting role?

Electromagnetic Warfare Intelligence Systems Program Office (EWIS-Maritime SPO) is seeking a highly professional, motivated APS5 ILS Practitioner to assist with the management of ILS activities related to a multi-decade, high value program for the Royal Australian Navy.

About our Team

EWIS-Maritime SPO is widely dispersed across Australia with this position based at the Defence Establishment Orchard Hills (Nulka Support Facility – Sydney (NSF-S)). The successful applicant will participate in an integrated team, including APS, military and contractor staff, to ensure the supported Electronic Warfare capabilities are delivered to the ADF and supported in accordance with operational and compliance requirements, budget, and service agreements. EWIS-Maritime SPO has a demonstrated high performing culture and significantly above average employee satisfaction ratings based on recent Culture and Behaviours surveys. The successful candidate can expect to be challenged in their role and supported by an inclusive and considerate team and leadership group.

Our Ideal Candidate

Our ideal candidate has ILS skills which they are interested in applying. The successful applicant will have:

- Familiarity with the Logistics Support Analysis process (e.g. FMECA, RCMA, LORA, Spares Modelling, etc);
- Experience working with local and international stakeholders on multi-national projects;
- Working level awareness of Defence asset and inventory management ICT systems, and how to leverage them in a sustainment environment;
- Experience dealing with classified documentation and handling classified equipment;
- Excellent communication and customer engagement skills;
- A demonstrated ability to work within a diverse team in a fast paced and highly variable environment.

Defence specific training will be provided to the successful candidate to ensure they have the knowledge and skills to undertake the role effectively.

Eligibility

Security Clearance:

Negative Vetting 2 (NV2): Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 2"

Notes

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

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work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

Position Contact	Ellie Carson, 07 3512 0150
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3E91B525-C461-96C2-369E-DB32C49FB1DE

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Defence

Vacancy VN-0749523

Department of Defence

Closing Date:Thursday 31 October 2024

Joint Capabilities Group
ICT operations Division

Job Title	Audio Visual Engagement Manager
Job Type	Full-Time, Ongoing
Location	Holsworthy NSW, Sydney NSW, Richmond NSW
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	JCG/07598/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=4AC134F5-7123-3898-876B-DB32C54FFD88>

Duties

The Role
Joint Capabilities Group (JCG), Cyber Operations Division (COD) is seeking a highly motivated professional with recent experience in providing strong proactive management within an ICT, Audio Visual (AV), Video Teleconferencing (VTC), or Customer Service environment of a complex organisation.

This position is part of a geographically dispersed team of multi-disciplinary professionals from both public and private industry. The

main focus of this role is communication, collaboration, operating within and assuring cyber security boundaries in order to support the war-fighter at all times.

Audio Visual Engagement Managers (AVEMs) operate in a fast paced, high exposure ICT environment which demands exceptional quality. AVEMs are the first point of contact for Defence end users (the 'customer') who require an AV or VTC solution. Applicants will need to demonstrate exceptional communication skills, be customer focused, and demonstrate a high level of resilience, problem solving, and attention to detail.

The successful applicant will be responsible for providing initial engagements for Audio Visual (AV) and Video Teleconferencing (VTC) requests, and generally facilitating end user requirements. This will include creating a positive and welcoming experience, setting expectations, understanding Defence end user needs, and providing guidance by building a picture for end users of potential AV or VTC solutions in consultation with the wider team and existing accredited patterns. AVEMs will also respond to enquiries relating to approved Defence AV/VTC solutions, and provide in-depth reporting to key stakeholders.

This position has a high reliance on the ability to communicate in a professional, precise and competent manner, to problem solve, and to deliver upon operational outcomes to all key stakeholders.

About our Team

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Our team comprises a mix of Australian Public Service (APS) and Contracted personnel located between several major Defence bases Australia wide.

Our Culture is one that is driven by collaboration and communication within a diverse workforce setting.

Our Mission is to deliver, support, and strengthen secure audio visual communication channels that enable Defence global operations and assure cyber security.

Our Ideal Candidate

The AVEM will be an exceptional communicator with proven problem solving skills delivering outcomes to end users. They will engage with stakeholders at a high-level, and will be required to set and identify expectations, delivering the appropriate solutions that achieve operational outcomes. They are accountable under broad direction to undertake complex AV and VTC service provisioning activities and customer service.

They will work independently within a small team, having some authority and discretion to investigate information from diverse sources and explore innovative approaches to support the longer-term business objectives and end user needs. They will be capable and confident in problem solving, delivering solutions, presenting business cases, and developing and maintaining suitable work practices and procedures that remain in accordance with strategic and corporate objectives.

They will be familiar with working in an Operations team who are fast-paced and outcome driven. They will use their initiative and experience to analyse, plan, review and adjust work activities and manage priorities to deliver business outcomes. They will have experience as the first and primary point of contact and escalation for a designated footprint or area of responsibility.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Michael Hobbs, 0483 228 572
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4AC134F5-7123-3898-876B-DB32C54FFD88

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Defence

Vacancy VN-0749524

Department of Defence

Closing Date:Thursday 31 October 2024

Joint Capabilities Group
ICT Operations Division

Job Title	Audio Visual Engagement Manager
Job Type	Full-Time, Ongoing
Location	Laverton VIC, Macleod VIC, Melbourne VIC
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	JCG/07611/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=EE2A8F32-F713-8A4E-E465-DB32C5BB2CAF>

Duties

The Role
Joint Capabilities Group (JCG), Cyber Operations Division (COD) is seeking a highly motivated professional with recent experience in providing strong proactive management within an ICT, Audio Visual (AV), Video Teleconferencing (VTC), or Customer Service environment of a complex organisation.

This position is part of a geographically dispersed team of multi-disciplinary professionals from both public and private industry. The main focus of this role is communication, collaboration, operating within and assuring cyber security boundaries in order to support the war-fighter at all times.

Audio Visual Engagement Managers (AVEMs) operate in a fast paced, high exposure ICT environment which demands exceptional quality. AVEMs are the first point of contact for Defence end users (the 'customer') who require an AV or VTC solution. Applicants

will need to demonstrate exceptional communication skills, be customer focused, and demonstrate a high level of resilience, problem solving, and attention to detail.

The successful applicant will be responsible for providing initial engagements for Audio Visual (AV) and Video Teleconferencing (VTC) requests, and generally facilitating end user requirements. This will include creating a positive and welcoming experience, setting expectations, understanding Defence end user needs, and providing guidance by building a picture for end users of potential AV or VTC solutions in consultation with the wider team and existing accredited patterns. AVEMs will also respond to enquiries relating to approved Defence AV/VTC solutions, and provide in-depth reporting to key stakeholders.

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Our Ideal Candidate

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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	Michael Hobbs, 0483 228 572
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EE2A8F32-F713-8A4E-E465-DB32C5BB2CAF

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Defence

Vacancy VN-0749530

Department of Defence

Closing Date:Thursday 31 October 2024

Joint Capabilities Group
ICT Operations Division

Job Title	Audio Visual Engagement Manager
Job Type	Full-Time, Ongoing
Location	Amberley QLD, Canungra QLD, Enoggera QLD, Townsville QLD
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	JCG/07615/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=2C561782-3492-8519-A2B9-DB32C5DEC6BB>

Duties

The Role
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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	Michael Hobbs, 0483 228 572
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2C561782-3492-8519-A2B9-DB32C5DEC6BB

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Defence

Vacancy VN-0749536

Department of Defence

Closing Date:Thursday 31 October 2024

Joint Capabilities Group
ICT operations Division

Job Title	Audio Visual Engagement Manager
Job Type	Full-Time, Ongoing
Location	East Fremantle WA, Edinburgh SA, Rockingham WA, Swanbourne WA
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	JCG/07617/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=164FB82F-B49A-B50D-B993-DB32C5D6C22C>

Duties

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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	Michael Hobbs, 0483 228 572
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=164FB82F-B49A-B50D-B993-DB32C5D6C22C

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Defence

Vacancy VN-0749538

Department of Defence

Closing Date:Thursday 31 October 2024

Joint Capabilities Group
ICT Operations Group

Job Title	Project Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$134,567 - \$192,221
Classification	Executive Level 2
Position Number	JCG/08608/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=549C7E75-1E3E-C308-A8EE-DB32C599DD28>

Duties

The Role

The duties of an EL 2 Project Director occupation in Defence include the following (note: not all duties are required to be performed during a 12 month performance cycle):

- Manage and lead a program for the delivery of a broad range of very complex project activities.
- Accountable for managing and leading a team, including providing clear and consistent communication, setting clear performance and behavioural standards, managing performance, delegating responsibility and guiding and developing people.
- Accountable for the interpretation of Government and Defence policies, concepts and strategies applicable to the development of projects and project documentation across the project life cycle.

- Advise and support senior management and project managers on a broad range of very complex and diverse issues associated with the management and delivery of programs.
- Translate strategy into operational goals and appropriate tasks for others, creating a shared sense of purpose within the business unit.
- Represent Defence at external forums and liaise on behalf of Defence on significant, very complex or technical project management issues with external practitioners, industry representatives and government agencies.
- Build and sustain collaborative working relationships and networks with colleagues and stakeholders.
- Interpret and adapt guidelines to specific situations arising in the execution of work plans and devise solutions to very complex policy or operation problems where guidelines are lacking.
- Assess and analyse very complex project issues, applying expertise to identify and recommend courses of action.
- Deliver endorsed capabilities that are on time, to cost and to the required levels of quality, providing oversight on trends and advising management of risks and issues associated with desired project outcomes.
- Develop project managers to maintain and improve project performance and commit to the continuous improvement of quality management systems.
- Motivate and mentor teams, aligning complementary skills and allocate resources in a manner that delivers results.

This position is classified as having a work value commensurate with EL 2.1 and the salary range of \$134,567 - \$192,221+ up to 15.4% Superannuation. Positions with a work value at EL 2.1 are reviewed annually and salary may increase or decrease in accordance with the provisions of the Defence Enterprise Agreement.

Applicants should familiarise themselves with the relevant provisions of the Defence Enterprise Agreement if considering applying for this position. Should an annual review determine that work is no longer available at the higher work value, the employee's classification and salary will be decreased to the lower level work value and salary within the EL 2 classification range.

About our Team

Cyber Operations Division (COD) is responsible for the integration, operation, management and security of Defence's global strategic communications capability that enable military operations and support Defence business. COD is also responsible at the strategic level to the Chief of Defence Force and Chief of Joint Operations for advice and technical control for the Command, Control, Communications and Cyber security in support of ADF Operations.

The DSCB provisions strategic communications to support the ADF worldwide, lead incident and fault management for deployed and enterprise ICT systems, manage the sustainment of Defence's deployed networks, operate the Defence Communications Master Station and tactical interface stations across Australia, and is the authority for cryptographic equipment. DSCB is also responsible for a Multi-Disciplinary Team (MDT) which has responsibility for Defence mobility.

Lastly, DSCB is responsible for the vital certificate management, data synchronisation and directory services so essential for the authentication of all our personal identities that govern so much of how we operate online.

Our Ideal Candidate

Cyber Operations Division (COD) is responsible for the integration, operation, management and security of Defence's global strategic communications capability that enable military operations and support Defence business. COD is also responsible at the strategic level to the Chief of Defence Force and Chief of Joint Operations for advice and technical control for the Command, Control, Communications and Cyber security in support of ADF Operations, along with conducting

all ADF operations in the Cyber Domain.

Defence Strategic Communications Branch (DSCB) provisions, assures and defends Defence’s networks and communications infrastructure to support Defence Business and enable ADF units to conducted operations worldwide.

The Project Director leads a large integrated team comprising Military staff, Australian Public Service staff and contractors. The Project Director supports the Commander through management of sustainment resources, identifying gaps and opportunities to improve ADF networks to support business and operational outcomes, providing technical network, cyber and engineering subject matter expertise to the Commander.

Additionally, they conduct change management, manage minor projects, perform contract management and collaborate with Capability Delivery areas for setting requirements, introducing new capabilities and rapid introduction of new and emerging technologies.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Robert Smilie, 02 6203 6842
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=549C7E75-1E3E-C308-A8EE-DB32C599DD28

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Defence

Vacancy VN-0749546

Department of Defence

Closing Date:Thursday 31 October 2024

Air Force
Air Command

Job Title	Technical Officer - Airworthiness and Assurance
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	AF/08649/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=9936E93C-3437-2A93-D8A7-DB32C5E3320C>

Duties

The Role

As the Headquarters Air Warfare Centre (AWC) Technical Officer for Airworthiness and Assurance, you will conduct technical aviation safety activities in support of the AWC Continuing Airworthiness Management Organisation, including managing the review of incoming technical information and updating airworthiness documentation. You will also provide support to aviation safety management in AWC through monitoring changes in aviation safety regulations, conducting airworthiness review of platforms and assuring airworthiness management of AWC aircraft by external organisations.

In addition to airworthiness tasking, you will also provide support to AWC safety management activities (WHS, Radiation Hazards and Explosive Ordnance), including conducting safety assurance activities. Your role is also key in maintaining the effectiveness of the AWC Quality Management System through conducting internal audits and other assurance activities.

About our Team

In the Air Warfare Centre, you will be part of a large and diverse organisation that provides a range of specialised products and support to all areas of Air Force. In your role, you will work within a professional team responsible for assurance of these outputs, but also be required to engage widely with staff across all Air Warfare Centre business units.

You will enjoy Australian Public Service conditions, which include an attractive salary package and flexible, family-friendly working arrangements. Our staff have access to flexible working hours with opportunities for home-based work. Defence provides a Superannuation contribution of 15.4 per cent, higher than most industries, with the opportunity for you to make additional personal contributions. Attractive salary packaging arrangements are also available.

Our Ideal Candidate

You will have the qualifications, knowledge and experience to effectively deliver continuing airworthiness and technical assurance functions for the AWC. Having an understanding of, and experience with, Defence aviation capabilities, technical regulations, quality management and safety systems would be highly regarded.

Our ideal candidate will have excellent communication skills, capable of engaging and influencing stakeholders to achieve technical management outcomes. Your oral and written communication skills will be highly developed, including the ability to prepare and deliver concise briefings as well as complex reports. Importantly, you will be able to achieve and maintain a security clearance that enables you to handle classified information.

Eligibility

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

Mandatory Qualifications:
This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 6 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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To Apply

Position Contact	Andrew Marriott, 08 7374 1278
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9936E93C-3437-2A93-D8A7-DB32C5E3320C

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Defence

Vacancy VN-0749560

Department of Defence

Closing Date:Thursday 31 October 2024

ARMY
ADFHQ-Office of Chief of Army

Job Title	Curator
Job Type	Full-Time, Ongoing
Location	Puckapunyal VIC
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	ARMY/08607/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=25A9B28F-D0A3-0B6B-E729-DB32C6F72C1B>

Duties

The Role

Under limited direction, undertake complex curatorial and collection management activities and tasks. Undertake various historical research activities to support collection management, exhibition development and to provide responses to requests. The Curator has some authority and discretion to exercise initiative and judgement to achieve results.

About our Team

The Australian Army History Unit offers the opportunity to gain experience in the museum sector working with a network of museum professionals located at Army's Museums throughout Australia.

The role assists Army Headquarters undertake public engagement through public visitation to its museums. You will achieve this through the provision of exhibitions which will educate members of the Australian Army and the general public on the history of the Royal Regiment of Australian Artillery.

Our Ideal Candidate

The Australian Army History Unit is seeking a dynamic and highly motivated individual to provide a full range of curatorial services for the Army Museum Puckapunyal (Artillery collection). The successful applicant will require previous experience or training in the museum sector, along with excellent interpersonal and organisational skills.

The Curator of the Army Museum Puckapunyal (Artillery Collection) is responsible for the management of all curatorial services for a significant heritage collection. The Curator will lead a small but experienced team to undertake the development and installation of high-quality exhibitions and collection management requirements.

Eligibility

Security Clearance:

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

Mandatory Qualifications

Formal curatorial qualifications and/or experience of working or volunteering in a museum environment.

Notes

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

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To Apply

Position Contact	Neil Dailey, 0404 815 675
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=25A9B28F-D0A3-0B6B-E729-DB32C6F72C1B

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Defence

Vacancy VN-0749561

Department of Defence

Closing Date:Thursday 31 October 2024

Naval Shipbuilding and Sustainment Group
Office of DEPSEC Naval Shipbuilding and Sustainment

Job Title	Management Accountant
Job Type	Full-Time, Ongoing
Location	Osborne SA
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	NSSG/08706/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=469419D6-4A87-6081-068E-DB32C59B761F>

Duties

The Role

The APS 5 Management Accountant will be required to work in a complex operating environment as part of the Naval Construction Branch (NCB). The position supports the implementation and delivery of continuous shipbuilding, is an integral part of the Business Cost Team and will have an opportunity to embed cost management processes, ensuring a clear and consistent approach that aligns with management and financial accounting activities.

The position is located in Adelaide and may involve staff supervision. The key responsibilities and duties for the position are:

- Undertake cost investigation and assurance activities to ensure invoice claims are accurate and compliant with contracts, legislation, financial regulations and policies;
- Undertake analysis of shipbuilding cost performance and shipyard costs, and provide assessment of reported forecast and variations, using earned value management and other cost performance techniques and tools;
- Undertake analysis of financial aspects of procurement submissions and quotes to ensure compliance with relevant Commonwealth legislation, Defence policies and NCB processes;
- Assist with the preparation and ongoing management of various shipbuilding budgets, working collaboratively with team members and numerous stakeholders within the Defence maritime environment;
- Manage work flow to ensure priorities and key expected results are met.

About our Team

The Naval Construction Branch (NCB) is accountable for the assurance of ship construction, set-to work and transit of vessels constructed at the Osborne Naval Shipyard and Henderson precinct. We are headquartered in Osborne, SA and have a detachment in Henderson, WA and a smaller presence in Port Macquarie, NSW.

NCB is furthering continuous naval shipbuilding and growing sovereign capability by overseeing the construction to ensure quality and standards are met, storing lessons learnt and developing standard shipbuilding procedures for construction.

NCB will oversee the construction of many different Navy vessels including Offshore Patrol Vessels, Hunter Class Frigates, Young Endeavour, Mine Hunter Vessels, Evolved Cape Class and Pacific Patrol Boats. Working at NCB will enable you to be at the grassroots of continuous naval shipbuilding, where you are part of a working shipyard, being able to see and contribute to the vessels delivered and used in Service by Navy.

Our Ideal Candidate

The routine business activities that the role will undertake includes analysis of financial information, preparation and presentation of cost and other financial information, provision of accounting advice and engagement with various stakeholders to secure financial and costing information for assurance purposes.

We are seeking the following key qualities, skills and knowledge in our ideal candidate:

- Completion of relevant accounting or business management qualification;
- Personal drive to actively support a team-based performance-focused culture and have a shared responsibility for the achievement of team goals and objectives;
- Build trust and demonstrate integrity with internal and external stakeholders;
- Support the NCB leadership team by monitoring and effectively reporting the progress of assigned tasking in a timely manner;
- Communicate effectively with stakeholders at various organisational levels and across teams;
- Willingness to learn and ability to prioritise tasks based on organisational requirements.

Eligibility

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

Notes

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To Apply

Position Contact	Maya Kasumovic, 08 8227 3858
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=469419D6-4A87-6081-068E-DB32C59B761F

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Defence

Vacancy VN-0749574

Job Title	Trials Support Officer
Job Type	Full-Time, Ongoing
Location	Port Wakefield SA
Salary	\$76,277 - \$83,274
Classification	APS Level 4
Position Number	JCG/08684/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=C34417A7-C7D5-7BF4-9018-DB32C816677C>

Duties

The Role

JPEU is seeking a motivated individual to join the team at the Environmental Test Facility (ETF) at Proof Experimental Establishment (P&EE) Port Wakefield. This position supports the ETF with the efficient organisation, management and operation of trials. Key duties include trials administration and operation management, records management, security officer functions and sub-unit administration. This position may require after-hours availability and flexibility in working hours to accommodate trials and emergencies.

The role will:

- Serve as a primary POC for the ETF, liaising with contractors, stakeholders and external agencies
- Coordinate ETF administration and trials functions
- Manage ETF communications, including radio communications and notifications to relevant parties as required
- Provide administrative support to ETF staff and management
- Assist in the creation and maintenance of corporate task documentation and administration
- Ensure all documentation for trials and range tasks is accurate, signed, and stored correctly
- Effectively coordinate maintenance schedules in alignment with work requirements.

About our Team

The ETF conducts non-destructive test and evaluation trials on platforms explosives, munitions and other equipment across a range of environmental specialties. These specialties include climatic (simulated weather), radiographic (x-ray) and shock and vibration (shake and rattle). The ETF supports guided weapon and explosive ordnance (GWEO) test and evaluation activities. The ETF has capabilities enabling the climatic, non-destructive, vibration and mechanical testing of items, and other elements for artificial aging of Defence explosive ordnance. The JPEU Engineering team also provide direct support to the ETF. ETF personnel work in small teams to deliver quality outcomes for Defence and its customers. The team works with exciting technology that aids in the provision of test outcomes, such as state of the art conditioning chambers (heating / cooling), vibration shakers and radiographic capabilities. Employment at Port Wakefield includes a Special Defence Locality Assistance allowance, \$309.85 respectively per fortnight.

Our Ideal Candidate

The successful candidate will have:

- High-level organisational skills, self-drive and initiative
- Strong time management, prioritisation and critical thinking skills
- Excellent communication and stakeholder engagement skills
- Desire to actively participate in team work and unit activities
- The ability to interpret and apply relevant legislation, policy and procedures
- The right person for this role will show the flexibility to respond to the changing context and shifting priorities of ETF in order to achieve trials outcomes.

Eligibility

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

Notes

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To Apply

Position Contact	Jessica Barker-Heyman, 08 8860 9248
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C34417A7-C7D5-7BF4-9018-DB32C816677C

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Defence

Vacancy VN-0749581

Job Title	Work Experience Manager
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	DPG/08664/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D3B2872C-39F5-D110-A735-DB32C848820E>

Duties

The Role

The Work Experience Manager role is an exciting and rewarding role in a high-tempo, responsive environment, particularly if you are interested in Defence.

In this role:

- You will negotiate, facilitate and deliver Defence work experience opportunities for high school and tertiary students, showcasing Defence careers.
- You will have the opportunity to build strong working relationships with key stakeholders, including Defence personnel, schools, parents and youth and diversity related organisations.
- As the leader of a small team, you will work with autonomy and accountability to ensure the delivery of youth safe programs for your region.
- You will communicate goals and priorities clearly and be responsible for assigning resources to deliver the work experience programs.

At times, the role can be very busy with strict deadlines. You will quickly gain a strong connection to Defence's purpose, and be provided with first hand opportunities to experience or observe the day-to-day activities that working in Defence provides. As the range and nature of work in Defence is so diverse, so are the different work environments that our employees are located in.

The workplace environment requirements for this role include:

- The work experience roles require the incumbent to attend particular sites in the Northern Territory to deliver and develop programs, but have flexibility in working arrangements outside these physical operational requirements.
- Most work will be office based however when supervising youth programs or promoting work experience programs, the Work Experience Manager (WEM) may be required to stand for extended periods or walk/participate in activities on a Defence base.
- Frequent planned travel (intra and interstate) may be required to attend or supervise work experience placements and promote Defence work experience program at career expos and Defence open days.

About our Team

The Youth Policy and Programs Directorate team, of around 30 positions, is geographically spread across Australia, delivering work experience placements for students and developing policy and practices to support the safety of youth in Defence. Opportunities for curiosity, collaboration and knowledge transfer across the team, and across locations is encouraged to develop sound decision-making skills.

Team members are supported with opportunities for continuous learning and professional development, especially in youth and diversity related fields. There are also a number of career paths within the team, including roles in youth policy or in progressing diversity initiatives.

Our Ideal Candidate

As our ideal candidate, you will be passionate about working with youth and supporting them to plan their own pathways to success. You will be confident and adaptable, able to effectively build rapport and good working relationships with colleagues and stakeholders through positive and collaborative engagement.

Our ideal candidate will also possess the following:

- Well-developed organisational skills, high attention to detail and be experienced in managing competing priorities and deadlines.
- An engaging communication style, with well-developed skills in written and verbal communication.
- Strategic thinking capabilities, and the ability to apply creative problem-solving skills to develop effective solutions.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Lyn Hewett, 02 8440 4899
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D3B2872C-39F5-D110-A735-DB32C848820E

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Defence

Vacancy VN-0749665

Department of Defence

Closing Date:Thursday 31 October 2024

Joint Capabilities Group
Joint Logistics Command

Job Title	Range Operations Manager
Job Type	Full-Time, Ongoing
Location	Graytown VIC
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	JCG/08648/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=29DA9FAF-6A69-DC51-D286-DB33B38DCCE7>

Duties

The Role
Joint Proof and Experimental Unit (JPEU) is seeking a motivated individual for the position of Range Operations Manager, to join the team at Proof Experimental Establishment in Graytown. The Range Manager organises daily operations and manages live fire field ranges. Key duties include conducting range inductions, preparing daily range maps, delivering range briefs, and overseeing access control. The manager monitors weather conditions and fire danger ratings to ensure safe range activities.

The role includes allocating medical support, transportation, and range services, such as weapon specialists and fire response coordination. They lead emergency response efforts and acts as Chief Warden for the Emergency Response Centre. The role maintains range infrastructure, including stop butts, bullet catchers, roads, and fences, while managing contractors and overseeing environmental responsibilities.

The Range Manager supervises range operations staff, medical personnel, and transport services. They manage documentation, including work instructions and risk assessments, and liaise with external stakeholders.

About our Team
JPEU is an integral part of Explosive Ordnance Branch, Joint Logistics Command and is tasked to provide dynamic, static and

environmental test and evaluation services to the Australian Defence Organisation.

JPEU consists of a Headquarters that is spread across VIC, SA and ACT, as well as two ranges at P&EE Graytown VIC, and P&EE Port Wakefield SA. Employment at Graytown also currently attracts a Special Defence Locality Assistance allowance of approximately (\$184.44 per fortnight).

Our Ideal Candidate

The ideal candidate will:

- Have strong management skills and have proven experience in leading a team;
- Demonstrate strong communication and interpersonal skills, and be able to effectively liaise with contractors and external agencies;
- Possess strong time management and organisational abilities;
- Be able to work in a diverse team environment to achieve section goals; and
- Show flexibility to respond to the changing context and shifting priorities of JPEU, to achieve business outcomes.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 6 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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To Apply

Position Contact	Jessica Barker-Heyman, 08 8860 9248
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=29DA9FAF-6A69-DC51-D286-DB33B38DCCE7

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Defence

Vacancy VN-0749668

Department of Defence

Closing Date:Thursday 31 October 2024

Defence Digital Group
Military Systems

Job Title	ICT Engineer (Identity & Credentials)
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	DDG/08748/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=CB0AE4BB-17ED-451B-B94C-DB33B3A15026>

Duties

The Role

We are seeking experienced Cyber Security Engineers specialising in Identity, Credential, and Access Management (ICAM) and security design and implementation across various platforms.

We have three core priorities: building best-in-class people to support DDG’s efforts, underpinned by best-in-class global platforms, supported by best-in-class sovereign capabilities. Our goal is to provide our warfighters the appropriate technologies needed to fight and win in the digital age.

These roles will be part of larger project teams to develop solutions and deliver capability. These are new roles in a growing Branch, and you will be instrumental in helping to build both human and technical capabilities to achieve the Defence mission.

About our Team

You will be part of a team of ICT professionals delivering complex projects across key Digital domains in both the Military and Enterprise Systems Divisions within Defence Digital Group (DDG).

These roles will provide technical expertise, mentorship and coaching in a matrixed construct, as teams and individuals are embedded into projects as needed.

As a Digital Engineer in DDG you may either:

- Lead a team of ICT professionals experienced in key technology platforms/products, or
- Work individually on projects as the technical engineering SME.

We commit to providing additional professionalisation for the right candidates so you can continue to grow and develop your career.

Our Ideal Candidate

You will have one or more of the following:

- Deep knowledge of Microsoft Entra ID (Azure AD), Oracle IAM, SAP Identity Management (IDM);
- Experience in designing security solutions involving Data Loss Prevention (DLP), Security Information and Event Management (SIEM), Security Orchestration, Automation, and Response (SOAR), and threat management;
- Ability to integrate identity and access management solutions with enterprise systems and cloud services for consistent management across all platforms;
- Experience with design and deployment of Zero Trust Architecture for identity and credentials management, ensuring a security model that eliminates implicit trust and continuously verifies users and devices is desirable;
- Experience in ensuring secure access, identity governance, and protection against security threats while implementing advanced security measures to safeguard organisational assets.

We want you to be someone who is going to keep learning, wants to continue a career with us, and brings resilience to situations where requirements are shifting and changing with Government and Defence needs.

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	DDG Strategic Recruitment, Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CB0AE4BB-17ED-451B-B94C-DB33B3A15026

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Defence

Vacancy VN-0749669

Department of Defence

Closing Date:Thursday 07 November 2024

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Engineer Practitioner - Systems
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	CASG/08839/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=FAC3D4E8-FB6B-51C4-27E4-DB33B3AD81E9>

Duties

The Role

- Are you an experienced Systems Engineer or have experience in a related field?
- Are you interested in applying your expertise to support the development of exciting, world-leading technology?
- Would you like to join a dynamic team in a great workplace and work in an interesting role?

An opportunity exists in the Electromagnetic Warfare Intelligence Systems Program Office (EWIS Maritime SPO) for a talented and highly motivated APS 5 System Engineer based in Russell ACT to apply their skills to an exciting portfolio of work while operating within a multidisciplinary team, including Defence Industry in support of delivering capabilities to the Australian Defence Force. As a Systems Engineer in the EWIS Maritime SPO, you will have exceptional stakeholder engagement; excellent verbal and written communication and negotiation skills.

You will be relied upon to assist with specialist professional knowledge of risks associated with developmental and advanced technologies, including recommendations to mitigate technology development risk in a complex environment. The right candidate will show the flexibility to respond to the changing context and shifting priorities of the Defence environment and the agility to realign resourcing to meet new demands. In these roles you will provide support and guidance to your team to ensure they are sensitive to Defence Strategic direction and to excel, while exercising a significant degree of independence.

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

About our Team

EWIS-Maritime SPO currently manages a number of electronic warfare systems fitted to both the surface and sub-surface fleet, such as the Nulka Decoy product and various Sensors and Electronic Attack products in both acquisition and sustainment phases. The SPO delivers these capabilities to both the Australian Defence Force and United States Navy. EWIS-Maritime SPO is widely dispersed across Australia with this position based at Russell ACT. The successful applicant will participate in an integrated team, including APS, military and contractor staff, to ensure the supported Electronic Warfare capabilities are delivered to the ADF and supported in accordance with operational and compliance requirements, budget, and service agreements.

These roles within EWIS-Maritime SPO offers an enthusiastic individual an exciting opportunity to learn key project management skills in a Defence environment. The successful candidate will be provided with a supportive team environment and significant professional development opportunities to help progress in their career. EWIS-Maritime SPO has a demonstrated high performing culture and significantly above average employee satisfaction ratings based on recent Culture and Behaviours surveys. The successful candidate can expect to be challenged in their role and supported by an inclusive and considerate team and leadership group.

Our Ideal Candidate

The successful candidate will have:

- Well-developed skills and demonstrated experience in systems engineering activities. • Excellent communication, customer and stakeholder engagement skills.
- Experience analysing engineering risks and assisting stakeholders with mitigation options.
- Effective problem solving and deductive reasoning skills.
- An ability to contribute to a diverse team on complex projects.
- The capacity to think strategically and develop plans and processes to enhance the achievement of business outcomes.
- High-level organisational and time management skills, self-drive and initiative with the ability to influence others to achieve tasks and business objectives.
- Experience (or ability) researching and contributing to the development of technical engineering reports, briefs, presentations and documentation for review.

Defence specific training will be provided to the successful candidate to ensure they have the knowledge and skills to undertake the role effectively. **Eligibility**

Security Clearance:

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

Mandatory Qualifications:

This engineering position requires a Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

Notes

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

About the Department of Defence

The Department of Defence employs around 18,000 Australian Public Service (APS) employees. Defence APS employees work in a wide variety of critical roles, Australia wide, enabling our three services Navy, Army and Air Force, to do their job. Defence has a range of Australian Public Service (APS) career opportunities that offer interesting, challenging, and unique work. Our workforce includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

Position Contact	Elizabeth Carson, 07 3512 0150
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=FAC3D4E8-FB6B-51C4-27E4-DB33B3AD81E9

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Defence

Vacancy VN-0749689

Department of Defence

Closing Date:Thursday 31 October 2024

Defence Digital Group
Military Systems

Job Title	ICT Engineer (Cloud)
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	DDG/08743/24
Agency Website	

Duties

The Role

We are seeking experienced Cloud Engineers with a specialisation in both Amazon Web Services (AWS) and Azure to design, build and enhance scalable, reliable cloud-based solutions.

We have three core priorities: building best-in-class people to support Defence Digital Group's efforts, underpinned by best-in-class global platforms, supported by best-in-class sovereign capabilities. Our goal is to provide our warfighters the appropriate technologies needed to fight and win in the digital age.

These roles will be part of larger project teams to develop solutions and deliver capability. These are new roles in a growing Branch, and you will be instrumental in helping to build both human and technical capabilities to achieve the Defence mission.

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

About our Team

You will be part of a team of ICT professionals delivering complex projects across key Digital domains in both the Military and Enterprise Systems Divisions within Defence Digital Group (DDG). These roles will provide technical expertise, mentorship and coaching in a matrixed construct, as teams and individuals are embedded into projects as needed.

As a Digital Engineer in DDG you may either:

- Lead a team of ICT professionals experienced in key technology platforms/products, or
- Work individually on projects as the technical engineering SME.

We commit to providing additional professionalisation for the right candidates so you can continue to grow and develop your career.

Our Ideal Candidate

You will have one or more of the following:

- Deep expertise in the design and deployment of cloud infrastructure using AWS and Azure services following best practices for architecture, security and performance;
- Experience implementing infrastructure-as-code and designing/configuring storage and disaster recovery solutions using AWS and Azure toolsets;
- Experience collaborating with cross-functional teams to develop and optimise our cloud environments, ensuring efficient, cost-effective, and secure capability;
- Hands-on experience with containerisation technologies like Docker and Kubernetes on both AWS (EKS, ECS) and Azure (AKS);
- Solid understanding of cloud security principles, including managing Identity and Access Management (IAM) roles, policies and ensuring network security;
- Familiarity with DevOps principles, including building and maintaining CI/CD pipelines; and
- AWS and Azure certifications (e.g. AWS Certified Solutions Architect, Azure Solutions Architect Expert) are highly desirable.

We want you to be someone who is going to keep learning, wants to continue a career with us, and brings resilience to situations where requirements are shifting and changing with Government and Enterprise needs. **Eligibility**

Security Clearance:

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

Notes

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

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To Apply

Position Contact	DDG Strategic Recruitment, ddg.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=794E7B76-C776-AAAE-171D-DB33B450AC1F

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Defence

Vacancy VN-0749703

Department of Defence

Closing Date:Thursday 31 October 2024

Defence Digital Group
Military Systems

Job Title	ICT Engineer (Network & Bearers)
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	DDG/08762/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=958B3FA4-0D16-A584-2B72-DB33B49F0CA1>

Duties

The Role
We are looking for highly skilled Network Engineers with a focus on Cloud Access Security Brokers (CASB), Secure Access Service Edge (SASE), and Software-Defined Wide Area Networks (SD-WAN). These roles are critical in ensuring secure, scalable, and optimised network connectivity across hybrid environments, with an emphasis on integrating security into cloud services and remote access.

We have three core priorities: building best-in-class people to support DDG’s efforts, underpinned by best-in-class global platforms, supported by best-in-class sovereign capabilities. Our goal is to provide our warfighters the appropriate technologies needed to fight and win in the digital age.

These roles will be part of larger project teams to develop solutions and deliver capability. These are new roles in a growing Branch, and you will be instrumental in helping to build both human and technical capabilities to achieve the Defence mission.

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 Agreement (DEA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team
You will be part of a team of ICT professionals delivering complex projects across key Digital domains in both the Military and Enterprise Systems Divisions within Defence Digital Group (DDG).

These roles will provide technical expertise, mentorship and coaching in a matrixed construct, as teams and individuals are embedded into projects as needed.

As a Digital Engineer in DDG you may either:

- Lead a team of ICT professionals experienced in key technology platforms/products, or
- Work individually on projects as the technical engineering SME.

We commit to providing additional professionalisation for the right candidates so you can continue to grow and develop your career.

Our Ideal Candidate
You will have one or more of the following:

- Extensive experience in networking, security, and modern network architectures.

- Expertise with Netskope, Zscaler, Cloudflare, Akamai, and Citrix Netscaler or similar products.
- Experience in implementation of Zero Trust Network Access (ZTNA) frameworks to control and secure access to resources based on identity, device, and security posture.
- The ability to design, configure, and implement SD-WAN infrastructure, ensuring reliable and optimised network performance across multiple locations.
- Familiarity with Palo Alto firewalls and Cisco routers and switches.
- Experience with developing Secure Access Service Edge (SASE) solutions to secure edge devices, cloud applications, and remote users while simplifying network management.
- Ability to configure firewalls, VPNs, IPS/IDS systems, and other perimeter security devices.
- Experience with implementing and maintaining Zero Trust principles within the network to secure both cloud and on-premises environments is desirable.
- Experience collaborating with the IT operations and security teams to maintain high levels of network performance and security, cloud service integration, and seamless connectivity for remote and distributed teams.

We want you to be someone who is going to keep learning, wants to continue a career with us, and brings resilience to situations where requirements are shifting and changing with Government and Enterprise needs. **Eligibility**

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

Notes

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

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To Apply

Position Contact	DDG Strategic Recruitment, Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=958B3FA4-0D16-A584-2B72-DB33B49F0CA1

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Defence

Vacancy VN-0749705

Department of Defence

Closing Date:Thursday 31 October 2024

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	CH-47F Avionics Engineer
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	CASG/08814/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=D614EA2B-BD65-9978-9328-DB33B4CE4ED0>

Duties

The Role

The work of the AV Engineer APS6 involves: Oversee and manage assigned configuration changes to the CH-47F platform and training devices, engage with stakeholders, develop requirements, develop and implement recommendations and advice to address issues.

The AV Engineer APS6 is responsible to the Engineering Aviation Officer and accountable under limited direction to perform and achieve complex electronics-electrical engineering work within an integrated workforce. They are accountable to ensure they have knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

The AV Engineer APS6 will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. They will provide detailed electronics-electrical engineering technical and professional advice in relation to complex work and contribute to strategic planning, program and project management and policy development.

The AV Engineer APS6 may be a team coach or lead a team and be accountable to set work priorities and manage workflows. They are expected to be capable of building team capability through coaching, feedback and developing the quality of work undertaken by others within a work unit. They may exercise the associated people and financial responsibilities to achieve work unit outcomes.

The AV Engineer APS6 will have stakeholder engagement and will liaise with stakeholders in relation to complex or difficult issues. They will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

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 Agreement (DEA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

The Cargo Helicopter and Uncrewed Surveillance Program Office (CHUSPO) delivers through-life support for the CH-47F Chinook and Army Aviation System Branch supported fleet of Uncrewed Aerial Systems. The Program Office is made up of the Cargo Helicopter Management Unit (CHMU), the Uncrewed Aerial Systems Management Unit (UASMU), the Engineering Management Unit (EMU), the Army Uncrewed Aerial Systems Program Office (AUASPO) and the Business Management Unit (BMU).

Our Ideal Candidate

Our ideal candidate will possess the ability to work under limited direction to perform and achieve technical development outcomes within a multi-disciplinary, integrated, workforce.

They are accountable to have and maintain a well-developed understanding of the technical frameworks within the ADF airworthiness system.

They will have highly developed communication skills, excellent attention to detail and have the ability to collaborate across key aviation stakeholders to achieve high quality outcomes.

To be successful in this role, you will bring the following attributes and skills to the role:

- In-depth knowledge of the ADF airworthiness framework (DASR).
- Previous experience in avionics technical development under an engineering management system.
- Excellent leadership skills including the ability to manage and motivate a team.
- Strong problem-solving and issues resolution skills.
- Excellent communication, negotiation and stakeholder engagement skills.
- Strong analytical skills and the ability to identify, resolve and mitigate risks associated with engineering design activities.
- Ability to provide expert policy advice and guidance on technical matters within area of expertise.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This engineering position requires a Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

Notes

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

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To Apply

Position Contact	Isaac Leong, 08 7971 3224
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D614EA2B-BD65-9978-9328-DB33B4CE4ED0

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Defence

Vacancy VN-0749708

Department of Defence

Closing Date:Thursday 31 October 2024

Defence Digital Group
Military Systems

Job Title	ICT Engineer (M365/W365)
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Adelaide SA, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	DDG/08750/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=DF8D6D55-A109-D37B-8AB7-DB33B57923D1>

Duties

The Role
We are seeking highly skilled Microsoft 365 (M365) and Windows 365 (W365) Engineers to join our Productivity and Collaboration team. In these roles, you will be responsible for the design, implementation, and governance of the M365 and W365 environments.

We have three core priorities: building best-in-class people to support DDG’s efforts, underpinned by best-in-class global platforms, supported by best-in-class sovereign capabilities. Our goal is to provide our warfighters and support teams the appropriate technologies needed to fight and win in the digital age.

These roles will be part of larger project teams to develop solutions and deliver capability. These are new roles in a growing Branch, and you will be instrumental in helping to build both human and technical capabilities to achieve the Defence mission.

About our Team
You will be part of a team of ICT professionals delivering complex projects across key Digital domains in both the Military and Enterprise Systems Divisions within Defence Digital Group (DDG).

These roles will provide technical expertise, mentorship and coaching in a matrixed construct, as teams and individuals are embedded into projects as needed.

As a Digital Engineer in DDG you may either:

- Lead a team of ICT professionals experienced in key technology platforms/products, or
- Work individually on projects as the technical engineering SME.

We commit to providing additional professionalisation for the right candidates so you can continue to grow and develop your career.

Our Ideal Candidate

You will have one or more of the following:

- Extensive experience in the design and implementation of the M365 suite of products and services (including Exchange Online, Microsoft Purview, SharePoint Online, OneDrive for Business and Microsoft Teams), W365 virtual desktops, Azure Virtual Desktop and relevant Information Security Manual (ISM) controls;
- Experience with Microsoft Intune for Mobile Device Management (MDM) and Mobile Application Management (MAM), ensuring access to M365 and W365 resources;
- The ability to design and implement W365 Cloud PCs to deliver virtual desktop experiences across the organisation;
- The ability to configure and secure M365 security features like Microsoft Defender, Conditional Access Policies, Data Loss Prevention (DLP), and Azure Information Protection (AIP);
- The experience to design, build and enhance changes to these platforms to maintain simplicity of design through configuration, while minimising customisation;
- Familiarity with Teams Voice and Microsoft 365 Phone System for integrated telephony solutions;
- Experience working closely with cross-functional teams to integrate M365/W365 services with existing systems and manage third-party tools and applications to achieve outcomes.

We want someone who is going to keep learning, wants to continue a career with us, and brings resilience to situations where requirements are shifting and changing with Government and Defence needs.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	DDG Strategic Recruitment, Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DF8D6D55-A109-D37B-8AB7-DB33B57923D1

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Defence

Vacancy VN-0749712

Department of Defence

Closing Date:Thursday 31 October 2024

Defence Digital Group
Military Systems

Job Title	ICT Engineer (Data)
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	DDG/08744/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=3349BA12-7987-190C-EF11-DB33B57ED481>

Duties

The Role
We are seeking highly skilled Data and Analytics Engineers to join our team. In these roles, you will use your expertise in data and analytics platforms, Artificial Intelligence (AI), Large Language Models (LLMs), Machine Learning (ML) and Robotic Process Automation (RPA).

We have three core priorities: building best-in-class people to support Defence Digital Group's (DDG) efforts, underpinned by best-in-class global platforms, supported by best-in-class sovereign capabilities. Our goal is to provide our warfighters and support teams the appropriate technologies needed to fight and win in the digital age.

These roles will be part of larger project teams to develop solutions and deliver capability. These are new roles in a growing Branch, and you will be instrumental in helping to build both human and technical capabilities to achieve the Defence mission.

About our Team

You will be part of a team of ICT professionals delivering complex projects across key Digital domains in both the Military and Enterprise Systems Divisions within Defence Digital Group (DDG). These roles will provide technical expertise, mentorship and coaching in a matrixed construct, as teams and individuals are embedded into projects as needed.

As a Digital Engineer in DDG, you may either:

- Lead a team of ICT professionals experienced in key technology platforms/products; or
- Work individually on projects as the technical engineering SME.

We commit to providing additional professionalisation for the right candidates so you can continue to grow and develop your career.

Our Ideal Candidate

You will have one or more of the following:

- In-depth knowledge and expertise working on strategic data platforms including the designing, building and deploying data pipelines to collect and transform structured and unstructured data and deliver analytic services to business customers;
- Knowledge and experience with contemporary analytics data platforms such as IBM, Microsoft, Oracle in Cloud and on-premises would be advantageous;
- Experience in the design, build and enhancement of scalable data infrastructure that supports the development of AI/ML models, automation workflows and advanced analytics;
- Hands-on experience with modern data engineering tools, ML platforms and automation technologies to help the organisation leverage data for intelligent decision-making;
- Knowledge and understanding of data management and governance practices to ensure data is correctly managed, stored and transferred; and
- Experience working closely with cross-functional teams to achieve outcomes.

We want you to be someone who is going to keep learning, wants to continue a career with us, and brings resilience to situations where requirements are shifting and changing with Government and Defence needs. **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	DDG Strategic Recruitment, ddg.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3349BA12-7987-190C-EF11-DB33B57ED481

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Defence

Vacancy VN-0749756

Department of Defence

Closing Date:Thursday 31 October 2024

Army
ADFHQ - Office of Chief of Army

Job Title	Proactive Quality Assurance Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	ARMY/08825/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=B5DB3D2F-B66A-B548-38F7-DB33ED92EE3C>

Duties

The Role
An APS 6 Quality Assurance Officer with the DENG-A Proactive Assurance Team, working to the Deputy Director Proactive Assurance. This position will be accountable under broad direction to perform and achieve complex quality assurance work within an integrated workforce. They are accountable to ensure they have knowledge of and compliance with legislative frameworks and Defence's mission and policy requirements.

An APS6 Quality Assurance Officer will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. They are expected to be capable of building team capability through coaching, feedback and developing the quality of work undertaken within the team. They will be accountable to contribute towards ongoing

About our Team
The DENG-A Proactive Assurance Team engages:

- Capability Acquisition and Sustainment Group CASG Systems Program Office (SPO);
- Logistics Operations Branch (LOB) Joint Logistics Units (JLU);
- Guided Weapons and Explosive Ordnance Group (GWEO); and
- Joint Capability Group (JCG).

To undertake compliance audits that ensure processes for safe systems of work are enforced in accordance with the Organisations Engineering Management System and the Army Land Materiel Safety Manual (LMSM).

Our Ideal Candidate

Our successful candidate will co-ordinate and perform quality assurance auditing and corporate reporting activities. They will build and sustain effective relationships with team members, management and stakeholders. They will provide detailed quality assurance professional advice in relation to complex work and contribute to strategic planning, with a focus on auditor processes and procedures development within the team.

Job specific Lead Auditor and Defence Engineering and Maintenance system processes training and mentoring will be provided to the successful candidate. This position requires the candidate to maintain an Australian Government security clearance; the successful candidate may be able to start in the position with a Baseline Clearance with the expectation that a Negative Vetting 1 Security Clearance will be obtained after commencement. **Eligibility**

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Anthony James, 02 510 89270
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B5DB3D2F-B66A-B548-38F7-DB33ED92EE3C

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Defence

Vacancy VN-0749760

Department of Defence

Closing Date:Thursday 07 November 2024

Air Force
Surveillance and Response Group

Job Title	Maintenance Coordinator
Job Type	Full-Time, Ongoing
Location	East Sale VIC
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	AF/08507/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=5CF746FA-AAED-7C92-415A-DB33B432EA6E>

Duties

The Role

The Maintenance Coordinator provides strategic planning and integration of all internal and external activities affecting the maintenance and support of the local ATM systems and facilities. The Maintenance Coordinator provides in-depth technical advice up to the Maintenance Commander and Senior Engineering Office while also mentoring down to Maintenance Managers and Trade Supervisors on complex issues with Aviation Support Systems. The Maintenance Coordinator will also provide management oversight of maintenance staff rostering and professional development (training and authorisation).

The duties of a Maintenance Coordinator in Defence include the following:

- Producing maintenance forecasts and associated works plans.
- Producing and maintaining the Unit Maintenance Plan.
- Allocation of tasks to Maintenance Supervisors.
- Coordination of external maintenance activities and agencies.
- Maintenance brief preparation and delivery.
- System serviceability and availability reporting.
- Communicating with Operations personnel.
- Maintenance Deviation, Special Technical Instruction, Modification, and Deferred Defect
- Assurance of Configuration Management.
- Scheduling of Compliance and Assurance tasks.

- Maintenance flight staff leave management (approval).
- Individual Authorisation Plan management.

Applicants deemed suitable with exceptional skills, experience or expertise may be eligible for an Individual Flexibility Arrangement (IFA) in accordance with the IFA provisions of the Defence Enterprise Collective Agreement 2024. This may include additional remuneration and/or the variation of other conditions. In these cases, total remuneration will comprise of base salary + IFA additional remuneration + superannuation.

About our Team

453 Squadron Maintenance Team in East Sale (Vic) delivers critical support to Air Traffic Control (ATC) operations by maintaining and managing Communication, Navigation, and Surveillance (CNS) equipment systems. These systems include radar, radios, navigation aids and communication network systems in support of Defence and Civilian ATC.

The East Sale maintenance team is comprised of 16 members. The Maintenance Coordinator will work for a Maintenance Commander and have two Maintenance Managers report to them as part of a mixed team of RAAF and APS personnel.

The team is motivated and self-disciplined, creating an environment for continuous improvement, personal development and career progression.

Our Ideal Candidate

Our Ideal Candidate will:

- Possess excellent organisation and problem solving skills as the role involves progressing numerous tasks concurrently.
- Be a confident decision maker and able to communicate clearly and concisely in written and verbal formats.
- Be able to work in a highly regulated environment and apply Air Navigation Service Provider regulations and procedures appropriately.
- Be able to work both as an individual and as a part of a larger team and organisation.
- Be able to provide advice on complex technical problems.
- Be able to apply logical fault-finding skills to complex technical problems.
- Be able to mentor more junior technicians and develop their trade knowledge.
- Be self-motivated and professional.
- Be competent utilising IT equipment and the Microsoft Office suite of products.

Eligibility

Security Clearance

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

Mandatory Qualifications

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 6 qualification from the UEE – Electrotechnology Training Package or a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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

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To Apply

Position Contact	Shaun Hull, 03 5931 7631
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5CF746FA-AAED-7C92-415A-DB33B432EA6E

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Defence

Vacancy VN-0749795

Department of Defence

Closing Date:Thursday 24 October 2024

Associate Secretary Group
Ministerial & Executive Coordination & Communication

Job Title	Quality Assurance Director
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$134,567 - \$161,521
Classification	Executive Level 2
Position Number	ASG/08527/24
Agency Website	

Duties

The Role

The Quality Assurance Unit (QAU) assures the quality of all ministerial advice and correspondence by Defence to portfolio ministers. As Director of the QAU, you will provide high-level leadership managing a small team. The team review and edit written ministerial advice and correspondence via the Parliamentary Document Management System (PDMS).

Specifically, you will:

- Provide strategic oversight of the quality assurance process, ensuring all ministerial submissions, briefs and correspondence meet the highest standards;
- Act as a trusted advisor, liaising with a range of internal and external stakeholders to achieve outcomes that align with Defence's strategic objectives;
- Build and sustain a fantastic team environment, providing opportunities to take part in professional development and contribute to defence business outcomes with stakeholders across Defence;
- Using initiative and judgement to implement practices and procedures consistent with Defence's objectives and priorities, making key decision under pressure when necessary.

About our Team

The Quality Assurance Unit is a small Canberra-based team within Strategic Priorities Branch, Governance Group. The team works on both the Defence Protected Network and Defence Secret Network.

Our Ideal Candidate

Our ideal candidate will:

- Have editorial, journalistic, public relations or publishing experience, with a demonstrated commitment to excellence in written communication.
- Possess a keen eye for detail and proven ability to lead and mentor high-performing teams.
- Ensure that written content adheres to style guides and templates, as well as rules for spelling, grammar and punctuation.
- Work independently with reasonable autonomy, accountability and flexibility.
- Show initiative and judgement to apply practices and procedures consistent with Defence requirements.
- Be adept at managing complex stakeholder relationships, using strong interpersonal skills to align expectations and deliver outcomes.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance of 'Negative Vetting 1'.

Notes

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

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includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

Position Contact	Rob Krauss, 02 5108 6399
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=89DC6A6D-3498-AD12-7A24-DB33F127C889

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Education

Vacancy VN-0749731

Department of Education

Closing Date:Thursday 31 October 2024

Evidence and Reform
Wage Implementation Data and Reporting

Job Title	Data Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA
Salary	\$98,105 - \$107,880
Classification	APS Level 6
Position Number	24/1573
Agency Website	https://www.education.gov.au/

Job Description

<https://dese.nga.net.au/?AudienceTypeCode=EXT-EDU>

As a Data Analyst (APS6) at the Department of Education, you will report to the Assistant Director, maintaining and operating the Workforce Retention Grant payment calculator, as well as assisting in the production of analysis of administrative data to support the ongoing grant management.

Duties

In this role, you will be responsible for the following:

- Analysing monthly and annual financials to identify emerging trends and variances to budget.
- Preparing the monthly payment calculations for the Workforce Retention Grant.
- Maintaining and updating the Grant calculator.
- Preparing bespoke data and analysis to inform program and policy decisions.
- Developing self-service reporting tools and bespoke data products.
- Producing briefs, minutes, reports and other documents and statistical reports to a high standard.
- Adhering to relevant Acts, Accountable Authority Instructions, Delegations and policies.
- Actively participating in a collaborative team environment based on supportiveness, development, knowledge sharing and effective communication.
- Building and sustaining effective working relationships with internal and external stakeholders, as well as representing the department in external forums.

Eligibility

Employment at the Department of Education is subject to conditions prescribed within the Public Service Act 1999 including:

- **Citizenship:** Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.
- **Security Clearance:** This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain the required security clearance.

Notes

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

About the Department of Education

The Department of Education contributes to Australia's economic prosperity and social wellbeing by creating opportunities and driving better outcomes through access to quality education and learning. A strong early childhood education system built around early learning and child care gives children the best start in life—supporting them to build social and behavioural skills to help prepare them to transition to school. For parents and carers, affordable child care enables them to participate in the workforce, pursue further education or other opportunities to contribute to their community — bolstering the social wellbeing and economic prosperity of the nation. As children continue their journey through school, access to quality education creates the foundation for a bright future – it opens a world of possibilities and equips children and young people with the skills, knowledge, and career advice to prepare them for further work or study to fulfil their dreams. An affordable, and accessible higher education sector allows Australians and international students to pursue their passion in life or reskill for the jobs of the future. A strong higher education and research sector in step with national priority areas provides people with an opportunity to choose a career path that addresses skill shortages or the challenges of the future including, clean energy, advanced manufacturing, health, and education. Through education and learning, we change lives, create opportunities, and support Australia's economic success and social wellbeing.

To Apply

Position Contact	Penny Rawling, (02) 6240 9958
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-EDU

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Education

Vacancy VN-0749784

National Gallery of Australia

Closing Date:Wednesday 06 November 2024

Chief Operating Officer
Information Services

Job Title	IT Service Delivery Assistant Manager
Job Type	Full-Time, Non-Ongoing
Location	Parkes ACT
Salary	\$89,133 - \$103,028
Classification	APS Level 6
Position Number	3038
Agency Website	https://nga.gov.au

Job Description

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

The IT Assistant Manager, Service Delivery position is part of the Information Technology (IT) Section within the Information Services Department. The IT Section manages and develops the Gallery's information communication and technology (ICT) services and emerging information technology requirements to meet our strategic and business needs.

The section provides the full suite of ICT services to enable all Gallery staff to access our IT network. This includes the applications we manage both on-premises and in cloud environments, and to enable reliable and safe devices for all staff to increase productivity and mobility. As a small team, all staff manage multiple capabilities and responsibilities, providing you with the experience across all facets of IT Service Management, infrastructure and end user computing. The IT Team supports the Gallery both in the office and when staff are away from the office. In addition to the standard IT service offering, the team further supports the Gallery in projects and initiatives that have an IT component from concept to implementation. The National Gallery's IT team pride itself on the high-level service, provision and support of its technology offering.

This position reports to the IT Service Manager and is responsible for ensuring the day-to-day operations of client services and the operation of the IT service desk 5 days per week and on-call roster for weekends and public holidays. The role is a senior role within the service desk team and supports the Level 1 service desk team members. The IT Assistant Manager is responsible for projects that are related to end-user computing, mobile devices, support systems and other client services. It deals with support tickets that are escalated for Level 2 and 3 support and works with internal subject matter experts and external managed service providers.

The IT Assistant Manager will be responsible for IT asset management, documentation and reporting. The position will also oversee the IT change management processes, and be responsible for problem and issue management in the IT environment.

The ICT section operates in a high-pressure environment delivering high quality outcomes and cost-effective services for the NGA. The role requires someone who has high technical and organisational skills, and strong understanding of end user computing and problem and issue management.

The position needs someone with the ability to adapt to challenges, works well within a team under pressure and communicates well within the team, has strong work ethic and self motivation to learn and stay current with industry skills.

Duties

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

- Contribute to the development and implementation of a Service Catalogue and ITIL processes within the National Gallery
- Manage IT Service Delivery functions for the National Gallery, with limited direction and escalation as required
- Manage and improve processes and templates within the Gallery's IT ticketing system Halo
- Change management, issues and problem management and resolution
- Participate in the IT Service Desk on-call roster and perform on-call duties
- Provide high level advice to a range of internal and external stakeholders on IT issues
- Manage relationships with stakeholders to achieve work area and National Gallery objectives
- Prepare and maintain procedural or technical manuals, guidelines and knowledge articles
- Manage projects of a technical and specialised nature
- Other duties as required commensurate with your skills and abilities.

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 Negative Vetting Level 1 (NV1) 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

Role specific qualifications certification and/or registrations include:

- It is essential that our candidate can demonstrate relevant experience in ICT.
- Relevant qualifications in IT, ICT or other relevant fields are desirable

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 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.

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	Jade Carson, 61 2 6240 6580
Agency Recruitment Site	https://candidate.aurion.cloud/natgal/production/

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Environment and Energy

Vacancy VN-0749747

Clean Energy Regulator

Closing Date:Sunday 10 November 2024

Scheme Support
Compliance Compliance and Enforcement

Job Title	Investigator/Compliance Officer - Compliance and Enforcement
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$87,220 - \$91,618
Classification	APS Level 5
Position Number	CER 099/24
Agency Website	https://cleanenergyregulator.gov.au/home/about-us

Job Description

<https://cer.gov.au/careers>

About the Branch

The role of the Compliance Branch is to support compliance activities across our schemes and to contribute to more robust, effective business administration. It does this by providing specialist services including participant assessment, audit and monitoring, investigations, intelligence, outreach and education.

The Branch comprises of four sections and specific work includes:

- **Compliance and Enforcement Section** – undertaking proactive and reactive compliance activities including investigations and developing and delivering compliance and engagement programs to prevent, detect and address serious non-compliance across schemes administrated by the agency.
- **Intelligence and Assessment Section** – provide a centralised intelligence function that produces tactical, operational and strategic insights to support business areas.
- **Participant Assessment and Monitoring Section** - participant assessment as part of scheme entry to assess fit and proper person requirements and the development of strategic compliance policy framework including compliance priorities.
- **Scheme Audit and Assurance** – providing a centralised scheme audit and assurance function and administering the agency's audit framework and the regulation of Registered Greenhouse and Energy Auditors.

About the Section

The Compliance and Enforcement Section performs and delivers the following functions:

- Conduct investigations into serious non-compliance and fraud in line with Commonwealth legislation and best practice standards.
- Deliver agreed compliance outcomes, including early intervention, administrative sanctions and civil and criminal proceedings.
- Provide guidance and support to operational teams to build operational capacity, and strengthen cross-agency connections, in identifying and developing appropriate responses to non-compliance.
- Develop and deliver compliance and engagement programs to prevent, detect and address serious non-compliance across schemes administrated by the agency.
- Administratively support the branches operational response to serious non-compliance.

Duties

- Conduct or provide support to multiple routine investigations into suspected breaches of the law and aid Senior Investigators on more complex matters.
- Prepare and present briefs of evidence for criminal and civil proceedings, and reports for administrative actions under guidance and within agreed timeframes.
- Identify opportunities and develop, implement and/or improve procedures.
- Produce accurate and timely advice and written work for a range of internal and external audiences.
- Establish and maintain effective and productive working relationships with agency staff, and counterparts in other agencies to achieve section and branch goals.
- Under guidance, develop and participate in proactive regulatory activities including site visits and compliance monitoring activities.
- Deliver outcomes consistent with the agency's Compliance, Education and Enforcement Policy.
- Maintain meticulous records and be proficient in the use of our case management system COMtrac.

Qualifications/Experience

Qualifications

- A Certificate IV in Government (Investigations or Compliance) would be highly regarded, but not required.

Experience

The following experience will be highly regarded:

- Previous investigative experience
- Using databases and information reporting systems
- Working as part of a multi-disciplinary team
- Working in a regulatory compliance environment
- Well-developed written communication skills.

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. It is a condition of employment with the Clean Energy Regulator that you are able to obtain and maintain a security clearance at a baseline 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

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

About the Clean Energy Regulator

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

To Apply

Position Contact	Alexander Basilio, 02 6159 3165
Agency Recruitment Site	https://cer.gov.au/careers

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Foreign Affairs and Trade

Vacancy VN-0749757

Austrade

Closing Date:Thursday 31 October 2024

Government and Policy

Job Title	Senior Policy Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$112 - \$126,961
Classification	Executive Level 1
Position Number	5046_10/24
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade are looking to fill multiple current and expected vacancies across the Government and Policy Division. This includes roles focused on: enhancing Australia’s economic security, including investment and industry policy; enabling economic opportunities for our First Nations communities; bilateral, regional and multilateral international engagement on trade and investment; and enabling the global net-zero transformation. A merit list will be produced.

We are seeking engaged, innovative and enthusiastic team players with demonstrated experience building and maintaining good relationships across teams and agencies. You must be keen to work in a fast-paced, diverse, and cross-cultural workplace and network and able to produce tangible and practical outcomes. Our ideal candidates will have experience in whole-of-government collaboration and decision-making to deliver outcomes, and demonstrated interest in international relations and/or trade or investment.

Duties

- Work across Austrade, including the global network, to provide high quality policy advice and guidance, and share commercial insights from Austrade’s network across government.
- Lead, coordinate and develop high-quality Austrade input into whole-of-government policy development.
- Deliver high-quality briefing, analysis and advice to Ministers and Austrade’s Senior Executive.
- Support the delivery of trade or investment programs, including through support for ministerial travel, in-bound high-profile visits, and business missions.
- Represent Austrade in whole-of-government policy or international engagement discussions with internal and external stakeholders, including business chambers and other government agencies.
- Supervise, guide and mentor staff in their work and support them to achieve outcomes and drive a diverse and inclusive workplace.

Eligibility

- **Australian citizenship** – our successful candidate must be an Australian citizen.
- **Security clearance** – our successful candidate is required to hold, or have the ability to obtain, and maintain a Negative Vetting 1 security clearance.

Notes

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

About the Austrade

The Australian Trade and Investment Commission – Austrade – is Australia’s leading trade and investment agency. We are experts in connecting Australian businesses to the world and the world to Australian businesses. We have a proud history of helping Australian businesses pursue their global ambitions and have the power to open doors, unlock opportunities and help Australian businesses go further, faster. We help attract game-changing investment to Australia, to support new industries, enhance existing ones and bolster our world-class research and development – strengthening global supply chains, creating local jobs and boosting the economy. With offices around the world, our experts in Australia and abroad collaborate to provide the best ‘in-country’ advice. Our diverse team, consisting of country experts, industry specialists, and trade and investment analysts, provides clients with actionable macro and micro insights. From trade and investment processes to protocols and regulation - we help Australian businesses, big or small, navigate complex overseas markets and make it easier for them to go global. At the same time, our advice, contacts and support at every step, reduce the commercial risk of exporting to overseas markets. And, our work continues. At a time of increasing global uncertainty, we are transforming our services, to help ensure Australia’s growth and a global future for all. Austrade offers exciting careers both in Australia and overseas. Here are some key reasons why you might choose to work for Austrade: - Interesting work supporting Australia’s trade and investment development - Networking with people from all over the world - Opportunities for overseas travel and postings - Career opportunities within Austrade and the broader Australian Public Service

To Apply

Position Contact	Carl Souness, 61 (2) 6201 7411
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Health

Vacancy VN-0749818

Australian Digital Health Agency

Closing Date:Thursday 31 October 2024

Corporate Services
People & Capability Performance, Planning and Wellbeing

Job Title	Assistant Director, Workplace Health, Safety & Wellbeing
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT
Salary	\$116,075 - \$132,386
Classification	Executive Level 1
Position Number	0597_10/24
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

Are you passionate about creating safe and healthy workplaces? Do you have the expertise to lead and inspire a team towards excellence in Workplace Health & Safety (WHS)? If so, we have an exciting opportunity for you! As the Work, Health Safety & Wellbeing Assistant Director, you will play a pivotal role in shaping and driving our WHS and Wellbeing strategies. Your mission will be to ensure our agency not only meets but exceeds legislative requirements, fostering a culture of safety and wellbeing across all levels.

In this role, you will be responsible for developing and implementing comprehensive WHS & Wellbeing strategies. You will lead and oversee various WHS & Wellbeing programs and initiatives, working closely with senior leaders and stakeholders to integrate WHS principles throughout the agency. Implementing educational programs to ensure compliance and awareness, creating and updating policies that support WHS and Wellbeing, and establishing and reporting on metrics to measure the effectiveness of initiatives will be key aspects of your responsibilities. Additionally, you will lead and develop a small team, supporting our HR Business Partner model.

A significant focus of this role involves managing psychosocial hazards, promoting mentally healthy workplaces, and establishing processes to prevent sexual harassment and unlawful behaviors. Your proactive approach and independent working style will be essential in driving meaningful change and ensuring compliance with due diligence requirements.

On top of that, when you join the Corporate Services Division, you become part of a team that is committed to delivering high-quality enabling services. Our pursuit of excellence in areas such as Finance, Legal, Communications, HR and Governance plays a crucial role in supporting the Agency's overall mission. Your skills and expertise can contribute significantly to this mission, enhancing our operations and ultimately supporting the pursuit of excellence in digital health.

Duties

To excel in this role, you will need a blend of skills, experience, and qualifications that demonstrate your capability and passion for Workplace Health & Safety (WHS). If you have any mix of the below, we would love to speak with you:

- Proven experience in a WHS leadership role, with a strong track record of developing and implementing WHS strategies and programs.
- A relevant tertiary qualification in Workplace Health & Safety, Occupational Health, or a related field.
- Comprehensive understanding of WHS legislation, regulations, and best practices.
- Ability to develop and execute strategic plans that align with organizational goals and legislative requirements.
- Demonstrated ability to lead, mentor, and develop a team, fostering a collaborative and high-performing environment.
- Excellent verbal and written communication skills, with the ability to effectively engage and influence stakeholders at all levels.
- Strong analytical and problem-solving skills, with the ability to identify issues and implement effective solutions.

- Experience in managing and delivering WHS programs and initiatives, ensuring they meet their objectives and drive positive outcomes.
- Proven ability to design and deliver training programs that enhance WHS knowledge and compliance across the organization.
- Experience in creating and updating policies to support WHS and Wellbeing initiatives.
- Ability to establish and report on metrics to measure the effectiveness of WHS initiatives and programs.

Eligibility

- Ability to obtain and maintain national police check.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a Baseline security clearance with the ability to obtain and maintain a higher clearance if required by the Agency.

Notes

Our Benefits

- Ask us about our 2025-26 salary increases, annual performance reviews and superannuation employer contribution of 15.4%.
- Salary packaging (also known as salary sacrifice) is available.
- Annual Christmas closedown– with no leave deduction!
- Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life
- Work From Home & Attractive Flexible Working Arrangements: All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.
- Collaborative workspaces with new technology available within central locations.
- Agency Study bank: Our employees are eligible for financial assistance up to 100% of costs and up to 7.5 hours per week study leave as per our study assistance guidelines.
- Generous leave opportunities including Parental (primary & secondary), compassionate, Aboriginal & Torres Strait Islander Leave, Cultural, Emergency Response, Defence, Half Pay option, and Portability of leave across most State and Federal government agencies.
- TOIL in lieu of reasonable hours worked is offered also to EL staff however requires recording of hours worked.

Additional Information

The position maybe filled in Brisbane, Sydney or Canberra. To apply, submit your resume and a cover letter.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Wayne Adamson at wayne.adamson@digitalhealth.gov.au.

Order of Merit: Applicants rated as suitable will be placed in a merit pool that may be used to fill similar ongoing or non-ongoing positions throughout the Agency for up to 18 months.

Closing Date: 31/10/2024, 11:00pm

Salary: This role offers between \$116,075 - \$132,386 plus 15.4% superannuation depending on skills and experience.

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

About the Australian Digital Health Agency

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the national digital health strategy, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016. The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation and clinical quality and safety. Our focus is on putting data and technology safely to work for patients, consumers and the healthcare professionals who look after them

To Apply

Position Contact	Wayne Adamson, wayne.adamson@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0749300

Department of Health and Aged Care

Closing Date:Thursday 31 October 2024

Integrity and Assurance Division
Fraud and Integrity Branch Health Provider Fraud Section

Job Title	APS Level 5 - Operational Policy, Assurance and Governance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA, Canberra ACT, Parramatta NSW, Adelaide SA, Melbourne VIC, Brisbane QLD
Salary	\$84,627 - \$91,520
Classification	APS Level 5
Position Number	24-IADIV-27025
Agency Website	

The Fraud and Integrity Branch performs a vast range of functions, and we are looking for dynamic, motivated and high-performing people to join our Operational Policy, Assurance and Governance Section.

The Operational Policy, Assurance and Governance Section is responsible for ensuring the Department's investigation policy, procedures and operational frameworks are compliant. The Section undertakes assurance, audit and governance tasks to support the operational delivery of investigation outcomes and promotes best practice. The section prepares and coordinates input to key executive reports and dashboards and reports on target performance for the investigative sections of the Branch, which supports and informs how we manage and prevent fraud and corruption risks within the Department and its programs.

Duties

Your key responsibilities may include but are not limited to:

- Contribute to the design, development and maintenance of operational processes, policies and guidance material
- Support the continual uplift of our individual and collective investigator capability through training and knowledge support
- Support assurance and governance functions, such as evidence management and quality reviews
- Draft high-quality Executive documents, including briefings, minutes, correspondence, and reports of varying complexity
- Maintain record keeping in line with departmental standards
- Secretariat function for the Branch Operational Management Committee and other meetings as required to support our investigation functions
- Establish and maintain productive working relationships to enhance and support the department's integrity engagement
- Preparing reports and briefs for various stakeholders, including senior management
- Other duties as required commensurate with the skills and capabilities of an officer at APS5 level
- At all times demonstrate the highest standards of ethical behaviour and integrity.

Eligibility

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

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

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

For this role applicants must be able to obtain and maintain a Negative Vetting Level 1 security clearance or hold a current security clearance at an appropriate level. **Notes**

Applications close 11:30pm AEDT.

Applicants are asked to quote reference number 24-IADIV-27025 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area. This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

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

About the Department of Health and Aged Care

The Department of Health and Aged Care is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Rose Wynne, 08 6185 8846
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Industry, Science, Energy and
Resources

Vacancy VN-0749657

Department of Industry, Science and Resources
(DISR)

Closing Date:Wednesday 30 October 2024

National Measurement Institute
Legal Metrology TMS Region 1

Job Title	Manager Trade Measurement Services - Region 1
Job Type	Full-Time, Ongoing
Location	Various locations - WA WA, Various locations - VIC VIC, Various locations - TAS TAS, Various locations - SA SA
Salary	\$142,012 - \$152,900
Classification	Executive Level 2
Position Number	2242_10/24
Agency Website	https://www.industry.gov.au/

Job Description

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

About the department

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

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

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

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

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

About the team

The National Measurement Institute (NMI) is the Australian Government's national authority on measurement. We play an important role in the Australian economy by maintaining and regulating Australia's measurement system, developing, and maintaining national measurement standards, and delivering world-class measurement products and client services.

The Legal Metrology Branch plays an important role in ensuring Australian consumers and industry can rely on trusted measurements for fair trade in goods and services. To ensure traders comply with the law and adopt correct measurement trading practices, we employ inspectors who check that measuring instruments (for example, weighing scales, fuel pumps and weighbridges) are accurate throughout Australia, pre-packaged articles contain the correct amount of produce, and that fuel sold in service stations complies with fuel quality standards.

We also support the outcomes of other government agencies, undertaking inspection and audit activities through memoranda of understanding.

The opportunity

Operating with a high level of autonomy under the broad direction of the General Manager, Legal Metrology Branch the position provides leadership and direction managing the delivery of highly complex and/or sensitive issues across a diverse range of specialised technical services and regulatory activities impacting a wide range of both internal and external stakeholders to maintain and strengthen Australia's trade measurement framework in accordance with legislative requirements and operational arrangements within the NMI.

The position will be responsible for effectively managing a dynamic team across WA, Victoria, South Australia, Tasmania and the Northern Territory, plan and coordinate the region's operational plans in line with LMB's Business and National Compliance Plans.

Our ideal candidate

The capabilities listed below describe the specific skills, knowledge and behaviours required to successfully perform this job role:

- Extensive knowledge of and compliance with legislative, financial, and administrative frameworks, government decision-making processes and department guidelines and regulations.
- Demonstrated ability to develop and implement policies, business plans and strategies in line with corporate goals.
- Demonstrated skills and experience in leadership and management within a regulatory environment, including recruitment, training, and staff development.
- Demonstrated high level interpersonal and strong communication skills including the ability to liaise and negotiate with a broad cross section of internal and external stakeholders.
- Demonstrated ability to provide advice, promote and educate internal and external stakeholders regarding technical matters.
- Relevant qualifications and/or extensive work experience within a similar field.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way. **Duties**

This is a list of primary duties and responsibilities that are typically performed in this role under broad direction / supervision:

- Demonstrate behaviours consistent with the APS Code of Conduct and NMI's values of being inclusive, strategic, influential, adaptive, accountable, and innovative while leading and supporting others to do the same.
- Determine, lead, and manage the region's trade measurement teams including planning, budgeting, and the service delivery in accordance with the National Compliance Program.
- Plan and develop proactive strategic compliance activities and work priorities, monitoring and reporting on program performance and contributing to the ongoing development of the National Compliance Plan.
- Liaise with key internal and external stakeholders, including the business sector, consumers and other government agencies, trade measurement and legal metrology advice, promotion and education as required.

- Contribute to the development and assist in the implementation of legislation, strategic policies and National Instrument Test Procedures and systems relating to proactive compliance strategies.
- Manage regional stakeholder relations through local consultative committees.
- Oversee the investigation and resolution of complaints and investigations conducted in the region and determining the appropriate enforcement actions.
- Manage regional office property, plant and equipment.
- Manage the recruitment and training of staff in the region, including the implementation and maintenance of NMI performance procedure.
- Ensure compliance with relevant Occupational Health & Safety requirements.
- Identify and support the implementation of strategic initiatives that improve the performance of the National Compliance Plan.

Eligibility

An Australian drivers licence essential.

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

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

Notes

The department does currently offer flexible work opportunities for many roles. This vacancy is available at office locations Adelaide, Hobart, Melbourne and Perth, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

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

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

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

To Apply

Position Contact	Bill Loizides, N/A
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and
Resources

Vacancy VN-0749672

Department of Industry, Science and Resources
(DISR)

Closing Date:Wednesday 30 October 2024

National Measurement Institute
Chemical & Biological Metrology Chemical Reference Values

Job Title	Project Scientist IRMS
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW
Salary	\$83,460 - \$88,055
Classification	APS Level 5
Position Number	2248_10/24
Agency Website	https://www.industry.gov.au/

Job Description

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

About the department

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

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

The APS and the department offer a clear direction and meaningful work. You will be able to

create positive impact in people's lives whilst contributing to improved outcomes for Australia and our people.

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

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

About the team

The National Measurement Institute (NMI) is the Australian Government's national measurement authority. We play an important role in the Australian economy. NMI does this by leading, maintaining and regulating Australia's measurement system.

We deliver world-class measurement products, advice and client services. NMI also administers the regulatory framework for measurement. Our national measurement standards are internationally recognised. We work to enhance and maintain these standards.

We value the different skills, knowledge and perspectives our employees bring. NMI provides all employees with learning and development opportunities. We work to give everyone an equal opportunity to contribute and progress.

The Chemical and Biological Metrology Branch provides measurement standards such as certified reference materials, these include pure chemicals, gas standards, matrix materials and DNA standards. The branch also co-ordinates proficiency testing programs to assist laboratories assess their ongoing quality and performance. The branch houses three of Australia's national testing laboratories for anti-doping, forensic drugs and ultra-trace analysis. The branch delivers services across all of these fields and carries out research and development to enhance our capabilities in line with national and international requirements.

The Chemical Reference Values team is a team of 15 scientists that develop high accuracy reference methods. These are used in the certification of matrix reference materials and for assignment of values to samples produced for their proficiency testing programs.

This position reports to a Senior Scientist and works closely in the delivery of certified reference materials and reference values to the highest metrological standard. The position also involves ensuring that quality and safety standards are maintained in the delivery of this work.

What's in it for you?

Working at NMI means you are joining one of the world leaders in measurement science. NMI has a diverse range of roles and priorities that will enable you to learn new skills and expand your career in interesting and exciting ways. As part of the department, employees at NMI are covered by the relevant enterprise agreement and benefits include:

- 4% employer superannuation contribution
- 4 weeks annual leave per year
- 18 days paid personal leave per year.
- maternity and paternity leave
- a vacation care subsidy
- \$235 healthy lifestyle subsidy
- flexible working arrangements such as teleworking, part time and job sharing where possible
- salary packaging which allows you to make certain payments using your pre-tax salary
- access to study assistance

- access to staff counselling services.

Our ideal candidate

Our ideal candidate will have:

- A degree in chemistry or related discipline
- Experience in Elemental analyser- and Gas chromatography-combustion-isotope ratio mass spectrometry.
- Working knowledge of relevant quality standards including ISO 17025 and ISO 17034
- Experience in the provision of reference values using both EA and GC isotope ratio mass spectrometry
- Knowledge of measurement uncertainty and metrological traceability, would be desirable.
- Skills in MS Office, particularly Word and Excel
- A work approach and behaviours aligned with NMI Values of inclusive, innovative, accountable, adaptable, influential, and strategic.

Ideal candidates will have personal drive and integrity in the context of the APS values, NMI values (Inclusive, Innovative, Accountable, Adaptable, Influential and Strategic) and code of conduct.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way. **Duties**

As the project scientist you will:

- Develop and apply reference methods for certification of carbon isotope ratio of pure organic compounds and in complex organic matrices.
- Produce and characterise certified reference materials.
- Operate, maintain, optimise, and troubleshoot EA and GC-C-IRMS instrumentation
- Prepare complex written reports and present scientific results to stakeholders
- Promote NMI by engaging with stakeholders, contributing to publications, and conference attendance.

Eligibility

A Bachelor of Science (or equivalent) qualification ideally in chemistry and at least 12 months experience in analytical organic chemistry.

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

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

Notes

Vaccination for Hepatitis A, B and Tetanus is required for this position. NMI will provide the vaccination for the successful applicant if required.

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

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

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To Apply

Position Contact	Fong Liu, 02 9449 0117
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and
Resources

Vacancy VN-0749680

Department of Industry, Science and Resources
(DISR)

Closing Date:Wednesday 30 October 2024

National Measurement Institute
Chemical & Biological Metrology Chemical Reference Values

Job Title	Project Scientist - Organic
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW
Salary	\$83,460 - \$88,055
Classification	APS Level 5
Position Number	2247_10/24
Agency Website	https://www.industry.gov.au/

Job Description

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

About the department

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

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

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

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

About the team

The National Measurement Institute (NMI) is the Australian Government's national measurement authority. We play an important role in the Australian economy. NMI does this by leading, maintaining and regulating Australia's measurement system.

We deliver world-class measurement products, advice and client services. NMI also administers the regulatory framework for measurement. Our national measurement standards are internationally recognised. We work to enhance and maintain these standards.

We value the different skills, knowledge and perspectives our employees bring. NMI provides all employees with learning and development opportunities. We work to give everyone an equal opportunity to contribute and progress.

The Chemical and Biological Metrology Branch provides measurement standards such as certified reference materials, these include pure chemicals, gas standards, matrix materials and DNA standards. The branch also co-ordinates proficiency testing programs to assist laboratories assess their ongoing quality and performance. The branch houses three of Australia's national testing laboratories for anti-doping, forensic drugs and ultra-trace analysis. The branch delivers services across all of these fields and carries out research and development to enhance our capabilities in line with national and international requirements.

The Chemical Reference Values team is a team of 15 scientists that develop high accuracy reference methods. These are used in the certification of matrix reference materials and for assignment of values to samples produced for their proficiency testing programs.

This position reports to a Senior Scientist and works closely in the delivery of certified reference materials and reference values to the highest metrological standard. The position also involves ensuring that quality and safety standards are maintained in the delivery of this work.

What's in it for you?

Working at NMI means you are joining one of the world leaders in measurement science. NMI has a diverse range of roles and priorities that will enable you to learn new skills and expand your career in interesting and exciting ways. As part of the department, employees at NMI are covered by the relevant enterprise agreement and benefits include:

- 4% employer superannuation contribution
- 4 weeks annual leave per year
- 18 days paid personal leave per year.
- maternity and paternity leave
- a vacation care subsidy
- \$235 healthy lifestyle subsidy
- flexible working arrangements such as teleworking, part time and job sharing where possible
- salary packaging which allows you to make certain payments using your pre-tax salary
- access to study assistance
- access to staff counselling services.

Our ideal candidate

Our ideal candidate will have:

- A degree in chemistry or related discipline
- Experience in organic analytical chemistry and its application using metrological principles.
- Working knowledge of relevant quality standards including ISO 17025 and ISO 17034
- Experience in the provision of reference values for organic analytes using high accuracy methods, with a knowledge of measurement uncertainty and metrological traceability of chemical measurements.
- Demonstrated experience in method development using gas and/or liquid chromatography combined with mass spectrometry.
- Skills in MS Office, particularly Word and Excel
- A work approach and behaviours aligned with NMI Values of inclusive, innovative, accountable, adaptable, influential, and strategic.

Ideal candidates will have personal drive and integrity in the context of the APS values, NMI values (Inclusive, Innovative, Accountable, Adaptable, Influential and Strategic) and code of conduct.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way. **Duties**

As the project scientist you will:

- Develop and apply high accuracy reference methods for the mass fraction of organic compounds in environmental, food, and biological matrices
- Produce and characterise matrix reference materials and proficiency testing samples
- Operate, maintain, optimise, and troubleshoot GCMS and/or LCMS instrumentation
- Prepare complex written reports and present scientific results to stakeholders
- Promotion of the NMI by engaging with stakeholders, contributing to publications, and conference attendance.

Eligibility

A Bachelor of Science (or equivalent) qualification ideally in chemistry and at least 12 months experience in analytical organic chemistry.

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

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

Notes

Vaccination for Hepatitis A, B and Tetanus is required for this position. NMI will provide the vaccination for the successful applicant if required.

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

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

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

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

To Apply

Position Contact	Mark Lewin, 02 9449 0305
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and
Resources

Vacancy VN-0749690

Department of Industry, Science and Resources
(DISR)

Closing Date:Wednesday 06 November 2024

National Measurement Institute
Chemical & Biological Metrology Aust Forensic Drugs Lab

Job Title	Forensic Chemist
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW
Salary	\$83,460 - \$88,055
Classification	APS Level 5
Position Number	2190_10/24
Agency Website	https://www.industry.gov.au/

Job Description

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

About the department

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

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

The APS and the department offer a clear direction and meaningful work. You will be able to

create positive impact in people's lives whilst contributing to improved outcomes for Australia and our people.

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

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

About the team

The National Measurement Institute (NMI) is the Australian Government's national measurement authority. We play an important role in the Australian economy. NMI does this by leading, maintaining and regulating Australia's measurement system.

We deliver world-class measurement products, advice, and client services. NMI also administers the regulatory framework for measurement. Our national measurement standards are internationally recognised. We work to enhance and maintain these standards.

We value the different skills, knowledge, and perspectives our employees bring. NMI provides all employees with learning and development opportunities. We work to give everyone an equal opportunity to contribute and progress.

The Chemical and Biological Metrology Branch provides measurement standards such as certified reference materials, these include pure chemicals, gas standards, matrix materials and DNA standards. The branch also co-ordinates proficiency testing programs to assist laboratories assess their ongoing quality and performance. The branch houses three of Australia's national testing laboratories for anti-doping, forensic drugs, and ultra-trace analysis. The branch delivers services across all these fields and carries out research and development to enhance our capabilities in line with national and international requirements.

The NMI's Australian Forensic Drug Laboratory (AFDL) is a team of scientists providing forensic science services to government agencies such as the Australian Federal Police (AFP) and the Australian Border Force (ABF). The AFDL performs routine identification and quantification of illicit drugs seized by the AFP and ABF for prosecution, reporting and intelligence purposes. The AFDL also performs chemical profiling of illicit drugs to determine geographical origin of cultivated drugs and the synthetic route of manufactured drugs. This forms the basis of strategic and tactical intelligence reports used by law enforcement to assist drug trafficking disruption.

What's in it for you?

Working at NMI means you are joining one of the world leaders in measurement science. NMI has a diverse range of roles and priorities that will enable you to learn new skills and expand your career in interesting and exciting ways. As part of the department, employees at NMI are covered by the relevant enterprise agreement and benefits include:

- 4% employer superannuation contribution
- 4 weeks annual leave per year
- 18 days paid personal leave per year.
- maternity and paternity leave
- a vacation care subsidy
- \$235 healthy lifestyle subsidy
- flexible working arrangements
- salary packaging which allows you to make certain payments using your pre-tax salary.
- access to study assistance

- access to staff counselling services.

Our ideal candidate

- A Bachelor of Science degree with a major in Chemistry from a recognised university.
- Demonstrated knowledge of the chemistry pertaining to illicit drugs, including the knowledge of synthetic pathways used to manufacture methylamphetamine.
- Demonstrated experience in the use, maintenance and troubleshooting of advanced analytical instrumentation, including NMR, GC-MS, FTIR and UPLC. Experience with IRMS will be looked on favourably.
- Demonstrated knowledge of organic chemistry, and previous experience in the structural elucidation of unknown samples using 1D and 2D nuclear magnetic resonance experiments (such as ^1H , ^{13}C , DEPT, COSY, HSQC, HMBC).
- Experience working in a NATA accredited laboratory and familiarity with ISO 17025 (Forensics).
- Demonstrated ability to work collaboratively with others, learn and respond constructively to feedback, and contribute to the team's performance.
- Good communication skills with the ability to accurately document results and observations, and present scientific evidence in court.
- Ability to conduct complex analysis with limited supervision showing judgement in problem-solving and decision-making.
- Ideal candidates will have personal drive and integrity in the content of the APS values, NMI values (Inclusive, Innovative, Accountable, Adaptable, Influential and Strategic) and code of conduct.

Duties

As the Forensic Chemist, you will be responsible for undertaking analyses on drug seizures and controlled substances, including structural elucidation of unknown novel psychoactive substances using NMR. The successful candidate will also be responsible for the chemical profiling of methylamphetamine to determine the synthetic route and precursor used to manufacture these seizures. The results of these chemical analyses form the basis of intel and evidential statements required by law enforcement.

The successful candidate will also participate in other laboratory activities, many that impact on the Laboratory Quality System, including:

- Contributing to and promoting a culture of safety and a safe working environment, ensuring adherence to health and safety protocols.
- Operating and maintaining scientific instrumentation.
- Completing structural elucidation of unknown samples using 1D and 2D nuclear magnetic resonance experiments.
- Processing raw analytical data.
- Preparing reports based on evidential and intel analysis and contributing to analogue opinion statements.
- Providing evidence in court.
- Working with senior staff to assist in the development and validation of analytical methods.
- Provision of support and advice to the team and the broader NMI, mentoring staff and inputting into multidisciplinary projects

Eligibility

- A Bachelor of Science degree with a major in Chemistry from a recognised university.
- Demonstrated experience in the use, maintenance and troubleshooting of advanced analytical instrumentation, including NMR, GC-MS, FTIR and UPLC. Experience with IRMS will be looked on favourably.

- Demonstrated knowledge of organic chemistry, and previous experience in the structural elucidation of unknown samples using 1D and 2D nuclear magnetic resonance experiments (such as 1H, 13C, DEPT, COSY, HSQC, HMBC).
- Demonstrated knowledge of the chemistry pertaining to illicit drugs, including the knowledge of synthetic pathways used to manufacture methylamphetamine.

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

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

A vaccination for Hepatitis A and B or serology immunity testing may be required after commencement with NMI.

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

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

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

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

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To Apply

Position Contact	Melissa Bird, 02 02 9449 0108
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

Industry, Science, Energy and
Resources

Vacancy VN-0749734

Department of Industry, Science and Resources
(DISR)

Closing Date:Thursday 07 November 2024

Analysis and Insights

Job Title	Assistant Manager, Multiple Vacancies - Analysis and Insights Division
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Brisbane QLD, Darwin NT, Perth WA, Melbourne VIC, Hobart TAS, Adelaide SA
Salary	\$117,760 - \$125,059
Classification	Executive Level 1
Position Number	2152_09/24
Agency Website	https://www.industry.gov.au/

Job Description

<https://industrycareers.nga.net.au/?jati=906B35B3-4243-DC16-DF98-DB33B68104A7>

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

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

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

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

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

About the team
In Analysis and Insights Division, we use data and research to build the evidence base for policy decision making. We work collaboratively with policy colleagues, industry, other departments, research firms and universities to identify the heart of an issue, research relevant data and information, and apply judgement to form insightful conclusions. We partner with other

departments in the APS to build new data sets, cutting edge models, and lead best practice with regard to evidence based policy.

We do all of this in a supportive and friendly environment, harnessing diversity across our teams, collaborating with policy areas and other agencies. We value innovative and diverse thinking, initiative and teamwork. We have a flexible work environment, with staff in a range of cities.

The opportunity

Are you a curious individual and excited by the idea of evidenced based policy? Would you like to contribute to shaping the future of industry in Australia and helping our goals of net zero by 2050?

Come join our friendly team who shape policy by providing the facts, analysis, insights and evidence base on priority issues, such as the green transition, critical technologies and building Australia's future industries.

What's in it for you?

Working with us, you will be able to expand your economic and data analysis skills and experience, build networks across the APS, develop your leadership skills and help solve complex problems. We have collaborative and high performing teams, and a culture that supports individuals to take ownership of their work, grow and succeed. This includes access to on-the-job training, learning and development opportunities and access to opportunities for further studies. We support flexible working arrangements and value diversity in people, skill sets and thinking.

Our ideal candidate

Our ideal candidates will have:

- Initiative and a can-do, positive attitude that you use to drive delivery of projects you are leading
- Demonstrated strategic thinking, good judgement and creative problem-solving skills that you use to understand an issue and identify the key issues
- Collaboration skills and a focus on working with others to achieve a common objective
- Influential communication skills, including translating complex or technical concepts to a broader audience.
- Interest in working with data to inform debate, and a willingness to further develop your data skills.

Essential experience for the role:

- Experience undertaking projects in which you have developed targeted and relevant questions, gathered evidence or data, and delivered clear and insightful conclusions in a related field, such as (but not limited to) economics, sciences, humanities or engineering. A degree is not required, but would be advantageous.
- Previous experience in mentoring or managing staff to deliver quality work.

Other relevant work experience that will be viewed positively includes:

- Previous policy development experience in a public sector agency or department.
- Project management experience, including timetabling, monitoring and risk management.
- Technical skills in the areas of data analysis, modelling, graphical presentations.
- Producing strategic briefs, papers, meeting agendas, and effective communication materials.
- Private sector work experience in the resources, energy, technology and industrial sectors.
- A university level qualification in a related field (in particular economics, statistics, data analysis, science or humanities) is not essential, but is highly desirable.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way. **Duties**

We are looking to fill Assistant Manager vacancies across two teams.

The Sectoral Manufacturing Analysis team researches and models different manufacturing sectors and the potential impact of policies on sectoral investment, growth and the net zero transition.

The Strategic Projects team is being set up to undertake project-based research into different sectors across the broad range of issues faced by DISR. Our teams employ people with a range of backgrounds from science, policy, economics, humanities and data analysis. You will undertake and also lead staff undertaking projects to advise on industry conditions, forecast future developments, and estimate the impact of policies on real outcomes for businesses and the economy.

As an Assistant Manager in these teams, you will:

- Assist an Executive Level 2 Manager to manage a team and develop staff.
- Have direct supervisory responsibility for graduates or APS level staff.
- Work independently.
- Have project lead responsibilities, including negotiating the scope of works, assigning tasks, testing of methods and conclusions, drafting of results/communications, responsibility for quality of the work and findings.
- Contribute to management of the branch and division through working groups on corporate issues, such as inclusion or divisional planning.
- Work closely with other staff in the division and department.

Eligibility

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

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

Notes

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

The department does currently offer flexible work opportunities for many roles. These vacancies are in any Australian capital city. Flexible or remote work arrangements will be considered. Please reach out to the contact officer to discuss this further.

For more information regarding this opportunity, please contact Crystal Ossolinski on 02 6213 6892 or via email at crystal.ossolinski@industry.gov.au or Brett Graham on 02 6276 1384 or via email at Brett.Graham@industry.gov.au.

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

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

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recruitment process to reach out and discuss them with the job's contact officer. Candidates are also welcome to contact our Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

Position Contact	Crystal Ossolinski, 02 6213 6892
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=906B35B3-4243-DC16-DF98-DB33B68104A7

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Industry, Science, Energy and
Resources

Vacancy VN-0749719

Geoscience Australia

Closing Date:Thursday 31 October 2024

Space Division
Satellite Land Imaging Collection

Job Title	Director, Data Distribution and Access
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	\$134,717 - \$167,888
Classification	Executive Level 2
Position Number	19070
Agency Website	www.ga.gov.au

Job Description

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

Geoscience Australia acknowledges the Traditional Custodians of Country throughout Australia and recognises the continuing connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islanders Cultures, and to elders past and present.

About us

Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation.

Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offers a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture [click here](#).

Duties

The opportunity

The Australian Government has announced its intention to partner with the United States in the Landsat Next Earth satellite program. Underpinned by new investment of \$207.4m over the next 4 years, Australia will become the first country to join the Landsat 2030 International Partnerships Initiative.

Australia's contributions to this partnership will be delivered by Geoscience Australia and will involve investment in new science to take full advantage of Landsat Next's advanced capabilities, including an up to nine-fold increase in spatial resolution for key bands, more than twice the number of spectral bands, and increased frequency of data collection. Geoscience Australia will also deliver significant improvements to our satellite ground station in Alice Springs, our data processing and distribution, quality assurance and integrity monitoring, and Digital Earth and Digital Atlas capabilities.

Our team

The Satellite Land Imaging Coordination Branch (SLIC) will be at the forefront of Australia's delivery of the Landsat Next partnership. A small but rapidly growing branch, SLIC comprises experts from a range of disciplines including data science, engineering, programmatics, Earth observations and remote sensing science, quality and technical assurance.

SLIC will deliver an enhanced satellite ground segment including an upgraded Alice Springs ground station, expanded satellite data processing and delivery architectures, new quality and integrity monitoring systems and science, supported by robust partner and stakeholder engagement, integrated systems engineering, governance, and program management.

The role

The Director, Data Distribution and Access is responsible for the design, acquisition, and ongoing management of digital infrastructure capable of synching, storing, and serving petabyte-scale Earth observation satellite data to users throughout the Indo-Pacific region.

In this role you will:

- Lead a diverse team of project and contract managers, system architects and operators responsible for the design, acquisition, and management of cloud-based digital infrastructure capable of handling the acquisition, storage and distribution of petabyte-scale, multi-source, satellite data.
- Identify the technical and user requirements for cloud-based digital infrastructure capable of synchronising, storing, and serving petabyte-scale satellite data to users throughout the Indo-Pacific.
- Oversee the acquisition of petabyte-scale commercial cloud-based storage and data management systems, including the oversight and management of contracts with commercial suppliers.
- Engage users to understand their needs for satellite data distribution and access and promote the objectives of the Landsat Next partnership in domestic and international meetings and forums.
- Manage the complex relationship between user expectations for data sources and access with the implications for long-term financial sustainability of the Indo-Pacific Data Hub and its potential impact on the Landsat Next partnership objectives.
- Provide professional, trusted, and strategic advice to the Branch Head, Satellite Land Imaging Collection, and other internal and external stakeholders.

- Contribute to the strategic planning of Satellite Land Imaging Collection branch and Landsat Next partnership objectives. Set the strategic direction for the Data Distribution and Access section, develop long-term business plans and budgets, and monitor workflow and performance.

To be successful in the role you will:

- Apply and maintain an extensive understanding of the role and responsibilities of the organisation, incorporating a comprehensive awareness of strategic relevance of the Landsat Next partnership to Australian Government policies and objectives and priorities
- Be able to delegate effectively, and mentor, coach and encourage individuals in their delivery of outcomes and professional development while role modelling inclusive workplace culture behaviour.
- Have excellent interpersonal skills, strong stakeholder engagement capabilities, strategic focus, business acumen and outstanding financial management skills, alongside commitment and exceptional communication abilities.

Required skills, knowledge, experience and/or qualifications

Our ideal candidate will have:

- A substantial record of achievement in the development and management of:
 - large scale, complex commercial procurements and contracts.
 - complex long-term budgets and governance.
- Experience with the management of petabyte-scale Earth observation data.
- Existing network across the Australian and international Earth observation community.
- Extensive experience with and/or qualifications in internationally recognised program and project management framework such as MSP, PRINCE2, or PMBOK.

Are you unsure about applying?

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

To Apply

Please visit the careers page of our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact on David Hudson on (02) 6249 9853 or email david.hudson@ga.gov.au.

To learn more about applying for roles within the Australian Public Services please review, ['Applying for an APS job: cracking the code'](#). **Eligibility**

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.

- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

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 position. For more information, please visit the [Australian Public Service Commission website](#).

Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677 and requesting to be connected with our Recruitment team on 02 6249 9777 in order to obtain selection documentation. **Notes**

Technical Assistance

If you require technical assistance, call Human Resources on (02) 6249 9777 or email hr@ga.gov.au.

A merit list/pool may be created from this process. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

About the Geoscience Australia

Geoscience Australia is an Australian Government listed entity within the Industry, Innovation and Science portfolio. Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged. We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

To Apply

Position Contact	David Hudson, (02) 6249 9853
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Geoscience Australia

Closing Date: Thursday 31 October 2024

Space Division
Satellite Land Imaging Collection System Engineering and Coordination Office

Job Title	Systems Engineer
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	\$113,361 - \$128,149
Classification	Executive Level 1
Position Number	19071
Agency Website	www.ga.gov.au

Job Description

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

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Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offers a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture [click here](#).

Duties

The opportunity

The Australian Government has announced its intention to partner with the United States in the Landsat Next Earth satellite program. Underpinned by new investment of \$207.4m over the next 4 years, Australia will become the first country to join the Landsat 2030 International Partnerships Initiative.

Australia's contributions to this partnership will be delivered by Geoscience Australia and will involve investment in new science to take full advantage of Landsat Next's advanced capabilities, including an up to nine-fold increase in spatial resolution for key bands, more than twice the number of spectral bands, and increased frequency of data collection. Geoscience Australia will also deliver significant improvements to our satellite ground station in Alice Springs, our data processing and distribution, quality assurance and integrity monitoring, and Digital Earth and Digital Atlas capabilities.

Our team

The Satellite Land Imaging Coordination Branch (SLIC) will be at the forefront of Australia's delivery of the Landsat Next

partnership. A small but rapidly growing branch, SLIC comprises experts from a range of disciplines including data science, engineering, programmatics, Earth observations and remote sensing science, quality and technical assurance.

SLIC will deliver an enhanced satellite ground segment including an upgraded Alice Springs ground station, expanded satellite data processing and delivery architectures, new quality and integrity monitoring systems and science, supported by robust partner and stakeholder engagement, integrated systems engineering, governance, and program management.

The role

The Systems Engineer is responsible for designing, implementing, and maintaining complex systems that deliver the Earth Observation ground and user segments made up of the capabilities required under the U.S./Australia Landsat Next Partnership. This role involves collaborating with cross-functional teams to ensure seamless integration of hardware and software solutions, optimising system performance, and troubleshooting issues as they arise.

In this role you will:

- Work with project managers and subject matter experts on the design of integrated system solutions that support the objectives of the Landsat Next partnership program, specifically an Earth Observation ground and user segment.
- Provide technical expertise to enable configuration of system components and equipment for systems testing.
- Collaborate with technical teams to develop implementation plans and reports on progress.
- Analyse systems and apply engineering expertise to identify and recommend courses of action.
- Develop and enhance system engineering procedures, and provide technical support and advice to the broader program and key stakeholder groups.
- Support project teams to achieve technical complementarity and integration between GA's Landsat Next partnership projects.

To be successful in the role you will:

- Possess an understanding of the role and responsibilities of the organisation, incorporating a comprehensive awareness of the relevance of the Landsat Next partnership to Australian Government policies, objectives, and priorities.
- Have excellent people skills, strong stakeholder engagement capabilities, alongside commitment and exceptional communication abilities.

Required skills, knowledge, experience and/or qualifications

Our ideal candidate will have:

- A record of achievement in delivering systems engineering expertise and support to complex projects and programs in government and industry, and the provision of trusted professional advice to senior management
- Experience in projects/programs involving Earth Observation missions including:
 - Ground Segments incorporating ground stations, mission operations, data processing and ground calibration
 - User Segments incorporating Data Distribution and Analytics across multi-source, petabyte-scale, data synchronisation, storage, and service to users across multiple geographic locations.
- An internationally recognised qualification in a system engineering discipline or equivalent experience.

Are you unsure about applying?

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- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Sally Jensen on (02) 6162 8731 or email sally.jensen@ga.gov.au.

To learn more about applying for roles within the Australian Public Services please review, '[Applying for an APS job: cracking the code](#)'. **Eligibility**

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
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RecruitAbility

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Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677 and requesting to be connected with our Recruitment team on 02 6249 9777 in order to obtain selection documentation. **Notes**

Technical Assistance

If you require technical assistance, call Human Resources on (02) 6249 9777 or email hr@ga.gov.au.

A merit list/pool may be created from this process. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

About the Geoscience Australia

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To Apply

Position Contact	Sally Jensen, (02) 6162 8731
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and
Resources

Vacancy VN-0749723

Geoscience Australia

Closing Date:Thursday 31 October 2024

Space Division
Data Assurance and Strategy

Job Title	Project Officer
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	\$94,177 - \$109,013
Classification	APS Level 6
Position Number	19072
Agency Website	www.ga.gov.au

Job Description

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

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What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture [click here](#).

Duties

The opportunity

The Australian Government has announced its intention to partner with the United States in the Landsat Next Earth satellite program. Underpinned by new investment of \$207.4m over the next 4 years, Australia will become the first country to join the Landsat 2030 International Partnerships Initiative.

Australia's contributions to this partnership will be delivered by Geoscience Australia and will involve investment in new science to take full advantage of Landsat Next's advanced capabilities, including an up to nine-fold increase in spatial resolution for key bands, more than twice the number of spectral bands, and increased frequency of data collection. Geoscience Australia will also deliver significant improvements to our satellite ground station in Alice Springs, our data processing and distribution, quality assurance and integrity monitoring, and Digital Earth and Digital Atlas capabilities.

Our team

The Satellite Land Imaging Coordination Branch (SLIC) will be at the forefront of Australia's delivery of the Landsat Next partnership. A small but rapidly growing branch, SLIC comprises experts from a range of disciplines including data science, engineering, programmatics, Earth observations and remote sensing science, quality and technical assurance.

SLIC will deliver an enhanced satellite ground segment including an upgraded Alice Springs ground station, expanded satellite data processing and delivery architectures, new quality and integrity monitoring systems and science, supported by robust partner and stakeholder engagement, integrated systems engineering, governance, and program management.

The Role

This role is for an experienced project officer to support delivery of the shared Geoscience Australia and United States Geological Survey work program in support of the Landsat Next Partnership. The Project Officer reports to the Director, Data Supply and Strategy within GA's Satellite Land Imaging Collection Branch and works closely with the National Planning and International Relations team in GA's Digital Earth Branch.

In this role you will:

- provide secretariat and coordination support for project and technical meetings between GA and USGS staff and contractors
- review and document the progress of GA-USGS work plan elements to ensure they are operating effectively and delivering value to the organisation
- liaise with staff and contractors responsible for delivery of work plan elements to identify dependencies and encourage progress
- maintain project files and records
- support Director, Data Supply and Strategy in day-to-day operations

To be successful in the role you will have:

- exceptional file and record management skills
- highly developed organisational skills
- the ability to coordinate teams of diverse individuals to focus on delivery
- a demonstrated ability to work autonomously and think critically and creatively.

Required skills, knowledge, experience and/or qualifications

Our ideal candidate will have:

- Demonstrated experience coordinating projects and providing secretariat functions for programs in government and industry.

- Experience working within multi-disciplinary teams where you demonstrate collaboration, interpersonal communication and support team members.
- Experience in or knowledge of satellite Earth observation programs and space would be desirable.

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- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Sally Jensen on (02) 6162 8731 or email sally.jensen@ga.gov.au

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Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and
Resources

Vacancy VN-0749725

Geoscience Australia

Closing Date:Thursday 31 October 2024

Space Division
Satellite Land Imaging Collection

Job Title	Finance Officer
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	\$94,177 - \$109,013
Classification	APS Level 6
Position Number	19073
Agency Website	www.ga.gov.au

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The role

The Finance Officer responsible for providing day-to-day management of the Satellite Land Imaging Collection branch budget, including the provision of best-practice financial advice, reporting, and oversight of routine budget processes.

In this role you will:

As a part of the Landsat Next Partnership Program Management Office, support the Assistant Director, Technical Procurement and Financial Strategy in:

- Providing financial management support, including conducting routine accounts payable, accruals, project accounting, capitalisation and variance reporting.
- Helping plan and phase capital and operational budgets, commitment budgeting, multi-year planning, in-year forecasting, and contingency management.
- Provide the executive and other stakeholders with advice on financial management and contribute to the development of papers for senior management and GA's internal Investment Finance Committee.
- Work with Geoscience Australia's central finance team to ensure alignment of Satellite Land Imaging Collection finances and enterprise-level processes and requirements.

To be successful in the role you will have:

- Excellent interpersonal skills, strong stakeholder engagement capabilities and outstanding financial management skills, alongside strong communication abilities.
- A high level of attention to detail and the ability to communicate complex financial management concepts to people at all levels of financial experience.

Required skills, knowledge, experience and/or qualifications

- A record of achievement in finance management and/or financial operations management in Australian Government organisations; ideally in accounting for capitalisation and contracted delivery.
- A tertiary qualification in finance and/or experience in financial management or relatable role.
- Experience in using and guiding the use of financial management systems; ideally the TechOne suite.

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- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Daniel Killaly on (02) 6249 5960 or email Daniel.Killaly@ga.gov.au

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To Apply

Position Contact	Daniel Killaly, (02) 6249 5960
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and
Resources

Vacancy VN-0749791

Geoscience Australia

Closing Date:Thursday 31 October 2024

Place and Communities
National Location Information Digital Atlas of Australia

Job Title	Geospatial Team Lead
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	\$113,361 - \$128,149
Classification	Executive Level 1
Position Number	18958
Agency Website	www.ga.gov.au

Job Description

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

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Our team

The National Location Information Branch is responsible for the delivery of a range of national foundation geospatial data, product and services; as well as the design and delivery of the Digital Atlas of Australia.

We are a team of approximately 80 Australian Public Service and contracted staff dedicated to delivering integrated and trusted FAIR data and services to the nation. We are looking for a skilled and highly motivated individual to join and be an integral component of our focused team.

Duties

As a Geospatial Team Leader, you will play a pivotal role in overseeing a small, dynamic team of professionals while managing medium-sized geospatial project delivery for the Digital Atlas of Australia. Your expertise in geospatial software, combined with your understanding of national location-based data for decision-making, will ensure efficient geospatial workflows, data management, and content publication. You will also cultivate and maintain strong relationships with key stakeholders, including data custodians and cross-functional teams, to ensure alignment and collaboration across projects.

In this geospatial-focused role, you'll need to prioritise tasks effectively, manage time with precision, and make informed, risk-based decisions regarding geospatial data and projects. As a leader, you'll guide your team through complex challenges, ensuring high performance and collaboration. Additionally, you'll build and maintain stakeholder relationships, ensuring clear communication and alignment of goals. You will present compelling, data-driven insights in both verbal and written formats, making complex geospatial concepts accessible to diverse audiences. While demanding, this role offers significant national, organisational, professional, and personal rewards.

In this role you will:

- **Foster Strong Partnerships:** Build and nurture key relationships with data custodians and stakeholders to ensure smooth management of data throughout its entire lifecycle, from creation to retirement.
- **Inspire and Lead:** Empower and guide a highly motivated team, fostering collaboration and innovation, while ensuring performance and personal growth.
- **Drive Project Success:** Take the lead on medium-sized geospatial projects, ensuring timely delivery, within budget, and with a lasting impact on national decision-making.
- **Provide Expert Guidance:** Leverage your deep technical knowledge to guide subject matter experts (SMEs) in using national location-based data, applications and maps to solve complex problems.
- **Strategic Roadmap Development:** Collaborate with stakeholders to craft forward-thinking strategies and roadmaps that harness the power of geospatial data integration for informed decision-making.
- **Effective Communication:** Ensure clarity, transparency, and alignment in all communications, keeping both your team and external stakeholders informed and engaged.

To be successful in the role you will:

- Seek out and accept opportunities to improve the accessibility and use of location-based information.
- Maintain an awareness of best practice Integrated Geospatial Infrastructure, Digital Twins and associated ICT.
- Become a highly valued member of the National Location Information Branch and Geoscience Australia.
- Adhere to the APS values and code of conduct and consistently behave in an honest, ethical and professional way.
- Advantageous skills, knowledge, experience and/or qualifications
- Spatial proficiency with demonstrable experience in the use and/or delivery of Geographic Information Systems, Integrated Geospatial Infrastructure and/or Spatial Digital Twins.
- Expertise in managing the data lifecycle, ensuring integrity from creation to retirement.
- Strong command of national location-based data and its application in high-level decision-making processes.
- Proven leadership in managing and inspiring small teams, driving both individual and collective success.
- Outstanding relationship-building and communication skills, crucial for effective cross-functional collaboration.
- Experience working in a dynamic, fast-paced environment, delivering high-quality results.

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- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Megan McCabe on (02) 6249 5879 or email megan.mccabe@ga.gov.au.

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To Apply

Position Contact	Megan McCabe, (02) 6249 5879
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and
Resources

Vacancy VN-0749605

IP Australia

Closing Date: Sunday 03 November 2024

Patents Examination Plant Breeder's Rights Exam

Job Title	Plant Breeder's Rights Examiner
Job Type	Full-Time, Ongoing
Location	Various locations - SA SA, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - NT NT, Various locations - QLD QLD, Various locations - TAS TAS, Various locations - WA WA
Salary	-
Classification	Examiner of Patents
Position Number	1061
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

<https://career10.successfactors.com/career?company=ipaustali>

As a Plant Breeder's Rights Examiner, you will use your technical expertise in combination with the legal and procedural training we provide (see training section below), to assess whether applications for Plant Breeder's Rights comply with the requirements set out in the legislation. This includes searching technical databases and conducting field examinations to confirm that the plant variety is distinct, uniform, stable and eligible for a Plant Breeder's Right.

This role has a strong customer service element as you will be liaising closely with applicants and their representatives throughout the process to resolve issues with applications and to conduct field trials.

Specific duties of a Plant Breeder's Rights Examiner include:

- Evaluating the scientific, legal and technical aspects of applications under the Plant Breeder's Rights Act 1994
- Independently conducting field examinations at often remote sites to establish distinctness, uniformity and stability (DUS) of new plant varieties
- Liaising with PBR applicants, plant breeders, scientists, industry and technical experts from other organisations on PBR matters
- Undertaking critical analysis of technical data and the preparation of concise, accurate examination reports for domestic and international applicants

- Assisting in maintaining PBR databases and the preparation of the Plant Varieties Journal and other technical publications
- Assisting with the development of technical guidelines used for distinguishing new plant varieties
- Working as part of a small team to contribute to the achievement of group and organisational strategic goals

At the end of the recruitment process, a merit pool of suitable candidates may be created. Those found suitable will be advised that they have been placed in the pool. The merit pool is valid for 18 months from the date the process was advertised. The merit pool may be used throughout the period to fill similar positions in the event positions become vacant.

Our Training Program

As a Plant Breeder's Rights Examiner, you will participate in the IP Rights Examiner Program. Starting as a trainee, you will be supported by a workplace coach through a competency-based training program to build your understanding of the relevant legislation and the examination process. This training program includes formal and on-the-job components, and you must complete all stages of the program within two years to meet the conditions of employment.

After successful completion of the training program, you will perform examinations independently as a Plant Breeder's Rights Examiner and work collaboratively as part of the PBR team to achieve section priorities. **Duties**

To become Plant Breeder's Rights Examiner, you will need:

- A relevant degree or equivalent qualifications in plant science, botany, horticulture or agriculture
- Fluency in written and spoken English
- A current driver's licence and the ability to travel interstate and overnight for field examinations

Additional experience in plant breeding, plant related research, plant taxonomy and/or statistical analysis is highly regarded but not essential for this role.

In our Examiners, we look for a demonstrated ability to effectively:

- Research, investigate and analyse complex information
- Communicate complex information simply, clearly and effectively in different mediums
- Demonstrate initiative, self-motivation and the ability to work independently
- Set goals and adapt to changing priorities and competing timeframes to meet deadlines and specified targets
- Engage with stakeholders and work collaboratively with others to ensure quality service outcomes and the best result for customers

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

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

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

The successful candidate/s may be required to obtain and maintain a security clearance at a specified clearance level – please check the candidate kit for security clearance requirements.

The successful applicant/s must be willing to share all relevant and required information.

Notes

At the end of the recruitment process, a merit pool of suitable candidates may be created. Those found suitable will be advised that they have been placed in the pool. The merit pool is valid for 18 months from the date the process was advertised. The merit pool may be used throughout the period to fill similar positions in the event positions become vacant.

IP Australia acknowledges that those with diverse experiences, perspectives, and backgrounds enhance our workplace and our capability for innovation. Aboriginal and/or Torres Strait Islander People, People with Disability and LGBTIQA+ people are encouraged to apply for any advertised position, that they may be suitable for, within IP Australia.

IP Australia embraces flexibility, including hours and location. Most of our roles can be done from anywhere in Australia, as long as you have reliable internet connection and an appropriate office set-up. We have offices in Canberra (Ngunnawal Country) and Melbourne (Naarm Country) for employees who are located within a reasonable distance to the office and most employees work a mixture of days in the office and days from home. We have a shared hub in Sydney (Gadigal Country). Employees who are not located near an office, work completely remotely.

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

About the IP Australia

IP Australia is a Government agency with a passion for bright ideas. We offer a flexible workplace and rewarding career paths in the IP industry. If you get excited by creativity, innovation and breakthrough technologies, you should consider applying for a job with us. Be part of the team protecting Australian inventions and ideas while maintaining a balanced lifestyle. We offer stimulating jobs with strong career paths in the exciting and fast-growing world of Intellectual Property. We administer IP rights and legislation relating to patents, trademarks, designs and plant breeder's rights. We contribute to the innovation system more broadly by using our skills and experience to advise government and Australian businesses to make the most of their IP. Our vision is to have a world leading IP system that builds prosperity for Australia.

To Apply

Position Contact	Jessie Williams, 02 6283 2509
Agency Recruitment Site	https://career10.successfactors.com/career?company=ipaustriali

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Air Navigation, Transformation and Risk (ANTR)
Air Navigation, Airspace and Aerodromes

Job Title	Airspace Project Specialist
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	\$113,003 - \$146,432
Classification	
Position Number	4152
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

What is the Office of Airspace Regulation?
The Office of Airspace Regulation (OAR) is within the ANAA Branch and assumes responsibility and accountability for the review of all Australian-administered airspace, delivering CASA's obligations under the Airspace Act (2007), Airspace Regulations (2007), the Civil Aviation Act (1988) and the Australian Airspace Policy Statement 2021 (AAPS).

The OAR has an immediate, ongoing, permanent vacancy for the position of Airspace Project Specialist. This position will be offered at the Aviation Safety Regulator 1 level. This recruitment activity may be used to create a merit pool to fill future ongoing and non-ongoing vacancies as they arise.

The **Airspace Project Specialist** is accountable to the Team Leader Airspace Planning within the OAR for the day-to-day conduct of airspace reviews, aeronautical studies, airspace risk profiles, airspace change proposals and other airspace related tasks including availability as the OAR out of hours delegate. This is a technical position operating with a significant degree of independence within a multi-disciplinary team.

The position will be required to produce quality, consistent and standardised reports, utilising evidence and analysis to support actions, recommendations, findings, airspace changes or other appropriate risk mitigators. You may also be required to assist with various tasks within the Airspace Operations team.

This role requires you to have a high level of integrity and, strong communication and organisational skills. You will be motivated to contribute to aviation safety, have good judgement, analytical skills, be proactive and organised.

This is a Canberra or Brisbane based position. Other CASA office locations may be considered. Some interstate or overseas travel may be necessary.

About Our Team
The Air Navigation, Airspace and Aerodromes (ANAA) Branch conducts frontline activities for the Civil Aviation Safety Authority (CASA) including entry control, ongoing surveillance and where required enforcement of certified and registered aerodromes, aerodrome rescue and firefighting services, air traffic control training and service providers, aeronautical telecommunications, communications, navigation and surveillance services, instrument approach designers and aeronautical information management. The Branch also exercise CASA's authority for the regulation of Australian-administered airspace and provides relevant advice to Government, International Civil Aviation Organization (ICAO) fora, industry and internally within CASA.

Duties

Our ideal candidate for ASR1 must demonstrate the following:

- Understanding of the issues associated with airspace classification, risk assessment, and emerging communications, navigation and surveillance technologies used in air traffic management.
- Applied knowledge of regulatory frameworks including Australian civil aviation legislation and Australia's obligations to ICAO.
- Understanding of the structure and operation of the Australian and international aviation industry.
- High level written and verbal communications skills with advanced knowledge of Microsoft Office.
- Strong stakeholder engagement skills.

The following ideal candidate requirements are highly desirable for the ASR1 classification:

- Demonstrated skills and capabilities in project management particularly an aviation discipline and/or an aviation safety role.
- An aviation industry background with a focus on aviation safety.
- Tertiary qualifications in an aviation related field.
- Qualifications or experience in ICAO PANS-OPS Instrument Flight Procedure Design and/or Performance Based Navigation (PBN) Airspace Design.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- Must be an Australia citizen.
- Must hold, or have held, an Australian pilot licence or an Australian Air Traffic Controller licence (or military equivalent) or demonstrates operational aviation knowledge and Australian airspace administration.
- The prospective CASA employee must undergo pre-employment screening. You must be willing to provide the required information to successfully undergo a police record check.
- As this position is safety sensitive, you may be required to undertake pre-employment alcohol and drug tests as part of CASA's Alcohol and Other Drugs Policy. If you are the preferred candidate, your offer of employment will be conditional on the drug and alcohol tests being completed and the verified results being received and accepted by CASA as meeting the requirements of the position.
- Aviation Security Identification Card (ASIC) card or have the ability to obtain and hold one.

We encourage applications from Aboriginal and/or Torres Strait Islander people, people with disability, culturally and linguistically diverse people and people of the LGBTIQ+ community, including transgender, gender diverse, and intersex people. **Notes**

Affirmative Measures

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an

engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Mark Fineran, +61 7 3144 7329
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0749821

Civil Aviation Safety Authority Australia

Closing Date:Thursday 07 November 2024

Air Navigation, Transformation and Risk (ANTR)
Air Navigation, Airspace and Aerodromes

Job Title	Airspace Project Specialist - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	\$113,003 - \$146,432
Classification	
Position Number	4152
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

What is the Office of Airspace Regulation?
The Office of Airspace Regulation (OAR) is within the ANAA Branch and assumes responsibility and accountability for the review of all Australian-administered airspace, delivering CASA's obligations under the Airspace Act (2007), Airspace Regulations (2007), the Civil Aviation Act (1988) and the Australian Airspace Policy Statement 2021 (AAPS).

The OAR has an immediate, ongoing, permanent vacancy for the position of Airspace Project Specialist. This position will be offered at the Aviation Safety Regulator 1 level. This recruitment activity may be used to create a merit pool to fill future ongoing and non-ongoing vacancies as they arise.

The **Airspace Project Specialist** is accountable to the Team Leader Airspace Planning within the OAR for the day-to-day conduct of airspace reviews, aeronautical studies, airspace risk profiles, airspace change proposals and other airspace related tasks including availability as the OAR out of hours delegate. This is a technical position operating with a significant degree of independence within a multi-disciplinary team.

The position will be required to produce quality, consistent and standardised reports, utilising evidence and analysis to support actions, recommendations, findings, airspace changes or other appropriate risk mitigators. You may also be required to assist with various tasks within the Airspace Operations team.

This role requires you to have a high level of integrity and, strong communication and organisational skills. You will be motivated to contribute to aviation safety, have good judgement, analytical skills, be proactive and organised.

This is a Canberra or Brisbane based position. Other CASA office locations may be considered. Some interstate or overseas travel may be necessary.

About Our Team

The Air Navigation, Airspace and Aerodromes (ANAA) Branch conducts frontline activities for the Civil Aviation Safety Authority (CASA) including entry control, ongoing surveillance and where required enforcement of certified and registered aerodromes, aerodrome rescue and firefighting services, air traffic control training and service providers, aeronautical telecommunications, communications, navigation and surveillance services, instrument approach designers and aeronautical information management. The Branch also exercise CASA's authority for the regulation of Australian-administered airspace and provides relevant advice to Government, International Civil Aviation Organization (ICAO) fora, industry and internally within CASA.

Duties

Our ideal candidate for ASR1 must demonstrate the following:

- Understanding of the issues associated with airspace classification, risk assessment, and emerging communications, navigation and surveillance technologies used in air traffic management.
- Applied knowledge of regulatory frameworks including Australian civil aviation legislation and Australia's obligations to ICAO.
- Understanding of the structure and operation of the Australian and international aviation industry.
- High level written and verbal communications skills with advanced knowledge of Microsoft Office.
- Strong stakeholder engagement skills.

The following ideal candidate requirements are highly desirable for the ASR1 classification:

- Demonstrated skills and capabilities in project management particularly an aviation discipline and/or an aviation safety role.
- An aviation industry background with a focus on aviation safety.
- Tertiary qualifications in an aviation related field.
- Qualifications or experience in ICAO PANS-OPS Instrument Flight Procedure Design and/or Performance Based Navigation (PBN) Airspace Design.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- Must be an Australia citizen.
- Must hold, or have held, an Australian pilot licence or an Australian Air Traffic Controller licence (or military equivalent) or demonstrates operational aviation knowledge and Australian airspace administration.
- The prospective CASA employee must undergo pre-employment screening. You must be willing to provide the required information to successfully undergo a police record check.

- As this position is safety sensitive, you may be required to undertake pre-employment alcohol and drug tests as part of CASA's Alcohol and Other Drugs Policy. If you are the preferred candidate, your offer of employment will be conditional on the drug and alcohol tests being completed and the verified results being received and accepted by CASA as meeting the requirements of the position.
- Aviation Security Identification Card (ASIC) card or have the ability to obtain and hold one.

Notes

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

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability.

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Mark Fineran, +61 7 3144 7329
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0749768

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

Closing Date:Thursday 31 October 2024

Job Title	APS6 - Policy Officer, Taskforce Branch
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - NT NT, Various locations in WA WA, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - TAS TAS, Various locations - SA SA, Various locations - VIC VIC
Salary	\$92,005 - \$110,020
Classification	APS Level 6
Position Number	46012
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

The opportunity we have available

The Commonwealth Infrastructure Projects Division (CIPD), within the Infrastructure Group, has unique responsibility for providing specialist policy, strategy and project governance advice, oversight and risk management of multi-billion dollar Commonwealth-delivered, significant national infrastructure and transport projects and their associated entities including:

- High Speed Rail
- Western Sydney International (Nancy-Bird Walton) Airport
- Inland Rail (and other ARTC delivered projects)
- Infrastructure Australia
- Westport
- Intermodal facilities across Australia.

The work across the division is interesting, rewarding and at times fast-paced, giving staff opportunities to contribute their diverse skills, experiences and knowledge to transformational and high-profile projects. Staff also have the opportunity to be directly involved in Australian Government processes, including preparation of materials to support the Federal Budget and the selection and recommendation of national leaders for significant appointments to key Commonwealth boards and organisations.

The Taskforce Branch is a multi-disciplinary team with the role of supporting projects of national significance as well as managing significant board and statutory appointments for CIPD. The Taskforce Branch also coordinates major projects Budget submissions for the department.

We currently have multiple opportunities for Policy Officers at the APS6 level.

In the Taskforce Branch you will have the rare opportunity to contribute to the management and oversight of multi-billion dollar projects across various stages of their lifecycle. You will engage with a variety of internal and external stakeholders, including across all levels of government, influencing and shaping agreed outcomes. Key duties may include but are not limited to:

- Undertaking research and analysis to inform policy development, the assessment of infrastructure initiatives and major project business cases.
- Program (major project) monitoring and reporting, supporting existing assurance functions, and identifying and addressing emerging issues.
- Preparing high-quality reports and papers, briefings and correspondence for ministers and senior executives including on significant Government appointments, as well as Cabinet submissions for consideration through Commonwealth Budget processes.
- Representing the branch at, and participating in, a range of stakeholder engagement activities, including working with Commonwealth-owned Government Business Enterprises and other entities, state/territory and Commonwealth agencies and a range of internal stakeholders.

We are seeking to fill roles within our Taskforce and the Governance Oversight and Appointments (GOA) teams. The Taskforce teams facilitate Budget and MYEFO processes for major projects, oversee updating of governance documents and develop non-BAU policy advice for major Commonwealth projects. The GOA team manages significant board and statutory appointments and provides governance oversight functions for CIPD.

As a valued team member, you will apply your subject matter and policy expertise to develop options to inform and support the Australian Government to deliver investment in national significant marine, aviation and rail infrastructure projects. You will also have the opportunity to contribute to a positive workplace culture that encourages engagement, collaboration and team-building. **Duties**

Who are we looking for?

We are looking for individuals who are excited by the opportunity to work collaboratively across teams in a fast-paced and dynamic environment to deliver outcomes. The successful candidate for this position will be able to:

- **Problem solve**, apply well developed strategic thinking and analytical skills.
- **Showcase strong written and oral communication skills**, delivering clear, concise, and easily understood information to diverse audiences in a range of briefing materials including for ministers and senior executives, Senate Estimates, significant appointments, Parliament Question Time, presentations, and submissions.
- **Demonstrate strong interpersonal and liaison skills** with experience in analysing, building and maintaining stakeholder relationships to influence and shape agreed outcomes, and representing the department at stakeholder activities.
- **Adapt to change**, display resilience and the ability to navigate uncertainty.
- **Demonstrate effective organisational skills** and a proven record of taking responsibility in delivering results including the ability to multitask under time pressures to meet deadlines.
- **Collaborate within a team** that values a culture of continuous improvement, integrity, respect, and a growth mindset.

We encourage candidates from diverse backgrounds and experiences to apply.

RecruitAbility minimum requirements

Minimum requirements for this role include that candidates are able to **problem solve, showcase strong written and oral communication skills and demonstrate strong interpersonal and liaison skills** as described in the 'who are we looking for?' section above.

RecruitAbility is a scheme which aims to attract and develop applicants with disability and also facilitate cultural changes in selection panels and agency recruitment.

Job applicants with disability who met the requirements are advanced to the next stage of the selection process:

- Opt into the scheme
- Declare they have a disability, and
- Meet the minimum requirements of a vacancy advertised in the scheme

More information can be found at [RecruitAbility scheme: A guide for applicants | Australian Public Service Commission](#). **Eligibility**

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

- **Citizenship:** To be eligible for employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts applicants 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.

Notes

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

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

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

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership. Our values outline the characteristics, behaviours and professional capabilities we seek in our workforce: • Collaborative – we work together and with others across the system, to achieve our objectives and deliver for the Australian community. • Respectful – we create diverse teams and a respectful and inclusive culture that supports high performance, innovation and the wellbeing of all people across the department. • Informed – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices. • Adaptive – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world. • Accountable – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

To Apply

Position Contact	Kerrod Giles, 02 6136 8878
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0749800

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

Closing Date:Thursday 31 October 2024

Job Title	APS6 - Senior Project Officer, Classification Branch
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$92,005 - \$110,020
Classification	APS Level 6
Position Number	46041
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

Work with us

At the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (DITRDCA), we connect communities, drive economic growth, and improve living standards. The Classification Branch plays a vital role in this mission by ensuring Australians have access to films, games, and publications (content) that are appropriately classified.

What We Do:

- Provide expert advice: We advise the Minister for Communications on all matters relating to the classification of content, contributing to informed policy decisions.
- Support decision-making: We provide secretariat services to the Classification Board and the Classification Review Board, the independent bodies responsible for classifying content.

- Empower industry: We develop and maintain self-classification tools and programs, enabling industry to effectively classify their own content.
- Deliver training: We provide classification training for industry and other government agencies, promoting understanding and compliance with the National Classification Scheme.

Who We Work With:

- The Classification Board and Classification Review Board
- Other Commonwealth Public Sector agencies
- State and territory governments, who are joint partners in the National Classification Scheme
- Industry stakeholders such as film distributors, streaming video on demand services, and computer game developers
- Community groups

Why Join Us?

- Contribute to a team that safeguards Australian values and protects children from potentially harmful content.
- Work at the forefront of classification: Engage with the latest films, games, and publications, influencing how content is classified in Australia.
- Collaborate with diverse stakeholders: Interact with government, industry, and community representatives, fostering a collaborative approach to content classification.
- Develop your expertise: Enhance your knowledge of classification guidelines and processes, gaining valuable skills in content analysis and policy development.

The opportunity we have available

The Classification Branch is seeking two dynamic individuals to join our team as Senior Project Officers.

Based in the vibrant Surry Hills area of Sydney, these ongoing APS6 positions offer a unique opportunity to contribute to the process of classifying films, games, and publications in Australia

Duties

What will you do?

As a Senior Project Officer, you will play a key role in the oversight of the National Classification Scheme and the Classification (Publications, Films and Computer Games) Act 1995 (the Act).

Your responsibilities will include:

- Providing expert advice: Guide industry stakeholders on complying with the National Classification Scheme, ensuring a clear understanding of classification guidelines.
- Shaping the future of classification: Design and implement initiatives to strengthen and promote the Scheme, contributing to its ongoing relevance and effectiveness.
- Driving policy reform: Provide expert advice on implementing reforms to the National Classification Scheme, influencing the future of classification in Australia.
- Supporting key decision-making: Provide secretariat support to the Classification Board and Classification Review Board, facilitating informed decision-making on content.
- Managing critical projects: Oversee project procurement and management in support of the Classification Board, ensuring efficient and effective operations.
- Communicating effectively: Prepare complex correspondence, reports, and briefings for a diverse audience, including industry, government, and the public.

Who are we looking for?

The Classification Branch is seeking two exceptional individuals to join our team as Senior Project Officers. If you are passionate about classification and its impact on Australian society, and possess a unique blend of skills and attributes, we encourage you to apply.

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

Essential Qualities:

- **Adaptable and proactive:** You thrive in a dynamic environment, readily embrace change, and consistently demonstrate a positive, can-do attitude.
- **Solutions-focused:** You possess a strategic mindset and sound judgment, enabling you to identify creative solutions and improve work processes.
- **Strong communicator:** You communicate effectively with diverse audiences, conveying complex information clearly and concisely, both verbally and in writing.
- **Highly organised:** You manage your time effectively, prioritise competing demands, and consistently deliver high-quality work.
- **Committed team player:** You actively contribute to team goals and foster a positive and productive work environment.
- **Knowledgeable and informed:** You maintain a broad awareness of relevant information and demonstrate a commitment to continuous learning.

Desirable Skills and Experience:

While not essential, experience in any of the following areas would be highly valued:

- Policy or program development and implementation
- Applying legislation in a practical setting
- Project management, coordination, delivery, and reporting
- Training, education, or website content development
- Implementing IT system projects or upgrades

We encourage candidates from diverse backgrounds and experiences to apply.

RecruitAbility minimum requirements

Minimum requirements for this role include:

- Strong written and verbal communication skills tailored to diverse audiences
- Excellent time management and the ability to prioritise competing demands
- Adaptability and active contribution to team goals

RecruitAbility is a scheme which aims to attract and develop applicants with disability and also facilitate cultural changes in selection panels and agency recruitment.

Job applicants with disability who meet the requirements are advanced to the next stage of the selection process if they:

- Opt into the scheme

- Declare they have a disability, and
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More information can be found at [RecruitAbility scheme: A guide for applicants | Australian Public Service Commission](#) **Eligibility**

Eligibility requirements

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- **Citizenship:** To be eligible for employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts applicants must be an Australian citizen.
- **Health Assessment:** The preferred applicant may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

Notes

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

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

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

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership. Our values outline the characteristics, behaviours and professional capabilities we seek in our workforce: • Collaborative – we work together and with others across the system, to achieve our objectives and deliver for the Australian community. • Respectful – we create diverse teams and a respectful and inclusive culture that supports high performance, innovation and the wellbeing of all people across the department. • Informed – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices. • Adaptive – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world. • Accountable – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

To Apply

Position Contact	Iain Humphrey, 02 6136 6751
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0749822

National Film and Sound Archive of Australia

Closing Date:Thursday 24 October 2024

Collection Preservation Conservation & Collection Management

Job Title	APS5 Coordinator, Collection Services
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Mitchell ACT
Salary	\$80,430 - \$87,572
Classification	APS Level 5
Position Number	89310
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.

About the Teams

The Collection Management Team is part of the Conservation & Collection Management section of the Collection Preservation Branch. The team undertakes a broad range of operational activities ensuring the National Collection is accessible, audited and stored in accordance with established standards to ensure its preservation for perpetuity

The Collection Management Team comprises three sub-teams: Collection Security, Collection Services and Collection Projects. The Services team are primarily responsible for daily collection retrievals and returns, ensuring that collection items are transported safely and securely, and scanned to correct locations at Acton and Mitchell. The team also undertake collection relocation and care projects. The Security team are responsible for a variety of tasks that ensure the collection is secure, safe and accounted for – stocktaking, auditing, verification, archival packaging, pest and disaster management, monitoring and collection care.

The Opportunity

The Coordinator, Collection Service plays a key role in supervising the activities of their teams, ensuring that outcomes are delivered to the expected service level standards in accordance with collection management best practice principles as applied in an audiovisual archive environment.

The role reports to the Assistant Registrar, Collection Management. It is required to develop, document and implement operational procedures as well as undertake supervisory responsibilities including administrative duties, performance management and staff development.

The Coordinator will have significant depth of audiovisual format knowledge, partnered with supervision and administrative skills. Vital to the role is a firm understanding and knowledge of collection storage and archiving practices, collection handling and auditing principles.

Proven experience in working with collection management systems and advanced computer skills is also important. Effective time and staff management partnered with excellent communication skills, attention to detail, drive, and a flexible approach to working in a challenging environment are key attributes to achieving the expected outcomes of this role.

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

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

- Coordinate and supervise the activities and projects of the Collection Services Team, who undertake a daily service of retrievals, transportation and return to vault of collection items.
- Assist with training of Collection Services staff in all aspects of collection management including:
 - collection handling,
 - Workplace Health and Safety procedures; and
 - relevant computer applications including the NFSA Collection Management database.
- Assist and advise the Collections Registrar and Assistant Registrar in the operations, administration and planning of Collection Management, providing reports, procedures and statistics as required including regular reports on mis-scanned items.

Selection Criteria

The successful candidate will demonstrate their capacity against the following:

1. A demonstrated knowledge of cultural collection management and stewardship principles, preservation practices and experience with collection management systems.
2. Proven ability to supervise, motivate and support a team to achieve performance targets and deliver on outcomes- including managing competing priorities and multiple projects.
3. Proven ability to maintain productive working relationships, liaise effectively and negotiate with internal and external stakeholders, through well-developed verbal, written and interpersonal communications skills.

4. Ability to analyse data, identify problems or issues and propose possible solutions, particularly relating to collection management systems, workflows and processes.
5. Demonstrated knowledge of collection hazards and broader Work Health and Safety

Desired Skills and Experience

- Experience working with collections in the gallery, museum, library, or archive sector.
- Relevant qualifications in cultural heritage management and/or collection management.

Note:

- A current "C" class driver's license is required for this role.
- A current forklift licence is desirable.

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 500 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

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.

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	Belinda Hunt, 02 6248 2025
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Prime Minister and Cabinet

Vacancy VN-0749729

Aboriginal Hostels Limited

Closing Date:Wednesday 30 October 2024

NSW Region
Kirinari Sylvania Hostel

Job Title	Residential Youth Worker
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Sylvania NSW
Salary	\$63,740 - \$69,476
Classification	APS Level 3
Position Number	VN16224
Agency Website	

Job Description

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

Our purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access medical services, education and economic opportunities.

Across its network of hostels, dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up approximately 50% of our workforce.

Our Secondary Education Hostels are dedicated to providing a Home Away from Home for Indigenous Australians (aged 12-18 years) attending partner schools (grades 7 - 12). Our commitment in our student hostels is to ensure that we provide a fair, honest and culturally respectful environment that values each student and their connection to country.

Kirinari Sydney Hostel – Located in Sylvania in the Sutherland Shire, Kirinari Sydney provides accommodation for Aboriginal and Torres Strait Islander boys seeking to complete their high school education in Sydney.

Residential Youth Workers are key in creating a home away from home environment for students in Sydney. You will support the students during out of school hours, arrange and engage in creative, culturally rich programs and guide the students to build life-long skills and achieve their personal goals.

Duties

As an APS 3 Residential Youth Worker, you will provide high quality care and support to students and foster an environment where students feel culturally safe while staying at AHL.

Your responsibilities will include, but not be limited to:

- Help students build and maintain routines that enhance their personal and educational development.
- Assist with administrative tasks such as student applications, appointments and enrolments.
- Engage with school teachers, parents and community members.
- Promote student participation in regular wellbeing and cultural activities.
- Uphold the safety and welfare of students.
- Take the responsibility of being the First Aid Officer and Emergency Warden when on duty.

Eligibility

- Be an Australian Citizen
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold and maintain an NSW Working with Children Check (prior to engagement)
- Hold a valid Driver Licence
- Hold or obtain relevant qualifications.

Notes

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

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

About the Aboriginal Hostels Limited

To Apply

Position Contact	Kat Nash, 0474 915 108
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0749745

Aboriginal Hostels Limited

Closing Date:Wednesday 30 October 2024

NSW Hostel Operations
Kirinari Sylvania Hostel

Job Title	Night Attendant
Job Type	Part-Time, Ongoing
Location	Sydney NSW, Sylvania NSW
Salary	\$56,774 - \$61,883
Classification	APS Level 2
Position Number	VN16324
Agency Website	

Our purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access medical services, education and economic opportunities.

Across its network of hostels, dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up approximately 50% of our workforce.

A career with AHL will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people. We offer rewarding experiences and rewarding employment conditions.

AHL is looking for an experienced Night Attendant who is highly motivated, energetic, enthusiastic and passionate about delivering quality services to our residents in Kirinari Sylvania Hostel, Sydney, NSW. This is a part-time position of 30 hours per fortnight.

Duties

Under the general direction of the Head of Boarding/Deputy Head of Boarding, provide high quality care and support within a residential setting for First Nations people.

Manage the night security of the hostel in accordance with AHL's policies and relevant legislation, including:

- Maintain the security of premises.
- Monitor premises to preserve order and protect property.
- Monitor and authorise entrance and departure of residents, staff and visitors.
- Respond to emergencies.

Undertake administrative tasks:

- Write reports on daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorised persons, or unusual occurrences.

Undertake general domestic duties:

- Perform other general cleaning duties to ensure hostel grounds, gardens, windows, and the property are kept clean, tidy and clear for residents.
- Ensure rooms are ready for housekeeping the following day.
- Clean amenity areas.

Eligibility

Prior to engagement, you are required to:

- Provide evidence of Australian Citizenship.
- Consent to undergo, obtain and maintain a Satisfactory National Criminal History Check.
- Meet Fitness for Duty requirements.
- Hold and maintain NSW Working with Children Check.
- Hold or ability to obtain the essential qualifications.

For further information about the role and how to apply, please refer the Vacancy Information, available on our website: [Work with us | Aboriginal Hostels Limited \(ahl.gov.au\)](#).

Notes

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

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

About the Aboriginal Hostels Limited

To Apply

Position Contact	Kat Nash, 0474 915 108
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0749649

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date: Sunday 27 October 2024

Strategic Operations
Finance and Property Services

Job Title	Assistant Director Audit and Assurance (Affirmative Measures)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$110,115 - \$120,025
Classification	Executive Level 1
Position Number	213_09/24
Agency Website	https://aiatsis.gov.au/

Job Description

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

About the Group
The Strategic Operations Group is an enabling services function providing strategic support to the Institute. The group comprises 5 areas covering Governance, People Services, Finance, Digital Services and the new Central Australia facility (Mparntwe).

About the Program Area
The Finance, Audit, Assurance and Property Services Unit sits within the Strategic Operations Group and report to the Chief Financial Officer. The Finance, Audit, Assurance and Property Services team contributes to the operational and long-term sustainability of the Institute.
The Finance Team is responsible for the financial management of AIATSIS including internal financial control, Accountable Authority Instructions and financial delegations, administrative procedures, accounts payable and receivable, asset management and external and internal budgeting and reporting.
The Property and Security team is responsible for the control and coordination of the strategic, operational and security management of AIATSIS buildings and facilities.
The Audit and Assurance team is responsible for risk and assurance activities, secretariat support of the Audit and Risk Committee, business continuity planning, Freedom of Information, Privacy and other Corporate Governance Policies.

Role Summary

The Assistant Director Audit and Assurance role will be required to undertake a range of complex and sensitive work that spans all areas of AIATSIS and underpins the accountabilities of the Audit & Risk Committee and the Senior Executive. The Assistant Director, Audit and Assurance is expected to be highly professional and strategic with strong co-ordination, project management, analytical, communication and people skills. As part of the Executive Level Leadership Group, this officer will need to exercise a considerable degree of independence and perform a leadership role within the team, across AIATSIS and with other external stakeholders such as the Internal Auditor and the ANAO. The work of the Audit and Assurance team is varied and dynamic and extends across the whole agency. The small team works collaboratively to achieve its goals, and the successful candidate will need to have strong analytical, problem solving and communication skills and be prepared to contribute to the work of the whole team. This position reports to the Chief Financial Officer.

Duties

- supporting the maintenance, revision and development of AIATSIS's enterprise risk management framework and its linkages to planning, governance processes and legislative requirements.
- evaluating, developing or revising business processes and reporting mechanisms in relation to the AIATSIS's risk management framework including, Fraud and Corruption, Risk, Business Continuity and Disaster Recovery, Audit, Comcover queries and reporting, Freedom of Information, Privacy, and other ad-hoc tasks as they arise.
- working with the CFO to support the Audit and Assurance Committee.
- ensuring Business and Continuity Plans (including disaster recovery) are in place, tested and up to date.
- providing advice, guidance and training to operational and corporate areas on best practice risk management.
- management of the internal audit program in conjunction with the AIATSIS internal Audit Service provider including coordination, development and management of the Strategic Audit Plan, projects and papers.
- in collaboration with the Chief People Officer, support Public Interest Disclosure activities including education, policy development, revision and updating.
- oversee the AIATSIS Internal Policy Framework, management and development and facilitation of any external Audit Program.
- championing organisation wide knowledge of risk ensuring risk mitigation practices at AIATSIS are based on governance models of the PGPA Act 2013 and the Commonwealth Risk Management Framework.

Eligibility

Cultural capability - essential

Roles at AIATSIS require candidates to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills. The nature of this role requires the candidate to consistently demonstrate the following specific cultural capabilities:

- understands Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering
- builds and continue to strengthen relationships with Aboriginal and Torres Strait Islander communities
- makes careful observations to understand the underlying dynamics shaping an issue
- manages and resolves conflict with respect for individuals and their culture.

AIATSIS embodies Yindymarra in everything we do

Skills, knowledge and personal attributes

To be successful in this role, you will have well developed stakeholder engagement skills with a strong understanding of risk management frameworks and how this applies to the Australian Public Service. You will come with the following skills, experience and attributes:

- demonstrated respect for diverse backgrounds, experiences, and perspectives. In particular, the ideal candidate should possess a high level of cultural capability in order to lead and champion an authentic and respectful interest and engagement with Aboriginal and Torres Strait Islander culture, policy, and peoples.
- excellent communication skills and be able to raise critical issues and respond to significant and complex challenges with a high level of resilience and persistence
- impeccable interpersonal skills and ability to articulate concepts and influence outcomes through compelling arguments and rationale to all levels and types of audiences
- the ability to listen and identify ways to ensure all have an opportunity to contribute
- a collaborative approach with a track record of building positive working relationships
- high attention to detail.

Relevant tertiary qualifications and experience in the public sector are desirable. **Notes**

Affirmative Measures positions

Jobs in the APS are open to all Australian citizens. There are some jobs, though, that are open only to specific members of the Australian population. This practice is known as an Affirmative measure and is a targeted strategy to ensure the diversity of the APS workforce reflects the diversity of the Australian population.

Any job can be restricted to Aboriginal and/or Torres Strait Islander people only, and it doesn't necessarily have to involve working on Indigenous issues. If a position has been advertised as an Affirmative measure, it will be clearly marked as such.

The use of the Indigenous Affirmative Measures provision at AIATSIS allows for targeted recruitment of Indigenous Australians into the organisation. If you are applying for an Affirmative Measures position, you will need to indicate your Aboriginal and/or Torres Strait Islander heritage on our application form and provide confirmation if required.

What is Cultural Capability?

As all positions at AIATSIS are 'Identified' each position will have various elements of involvement with the delivery of Indigenous specific services, programs, and policies as part of AIATSIS core functions. AIATSIS therefore needs to also identify the cultural knowledge; skills and personal attributes needed to deliver the required outcomes.

Every part of how we work, who we work with and for, requires varying levels of knowledge of Aboriginal and Torres Strait Islander cultures, protocols and an understanding of issues that enable effective communication and ultimately effective performance in the role. To assist you in determining the required cultural capabilities of this role, you can refer to the Aboriginal and Torres Strait Islander Cultural Capability – A Framework for Commonwealth Agencies

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.

About the Australian Institute of Aboriginal and Torres Strait Islander Studies

We are Australia's only national institution focused exclusively on the diverse history, cultures, and heritage of Aboriginal and Torres Strait Islander Australia. We house the world's most important and extensive collection of cultural information and material and we provide leadership, publish and promote greater understanding and appreciation of Aboriginal and Torres Strait Islander peoples. We create opportunities for people the world over to engage with and be transformed by the knowledge, the culture and the story of Australia's Indigenous peoples. We are Australia's national institution for leadership in Aboriginal and Torres Strait Islander research. We care for a priceless collection, including films, photographs, video and audio recordings as well as the world's largest collection of printed and other resource materials for Aboriginal and Torres Strait Islander studies. We undertake and encourage scholarly, ethical, community-based research in a variety of sectors, including health, native title, languages and education. Our publishing house, Aboriginal Studies Press, regularly publishes outstanding writing that promotes Australian Indigenous cultures. Our activities affirm and raise awareness of the richness and diversity of Aboriginal and Torres Strait Islander cultures and histories.

To Apply

Position Contact	Katrina Bennett, 02 6261 4233
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0749650

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date: Sunday 27 October 2024

Strategic Operations Group
Finance and Property Services

Job Title	Assistant Director Audit and Assurance
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$110,115 - \$120,025
Classification	Executive Level 1
Position Number	220_10/24
Agency Website	https://aiatsis.gov.au/

Job Description

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

This position is open to all Australian Citizens

About the Group
The Strategic Operations Group is an enabling services function providing strategic support to the Institute. The group comprises 5 areas covering Governance, People Services, Finance, Digital Services and the new Central Australia facility (Mparntwe).

About the Program Area
The Finance, Audit, Assurance and Property Services Unit sits within the Strategic Operations Group and report to the Chief Financial Officer. The Finance, Audit, Assurance and Property Services team contributes to the operational and long-term sustainability of the Institute.
The Finance Team is responsible for the financial management of AIATSIS including internal financial control, Accountable Authority Instructions and financial delegations, administrative procedures, accounts payable and receivable, asset management and external and internal budgeting and reporting.
The Property and Security team is responsible for the control and coordination of the strategic, operational and security management of AIATSIS buildings and facilities.
The Audit and Assurance team is responsible for risk and assurance activities, secretariat support of the Audit and Risk Committee,

business continuity planning, Freedom of Information, Privacy and other Corporate Governance Policies.

Role Summary

The Assistant Director Audit and Assurance role will be required to undertake a range of complex and sensitive work that spans all areas of AIATSIS and underpins the accountabilities of the Audit & Risk Committee and the Senior Executive.

The Assistant Director, Audit and Assurance is expected to be highly professional and strategic with strong co-ordination, project management, analytical, communication and people skills. As part of the Executive Level Leadership Group, this officer will need to exercise a considerable degree of independence and perform a leadership role within the team, across AIATSIS and with other external stakeholders such as the Internal Auditor and the ANAO.

The work of the Audit and Assurance team is varied and dynamic and extends across the whole agency. The small team works collaboratively to achieve its goals, and the successful candidate will need to have strong analytical, problem solving and communication skills and be prepared to contribute to the work of the whole team.

This position reports to the Chief Financial Officer.

Duties

- supporting the maintenance, revision and development of AIATSIS's enterprise risk management framework and its linkages to planning, governance processes and legislative requirements.
- evaluating, developing or revising business processes and reporting mechanisms in relation to the AIATSIS's risk management framework including, Fraud and Corruption, Risk, Business Continuity and Disaster Recovery, Audit, Comcover queries and reporting, Freedom of Information, Privacy, and other ad-hoc tasks as they arise.
- working with the CFO to support the Audit and Assurance Committee.
- ensuring Business and Continuity Plans (including disaster recovery) are in place, tested and up to date.
- providing advice, guidance and training to operational and corporate areas on best practice risk management.
- management of the internal audit program in conjunction with the AIATSIS internal Audit Service provider including coordination, development and management of the Strategic Audit Plan, projects and papers.
- in collaboration with the Chief People Officer, support Public Interest Disclosure activities including education, policy development, revision and updating.
- oversee the AIATSIS Internal Policy Framework, management and development and facilitation of any external Audit Program.
- championing organisation wide knowledge of risk ensuring risk mitigation practices at AIATSIS are based on governance models of the PGPA Act 2013 and the Commonwealth Risk Management Framework.

Eligibility

Cultural capability - essential

Roles at AIATSIS require candidates to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills. The nature of this role requires the candidate to consistently demonstrate the following specific cultural capabilities:

- understands Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering
- builds and continue to strengthen relationships with Aboriginal and Torres Strait Islander communities
- makes careful observations to understand the underlying dynamics shaping an issue
- manages and resolves conflict with respect for individuals and their culture.

AIATSIS embodies Yindymarra in everything we do

Skills, knowledge and personal attributes

To be successful in this role, you will have well developed stakeholder engagement skills with a strong understanding of risk management frameworks and how this applies to the Australian Public Service. You will come with the following skills, experience and attributes:

- demonstrated respect for diverse backgrounds, experiences, and perspectives. In particular, the ideal candidate should possess a high level of cultural capability in order to lead and champion an authentic and respectful interest and engagement with Aboriginal and Torres Strait Islander culture, policy, and peoples.
- excellent communication skills and be able to raise critical issues and respond to significant and complex challenges with a high level of resilience and persistence
- impeccable interpersonal skills and ability to articulate concepts and influence outcomes through compelling arguments and rationale to all levels and types of audiences
- the ability to listen and identify ways to ensure all have an opportunity to contribute
- a collaborative approach with a track record of building positive working relationships
- high attention to detail.

Relevant tertiary qualifications and experience in the public sector are desirable.

Notes

Identified positions

Identified positions are roles that require people to understand the issues affecting Indigenous Australians and a proven ability to communicate sensitively with them. These requirements are generally for jobs that involve providing services or developing policies for Indigenous Australians, and/or direct interaction with Indigenous communities.

Identified positions are crucial in ensuring that the APS has the right people working on initiatives to improve the delivery of services and close the gap between Indigenous and non-Indigenous Australians and are open to all Australian citizens.

At AIATSIS all positions are Identified positions where candidates are required to demonstrate an understanding of the diversity of Aboriginal and Torres Strait Islander peoples, their cultures, and their issues and to be able to communicate respectfully with them.

You must provide the name and contact details of an Aboriginal and Torres Strait Islander referee. This referee will be contacted to determine your cultural capability.

What is Cultural Capability?

As all positions at AIATSIS are 'Identified' each position will have various elements of involvement with the delivery of Indigenous specific services, programs, and policies as part of AIATSIS core functions. AIATSIS therefore needs to also identify the cultural knowledge; skills and personal attributes needed to deliver the required outcomes.

Every part of how we work, who we work with and for, requires varying levels of knowledge of Aboriginal and Torres Strait Islander cultures, protocols and an understanding of issues that enable effective communication and ultimately effective performance in the role. To assist you in determining the required cultural capabilities of this role, you can refer to the Aboriginal and Torres Strait Islander Cultural Capability – A Framework for Commonwealth Agencies

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

About the Australian Institute of Aboriginal and Torres Strait Islander Studies

We are Australia's only national institution focused exclusively on the diverse history, cultures, and heritage of Aboriginal and Torres Strait Islander Australia. We house the world's most important and extensive collection of cultural information and material and we provide leadership, publish and promote greater understanding and appreciation of Aboriginal and Torres Strait Islander peoples. We create opportunities for people the world over to engage with and be transformed by the knowledge, the culture and the story of Australia's Indigenous peoples. We are Australia's national institution for leadership in Aboriginal and Torres Strait Islander research. We care for a priceless collection, including films, photographs, video and audio recordings as well as the world's largest collection of printed and other resource materials for Aboriginal and Torres Strait Islander studies. We undertake and encourage scholarly, ethical, community-based research in a variety of sectors, including health, native title, languages and education. Our publishing house, Aboriginal Studies Press, regularly publishes outstanding writing that promotes Australian Indigenous cultures. Our activities affirm and raise awareness of the richness and diversity of Aboriginal and Torres Strait Islander cultures and histories.

To Apply

Position Contact	Katrina Bennett, 02 6261 4233
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0749727

Australian National Audit Office

Closing Date:Sunday 03 November 2024

Corporate Management Group
Capability

Job Title	APS6 Corporate Learning Program Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$97,692 - \$112,284
Classification	APS Level 6
Position Number	079/2024
Agency Website	https://www.anao.gov.au

Job Description

<https://www.anao.gov.au/careers/vacancies>

As part of the ANAO people team, the ANAO Academy and Capability Team is responsible for the delivery of programs and services that the support achievement of our Workforce Plan commitments. We work in collaboration to design frameworks, identify development priorities and provide responsive and integrated learning to enable our workforce develop the immediate and future capabilities required to deliver on the ANAO purpose and audit outcomes. Our learning services and products underpinned by the ANAO Academy principles of empowerment, purpose, impact, quality and continuous learning.

You will play a key role in delivering on the People Team priorities, as part of a collaborative team, you will report to the Director, Capability Strategy and work closely with colleagues to deliver high quality, impactful corporate development programs and experiences to the ANAO workforce.

Your primary role will be to manage the ANAO Graduate Development Program.

Duties

The Corporate Learning Program Manager will:

- Lead the design and implementation of the ANAO Graduate Development Program and other early career pathway initiatives, such as internships and cadetships.

- Manage and monitor the full lifecycle of the ANAO Graduate Development Program, from capability development to rotations and end-of-year progression.
- Provide ongoing support, mentoring, coaching and direction to program participants, ensuring their successful development and integration.
- Foster strong partnerships with internal and external stakeholders to deliver the program. This includes engaging with business lines and offering clear guidance and support to the supervisors of program participants.
- Support the Director Capability Strategy to implement and coordinate ANAO corporate programs such as leadership and talent development programs.
- Monitor and evaluate the effectiveness of corporate programs, employing a continuous improvement approach to ensure they meet the agency's goals and the needs of program participants.
- Work closely with the Early Career Recruitment Manager to create a skill-based, engaging graduate development program that enhances the overall graduate experience and meets the operational needs of the ANAO.
- Contribute to Capability team objectives and deliverables by collaborating and supporting team members, managing queries and requests relating to learning and development, including the ANAO Professional Development policy.
- Prepare and deliver high-quality publications, promotional materials, reports, and briefings related to early career programs.

Who we are looking for

The successful candidates will have the following experience and attributes:

- Proven experience in designing, administering, implementing and facilitating learning and development programs, particularly those focused on early career professionals.
- Strong verbal and written communication skills, including expertise in the delivery of engaging presentations, content development, and producing materials consistent with the Australian Government Style Manual.
- Exceptional stakeholder management skills and demonstrated experience in building and maintaining positive professional relationships both internally and externally.
- Practical project management, and data analytics and reporting capabilities to support program management and monitoring.
- A strong alignment with the ANAO's values, with a genuine enthusiasm for contributing to meaningful work within a collaborative, supportive, and flexible environment.

We encourage applicants to refer to the [ANAO Core Capability Framework](#). These roles are suited to candidates at the 'Developing' or 'Advanced' tier of the [Pathways to Professionalisation](#).

Desirable qualifications

There are no essential qualifications for this role, however, the following are desirable:

Relevant qualifications in coaching, human resource management, organisational development, workplace education or instructional design, business, psychology and/or equivalent professional certifications through the Australian Human Resources Institute (AHRI).

Eligibility

Citizenship – To be eligible for employment with the ANAO, applicants must be an Australian citizen.

Security Clearance – The Australian community requires the highest level of integrity from ANAO employees. The preferred applicant will be required to obtain and maintain a **baseline security clearance**. For more information about the AGSVA security clearance process, please refer to the AGSVA website.

Notes

Assessment process

As part of the assessment process, you may be asked to participate in one or more of the following assessment activities:

- Interview (in-person or virtual)

Reasonable adjustment

If you believe you may require reasonable adjustments to participate in the assessment process, please ensure this is indicated on your application. A member of our recruitment team will contact you to discuss the adjustments prior to the assessment process.

How to apply

Applications must be submitted using the [online recruitment system](#).

Applicants are required to submit a current CV/resume and a statement of claims (500 words maximum) outlining how your skills, capability, knowledge and experience are suited to the role. We highly recommend that you refer to the [ANAO Core Capability Framework](#) when preparing your statement of claims.

Contact

Name: Ashley Jeanroy

Phone Number: (02) 6203 7511

Email Address: ashley.jeanroy@anao.gov.au

Closing date

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

About the Australian National Audit Office

The Australian National Audit Office (ANAO) is a specialist public sector entity that provides a full range of audit services to the Australian Parliament, the Australian Government and public sector entities. The 'Auditor-General Act 1997' provides the legislative framework for the role of the Auditor-General and the ANAO. The purpose of the ANAO is to drive accountability and transparency in the Australian Government sector through quality evidence based audit services and independent reporting to Parliament, the Executive and the public, with the result of improving public sector performance. The Executive is accountable to Parliament for its use of public resources and the administration of legislation passed by the Parliament. The Auditor-General scrutinises and provides independent assurance as to whether the Executive is operating and accounting for its performance in accordance with Parliament's purpose.

To Apply

Position Contact	Ashley Jeanroy, (02) 6203 7511
Agency Recruitment Site	https://www.anao.gov.au/careers/vacancies

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Prime Minister and Cabinet

Vacancy VN-0749327

Job Title	Commissioners (including Chair), Independent Parliamentary Standards Commission
Job Type	Part-Time, Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	Statutory Appointment
Position Number	SOH/2024/003
Agency Website	

Job Description

<http://beaumontandbeaumont.com.au/5849>

The Independent Parliamentary Standards Commission (IPSC) was established on 14 October 2024. Acting Commissioners have been appointed as an interim measure pending conclusion of the statutory appointment process for substantive Commissioners. The Department of the Prime Minister and Cabinet (PM&C) now invites interested parties to submit applications to be considered for these substantive part-time Commissioner roles.

The IPSC is a centrepiece of structural reform recommended in the Australian Human Rights Commission's *Set the Standard: Report on the Independent Review into Commonwealth Parliamentary Workplaces*. The primary function of the IPSC is to deal with allegations of breaches of the Behaviour Codes that apply to parliamentarians, their staff and Commonwealth parliamentary workplaces.

This is a unique opportunity to play a key role ensuring Commonwealth parliamentary workplaces are safe and respectful. IPSC Commissioners will be critical in the implementation of clear and consistent standards of behaviour, ensuring that those working in parliamentary premises feel safe to report misconduct, their complaints are properly addressed and those who breach standards are held to account, including through consequences for misconduct.

IPSC Commissioners will comprise at least seven but no more than nine Commissioners including a part-time Chair. At least four of the Commissioners must be women.

Duties

- dealing with conduct issues (including investigation, referral, decision-making and review) and in some circumstances preparing and publishing public statements,
- where appropriate as part of an investigation, exercising powers to compel a person to give information (including by producing a document or attending an interview) and to impose confidentiality obligations (enforceable as offences),
- upon concluding an investigation, preparing reports summarising evidence, findings and proposed sanctions.

In conducting investigations and internal reviews, Commissioners will be required to observe the requirements of procedural fairness.

The Chair Commissioner will have additional responsibilities including:

- assigning investigating Commissioners to deal with conduct issues arising from complaint or referral,
- exercising an own-motion power to deal with conduct issues that the Chair becomes aware of in any other way,

- managing the staff and administration of the IPSC and establishing and maintaining an effective working relationship with the Parliamentary Workplace Support Service Chief Executive Officer.

It is a legislative requirement that each Commissioner (including the Chair Commissioner) meets one or more of the following criteria:

- the person is enrolled as a legal practitioner and has been so enrolled for a period of five years,
- the person is a former Commonwealth judicial officer,
- the person is a former judge of the Supreme Court of a State or Territory, or
- the person has skills, knowledge or experience in investigating workplace misconduct.

Commissioners will be required to undertake training relating to trauma awareness and gender-based violence, and other training as required.

Applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people are encouraged.

Eligibility

To be eligible for these positions, you must be an Australian Citizen at the closing date of application, unless exceptional circumstances apply. Successful candidates may need to be able to obtain and maintain a security clearance at an appropriate level.

Notes

These are non-ongoing part-time appointments for a fixed term of up to five years (with the possibility of reappointment, except for the Chair Commissioner). The IPSC will be based in Canberra, however Commissioners (including the Chair Commissioner) may be based elsewhere. Flexible working arrangements will be considered.

The remuneration for these positions will be set by the Remuneration Tribunal.

PM&C is facilitating the recruitment process for these positions. Beaumont&Beaumont has been engaged to provide executive recruitment support. All applications are to be submitted to <http://beaumontandbeaumont.com.au/5849>

Your application must include the following:

- a CV, detailing the full particulars of your qualifications, experience and expertise,
- a 'one page pitch' telling us how your skills, knowledge, experience, and qualifications make you the best candidate for the role, and
- the names and contact details of two referees who have recent, direct and relevant experience of your work. Applicants will be notified prior to referees being contacted.

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

About the Department of the Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia's national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private,

public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

Position Contact	Lionel Riley at ipsc@beaumontandbeaumont.com.au , (02) 6126 4500, quote 5849
Agency Recruitment Site	http://beaumontandbeaumont.com.au/5849

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Social Services

Vacancy VN-0749759

National Disability Insurance Agency

Closing Date: Thursday 31 October 2024

Operations Performance Capability Division
Performance Workload Planning Quality Partner Quality

Job Title	EL2 Quality
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Newcastle NSW, Surry Hills NSW, Wollongong NSW, Darwin NT, Brisbane QLD, Townsville QLD, Adelaide SA, Geelong VIC, Richmond SA
Salary	\$136,863 - \$155,386
Classification	Executive Level 2
Position Number	1943_09/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The EL2 Director Quality is a crucial leadership role within the NDIA, holding delegated authority and responsibility to address issues and risks across a wide range of detailed activities. This role involves providing leadership, control, planning, resource management, performance management, and decision-making for team members and assigned contractors.

The position demands a high degree of independence, utilizing advanced decision-making and judgment. The role also requires coordinating and overseeing highly complex or sensitive projects and work programs that have strategic or operational significance to the NDIA.

Duties

The EL2 Director Quality is tasked with initiating, establishing, and maintaining robust relationships with key internal and external stakeholders. When necessary, this role will represent and negotiate on behalf of the NDIA to promote its interests in cross-agency, inter-jurisdictional, and other forums.

- Oversight of quality management systems for external Partners in the Community.
- Ensuring consistent and transparent quality management processes.
- Leading a team to deliver a high performing Partner Quality framework.
- Analysis and syntheses of information to identify key continuous improvement opportunities.
- Liaising with internal and external stakeholders to discuss and prioritise key quality priorities

Eligibility

Essential skills and attributes for effectively performing the duties of this role:

- Ability to lead a team independently to deliver results.
- Understanding of NDIS processes, Quality systems and Partner in the Community role.
- Ability to synthesise and analyse information to provide key performance insights.
- Effective internal and external stakeholder management skills.
- Ability to write and generate high quality reports.

Notes

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Tim Stork, tim.stork@ndis.gov.au
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0749801

National Disability Insurance Agency

Closing Date:Thursday 31 October 2024

RISK AUDIT AND RESILIENCE DIVISION
Audit Branch Internal Audit

Job Title	APS6 Internal Audit (Professional Stream)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Surry Hills NSW, Deakin ACT, Melbourne VIC
Salary	\$96,546 - \$103,035
Classification	APS Level 6
Position Number	2005_10/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

The Audit Branch is seeking a highly motivated individual to join our team in the APS6 Internal Audit position. The Audit Branch provides independent and objective assurance and consulting to the Agency. The Branch provides a systematic and disciplined approach to evaluate and improve the effectiveness of the organisations governance, risk management and internal control processes

Duties

Where you can add value

The role involves developing the Risk and Control Matrix (RACM) including work programs for assessments and process flowcharts to support key processes, associated risks and controls in respect to the assurance and advisory engagements in line with NDIA Internal Audit (IA) methodology. Further responsibilities of the role include:

- Undertaking operational, financial, and corporate audit (testing) activities by interviewing, collecting, and examining evidence against agreed engagement criteria in line with NDIA IA methodology.

- Documenting evidential observations, linking to assessment objectives, and assisting with drafting of audit findings/issues to improve governance, risk management and internal controls.
- Contributing to the preparation of internal audit reporting which outlines findings/issues, observations.
- Conducting follow up activities to evaluate sufficiency of evidence for closing issues in line with NDIA IA methodology.
- Contributing to reporting for the Board, the Audit & Risk Committee and Management.
- Supporting the Agency with Australian National Audit Office (ANAO) annual financial, performance and performance statements audits.

Eligibility

Enough about us, let's talk about you

We are seeking a candidate with at least 5 years of experience in auditing, risk management, and controls. You should have hands-on experience in conducting internal audits and a keen eye for detail. Strong analytical skills will be important for your success in this role.

We value effective communication skills. You should be adept at maintaining effective relationships with key stakeholders. Your ability to write clear and concise reports in plain English will be essential for effective communication.

This position is within the professional job stream. The officer must be progressing to or possess relevant academic qualifications with membership of Chartered Accountants Australia and New Zealand (CA), Certified Practising Accountants (CPA) or other equivalent professional finance bodies (or holding equivalent finance related post graduate qualifications).

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Notes

While this role is ideally performed from Deakin - ACT, Surry Hills - NSW, Richmond - VIC remote working arrangements may be considered. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered. A merit pool will be established that may be used to fill similar positions (ongoing and non-ongoing) within the next 18 months.

Applications for this role close at 11:30pm AEDT on 31 October 2024.

RecruitAbility applies to this position: The RecruitAbility scheme supports people with disability applying for jobs in the Australian Public Service (APS) by giving you a better opportunity to put forward your skills and experience during the selection process.

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups,

libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Isobel Smith, 02 8217 1294
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0749804

National Disability Insurance Agency

Closing Date:Thursday 31 October 2024

RISK AUDIT AND RESILIENCE DIVISION
Audit Branch Internal Audit

Job Title	EL1 Assistant Director Internal Audit (Professional Stream)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Surry Hills NSW, Geelong VIC, Deakin ACT, Melbourne VIC
Salary	\$116,118 - \$139,912
Classification	Executive Level 1
Position Number	2004_10/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

We have an exciting opportunity for an EL1 Assistant Director to join the Audit Branch in providing independent and objective assurance and consulting to the Agency. The branch provides a systematic and disciplined approach to evaluate and improve the effectiveness of the organisations governance, risk management and internal control processes.

Duties

Where you can add value

The role involves assisting in the preparation of engagement plans as well as contributing to annual internal audit planning. You will conduct operational, financial and compliance audit engagements as per the Internal Audit (IA) plan and NDIA IA methodology to improve governance, risk management and internal controls including auditing compliance with relevant legislation and investigations.

Further responsibilities of the role include:

- Managing and undertaking internal audits end to end.
- Supervising and supporting the team with conducting interviews, completing the Risk and Control Matrix (RACM) and presenting and negotiating audit findings/issues.
- Preparing internal audit reports for the Board, the Audit & Risk Committee and Management.
- Conducting follow up activities to evaluate sufficiency of evidence for closing IA issues in line with NDIA IA methodology.
- Liaising with internal and external stakeholders on auditing matters as well as periodically presenting to NDIA IA team on engagement outcomes and lessons learned.
- Providing leadership for increasing Agency-wide awareness and education of the Internal Audit function and value-add services.
- Supporting the Agency with Australian National Audit Office (ANAO) annual financial, performance and performance statements audits.

Eligibility

Enough about us, let's talk about you

Our ideal candidate will have demonstrated experience in conducting internal audits, with 5-10 years of experience in auditing, risk management, and controls.

We are looking for a strong communicator who excels at building and maintaining key stakeholder relationships. Your ability to convey information clearly and concisely in plain English will be crucial for effective interactions and report writing. Your attention to detail and analytical skills will be essential to your success in this role.

This position is within the professional job stream and the officer must possess relevant academic qualifications with membership of Chartered Accountants Australia and New Zealand (CA), Certified Practising Accountants (CPA) or other equivalent professional finance bodies (or holding equivalent finance related post graduate qualifications); together with extensive direct finance experience performing and delivering complex financial and governance outcomes.

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Notes

While this role is ideally performed from Deakin - ACT, Surry Hills - NSW, Richmond - VIC or Geelong - VIC (National Office) remote working arrangements may be considered. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered. A merit pool will be established that may be used to fill similar positions (ongoing and non-ongoing) within the next 18 months.

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The

NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Isobel Smith, 02 8217 1294
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0749758

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Thursday 31 October 2024

Planning, Performance and Delivery
Planning, Performance and Delivery ePMO

Job Title	Senior Officer, Project Management Reporting & Delivery
Job Type	Full-Time, Non-Ongoing
Location	Penrith NSW, Canberra ACT, Parramatta NSW, Brisbane QLD, Darwin NT, Perth WA, Melbourne VIC, Hobart TAS
Salary	\$93,023 - \$104,558
Classification	APS Level 6
Position Number	256_10/24
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

Reporting to the Director, Project Management Reporting & Delivery, Planning Performance & Delivery, the APS6 Senior Officer, Project Management Reporting & Delivery will support a range of activities across the Commission, including the following key duties:

1. Work closely with the Reporting & Delivery team to ensure the successful rollout of the newly developed Project Management, Change and Reporting Frameworks across the Commission.
2. Support changes required to achieve ePMO goals and objectives across the work area and contribute to the development of the enterprise view of project management.
3. Support the provision of tailored project management advice a to Project Leaders and team members on the development of all project artifacts required to enable them to adhere to the Project, Change and reporting frameworks and maximise efficiency.
4. Contribute to the project management training strategy and development of training content and materials through stakeholder liaison with representatives across the Commission.
5. Collaborate with divisions to prepare governance collateral to maximise success on submission.
6. Collaborate and identify organisational risks and issues and ensure escalation to the appropriate level, including the development of risk mitigation strategies and the development of plans within divisions.
7. Provide thought leadership and design input to the continuous improvement of the ePMO project management tools and templates.
8. Leverage project status reporting to compile a comprehensive view of the portfolio and coordinate SLG, Minister, Dept of Finance reporting
9. Act as a liaison between the ePMO and stakeholders (incl. Project Leads) to ensure reporting needs are met and understood.
10. Ensure project teams provide complete and accurate project data in a timely manner.
11. Ensure project data integrity, validating information and correcting any discrepancies.
12. Support development of ad-hoc reports that provide clear and actionable information on project delivery.

Duties

Our ideal candidate will have a positive contemporary attitude to people with disability and have the following capabilities:

1. An understanding of the NDIS Quality and Safeguarding Framework and the NDIS Act or the ability to quickly acquire that understanding.
2. Demonstrated understanding of project management lifecycles and frameworks.
3. Project management implementation and delivery experience, with demonstrated experience in applying structured Project Management methodologies and activities to drive and embed change.
4. Excellent business writing and communication skills with demonstrated experience delivering high quality verbal and written advice to diverse audiences on complex and sensitive issues.
5. Excellent organisational skills.
6. Demonstrated experience delivering high quality verbal and written advice to diverse audiences on complex and sensitive issues.
7. Strong stakeholder engagement skills, including the ability to communicate effectively, negotiate and influence outcomes, and build strong professional relationships and accurately represent the information from divisions.
8. Adherence to the APS Values and Code of Conduct, behaving ethically and professionally.

Eligibility

Mandatory requirements

1. Relevant professional qualifications/certifications in Project Management or working towards achieving (PMI, PMP, PMBOK, Prince2 Practitioner) with at least 2 years' experience implementing project initiatives in complex environments and/or extensive relevant experience gained through any other combination of education, training and/or experience.
2. Experience in Project Delivery within the Government and/or regulatory environment.
3. Familiarity with project management and collaboration tools

4. Experience with business intelligence (BI) tools (e.g. Power BI) for creating interactive reports and dashboards that provide real-time insights into project performance
5. Knowledge of project management principles and methodologies to accurately report on project statuses, milestones, and risks
6. Strong attention to detail to ensure the accuracy and completeness of reports.

Notes

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

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

The NDIS Quality and Safeguards Commission (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	Sinead Walsh, 0461 344 486
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0749767

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Thursday 31 October 2024

Planning, Performance and Delivery
Planning, Performance and Delivery ePMO

Job Title	Centre of Excellence, Reporting Senior Analyst, ePMO
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Penrith NSW, Parramatta NSW, Brisbane QLD, Darwin NT, Perth WA, Melbourne VIC, Hobart TAS
Salary	\$93,023 - \$104,558
Classification	APS Level 6
Position Number	257_10/24
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

Our ideal candidate will have a strong commitment to the disability sector and have the ability to work through complex, sensitive and difficult matters. You will be able to review decisions in a timely and professional manner.

1. Reporting to the Assistant Director Centre of Excellence, ePMO, the Centre of Excellence Reporting Senior Analyst will support a range of activities across the Commission, including the following key duties:
2. Own and maintain ePMO Methods, Templates, and System Accelerators, including coordination of continuous improvement and enhancements to ensure systems and tools remain user-friendly, aligned to best practice and facilitate controlled project delivery for the NDIS Commission
3. Strong stakeholder engagement including the ability to communicate effectively, negotiate and influence outcomes, build strong professional relationships and accurately represent the information received from branches and divisions across the Commission.
4. Deliver project management training program to relevant project delivery personnel
5. Ensure project data is maintained in the correct format to enable project reporting
6. Maintain security permissions and access requirements for enterprise systems
7. Assist with the preparation of executive briefings, contribute expert and innovative advice to guide the development of high-quality reporting that meet business and technical requirements.
8. Comply with, and contribute to the maintenance of, the ePMO project management, change and reporting frameworks and associated artefacts.

Duties

Our ideal candidate will have a positive contemporary attitude to people with disability and have the following capabilities:

1. Will be required to undertake work that is very complex or sensitive and operate under broad direction.
2. The ability to exercise a considerable degree of independence.
3. Ability to engage in complex problem solving and issues management and may be required to coordinate and undertake detailed or sensitive projects that impact strategic, political or operational outcomes for the agency.
4. Model an enthusiasm for learning and advocate for and foster a continuous learning mindset in others.

5. Prior experience in the public service or related fields
6. Adherence to the APS Values and Code of Conduct, behaving ethically and professionally.

Eligibility

Mandatory requirements

1. Proficiency in project management methodologies (i.e. PRINCE2, PMBOK) to effectively maintain ePMO methods, tools and templates
2. Experience with business intelligence (BI) tools (e.g. Power BI) for creating interactive reports and dashboards that provide real-time insights into project performance
3. Strong background in continuous process improvement methodologies (e.g., Lean, Six Sigma) to enhance the efficiency and effectiveness of project management practices
4. Experience in designing and delivering training programs to build project management capabilities
5. Familiarity with project management and collaboration tools
6. A minimum 3 years in a Reporting, Project Management, Business Analyst or Data
7. Analyst role.

Notes

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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	Sinead Walsh, 0461 344 486
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0749580

Australian Bureau of Statistics

Closing Date: Sunday 27 October 2024

Census and Population
2026 Census Census Temporary Workforce

Job Title	Census Workforce Support Agent (APS3)
Job Type	Casual, Non-Ongoing
Location	Belconnen ACT
Salary	\$64,681 - \$72,911
Classification	APS Level 3
Position Number	24/CTW_APS3
Agency Website	https://www.abs.gov.au/

Job Description

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

The Australian Bureau of Statistics is looking to fill several Census Workforce Agent positions in the 2026 Census Temporary Workforce team.

About the business area
Every five years, the ABS counts every person and household in Australia. We call this the Census of Population and Housing ('the Census'). The 2026 Census will be Australia's 19th national Census.
The Census is the most comprehensive snapshot of the country and tells the story of how we are changing. Census data informs us about the economic, social, and cultural make-up of the country.
The Census will require a large geographically dispersed Temporary Workforce of approximately 35,000 employees. The Census Temporary Workforce Project is responsible for the recruitment, onboarding, training, and support of this workforce.

Duties

Agents will be responsible for providing high quality, frontline assistance which may include resolving queries relating to application support and providing technical and operational procedures to Census staff. They play a vital role in enabling Census operations. For many applicants, an agent will be the first representative they speak to, and for staff, frequently the first level of support.

The key duties and responsibilities of the Census Workforce Support Agent are to:

- ensure operations are conducted with the wellbeing and safety of your team front of mind
- provide exceptional service and support to clients through multiple communication channels
- understand and proactively respond to a wide range of customer enquiries
- follow operating procedures to achieving quality outcomes
- escalate issues in alignment with operating processes
- build and sustain positive relationships with team members and actively participate in teamwork and group activities
- develop and maintain relevant knowledge in relation to business operations

Eligibility

- must be an Australian citizen at the time you apply
- may need to obtain (or hold) and maintain at least a Baseline security clearance
- ABS employees who have access to market sensitive information are restricted in market trading activities. You may not be allowed to trade in financial products while employed. This role is not restricted in trading.

Notes

To be suitable for the role of Census Workforce Support Agent, you should have most or all of the following skills, qualities, and experience:

- customer-focused and committed to providing effective and responsive support
- good teamwork skills with an optimistic, flexible attitude which promotes a positive workplace culture
- good written, verbal and phone communication skills
- active listening skills
- troubleshooting and problems solving abilities
- good attention to detail with accurate data entry skills

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

About the Australian Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at <https://www.abs.gov.au/careers>

To Apply

Position Contact	Casey Mooney, (02) 6252 5810
Agency Recruitment Site	abs.gov.au

Treasury

Vacancy VN-0749644

Australian Bureau of Statistics

Closing Date:Wednesday 30 October 2024

Census and Population
2026 Census Census Enumeration

Job Title	2026 Census Aboriginal and Torres Strait Islander Coordination Officer (EL1) (Affirmative Measure - First Nations)
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Adelaide SA, Brisbane QLD, Belconnen ACT, Darwin NT, Hobart TAS, Docklands VIC, Perth WA
Salary	\$113,288 - \$130,959
Classification	Executive Level 1
Position Number	24/ATSICO_EL1
Agency Website	https://www.abs.gov.au/

Job Description

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

The Australian Bureau of Statistics (ABS) is looking to fill the role of 2026 Census Aboriginal and Torres Strait Islander Coordination Officer (EL1).

About the business area

Every five years, the ABS counts every person and household in Australia. We call this the Census of Population and Housing (the Census).

About the Census

The Census is the most comprehensive snapshot of the country and tells the story of how we are changing. Census data tells us about the economic, social and cultural make-up of the country. It is the only source of information for small geographic areas and small population groups for the entire country.

It's important that everyone is counted in the Census to reflect the diversity of Australia. The diverse lifestyles we lead means that the ABS needs to consider how to make completing the Census as easy as possible for everyone. The Census is a major exercise that takes around six years to plan, develop, test, implement, deliver, and disseminate the information collected.

About the 2026 Census Program Team

The ABS has established a dedicated team to run the 2026 Census Program.

The Census team consists of 12 projects across the statistical cycle including teams focused on collection, communications, digital services, data processing, and dissemination.

The Census team are committed to improving the quality and relevance of Census data to meet the needs of Aboriginal and Torres Strait Islander people. The team is planning to deploy a suite of activities to enable and support Aboriginal and Torres Strait Islander people to participate in the 2026 Census.

In order to ensure that Census activities work together and deliver value for Aboriginal and Torres Strait Islander people, they will need to be planned and executed in harmony. This role is critical to helping us achieve this.

Duties

The Aboriginal and Torres Strait Islander Coordination Officer role for the 2026 Census of Population and Housing provides cultural support and guidance to Census staff who plan, design, develop, and execute the Census suite of activities, ultimately enabling and supporting Aboriginal and Torres Strait Islander communities to effectively participate in the Census.

You will work in collaboration with Census Project teams and internal partners, including the ABS Centre of Aboriginal and Torres Strait Islander Statistics.

Responsibilities include:

- helping the Census to harmoniously plan and execute consistent support for Aboriginal and Torres Strait Islander
- providing guidance and support for the implementation of Census strategies and work plans
- advising Census Projects on implementation and monitoring of the Framework for Governance of Indigenous Data and the ABS Reconciliation Action Plan
- providing support in building cultural capability, safety, and integrity amongst Census teams
- work in collaboration with Census Project teams and internal partners to create and implement the Aboriginal and Torres Strait Islander Census Strategy

This role is only open to people who identify and are recognised as Aboriginal and/or Torres Strait Islander, under the Affirmative Measures Guidelines. This is your opportunity to play a critical role in ensuring the Aboriginal and/or Torres Strait Islander voice and needs are embedded into our work outputs. **Eligibility**

To be eligible for these roles you:

- must be an Aboriginal and/or Torres Strait Islander person
- you must be an Australian citizen at the time you apply
- you will need to obtain (or hold) and maintain at least a Baseline security clearance
- ABS employees who have access to market sensitive information are restricted in market trading activities. You may not be allowed to trade in financial products while employed. This role is not restricted in trading.

Notes

To be suitable you should have most or all of the following skills, qualities and experience:

- building and keeping strong relationships
- collaborating with Aboriginal and Torres Strait Islander people to develop and provide cultural advice and perspectives
- identifying aspects of projects and initiatives that will impact Aboriginal and Torres Strait Islander people and communities
- coordinating, monitoring, and reporting on pieces of work across different projects and initiatives
- communicating and presenting information to diverse audiences
- being motivated, adaptive, organised and good at managing competing demands
- demonstrating and fostering a strong, inclusive, diverse, trusting and collaborative team culture

An understanding of the ABS Census of Population and Housing would be an advantage.

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

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

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To Apply

Position Contact	James Koen, (02) 6252 7953
Agency Recruitment Site	abs.gov.au

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Treasury

Vacancy VN-0749736

Australian Bureau of Statistics

Closing Date:Wednesday 30 October 2024

People and Place
Health, Disability and Vital Statistics Census Enumeration

Job Title	Aboriginal and Torres Strait Islander Community Engagement Manager (EL1) (Affirmative Measure - First Nations)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Hobart TAS, Brisbane QLD, Adelaide SA, Belconnen ACT, Darwin NT, Docklands VIC
Salary	\$113,288 - \$130,959
Classification	Executive Level 1
Position Number	24/CoATSIS_EMU_EL1
Agency Website	https://www.abs.gov.au/

The Australian Bureau of Statistics (ABS) is looking to fill the role of Aboriginal and Torres Strait Islander Community Engagement Manager (EL1).

About the area

There is increasing demand for higher quality data about Aboriginal and Torres Strait Islander peoples to inform key policy initiatives such as Closing the Gap. The ABS is dedicated to early and ongoing conversations with Aboriginal and Torres Strait Islander peoples to increase the participation in, and relevance of, our statistical collections. The ABS is also committed to returning information to the community and finding better ways of providing access to data.

The Centre of Aboriginal and Torres Strait Islander Statistics has a leadership and coordination role for national statistical activity about Aboriginal and Torres Strait Islander peoples. They engage with communities across a range of statistical activities and outputs such as Aboriginal and Torres Strait Islander health and social surveys, the five-yearly Census of Population and Housing, administrative data, data integration projects, and more.

The section consists of:

- Aboriginal and Torres Strait Islander Community Engagement Managers and Officers spread across Australia
- the section's Director and a team of data and statistical analysts based in Canberra
- an outposted officer to the National Indigenous Australians Agency

The section has key partnerships with community organisations, the [ABS Round Table on Aboriginal and Torres Strait Islander Statistics](#), the National Indigenous Australians Agency, the Productivity Commission, the Department of Social Services, and the Department of Employment and Workplace Relations. **Duties**

The Aboriginal and Torres Strait Islander Community Engagement Manager to help the ABS connect and work with Aboriginal and Torres Strait Islander people and communities; and ensure cultural support and guidance is provided to ABS staff.

Responsibilities include:

- helping the ABS connect with, and understand the needs of, communities in your region
- collaborating within your team, and across the ABS, to develop advice to deliver positive outcomes for Aboriginal and Torres Strait Islander peoples and communities across Australia
- providing guidance and support for the planning, development and implementation of statistical collections, such as the Census of Population and Housing
- supporting the implementation the Framework for Governance of Indigenous Data and the ABS Reconciliation Action Plan
- building the cultural capability, safety, and integrity of ABS staff and operations

This role is **only open to people that identify and are recognised as Aboriginal and/or Torres Strait Islander, under the Affirmative Measures Guidelines**. This is your opportunity to play a critical role in ensuring that Aboriginal and/or Torres Strait Islander voices and needs are embedded into what the ABS does and how we do it. **Eligibility**

To be eligible for these roles you:

- must be an Aboriginal and/or Torres Strait Islander person
- must be an Australian citizen at the time you apply
- may need to obtain (or hold) and maintain at least a Baseline security clearance
- ABS employees who have access to market sensitive information are restricted in market trading activities. You may not be allowed to trade in financial products while employed. This role is not restricted in trading

Notes

To be suitable you should have most or all of the following skills, qualities and experience:

- stakeholder engagement and building and keeping strong relationships with a variety of people and organisations
- good community connections and an ability to engage with Aboriginal and Torres Strait Islander stakeholders to connect and shape the objectives of your organisation to community outcomes
- collaborating with Aboriginal and Torres Strait Islander people to develop and provide cultural advice and perspectives to build staff capability and lead the review of materials and approaches to ensure cultural safety
- an understanding of data and statistics and how they can impact and empower Aboriginal and Torres Strait Islander peoples and communities
- leading and managing high-performing teams and working effectively within a diverse and geographically-dispersed team
- demonstrating and fostering a strong, inclusive, diverse, trusting and collaborative culture within and across teams
- ability to represent your community and your organisation in meetings and forums at a variety of levels.

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

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

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To Apply

Position Contact	Luke Verghese, (02) 6252 5792
Agency Recruitment Site	abs.gov.au

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Treasury

Vacancy VN-0749771

Australian Bureau of Statistics

Closing Date:Wednesday 30 October 2024

Corporate Services Division (CSD)
Finance and Procurement Branch Business Services Team

Job Title	Customer Support Officer
Job Type	Full-Time, Ongoing
Location	Belconnen ACT
Salary	\$82,085 - \$92,201
Classification	APS Level 5
Position Number	24/BUS_SERV_APS5
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/?jati=9DE0D499-EA9E-17D6-BD23-DB33EE8CEAAF>

The Australian Bureau of Statistics (ABS) is looking to fill the role of **Customer Support Officer** within the Business Services Team in our Finance and Procurement Branch.

This is an ongoing, permanent position at the APS 5 classification level. The successful applicant will work out of our office in Belconnen, although flexible working arrangements (including a hybrid model of working from home and the office) applies.

Duties

Customer Support Officers in Business Services contribute to the ABS purpose by providing excellent customer service to enable effective, efficient and compliant service delivery to ABS business areas in regard to travel, purchasing cards, fleet and rideshare. They deliver services and provide information to stakeholders (both external and internal) and clients, in response to enquiries and requests across a range of business products and services. They assess customer needs, broker solutions and make appropriate referrals to achieve positive outcomes for the customer.

Responsibilities of a Customer Support Officer in Business Services include:

- client engagement and support across all ABS business areas (all states and territories)
- engagement with external providers of, and owners of (Whole of Government) travel and card arrangements
- assisting with the management of and education of customers in the use of corporate travel and credit card systems and processes
- compliance support and guidance about ABS and Commonwealth travel and credit card policies and procedures
- official passport and international visa support to clients
- card application and airline lounge membership processing
- calculation and processing of international travel allowances
- assist with the management of international SOS Travel Risk Provider arrangements
- support of rideshare arrangements, including Cabcharge vouchers
- undertaking regular acquittals and transaction audits as part of compliance reporting

- undertaking information releases, updating policies and procedures and associated documentation.

Eligibility

- You must be an Australian citizen at the time you apply.
- You may need to obtain (or hold) and maintain at least a Baseline security clearance.

Notes

To be suitable you must have all of the following skills, qualities and experience:

- demonstrated experience, and understanding of Commonwealth (Whole of Government) Travel and Card arrangements/policies as applicable to public sector entity environments
- experience in a fast-paced environment managing competing priorities to deliver travel and card services to clients and key stakeholders
- well-developed communication skills, together with an ability to solve problems and make sound judgements
- an ability to work effectively in a team environment to build and maintain productive working relationships.

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To Apply

Position Contact	Richard Grigg, 03 9615 7804
Agency Recruitment Site	https://abs.nga.net.au/?jati=9DE0D499-EA9E-17D6-BD23-DB33EE8CEAAF

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Treasury

Vacancy VN-0749781

Australian Bureau of Statistics

Closing Date:Wednesday 30 October 2024

People and Place
Health, Disability and Vital Statistics Census Enumeration

Job Title	Aboriginal and Torres Strait Islander Senior Community Engagement Officer (APS6) (Affirmative Measure - First Nations)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Belconnen ACT, Darwin NT, Hobart TAS, Docklands VIC, Perth WA, Sydney NSW
Salary	\$92,210 - \$104,135
Classification	APS Level 6
Position Number	24/CoATSIS_EMU_APS6
Agency Website	https://www.abs.gov.au/

Job Description

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

The Australian Bureau of Statistics (ABS) is looking to fill the role of Aboriginal and Torres Strait Islander Senior Community Engagement Officer (APS6).

About the area
There is increasing demand for higher quality data about Aboriginal and Torres Strait Islander peoples to inform key policy initiatives such as Closing the Gap. The ABS is dedicated to early and ongoing conversations with Aboriginal and Torres Strait Islander peoples to increase the participation in, and relevance of, our statistical collections. The ABS is also committed to returning information to the community and finding better ways of providing access to data.
The Centre of Aboriginal and Torres Strait Islander Statistics has a leadership and coordination role for national statistical activity about Aboriginal and Torres Strait Islander peoples. They engage with communities across a range of statistical activities and outputs such as Aboriginal and Torres Strait Islander health and social surveys, the five-yearly Census of Population and Housing, administrative data, data integration projects, and more.

The section consists of:

- Aboriginal and Torres Strait Islander Community Engagement Managers and Officers spread across Australia
- the section's Director and a team of data and statistical analysts based in Canberra
- an outposted officer to the National Indigenous Australians Agency

The section has key partnerships with community organisations, the [ABS Round Table on Aboriginal and Torres Strait Islander Statistics](#) , the National Indigenous Australians Agency, the Productivity Commission, the Department of Social Services, and the Department of Employment and Workplace Relations. **Duties**

The Aboriginal and Torres Strait Islander Senior Community Engagement Officer helps the ABS connect and work with Aboriginal and Torres Strait Islander people and communities; and ensure cultural support and guidance is provided to ABS staff.

Responsibilities include:

- helping the ABS connect with, and understand the needs of, communities in your region
- collaborating within your team, and across the ABS, to develop advice to deliver positive outcomes for Aboriginal and Torres Strait Islander peoples and communities across Australia
- providing guidance and support for the planning, development and implementation of statistical collections, such as the Census of Population and Housing
- supporting the implementation the Framework for Governance of Indigenous Data and the ABS Reconciliation Action Plan
- building the cultural capability, safety, and integrity of ABS staff and operations

This role is only **open to people that identify and are recognised as Aboriginal and/or Torres Strait Islander, under the Affirmative Measures Guidelines**. This is your opportunity to play a critical role in ensuring the Aboriginal and/or Torres Strait Islander voice and needs are embedded into our work outputs. **Eligibility**

To be eligible for these roles you:

- must be an Aboriginal and/or Torres Strait Islander person
- must be an Australian citizen at the time you apply
- you may need to obtain (or hold) and maintain at least a Baseline security clearance
- ABS employees who have access to market sensitive information are restricted in market trading activities. You may not be allowed to trade in financial products while employed. This role is not restricted in trading

Notes

To be suitable you should have most or all of the following skills, qualities and experience:

- stakeholder engagement and building and keeping strong relationships with a variety of people and organisations
- good community connections and an ability to engage with Aboriginal and Torres Strait Islander stakeholders to help connect and shape the objectives of your organisation to community outcomes
- collaborating with Aboriginal and Torres Strait Islander colleagues to develop and provide cultural advice and perspectives and review materials and approaches to ensure cultural safety
- an understanding of data and statistics and how they can impact and empower Aboriginal and Torres Strait Islander peoples and communities
- managing staff and working effectively within a diverse and geographically-dispersed team
- demonstrating and fostering a strong, inclusive, diverse, trusting and collaborative culture within and across teams
- ability to represent your community and your organisation in meetings and forums at a variety of levels

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

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

About the Australian Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a

dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at <https://www.abs.gov.au/careers>

To Apply

Position Contact	Luke Verghese, (02) 6252 5792
Agency Recruitment Site	abs.gov.au

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Treasury

Vacancy VN-0749787

Australian Bureau of Statistics

Closing Date:Wednesday 30 October 2024

People and Place
Health, Disability and Statistics Census Enumeration

Job Title	Aboriginal and Torres Strait Islander Community Engagement Officer (APS5) (Affirmative Measure - First Nations)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Belconnen ACT, Brisbane QLD, Darwin NT, Hobart TAS, Docklands VIC, Perth WA, Sydney NSW
Salary	\$82,085 - \$92,201
Classification	APS Level 5
Position Number	24/CoATSIS_EMU_APS5
Agency Website	https://www.abs.gov.au/

Job Description

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

The Australian Bureau of Statistics (ABS) is looking to fill the role of Aboriginal and Torres Strait Islander Community Engagement Officer (APS5).

About the area

There is increasing demand for higher quality data about Aboriginal and Torres Strait Islander peoples to inform key policy initiatives such as Closing the Gap. The ABS is dedicated to early and ongoing conversations with Aboriginal and Torres Strait Islander peoples to increase the participation in, and relevance of, our statistical collections. The ABS is also committed to returning information to the community and finding better ways of providing access to data.

The Centre of Aboriginal and Torres Strait Islander Statistics has a leadership and coordination role for national statistical activity about Aboriginal and Torres Strait Islander peoples. They engage with communities across a range of statistical activities and outputs such as Aboriginal and Torres Strait Islander health and social surveys, the five-yearly Census of Population and Housing, administrative data, data integration projects, and more.

The section consists of:

- Aboriginal and Torres Strait Islander Community Engagement Managers and Officers spread across Australia
- the section's Director and a team of data and statistical analysts based in Canberra
- an outposted officer to the National Indigenous Australians Agency

The section has key partnerships with community organisations, the [ABS Round Table on Aboriginal and Torres Strait Islander Statistics](#), the National Indigenous Australians Agency, the Productivity Commission, the Department of Social Services, and the Department of Employment and Workplace Relations. **Duties**

The Aboriginal and Torres Strait Islander Community Engagement Officer will help the ABS connect and work with Aboriginal and Torres Strait Islander people and communities; and ensure cultural support and guidance is provided to ABS staff.

Responsibilities include:

- helping the ABS connect with, and understand the needs of, communities in your region
- collaborating within your team, and across the ABS, to develop advice to deliver positive outcomes for Aboriginal and Torres Strait Islander peoples and communities across Australia
- providing guidance and support for the planning, development and implementation of statistical collections, such as the Census of Population and Housing
- supporting the implementation the Framework for Governance of Indigenous Data and the ABS Reconciliation Action Plan
- building the cultural capability, safety, and integrity of ABS staff and operations

This role is only **open to people that identify and are recognised as Aboriginal and/or Torres Strait Islander, under the Affirmative Measures Guidelines**. This is your opportunity to play a critical role in ensuring the Aboriginal and/or Torres Strait Islander voice and needs are embedded into our work outputs. **Eligibility**

To be eligible for these roles you:

- you must be an Aboriginal and/or Torres Strait Islander person
- you must be an Australian citizen at the time you apply
- you may need to obtain (or hold) and maintain at least a Baseline security clearance
- ABS employees who have access to market sensitive information are restricted in market trading activities. You may not be allowed to trade in financial products while employed. This role is not restricted in trading

Notes

To be suitable you should have most or all of the following skills, qualities and experience:

- stakeholder engagement and building and keeping strong relationships with a variety of people and organisations
- good community connections and an ability to engage with Aboriginal and Torres Strait Islander stakeholders to help connect and shape the objectives of your organisation to community outcomes

- collaborating with Aboriginal and Torres Strait Islander colleagues to help develop and provide cultural advice and perspectives and help review materials and approaches to ensure cultural safety
- an understanding of data and statistics and how they can impact and empower Aboriginal and Torres Strait Islander peoples and communities
- working effectively within a diverse and geographically-dispersed team
- demonstrating and fostering a strong, inclusive, diverse, trusting and collaborative culture within and across teams
- ability to represent your community and your organisation in meetings and forums at a variety of levels

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

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

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To Apply

Position Contact	Luke Verghese, (02) 6252 5792
Agency Recruitment Site	abs.gov.au

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Treasury

Vacancy VN-0749807

Job Title	Data Analysts (APS6)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Geelong VIC, Belconnen ACT, Sydney NSW, Brisbane QLD, Docklands VIC, Adelaide SA, Hobart TAS, Perth WA
Salary	\$92,210 - \$104,135
Classification	APS Level 6
Position Number	24/DA_APS6
Agency Website	https://www.abs.gov.au/

Job Description

[abgs.gov.au](https://www.abs.gov.au/)

The Australian Bureau of Statistics (ABS) is looking to fill a number of **Data Analyst (APS6)** roles in various teams across several Divisions which produce key economic and social statistics.

About the area

We are looking to fill a number of roles in various teams across a number of Divisions which produce key economic and social statistics. These statistics are used by both governments and the private sector for a range of policy formulation and planning.

We currently have vacancies in the following areas:

- Our **Census and Population Division** is responsible for the five yearly national Census of Population and Housing and is undertaking major development activities in preparation for live operations in 2026. The division is also responsible for more regular release of data on the population, international arrivals and departures, as well as migration and migrants.
- Our **People and Place Division** which is responsible for producing key statistics across a range of areas including education, labour, health, housing, crime, social characteristics and climate adaption.
- Our **Economy and Environment Division** provides statistics and insights into the Australian and global economy. It is also responsible for measuring environmental impacts on Australia and linkages between the environment and economy. These statistics are critical for informing public policy and influencing contemporary decisions on the environment and economy. Key economic and environmental indicators include GDP, Household Saving and Wealth, Australia's Current Account and International Investment, Environmental Accounts, Housing and Financial Statistics.
- Our **Statistical Production and Digital Services Division** which is responsible for the design and collection of business and household data, compiling statistics from a variety of data sources (including surveys and big data), integrating data from across government and designing and managing digital products, channels and services.

Duties

In these roles you will have the opportunity to:

- design and manage surveys to meet priority information requirements
- analyse data for input into statistical compilation and data validation, including using administrative records or transactional data

- communicate findings, using judgement and real-world insights
- compile and publish statistical products, with a strong focus on continuous improvement
- maintain and apply statistical frameworks, classifications, standards and concepts that underpin the statistics
- work with internal and external clients to develop statistical solutions that meet the needs of end users
- use critical thinking and reasoning; anticipating and analysing issues and developing logical conclusions.

Eligibility

To be eligible for these roles you:

- must be an Australian citizen at the time you apply
- must be a **current** ongoing, non-ongoing APS or Parliamentary Services employee to apply
- You may need to obtain (or hold) and maintain at least a Baseline security clearance
- ABS employees who have access to market sensitive information are restricted in market trading activities. You may not be allowed to trade in financial products while employed. **A number of these roles may be subject to trading restrictions.**

Notes

We are looking for people who are keen to widen their skill set, but have most or all the following:

- strong analytical and conceptual skills, including the ability to problem solve and make decisions based on analytical evidence
- experience working in and contributing to a high performing team to produce high quality and timely outputs, with a focus on accuracy
- ability to manage a small team and develop people's data and analytical capability
- proven ability to manage and deliver projects
- good oral, written and presentation communication skills, that can be used in an internal and external environment
- proven ability to work flexibly in a changing environment

Also desirable are:

- relevant work experience in a data or statistical role
- for some roles, experience with or the ability to learn one or more statistical programming languages such as Python, R, SAS or SQL
- academic qualifications in statistics, data science, mathematics, econometrics, economics, accounting, finance, psychology/social sciences, demography as well as fields with a strong qualitative component.

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

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

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data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at <https://www.abs.gov.au/careers>

To Apply

Position Contact	Jenny Dobak, (08) 8237 7317
Agency Recruitment Site	abgs.gov.au

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Treasury

Vacancy VN-0749296

Australian Taxation Office

Closing Date:Thursday 31 October 2024

Client Engagement
Behaviours of Concern

Job Title	Data Translator
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Perth WA
Salary	\$145,264 - \$173,031
Classification	Executive Level 2
Position Number	EXT_CEG_181_2024
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=D1D0D041-335A-5952-CF98-DB3211F1C34D>

Duties

We are seeking innovative and experienced Data Translators to join our Private Wealth (Behaviours of Concern) business line.

As a Data Translator, you'll lead data and analytic solutions to support our goals and understand data-related matters to support data-driven decisions. You'll communicate complex concepts, insights and solutions, simply and effectively, champion continuous

improvement and innovation, and be a conduit between technical data experts, policy experts and decision-makers.

You will understand the challenges of managing the Australian tax and super systems for large or complex taxpayers and identify and prioritise business problems that can be solved with data and analytics. Using your experience, you'll develop and improve risk controls and use data visualisation and storytelling to explain complex data concepts to a wide range of stakeholders, including other agencies.

We embrace the strength of diversity – through our people and the experiences they bring with them. We provide reasonable adjustments to support candidates with disability to participate in our recruitment processes and encourage people with disability and Aboriginal and Torres Strait Islander peoples to apply.

Eligibility
Notes

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

About the Australian Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	Kathleen Chau, (03) 9937 9685
Agency Recruitment Site	https://ato.nga.net.au/?jati=D1D0D041-335A-5952-CF98-DB3211F1C34D

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Treasury

Vacancy VN-0749510

Job Title	Assistant Commissioner, Finance Service Delivery
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Brisbane QLD
Salary	-
Classification	Senior Executive Service Band 1
Position Number	EXT_SES_203_2024
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext>

Duties

We are seeking an experienced senior finance professional with a proven record of achievement in finance and budgeting services, and a strong focus on business partnering, to join our ATO Finance Executive team.

As the Assistant Commissioner, Finance Service Delivery, you will partner with business and lead teams to deliver trustworthy services and expert advice across a range of complex finance resource management activities in a public sector environment.

You will have senior experience in finance resource management activities, including budgeting and financial governance as they apply to the Commonwealth Government. You'll have a strong record of achievement in finance and resource management within large and complex environments and will play an integral role in ensuring the ATO maintains a high level of financial integrity.

All our senior leaders are expected to:

- develop a clear vision of the future that links with the big picture of the organisation
- be accountable and deliver outcomes that align with the long-term perspective
- find innovative and practical solutions, be open to ideas and engage with risk
- have an outward focus and work collaboratively across boundaries to influence better outcomes for the system and the community, and make progress on issues that cut across agencies, sectors, and communities
- have the capacity to persuade others towards an outcome, winning and maintaining the confidence of government and key stakeholders
- be self-aware and courageous, creating an environment that empowers, mentors and coaches' individuals and teams to deliver their best
- be passionate about building trust and confidence in the ATO and the tax and superannuation systems.

To be considered you must also have:

- excellent client and stakeholder relationship skills and the ability to provide high level strategic and operational financial advice to key stakeholders across a large organisation, informing sound decision making and the resolution of complex issues
- significant experience in financial management consultation, communication, and negotiation in order to establish and maintain partnerships with key stakeholders

- experience leading diverse and geographically dispersed teams to provide accurate, insightful, and right-time information and support that inform solutions for our clients
- high-level judgement and political nous to manage complex and competing financial priorities
- demonstrated ability to lead people and develop capability in a finance business partnering environment.

Eligibility
Notes

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

About the Australian Taxation Office

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To Apply

Position Contact	Janine Bristow, N/A
Agency Recruitment Site	https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext

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Treasury

Vacancy VN-0749541

Australian Taxation Office

Closing Date:Thursday 31 October 2024

ATO People
SES Services

Job Title	Executive Assistant
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$78,290 - \$92,526
Classification	APS Level 4;APS Level 5
Position Number	EXT_EA_185_2024
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=D79F1520-9E28-2186-97A7-DB32C3EE09DB>

Duties

We are seeking enthusiastic and proactive individuals to provide executive and administrative support to our senior leaders. If you enjoy working in a fast-paced environment, are a great problem solver and have experience in administration and building relationships, an Executive Assistant role could be for you.

As an Executive Assistant you are the first point of contact in your senior executive's office and your ability to quickly build rapport and deliver a great client experience is highly valued.

You will undertake a variety of tasks based on the needs of your senior executive manager. This includes:

- communicating with business partners and clients
- diary management, arranging briefings, events and anticipating and managing competing commitments and deadlines
- assisting with budget management including credit card acquittals and less complex procurement and financial management tasks
- co-ordinating travel arrangements and itineraries
- supporting teams across the business line/branch with administrative requirements.

The relationships you build, the experience you gain and the development opportunities you access will open pathways to grow your career through:

- support from a dedicated Executive Assistant Relationship Manager
- ongoing guidance and support from an experienced buddy or mentor
- networking opportunities to create professional connections
- access to learning and development options through our Executive Assistant capability uplift program.

We embrace the strength of diversity – through our people and the experiences they bring with them. We provide reasonable adjustments to support candidates with disability to participate in our recruitment processes and encourage people with disability and Aboriginal and Torres Strait Islander peoples to apply. **Eligibility**

Notes

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

About the Australian Taxation Office

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To Apply

Position Contact	Emily Fidge, (07) 3149 5743
Agency Recruitment Site	https://ato.nga.net.au/?jati=D79F1520-9E28-2186-97A7-DB32C3EE09DB

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Treasury

Vacancy VN-0749545

Australian Taxation Office

Closing Date:Thursday 31 October 2024

ATO People
SES Services

Job Title	Executive Assistant (Affirmative measure - Aboriginal and Torres Strait Islander employment)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Adelaide SA, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$78,290 - \$92,526
Classification	APS Level 4;APS Level 5
Position Number	EXT_EA_205_2024
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=5D13BBDE-36B3-DDEA-A452-DB32C4072C13>

This vacancy is only open to Aboriginal and Torres Strait Islander applicants. This initiative helps to increase the number of Aboriginal and Torres Strait Islander people employed in the APS, to better reflect the diversity of the Australian community.

Duties

We are seeking enthusiastic and proactive individuals to provide executive and administrative support to our senior leaders. If you enjoy working in a fast-paced environment, are a great problem solver and have experience in administration and building relationships, an Executive Assistant role could be for you.

As an Executive Assistant you are the first point of contact in your senior executive's office and your ability to quickly build rapport and deliver a great client experience is highly valued.

You will undertake a variety of tasks based on the needs of your senior executive manager. This includes:

- communicating with business partners and clients
- diary management, arranging briefings, events and anticipating and managing competing commitments and deadlines
- assisting with budget management including credit card acquittals and less complex procurement and financial management tasks
- co-ordinating travel arrangements and itineraries
- supporting teams across the business line/branch with administrative requirements.

The relationships you build, the experience you gain and the development opportunities you access will open pathways to grow your career through:

- support from a dedicated Executive Assistant Relationship Manager
- ongoing guidance and support from an experienced buddy or mentor
- networking opportunities to create professional connections
- access to learning and development options through our Executive Assistant capability uplift program.

We embrace the strength of diversity – through our people and the experiences they bring with them. We provide reasonable adjustments to support candidates with disability to participate in our recruitment processes and encourage people with disability and Aboriginal and Torres Strait Islander peoples to apply. **Eligibility**

Notes

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

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

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To Apply

Position Contact	Emily Fidge, (07) 3149 5743
Agency Recruitment Site	https://ato.nga.net.au/?jati=5D13BBDE-36B3-DDEA-A452-DB32C4072C13

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0749617

Department of Veterans' Affairs

Closing Date:Thursday 31 October 2024

Technology and Finance
Housing Programs & Approved Accounts Approved Accounts

Job Title	Finance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Ballarat VIC
Salary	\$70,632 - \$75,875
Classification	APS Level 3
Position Number	EXT-2024-0079
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

The Approved Accounts section is made up of approx. 60 staff responsible for payment of Rehabilitation and Compensation invoices across Veterans' Entitlements Act, Safety Rehabilitation and Compensation Act and Military Rehabilitation and Compensation Act. Our team is a well skilled and diverse team dedicated to continuous improvement and the provision of subject matter expertise, we rely on each other's knowledge and strengths to ensure high quality and timely advice is provided and achieve customer focussed results.

We operate an 1800 call line for accounts related queries with staff rostered from 8.30am to 5pm each weekday.

We work collectively and in conjunction with other sections across DVA to ensure financial management and compliance requirements are met.

Duties

- Act as first point of contact for accounts-related queries from the veterans and providers,
- Manage prioritisation of own workloads, checking accuracy of information and work, to effectively meet agreed targets and performance standards.
- Actively and constructively participate in team meetings.
- Build rapport and maintain internal and external relationships, respond to enquiries, provide straightforward advice on accounts matters; ensuring quality customer service.
- Manage customer expectations, identify and escalate issues.
- Perform other duties as required, including provision of operational and administrative support and advice to Team Leaders

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

About the Department of Veterans' Affairs

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To Apply

Position Contact	Fiona Long, (02) 6289 6137
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Technology and Finance
Housing Programs & Approved Accounts Approved Accounts

Job Title	Finance Officer - Affirmative Measures - Indigenous
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Ballarat VIC
Salary	\$70,632 - \$75,875
Classification	APS Level 3
Position Number	EXT-2024-0080
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

The Approved Accounts section is made up of approx. 60 staff responsible for payment of Rehabilitation and Compensation invoices across Veterans' Entitlements Act, Safety Rehabilitation and Compensation Act and Military Rehabilitation and Compensation Act. Our team is a well skilled and diverse team dedicated to continuous improvement and the provision of subject matter expertise, we rely on each other's knowledge and strengths to ensure high quality and timely advice is provided and achieve customer focussed results.

We operate an 1800 call line for accounts related queries with staff rostered from 8.30am to 5pm each weekday.

We work collectively and in conjunction with other sections across DVA to ensure financial management and compliance requirements are met.

Duties

- Act as first point of contact for accounts-related queries from the veterans and providers,
- Manage prioritisation of own workloads, checking accuracy of information and work, to effectively meet agreed targets and performance standards.
- Actively and constructively participate in team meetings.
- Build rapport and maintain internal and external relationships, respond to enquiries, provide straightforward advice on accounts matters; ensuring quality customer service.
- Manage customer expectations, identify and escalate issues.
- Perform other duties as required, including provision of operational and administrative support and advice to Team Leaders

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

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. **Notes**

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0749673

Department of Veterans' Affairs

Closing Date:Thursday 31 October 2024

Client Benefits
Compensation Process and Payments

Job Title	Team Leaders and Senior Delegates
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Perth WA
Salary	\$97,735 - \$110,982
Classification	APS Level 6
Position Number	EXT-2024-0082
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

The Compensation Processing and Payments branch sits within the Client Benefits Division and is focused on providing a high quality and timely service to eligible veterans and their families to ensure access to a wide range of health and wellbeing services.

APS 6 Team Leaders (APS 6) manage a team of staff who assess and make determinations in relation to compensation and income support claims received from current and former serving Australian Defence Force (ADF) members (including via their advocates or representatives).

Reporting to an Assistant Director (EL 1), APS 6 Senior Delegates work across multiple teams to plan and deliver training and provide expert advice to Delegates and Trainee Delegates who assess and make determinations on compensation claims made by current and former serving Australian Defence Force (ADF) members.

Duties

Please refer to Candidate Information Pack.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
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- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

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To Apply

Position Contact	Michelle Ta, (08) 9366 8365
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Department of Veterans' Affairs

Closing Date:Thursday 31 October 2024

Client Benefits
Compensation Process and Payments

Job Title	Team Leaders and Senior Delegates - Affirmative Measures - Indigenous
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Perth WA
Salary	\$97,735 - \$110,982
Classification	APS Level 6
Position Number	EXT-2024-0083
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

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Duties

Please refer to Candidate Information Pack.

Eligibility

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- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

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To Apply

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0749682

Job Title	Assistant Director, Information Access Unit
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Sydney NSW
Salary	\$122,949 - \$135,013
Classification	Executive Level 1
Position Number	EXT-2024-0084
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

The Information Access Unit (IAU) within the Ministerial Engagement and Communications Division responsible for the management and processing of requests for information made under the Freedom of Information Act 1982, Safety Rehabilitation and Compensation (Defence-related Claims) Act 1988, Military Rehabilitation Compensation Act 2004, Privacy Act 1988 and certain administrative access arrangements. Additionally, the IAU manages and processes responses to subpoenas and other notices to produce information from regulatory agencies.

Duties

- Lead and mentor a geographically dispersed team
- Manage complex personal and non-personal information access matters under the Freedom of Information (FOI) Act.
- Analyse, integrate and evaluate information to make decisions on complex matters.
- Prepare documentation such as correspondence of a complex nature, briefing papers, reports, Ministerial responses and submissions to the Office of the Australian Information Commissioner (OAIC).
- Foster and maintain relationships with both internal and external stakeholders including the OAIC, and the Australian Government Solicitor.
- Participate in the weekly reporting cadence
- Undertake quality assurance activities to promote evidence-based decision making
- Resolve escalated issues and refer stakeholders to appropriate business area.
- Exercise delegations in accordance with legislation and guidelines.

Eligibility

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Notes

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To Apply

Position Contact	Jarrad Clark, 0488 551 139
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Department of Veterans' Affairs

Closing Date: Thursday 31 October 2024

Open Arms - Veterans and Families Counselling
Clinical Operations Client Assist Contact Centre

Job Title	Assistant Director - Operations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD
Salary	\$122,949 - \$135,013
Classification	Executive Level 1
Position Number	EXT-2024-0078
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

The Open Arms Client Assist Contact Centre is a dynamic and fast paced 24/7 call centre environment where no day is the same. You will independently lead the Administrative and Operational teams working closely with the Director, Client Assist Contact Centre. As the Assistant Director - Operations, you will have the opportunity to support strategic oversight, business planning and reporting to ensure service delivery is of the highest standard.

The Assistant Director - Operations, is responsible for supporting the Director with managing all service delivery functions, telephony and ICT resources for the 24/7 contact centre environment. The role will contribute to, and be accountable to, the Director Client Assist Contact Centre for managing and coordinating operational and administrative functions that support the delivery of mental health clinical services to Open Arms clients.

The Assistant Director - Operations will be directly responsible for the effective management of ICT and telephony infrastructure ensuring minimal service delivery disruptions to clients accessing Open Arms services across all service delivery channels. This includes providing technical advice and recommendations to the Director - Client Assist Contact Centre and driving quality improvement projects to improve the service delivery to veterans and their families.

We are seeking candidates who thrive in a fast paced, dynamic environment, who have experience leading a 24/7 contact centre, preferably within a mental health setting. Candidates will have relevant experience leading an operational and administrative team and the ability to apply knowledge and experience gained from a relevant background. Candidates will demonstrate and enhance a positive team culture as frontline representatives of the Open Arms service and as an APS employee.

Duties

- Provide effective leadership to ensure positive client outcomes and effective service delivery within the Client Assist Contact Centre's 24/7 environment. Responsibilities include managing service delivery against professional standards of practice, national policies and objectives, and continuous quality improvement requirements.
- Act as the technical lead for Client Assist telephony and ICT infrastructure, including developing and maintaining relationships with relevant business enabling areas to ensure no/minimal disruptions to services delivery occurs as a result of ICT and telephony infrastructure outages.
- Oversee local workforce management and safe scheduling practises in a 24/7 environment, including stablishing and coordinating a centralised workforce management function for the 24/7 Client Assist environment.

- As part of the leadership team, provide support in key strategic areas, business planning and reporting. Provide support to the Director including the drafting of business cases, action briefs, responses to national office and ministerial requests.
- Facilitate human resource requirements for the Client Assist team, including recruitment, selection and induction activities across both administrative and clinical functions.
- Support the centre's financial requirements in line with the PGPA Act and Departmental policies, including budget development and maintenance, accruals, financial delegation approvals and acquisitions management. Ensure administrative staff undertake accurate processing of accounts and maintain records of expenditure in line with Departmental policy.
- Work closely with the National Clinical Practice & Improvement Team to ensure operational requirements are aligned and nationally consistent with relevant DVA and Open Arms policies and procedures, including embedding quality improvement principles in practice to align CACC processes and operational functions with national policies and/or standard operating procedures.
- Develop and maintain high value relationships with relevant internal and external stakeholders to ensure effective collaboration to support high quality & efficient delivery of Open Arms services.
- Apply the principles of cooperative and safe working practices consistent with APS Values and the Department's mission, vision, approach and values

Eligibility

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

- Qualifications and/or significant previous experience in Leadership/Management;
- Demonstrated experience (5+years) in an operations management or similar role in a 24/7 contact centre;
- Technical expertise working in contact centre environment e.g. Genesys Work Force Management, queue management, and performance reporting.
- Currently hold or ability to obtain a Working with Vulnerable People registration/Working with Children Check

Notes

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To Apply

Position Contact	Anita Allen, 0499 972 553
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0749713

Department of Veterans' Affairs

Closing Date:Thursday 31 October 2024

RMA Pseudo
RMA Pseudo Repatriation Medical Authority

Job Title	Principal Medical Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD
Salary	\$191,568 - \$210,578
Classification	Medical Officer Class 4
Position Number	EXT-2024-0088
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

As PMO you will, be responsible for undertaking research and review in the more complex and specialised areas of medical evidence within the Secretariat. Along with the other research staff the PMO reviews the medical and scientific material prior to its presentation to the members of the RMA. The role has responsibility to assist the members of the Authority both collectively and individually in dealing with the collection, collation and interpretation of sound medical and scientific evidence for the development of the Statements of Principles.

Duties

- Prepare briefing papers in relation to more complex investigations notified by the RMA including liaising with the designated Member of the RMA.
- Co-ordinate the work of the medical research officers within the Secretariat, by formulating and establishing standards and procedures for the conduct of investigation and review of the specific aetiology of disease issues as requested by the members of the RMA.
- Utilise knowledge of epidemiology and statistics to prepare and review Statement of Principles submissions and develop the medical component of the Statement of Principles for consideration by the RMA.
- Assist in the development of a process for the ongoing review of Statement of Principles instruments to ensure that they remain current and reflect available sound medical and scientific evidence.
- Undertake the more complex tasks as directed by the RMA.
- Create an environment that encourages participative workplace practices in line with policies of Workplace Health and Safety, Workplace Diversity and the APS Values, Employment Principles and Code of Conduct.

Eligibility

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Mandatory Requirements

- Applicants should hold current Registration as a Medical Practitioner under the laws of an Australian State or Territory.
- Although, not essential, research qualifications and/or experience would be an advantage.

Notes

This recruitment process is being used to fill an ongoing position. For more information about the role, please see the Candidate Information Pack.

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To Apply

Position Contact	Amanda Evans, 0413854410
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Chief People Officer
People Services Workplace Relations and Human Resources Policy

Job Title	Director - Workplace Relations and Human Resources Policy
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$148,777 - \$166,893
Classification	Executive Level 2
Position Number	EXT-2024-0089
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

The Department of Veterans’ Affairs (the department) is both a policy and service delivery agency that exists to meet the nation’s commitment to care for veterans, the Defence service community and their families. We do this through programs of care, compensation, commemoration, income support, and Defence support services. We have strong relationships with Australian ex-service organisations, the Department of Defence, the international veteran community, and international veterans’ administrations.

People Services Branch (PSB) is committed to providing a professional Human Resources (HR) service to the department. Our people are talented, diverse, HR experts, and dedicated to providing the department with a professional, engaged and flexible workforce to meet ongoing operational requirements.

The primary objective of the Director – Workplace Relations and Human Resources Policy is to provide specialist workplace relations and HR advice, and lead the section responsible for managing and embedding the DVA Enterprise Agreement (EA) and HR policy.

Duties

- Be a visible leader and contribute to the broader branch change.
- Oversee the evolving services offered to PSB customers and the way these services can be accessed.
- Provide strategic direction to the section, including the development of business plans, strategies, budgets and priorities as well as to monitor workflow and performance.
- Develop and manage key strategic relationships with a broad range of internal and external stakeholders, including representing the department internally and externally in high level workplace relations discussions and negotiations.
- Contribute to the department’s strategic reform and operational business transformation to ensure quick and appropriate responses to a variety of competing priorities within assigned resources.
- Develop, coach and mentor employees, manage performance and conflict, and identify and act on training needs.
- Provide oversight and management of high level, complex projects and be responsible for the achievement of specified project outcomes and policy development in relation to a range of HR related topics.

- Proactively address potential enterprise-level workplace relations and HR policy issues and challenges.
- Provide high level, confidential strategic policy and staff advice to the Secretary and senior management in relation to a full range of HR management issues.
- Role model behaviours which are inclusive and collaborative, and encourage curiosity and innovation.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Abby Whiting, 0460 815 425
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Employment and Workplace Relations

Vacancy VN-0749789

Asbestos and Silica Safety and Eradication Agency

Closing Date:Friday 01 November 2024

Job Title	Behavioural Scientist
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$95,692 - \$130,050
Classification	APS Level 6;Executive Level 1
Position Number	57051
Agency Website	https://www.asbestossafety.gov.au/what-we-do/asbestos-safety-eradication-agency

Job Description

<https://www.asbestossafety.gov.au/what-we-do/careers>

About the agency

The Asbestos and Silica Safety and Eradication Agency (ASSEA) is a small agency that was established in 2013 to oversee national actions to improve asbestos awareness and the effective and safe management, removal, and disposal of asbestos. This involved coordinating the implementation of the [Asbestos National Strategic Plan](#). In December 2023, the agency’s functions were expanded to include silica through the [Amendment of the Asbestos Safety and Eradication Agency Act 2013](#). The agency’s name changed to the Asbestos and Silica Safety and Eradication Agency. Our role is to assist in the prevention of exposure to asbestos fibres and respirable crystalline silica, to eliminate asbestos and silica related disease in Australia and the devastating impacts they create. We do this by coordinating the implementation of the

national strategic plans for asbestos and silica. In doing so we are fortunate to work alongside other government agencies, employee and employer representatives, technical experts, the research community, impacted families, and partners, all motivated by the same outcome.

We are a non-corporate entity under the [Public Governance, Performance and Accountability Act 2013](#) (PGPA Act). Our Chief Executive Officer is appointed under the [Asbestos and Silica Safety and Eradication Agency Act 2013](#) (the Act) and performs functions in accordance with that Act.

About the role

The Behavioural Scientist reports directly to Director, Research, Evaluation and Data. The role will focus on applying behavioural insights to enable public policy and program effectiveness, with a particular emphasis on preventative health related initiatives and sustained behaviour change.

The Behavioural Scientist will manage the development and implementation of the Agency's behavioural insights strategy to enable behaviour change aligned to the Agency's goals to eliminate asbestos- and silica dust-related diseases. The Behavioural Scientist will also provide insights and analysis that informs ASSEA's policy and operational decisions. The role requires an innovative and strategic thinker who can manage complex stakeholder relations, deliver outcomes in both work and community environments, and develop programs that will result in sustained behaviour change in professional practice and in the community.

Relevant tertiary qualifications, and experience aligned to the functions is highly desirable, along with knowledge and familiarity of leading relevant technical, legislative, and APS policy requirements to develop advice and prepare complex reports and briefs.

Duties

- Manage the development, implementation and evaluation of the Agency's behavioural insights strategy and action plans.
- Design and conduct behavioural research studies in consultation with other agency teams and external groups to inform awareness raising campaigns, policy, and practice in asbestos and silica safety.
- Develop, implement, and test behavioural interventions and materials aligned to the agency's functions and the priorities of both the Asbestos National Strategic Plan and the Silica National Strategic Plan.
- Analyse complex data sets and translate findings into actionable insights, ensuring dissemination in spaces of greatest influence.
- Support and mentor colleagues developing programs and projects designed to effect behaviour change.
- Manage relationships with internal and external stakeholders, including other government departments, academic institutions, and partners
- Prepare reports and presentations for ASSEA's leadership team and external stakeholders
- Collaborate with cross-functional teams to integrate behavioural science principles into ASSEA's programs and evaluate the impact of behavioural interventions.

- Guide the currency of ASSEA's behavioural insights knowledge and capabilities through participation in professional bodies, forums, and stakeholder engagement including the ongoing up-skill approach for the ASSEA team.
- Identify emerging behavioural insights, issues, and opportunities through ongoing engagement with peer-reviewed and other research, and provide timely information and advice to ASSEA's leadership team via business cases, submissions, parliamentary documents, Ministerial and agency briefs, and other high level corporate documents.
- Demonstrate flexibility and a commitment to organisational cohesion by undertaking other duties as directed.

Eligibility

To be eligible for employment with ASSEA, you must be an Australian citizen, and you will be required to successfully undergo a police record check.

The successful applicant must be able to obtain and maintain a minimum of a Baseline level security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\)](#) website.

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

Notes

- Advanced knowledge of behavioural science and behavioural insights, with an understanding of their application to public policy an advantage.
- Demonstrated experience in delivering behavioural insights through large-scale projects across multiple internal and external stakeholders.
- Experience implementing user-centred design strategies.
- Strong research and analytical skills, including proficiency in statistical software (e.g., R, SPSS, Stata).
- Demonstrated experience in survey design, implementation, analysis, and reporting.
- Excellence in project management and ability to handle multiple projects simultaneously
- Strong leadership and team management skills.
- Excellent stakeholder management and relationship-building abilities.
- Superior written and verbal communication skills, including the ability to present complex information to diverse audiences.
- Adaptability and innovative thinking in applying behavioural insights to various policy areas.
- Ability to adapt across a number of programs aligned to the agency's functions.

About the Asbestos and Silica Safety and Eradication Agency

The Asbestos and Silica Safety and Eradication Agency (ASSEA) oversees national efforts to prevent exposure to asbestos fibres and respirable crystalline silica in order to eliminate asbestos and silica related disease in Australia through coordinating the Asbestos National Strategic Plan and the Silica National Strategic Plan.

To Apply

Position Contact	Rick van der Zwan, 02 9297 9099
Agency Recruitment Site	https://www.asbestossafety.gov.au/what-we-do/careers

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Communications and the Arts

Vacancy VN-0749660

National Museum of Australia

Closing Date:Sunday 10 November 2024

Corporate Operations and Services

Job Title	Financial Controller
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$113,927 - \$122,280
Classification	Executive Level 1
Position Number	150450
Agency Website	https://www.nma.gov.au/about/employment

Job Description

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

The Financial Controller works in the Corporate Operations and Services Division, under the Finance business unit. The division ensures the delivery of exceptional experiences for Museum visitors and employees. Its primary role is to appropriately support the Museum’s operations by providing advice on financial, human resource, ICT and facilities issues, while also overseeing key governance functions including managing risk, legislative and regulatory compliance, strategic planning and reporting. The division also has responsibility for the Museum’s visitor services and commercial functions.

The Financial Controller will report directly to the Museum’s Chief Finance Officer (CFO). They will be a trusted advisor and deputy to the CFO, taking a leadership role, both within the Finance team and more broadly across the Museum, driving financial management practices and improvements. The Financial Controller will lead financial projects and activities, modelling accountability and sound decision-making. This role represents an important part of the Museum’s approach to succession planning for the finance

function.

Duties

Working directly to the CFO, supporting the Finance team's assistant managers, and collaborating widely across the Museum and with key external stakeholders, your responsibilities will include:

1. **Providing financial leadership and advice** to support the CFO and help the Museum achieve its financial and strategic priorities.
2. **Driving change** by implementing and improving financial management practices within the Finance team and across each of the Museum business areas.
3. **Identifying and delivering organisationwide finance projects and performance improvement** initiatives that align with the Museum's strategic and risk management priorities and improve operational efficiencies and financial outcomes.
4. **Being a trusted advisor** across the Museum's suite of financial activities including internal and external budgeting and forecasting; annual financial statement preparation and end of month reporting; treasury management; financial operations including accounts payable/receivable and travel; taxation and compliance; asset management; procurement; and commercial decision-making.
5. **Designing and implementing a robust internal control and compliance environment**, including redesigning systems and processes to improve integrity and efficiency.
6. **Representing the Museum** and developing strong relationships with key internal and external stakeholders.
7. **Leading and building team culture, capacity and capability**, while demonstrating an awareness and personal commitment to the APS Values and Code of Conduct

You will work in a small team, providing leadership and guidance in tandem with the CFO, while also being able to work effectively and productively with the Museum's Executive, managers and employees.

Eligibility

We are seeking a candidate with extensive financial management experience, ideally across a broad range of financial management functions and disciplines, including:

- high-level financial strategy and advice, delivered at the board and executive levels
- financial planning, budgeting, forecasting and scenario testing
- financial reporting, annual financial statements preparation, accounting standards interpretation and implementation, and month-end close activities
- financial and commercial modelling and decision-making.

The ideal candidate will have a strong working knowledge of the Commonwealth's financial and resource management framework and broader legislative environment (or comparable exposure and experience at the state/territory government level or in the not-for-profit sector). They will have worked in and led small finance teams and understand the challenges and requirements of developing and supporting multi-disciplinary teams with multiple competing priorities. They will model integrity and accountability. An ability to deliver financial information across all levels of an organisation, and to partner and support business operations are essential. Qualifications in finance, accounting, commerce, business or a related field, and membership of a professional accounting body, would be highly beneficial.

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

To apply

Applicants must include a copy of their resume and a pitch of no more than 1 page (500 words) addressing their suitability against the Responsibilities and Skills, experience and qualifications of this position description. The contact details of two referees should also be included. Notes

The National Museum of Australia (the Museum) is committed to building an inclusive and culturally diverse workforce. We welcome applications from across our community including, Australian First Nations peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, mature aged employees and carers.

In general, positions at the Museum are described as ‘Identified positions’ to signify that our roles require an understanding of the issues affecting Australian First Nations peoples. Our staff also require the ability to communicate and engage respectfully, authentically, and ethically with Australian First Nations peoples, businesses, and communities to build trust and long-term relationships.

The Museum is also 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.

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

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 a publicly funded institution governed as a statutory authority in the Commonwealth Arts portfolio. Established in 1980, it is headed by a Director appointed by the Governor-General. The Council is responsible for the conduct and control of the affairs of the Museum. The Museum building on Acton Peninsula opened on 11 March 2001.

To Apply

Position Contact	Rohan Haslam, 02 6208 5053
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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