



Commonwealth of Australia
APSJobs - Vacancies Daily
PS42 Daily Gazette Tuesday - 19 October 2021

Australian Government Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS42 Weekly Gazette Thursday - 21 October 2021.

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 - 21 October 2021.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

IMPORTANT INFORMATION

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Vacancies

Vacancy VN-0696128

Australian Electoral Commission

Closing Date: Sunday 14 November 2021

Project and Support
Indigenous Electoral Participation Program

Job Title	Engagement Officer, Indigenous Electoral Participation Program
Job Type	Full-Time, Ongoing
Location	Tasmania TAS, Melbourne VIC
Salary	\$75,430 - \$82,665
Classification	APS Level 5
Position Number	2021-1094 12085
Agency Website	https://www.aec.gov.au/

Job Description

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

You will join the Indigenous Electoral Participation Program (IEPP) team. A team of enthusiastic and passionate people who are committed to ensuring Aboriginal and Torres Strait Islander people have a bigger voice in elections through promoting:

- Enrolling to vote
- Voting
- Opportunities to work at the election.

Duties

You will play an important part in building a bigger voice for Aboriginal and Torres Strait Islander people in Australian elections. You will be involved in every aspect of how culturally appropriate electoral services are planned, developed, and delivered in VIC and TAS.

Your knowledge and expertise will help the IEPP to succeed in making Australian elections more accessible for First Nations people.

To excel you:

- Understand the challenges and opportunities First Nations people experience
- Know how to communicate in a culturally safe, culturally appropriate way and can work with team members, business areas and external stakeholders at all levels
- Know how to involve First Nations people when working with Aboriginal and Torres Strait Islander communities; and/or providing government services and strategies
- Can analyse information to identify how things can be done better. You can drive change when it's needed

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.
- Applicants must be Aboriginal and/or Torres Strait Islander people.

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.

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 have a voice 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 is committed to political neutrality, so that all Australians have confidence in the fairness and integrity of our electoral system. A person who is, and is seen to be, active in political affairs, and intends to publicly carry on this activity, is therefore not eligible for employment with the AEC.

To Apply

Position Contact	Natalie Amiel, (02) 6271 4541
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0695939

Department of Health

Closing Date: Tuesday 02 November 2021

Health Workforce Division
Health Workforce Reform Branch Workforce Data Analysis Section

Job Title	Data Analyst
Job Type	Full-Time, Non-Ongoing
Location	Darwin NT, Sydney NSW, Canberra ACT, Adelaide SA, Hobart TAS, Brisbane QLD, Melbourne VIC, Perth WA
Salary	\$86,790 - \$97,912
Classification	APS Level 6
Position Number	21-HWDIV-10696
Agency Website	

Job Description

<https://www.health.gov.au/about-us/work-with-us/current-vacancies>

Workforce Data and Analysis Section is seeking a self-starter with skills and experience in health economics and data analysis who can produce a range of data models and briefing materials to inform health workforce policy.

The role will enable you to contribute to policy analysis of the Australian health system, including developing a systems approach to health policy, locating health policy within an economic and social context, and using data to analyse long-term health system and health workforce issues.

Duties

- Analyse data, produce reports and contribute to policy analysis on the Australian health system, including developing a systems approach to health policy, identifying long-term issues impacting the health system and the composition of the health workforce, and undertaking workforce planning and modelling.
- Work with custodians of data sources to improve data quality, access, timeliness and functionality, and to identify data that addresses Department of Health policy and planning objectives.
- Contribute to the development of new evidence sources through data integration and external sourcing.
- Develop analytical tools that utilise linkage, projection and scenario modelling techniques.
- Provide support to Departmental data stewards in the management of data assets.

Eligibility

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

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

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

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

Applications from permanent APS employees seeking a temporary transfer to the Department of Health are welcomed. Current non-ongoing APS employees are also welcome to apply.

Notes

- Applications close Tuesday, 2 November 2021 at 11:30PM AEDT
- Applicants should quote reference number 21-HWDIV-10696 to assist when making an enquiry.

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

About the Department of Health

The Department of Health 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	Melissa Croaker, (02) 5156 1140
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Vacancy VN-0695948

Department of Health

Closing Date: Tuesday 02 November 2021

Health Workforce Division
Health Workforce Reform Branch Workforce Data Analysis Section

Job Title	Administration Officer
Job Type	Full-Time, Non-Ongoing
Location	Woden ACT
Salary	\$77,529 - \$83,844
Classification	APS Level 5
Position Number	21-HWDIV-10697
Agency Website	

Job Description

<https://www.health.gov.au/about-us/work-with-us/current-vacancies>

The Workforce Data and Analysis Section is seeking a motivated and well-organised Administration Officer who can support the day-to-day activities of a busy Section, including communications and correspondence, stakeholder engagement, assisting with workflows, and helping with procurement activities.

Duties

- Have daily responsibility for the data request process including the Section's email inboxes.
- Provide Section support for stakeholder engagement activities, e.g. setting up workshops.
- Support business as usual activities.
- Undertake procurement activities as required.
- Provide input to briefs, ministerial correspondence, and other documents associated with the Section's work.
- Assist with Section priorities as required by contributing to high priority tasks to ensure the timely and effective delivery of objectives.

Eligibility

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

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

Applications from permanent APS employees seeking a temporary transfer to the Department of Health are welcomed. Current non-ongoing APS employees are also welcome to apply.

Notes

- Applications close Tuesday, 2 November 2021 at 11:30pm AEDT.
- Applicants should quote reference number 21-HWDIV-10697 to assist when making an enquiry.

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To Apply

Position Contact	Kathryn Yuile, 02 6289 9665
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Vacancy VN-0695971

Department of Health

Closing Date: Tuesday 02 November 2021

Health Workforce Division
Health Workforce Reform Branch Nursing Indigenous Health Workforce
Section

Job Title	APS5 & APS6 - Policy and Program Officers
Job Type	Full-Time, Non-Ongoing
Location	Woden ACT
Salary	\$77,529 - \$97,912
Classification	APS Level 5;APS Level 6
Position Number	21-HWDIV-10702
Agency Website	

Job Description

<https://www.health.gov.au/about-us/work-with-us/current-vacancies>

Health Workforce Reform Branch is recruiting non-ongoing policy and program officers at APS 5 + APS 6 levels. These positions are in the Health Workforce Strategic Policy Section and the Nursing and Indigenous Health Workforce Section and will contribute to the development and roll-out of important initiatives to address medical, nursing and Indigenous workforce issues.

The APS6 roles will be responsible for providing policy and program planning and advice in support of either the implementation of the National Medical Workforce Strategy (NMWS) or grants and procurements for nursing, remote health workforce and Indigenous programs such as the Nurses in Primary Health Care (NiPHC) Program, Training and Professional Support Services for the Remote Health Workforce (TPSR) Program and the Lymphoma Australia grant program.

The APS5 positions will support a range of policy and program activities; these may include drafting responses to coordination requests, ministerial correspondence and other communications; developing policy advice; assisting with contract/grant/program management and stakeholder engagement; and providing administrative support including secretariat duties.

Duties

The Policy and Program Officers have the following responsibilities;

- Drafting written communications on health workforce policy and program issues (e.g. briefs, ministerial correspondence, minutes, presentations and responses to coordination requests)
- Assisting with or providing policy/program advice on health workforce policy issues, including nurse or medical workforce issues
- Liaising with internal and external stakeholders, including other government agencies, and medical and health professional colleges
- Assisting in the implementation, management and evaluation of health workforce programs and/or policies, including contributing to budget processes and the development of new policy proposals
- Assisting with the management of procurements, contracts and grant funding agreements, and undertaking secretariat duties for internal or external committees

Eligibility

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

- o Providing evidence of qualifications (where required); and
- o Obtaining and maintaining a security clearance at the required level.

- For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance of an appropriate level.

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

Applications from permanent APS employees seeking a temporary transfer to the Department of Health are welcomed. Current non-ongoing APS employees are also welcome to apply.

Notes

Applications close Tuesday, 2 November 2021 at 11:30PM AEST

Applicants should quote reference number 21-HWDIV-10702 to assist when making an enquiry

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

About the Department of Health

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To Apply

Position Contact	Kathryn Yuile, 02 6289 9665
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Vacancy VN-0696042

Department of Health

Closing Date: Tuesday 02 November 2021

Health Workforce Division
Health Workforce Reform Branch The Nursing and Indigenous Health
Workforce Section

Job Title	Assistant Director
Job Type	Full-Time, Non-Ongoing
Location	Woden ACT
Salary	\$106,654 - \$121,640
Classification	Executive Level 1
Position Number	21-HWDIV-10701
Agency Website	

Job Description

<https://www.health.gov.au/about-us/work-with-us/current-vacancies>

In this rewarding role you will be responsible for leading the management of several Aboriginal and Torres Strait Islander health workforce grant programs, in addition to supporting broader work to grow and support the Aboriginal and Torres Strait Islander health workforce.

Relevant grant programs include support for the Aboriginal and Torres Strait Islander health workforce through the Aboriginal and Torres Strait Islander Health Professional Organisations (ATSIHPOs), and Leaders in Indigenous Medical Education (LIME) Network.

The work of this area intersects with several key strategies, including the draft National Aboriginal and Torres Strait Islander Health Workforce Strategic Framework and Implementation Plan 2021-2031 (National Workforce Plan) and the National Agreement on Closing the Gap. High stakeholder engagement is required for this role.

Duties

The duties and key activities of this role include:

- leading a small team to deliver timely, evidence-based and high-quality work
- managing a major Grant Opportunity process from initiation to completion
- managing several grant program agreements, including monitoring performance and identifying and managing key risks and issues
- providing policy/program advice in relation to Indigenous health workforce issues, to support alignment with key government priorities
- building and maintaining collaborative relationships with key internal and external stakeholders
- providing support for the Director and team, including input to business planning, developing new policy proposals, and implementing change management practices.

Eligibility

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

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

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Notes

Applications close 11:30PM AEDT

Applicants should quote reference number 21-HWDIV-10701 to assist when making an enquiry.

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To Apply

Position Contact	Julie Sartor, (02) 6289 9231
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Vacancy VN-0696110

Department of Home Affairs

Closing Date: Monday 01 November 2021

Ict Division
Traveller Cargo & Trade Systems Enterprise Process Management Systems

Job Title	EPM Pega Business Architect (Analysts) & System Architect (Developer)
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$80,274 - \$94,974
Classification	APS Level 6
Position Number	JR: 99308
Agency Website	www.homeaffairs.gov.au

Job Description

<https://career10.successfactors.com/career?company=DIAC>

Overview of the Branch and Section:

The Enterprise Process Management Systems Section supports the automation of business process management (BPM) for the Department of Home Affairs. The BPM platform for Home Affairs, Pega, facilitates the streamlining and automation of repeatable business activities, allowing frontline staff to reallocate their time to perform more valuable tasks.

The Section achieves this goal through:

- Preparing and circulating best practice guidance in order to ensure that Pega applications in Home Affairs are developed consistently and to a high standard
- Performing quality assurance and business governance activities to guide appropriate use of the Pega platform within the Department
- Delivering some applications developed using the Pega platform
- Supporting project teams throughout Home Affairs that have decided to build applications using the Pega platform
- Coordinating and developing a network of skilled APS Pega resources within the Department
- Providing technical support for the Pega platform
- Undertaking advocacy and outreach activities to educate the Department on the benefits of the Pega platform.

Our ideal candidate:

The Department is looking for people who enjoy working in a rapidly evolving and forward thinking environment. With a focus on innovation and progression, our ideal candidate will help to maintain and further develop our innovative processes, while fostering a culture of continuous ongoing improvement, collaboration, information sharing, successful partnerships with stakeholders and delivery. Whilst working in the Department you will be exposed to cutting edge technology as well as training resources that can fast track your professional development, allowing you to excel within and outside of the Department. The successful candidates will be self-driven and seek to directly influence the key outcomes of the organisation.

About the roles:

APS6 Pega Business Architect (Analysts)

Working within the EPM Pega delivery team, the EPM Pega Business Architect (Analyst) assists with the design of applications in the enterprise process management platform Pega. They define requirements and assist with workflow design, including inter-application interactions between the platform and other systems. They also assist with the design of structured Pega applications that

meet business requirements.

This role reports to an EPM Senior Pega Business Architect (Analyst), who will mentor the successful candidate and play a key role in their ongoing Pega skills development. The role may supervise and mentor junior members of the team. Shift work may be required for this role and possibly on call duties.

APS6 Pega System Architect (Developer)

Working within an EPM Pega delivery team, the EPM Pega System Architect (Developers) assists with the development of applications in the enterprise process management platform Pega. They design and build the technical components of Pega applications, and provide the technical expertise to validate specifications developed by Business Architects, using these to design and build the applications.

This role reports to an EPM Senior Pega System Architect (Developers), who will mentor the successful candidate and play a key role in their ongoing Pega skills development. The role may supervise and mentor junior members of the team. Shift work may be required for this role and possibly on call duties.

Duties

Specific Duties / Responsibilities:

APS6 Pega Business Architect (Analysts)

Under limited guidance from the EPM Senior Pega Business Architect (Analysts), perform the following activities:

- Identify and document business requirements, user stories, use cases and process design in Pega. Complete documentation remediation as required
- Understand and apply Pega best practice design standards to deliver robust applications
- Elaborate on design under guidance from more senior Pega Business Architects (Analysts)
- Assist in the planning and execution of user workshops
- Record and develop user specifications. Link specifications to implementation artefacts, requirements and objectives within Pega
- Provide guidance and assistance to System and Performance Testers to ensure understanding of specifications and answering design enquiries
- Assist with the design of workflows that meet operational objectives
- Work with delivery teams to assist in elaborating on technical artefacts needed in Pega
- Provide guidance and mentorship to more junior Pega Business Architects (Analysts) in carrying out their responsibilities
- Attention to detail
- Fostering a culture of continuous improvement
- Experience in gathering and recording user requirements and specifications
- Willingness to learn new skills on the Pega platform
- Ability to work well as part of a team
- Ability to specify and document business requirements
- Assist with ad hoc activities as required to support team.

APS6 Pega System Architect (Developer)

Under general guidance from the EPM Senior Pega System Architect (Developers), perform the following activities:

- Assist in developing and delivering Pega application components that address business requirements
- Undertake regular and timely unit testing on built application units as needed
- Work with Pega Business Architects (Analysts) to understand and validate business requirements and specifications using the Pega tool
- Attend user design workshops as required

- Document and review design approaches with the team
- Remediate defects and issues, and implement design recommendations for application components
- Conduct build review self-assessments and peer assessments
- Support transition to service artefacts and activities as required
- Attention to detail
- Fostering a culture of continuous improvement
- Willingness to learn new skills on the Pega platform
- Ability to work well as part of a team
- Assist with ad hoc activities as required to support team.

Role Requirements/Qualifications:

APS6 Pega Business Architect (Analysts)

Mandatory:

- Formal qualification in one or more of the following areas, or equivalent Pega experience:
 - Business
 - Business Management
 - ICT
 - Engineering
 - Mathematics.
- Existing Pega Business Architect (Analyst) Certification and Pega System Architect (Developer) Certification, or willingness to become certified within 3 months of commencement.

Desirable:

- Understanding of applications development
- Understanding of Agile delivery methods
- Ability to investigate operational needs and problems and contribute to the recommendation of improvements.

APS6 Pega System Architect (Developer)

Mandatory:

- Formal qualification in one or more of the following areas, or relevant Pega experience:
 - ICT
 - Engineering
 - Mathematics.
- Existing Pega System Architect (Developer) Certification and Pega Business Architect (Analyst) Certification or willingness to obtain within 3 months of commencement.
- Existing Pega Senior System Architect (Developer) Certification or the willingness to obtain within 6 months of commencement.

Desirable:

- Understanding of quality assurance in design and development
- Knowledge relating to Pega and its use in the Department
- Understanding of object oriented design principles
- Experience in using the Pega platform for application development
- Ability to design applications and application components for larger systems
- Ability to design, code, test, resolve defects, and document simple programs.

Mandatory requirement for all above mentioned roles:

- Please note all applicants for the above mentioned roles will be required to undertake aptitude and/or cognitive testing as part of the recruitment process.

Eligibility

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

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

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

Notes

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

Pool of Merit: Applicants rated as suitable will be placed in a pool of merit that may be used to fill similar positions throughout the Department for up to 12 months.

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

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

About the Department of Home Affairs

The Department of Home Affairs is responsible for centrally coordinated strategy and policy leadership in relation to domestic and national security arrangements, law enforcement, emergency management, counter-terrorism, social cohesion, the protection of our sovereignty, the integrity of our border and the resilience of our national infrastructure. The Australian Border Force, an operationally independent body within the Department of Home Affairs, is Australia's frontline border law enforcement agency and Australia's customs service. The Australian Border Force delivers critical border protection and national security outcomes while facilitating the movement of people and goods across the border. The Australian Border Force's mission is to protect Australia's border and enable legitimate travel and trade. Our people are integral to achieving our mission to protect Australia's border and manage the movement of people and goods across it. We offer challenging and diverse careers that touch upon many parts of Australian life – industry and commerce, trade and travel, our national security, the protection of our community and the security of our offshore maritime resources and environment. Our success depends largely on our ability to foster the innovation, efforts and diverse skills of our people. We strive to create a motivating and rewarding working environment in which we value performance, our people, integrity, service and service standards. We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at www.homeaffairs.gov.au/about-us/careers/working-with-us

To Apply

Position Contact	Lisa BARRESI, 02 6264 2830
Agency Recruitment Site	https://career10.successfactors.com/career?company=DIAC

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Vacancy VN-0696118

Department of Home Affairs

Closing Date: Monday 01 November 2021

Ict Division
Traveller Cargo & Trade Systems Enterprise Process Management Systems

Job Title	EPM Pega Business Architect (Analysts) & Pega System Architect
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$73,903 - \$79,604
Classification	APS Level 5
Position Number	JR: 99307
Agency Website	www.homeaffairs.gov.au

Job Description

<https://career10.successfactors.com/career?company=DIAC>

Overview of the Branch and Section:

The Enterprise Process Management Systems Section supports the automation of business process management (BPM) for the Department of Home Affairs. The BPM platform for Home Affairs, Pega, facilitates the streamlining and automation of repeatable business activities, allowing frontline staff to reallocate their time to perform more valuable tasks.

The Section achieves this goal through:

- Preparing and circulating best practice guidance in order to ensure that Pega applications in Home Affairs are developed consistently and to a high standard
- Performing quality assurance and business governance activities to guide appropriate use of the Pega platform within the Department
- Delivering some applications developed using the Pega platform
- Supporting project teams throughout Home Affairs that have decided to build applications using the Pega platform
- Coordinating and developing a network of skilled APS Pega resources within the Department

- Providing technical support for the Pega platform
- Undertaking advocacy and outreach activities to educate the Department on the benefits of the Pega platform.

Our ideal candidate:

The Department is looking for people who enjoy working in a rapidly evolving and forward thinking environment. With a focus on innovation and progression, our ideal candidate will help to maintain and further develop our innovative processes, while fostering a culture of continuous ongoing improvement, collaboration, information sharing, successful partnerships with stakeholders and delivery. Whilst working in the Department you will be exposed to cutting edge technology as well as training resources that can fast track your professional development, allowing you to excel within and outside of the Department. The successful candidates will be self-driven and seek to directly influence the key outcomes of the organisation.

About the roles:

APS5 Pega Business Architect (Analysts)

Working within a Pega delivery team, the Pega Business Architect (Analyst) assists with the development of applications in the enterprise process management platform Pega. They define requirements and assist with workflow design, including inter-application interactions between the platform and other systems. They also assist with the design of structured Pega applications that meet business requirements.

This role reports to an EPM Senior Pega Business Architect (Analyst), who will mentor the successful candidate and play a key role in their ongoing Pega skills development. There are no requirements for shift work or working from a remote location. The role may require on call duties.

APS5 Pega System Architect (Developer)

Working within a Pega delivery team, the Pega System Architect (Developers) assists with the development of applications in the enterprise process management platform Pega. They design and build the technical components of Pega applications, and provide the technical expertise to validate specifications developed by Business Architects, using these to design and build the applications used by other areas of the Department.

This role reports to a Senior Pega System Architect (Developers), who will mentor the successful candidate and play a key role in their ongoing Pega skills development. There are no requirements for shift work or working from a remote location. The role may require on call duties.

Duties

Specific Duties / Responsibilities:

APS5 Pega Business Architect (Analysts)

Under guidance from their direct supervisor or others, assist in the following activities:

- Identify and document business requirements (of application functionality), user stories, use cases and process design in Pega as required. Assist with the completion of any documentation remediation as required
- Understand and apply Pega best practice design standards to deliver robust applications
- Perform activities to understand and elaborate on business requirements under guidance from more senior members of the team
- Assist in the planning and execution of business stakeholder workshops
- Author and develop specification that outline how end users will use the application
- Link the specifications to implementation artefacts, requirements and objectives within Pega
- Provide guidance and assistance to testers to ensure understanding of specifications and answering design enquiries
- Design workflows that meet operational objectives as required
- Work with delivery teams to elaborate on technical artefacts needed in Pega

- Provide guidance and mentorship to more junior members of the team in carrying out their responsibilities
- Provides advice and recommendations on how the business would like the application to function to developers building the application
- Provides advice and recommendations to the team based on knowledge of existing policies and procedures for Pega application design
- Supervise junior members of the team, and provide guidance and/or quality assurance
- Develops work plans for short-term team objectives
- Contributes to strategic planning for longer term initiatives
- Attention to detail
- Fostering a culture of continuous improvement
- Willingness to learn new skills on the Pega platform
- Ability to work well as part of a team
- Assist with ad hoc activities as required to support team.

APS5 Pega System Architect (Developer)

Under general guidance from the EPM Senior Pega System Architect (Developers), perform the following activities:

- Develop and deliver Pega application components that address business requirements
- Undertake regular and timely unit testing on built application units as needed
- Work with Pega Business Architects to understand and validate business requirements and specifications using the Pega tool
- Attend user design workshops
- Document and review design approaches with the team
- Remediate defects and issues, and implement design recommendations for application components
- Conduct build review self-assessments and peer assessments
- Support transition to service artefacts and activities as required
- Provide guidance and mentorship to more junior members of the team in carrying out their responsibilities
- Provide advice and recommendations on the development of Pega applications to the team based on knowledge of existing policies and procedures for Pega application design and build
- Supervise junior members of the team, and provide guidance and/or quality assurance
- Develops work plans for short-term team objectives
- Contributes to strategic planning for longer term initiatives
- Attention to detail
- Fostering a culture of continuous improvement
- Willingness to learn new skills on the Pega platform
- Ability to work well as part of a team
- Assist with ad hoc activities as required to support team.

Role Requirements/Qualifications:

APS5 Pega Business Architect (Analysts)

Mandatory:

- Formal qualification in one or more of the following areas, or equivalent Pega experience:
 - Business
 - Business Management
 - ICT
 - Engineering
 - Mathematics

- Existing Pega Business Architect (Analyst) Certification and Pega System Architect (Developer) Certification, or willingness to become certified within 6 months of commencement.

Desirable:

- Understanding of applications development
- Understanding of Agile delivery methods
- Experience in gathering and recording user requirements and specifications.
- Ability to investigate operational needs and problems and contribute to the recommendation of improvements.
- Ability to specify and document business requirements

APS5 Pega System Architect (Developer)

Mandatory:

- Certificate, or equivalent experience, in any of the following areas, or 12 months experience at the Junior Pega System Architect level:
 - ICT
 - Engineering
 - Mathematics
- Existing Pega System Architect (Developer) Certification and Pega Business Architect (Analyst) Certification, or willingness to become certified within 6 months of commencement
- Work towards a Senior Pega System Architect (Developer) Certification within 12 months of achieving base certification.

Desirable:

- Understanding of quality assurance in design and development
- Knowledge relating to Pega and its use in the Department
- Understanding of object oriented design principles
- Experience in using the Pega platform for application development
- Ability to design applications and application components for larger systems
- Ability to design, code, test, resolve defects, and document simple programs.

Mandatory requirement for all above mentioned roles

Please note all applicants for the above mentioned roles will be required to undertake aptitude and/or cognitive testing as part of the recruitment process.

Eligibility

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

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

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

Notes

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

Pool of Merit: Applicants rated as suitable will be placed in a pool of merit that may be used to fill similar positions throughout the Department for up to 12 months.

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

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About the Department of Home Affairs

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To Apply

Position Contact	Lisa BARRESI, 02 6264 2830
Agency Recruitment Site	https://career10.successfactors.com/career?company=DIAC

This notice is part of the electronic Public Service Gazette PS42 Daily Gazette Tuesday - 19 October 2021 Published by Australian Public Service Commission.

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Vacancy VN-0696129

Department of Home Affairs

Closing Date: Monday 01 November 2021

ICT Division
Traveller Cargo & Trade Systems Enterprise Process Management Systems

Job Title	EPM Pega System Administrator
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$80,274 - \$94,974
Classification	APS Level 6
Position Number	JR: 101880
Agency Website	www.homeaffairs.gov.au

Job Description

<https://career10.successfactors.com/career?company=DIAC>

Overview of the Branch and Section:

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The BPM platform for Home Affairs, Pega, facilitates the streamlining and automation of repeatable business activities, allowing frontline staff to re allocate their time to perform more valuable tasks.

The section achieves this goal through:

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- Delivering applications developed using the Pega platform
- Supporting project teams throughout Home Affairs that are building applications using the Pega platform
- Coordinating and developing a network of skilled APS Pega resources within the Department
- Providing technical support for the Pega platform
- Undertaking advocacy and outreach activities to educate the Department on the benefits of the Pega platform.

Our ideal candidate:

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About the role:

Working within a Pega delivery team, the Pega System administrator assists the Pega developers resolve their platform technical issues.

Pega System administrator also responsible for the build, installation, upgrade, monitoring, troubleshoot and ongoing maintenance of the Pega platform.

This role reports to a Senior Pega System Administrator, who will mentor the successful candidate and play a key role in their ongoing Pega administration development.

Duties**Specific Duties / Responsibilities:**

Under general guidance from the Senior Pega System Administrator, perform the following activities:

- Pega Installation and configurations
- Applying Pega Hotfixes to the platform
- Troubleshoot Pega platform issues
- Liaise with external technical groups
- Technical documentations
- Pega access control
- Deployed Pega applications
- Support application transition to service activities as required.

Role Requirements/Qualifications:

The successful candidate will have, or have the ability to develop, the following:
Capabilities:

- Required to work flexible hours for minor and major releases as well as provide support for approved outage windows and incident management
- Strong analytical and troubleshooting skills to investigate and resolve technical incidents and problems
- Required to be on call when required
- Willingness to learn new skills on the Pega platform
- Ability to work well as part of a team.

Skills:

- Experience in using the Pega platform for administration
- Middleware platform (WebSphere, MQ, Web Servers)
- RedHat Linux or AIX operating systems.

Knowledge:

- Knowledge relating to Pega and its use in the department
- Department IT system knowledge is desirable.

Mandatory requirement for all above mentioned roles

Please note all applicants for the above mentioned roles will be required to undertake aptitude and/or cognitive testing as part of the recruitment process.

Eligibility

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

- Be an Australian Citizen
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- Obtain and maintain a current Employment Suitability Clearance
- Undergo a health assessment (where applicable).

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Notes

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

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To Apply

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Agency Recruitment Site	https://career10.successfactors.com/career?company=DIAC

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Vacancy VN-0696149

Department of Home Affairs

Closing Date: Monday 01 November 2021

ICT Division
Traveller Cargo & Trade Systems Enterprise Process Management Systems

Job Title	EPM BAU/ Project Delivery Manager
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$101,396 - \$118,914
Classification	Executive Level 1
Position Number	JR: 102419
Agency Website	www.homeaffairs.gov.au

Job Description

<https://career10.successfactors.com/career?company=DIAC>

Overview of the Branch and Section:

The Enterprise Process Management Systems Section supports the automation of business process management (BPM) for the Department of Home Affairs.

The BPM platform for Home Affairs, Pega, facilitates the streamlining and automation of repeatable business activities, allowing frontline staff to re allocate their time to perform more valuable tasks.

The section achieves this goal through:

- Preparing and circulating best practice guidance in order to ensure that Pega applications in Home Affairs are developed consistently and to a high standard
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- Delivering applications developed using the Pega platform
- Supporting project teams throughout Home Affairs that are building applications using the Pega platform
- Coordinating and developing a network of skilled APS Pega resources within the Department
- Providing technical support for the Pega platform
- Undertaking advocacy and outreach activities to educate the Department on the benefits of the Pega platform.

Our ideal candidate:

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environment. With a focus on innovation and progression, our ideal candidate will help to maintain and further develop our innovative processes, while fostering a culture of continuous ongoing improvement, collaboration, information sharing, successful partnerships with stakeholders and delivery. Whilst working in the Department you will be exposed to cutting edge technology as well as training resources that can fast track your professional development, allowing you to excel within and outside of the Department. The successful candidates will be self-driven and seek to directly influence the key outcomes of the organisation.

About the role:

The EPM BAU/Project Delivery Manager is responsible for the quality of the end-to-end and overall delivery process for the Pega application. They will work closely with the Product Owner, Project Manager and Scrum Master to prioritise delivery requirements and mitigate risks throughout the delivery life cycle. This role will manage the deployment, and maintenance of the Pega Platform infrastructure and web technology and diagnoses and resolve technical problems to a high standard of service at all levels and contribute to the following best practice processes of daily incident reporting, change management, change requests, infrastructure and risk review and quality assurance improvement.

This role also plans, implements, controls and reviews Pega platform service provision to meet client business requirements, including implementation and monitoring of service level agreements (SLA's) and the ongoing management of operational facilities to provide the agreed levels of service for both contract-based services and internal client arrangements of the ABF Border Clearance projects.

Duties

Specific Duties / Responsibilities:

This position undertakes the following duties and responsibilities:

- Work with Department of Home Affairs business areas to understand requirements and develop a work program that takes into account required regular maintenance, minor systems enhancements, and review and advice on new demand
- Manage a team of technical staff to deliver a successful maintenance and minor enhancement program that achieves the outcome of improved support and operational efficiencies
- Develop delivery schedules based on capacity and capability of the section and other delivery teams involved in the release lifecycle
- Coordinate the development of detailed system designs and strategies for program coding, integration and implementation of Home Affairs business needs
- Ensure that Home Affairs ICT standards in the design and implementation of systems are followed
- Coordinate end-to-end release cycles in consultation with business areas, testing and configuration functions and external providers to ensure successful system deployments
- Manage service levels and ensure suppliers fulfil their contracted SLA requirements and scrum teams support the agreed targets
- Effectively forward schedule plan with standard changes and project rollouts incorporated
- Work collaboratively with partner agencies, to obtain key deliverables
- Agree delivery approach with stakeholders, and prepare realistic plans (including quality, risk and communications plans) and track activities against the delivery schedule, managing stakeholder involvement as appropriate
- In collaboration with the Sections Lead Architects, Project Manager and Technical Leads, manage and report on any risk to delivery of those capabilities to agreed time and quality targets
- Prepare and maintain BAU/Project delivery plans
- Allocate routine tasks and/or project work to individuals within the Development team and facilitate effective working relationships between team members

- Take responsibility for the achievements of own and team outcomes, monitor progress and follow through to deliver quality outcomes
- Assist with ad hoc activities as required to support team.

Role Requirements/Qualifications:

Capabilities:

- Achieve work area and business outcomes
- Apply relevant legislation, policy and guidelines
- Meet change and release objectives and requirements for the Work Program
- Strong (or ability to acquire rapidly) knowledge of business objectives and processes
- Demonstrate strong training capabilities
- Attention to detail
- Fostering a culture of continuous improvement.

Skills:

- Significant experience in any of the following is desirable:
 - Change Management
 - Release Management
 - Financial Management
 - Project Management
- Time management and/or scheduling skills
- Strong training and development skills
- Highly-developed communication skills.

Technical Knowledge:

- Knowledge of Department of Home Affairs Change Management and Release Management processes, Agile Methodology and the System Development Life Cycle (SDLC) is highly desirable
- Knowledge of Border Systems of Departmental Pega Applications is desirable
- Interpersonal skills.

Eligibility

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- Be an Australian Citizen
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To Apply

Position Contact	Lisa BARRESI, 02 6264 2830
Agency Recruitment Site	https://career10.successfactors.com/career?company=DIAC

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Vacancy VN-0696160

Department of Home Affairs

Closing Date: Monday 01 November 2021

ICT Division
Traveller Cargo & Trade Systems Enterprise Process Management Systems

Job Title	EPM Quality Assurance Manager
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$101,396 - \$118,914
Classification	Executive Level 1
Position Number	JR: 102417
Agency Website	www.homeaffairs.gov.au

Job Description

<https://career10.successfactors.com/career?company=DIAC>

Overview of the Branch and Section:

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Our ideal candidate:

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About the role:

The Quality Assurance Manager operates under general direction to coordinate and manage planning of the system and/or acceptance tests, including software security testing, within a development and integration project or program. They take responsibility for integrity of testing and

acceptance activities and coordinate the execution of these activities.

They provide authoritative advice and guidance on any aspect of test planning and execution, defining and communicating the test strategy for the project. Additionally, they manage all test processes, including test plans, resources, costs, timescales, test deliverables and traceability. They lead the formal closure of test artefacts and, where appropriate, ensure subsequent reviews, and capture lessons learned.

Duties

Specific Duties / Responsibilities:

This position undertakes the following duties and responsibilities:

- Define and communicate the test strategy for a project, including developing test plans
- Plan, develop, and manage test cases and frameworks for different testing types at various stages on appropriate testing platforms
- Provide reports on progress, anomalies, risks and issues associated with testing activities, establishing risk context and profiles. Develop and tailor appropriate controls to mitigate risks and remediate issues
- Undertake quality assurance activities on testing team outcomes
- Manage and Lead Quality Assurance testing team
- Provide approval, advice and guidance on any aspect of testing execution; manage the timely delivery of testing outcomes and the quality of testing processes
- May interpret, create, document, and execute complex test cases on appropriate testing platforms using own in-depth technical analysis of specifications
- Ensure tests and results are documented whilst liaising with project teams to ensure appropriate methodology and testing tools are used for testing processes
- Identify, analyse, manage and report on trends of defects, programming errors and inconsistent operational characteristics
- Undertake test effort estimation, track work against estimates, report variances to the program or project, and manage resources to ensure project deliverables are met
- Develop and manage team improvement initiatives and projects, including team tools and process changes
- Assist with ad hoc activities as required to support team.

Role Requirements/Qualifications:

Mandatory:

- ISTQB Foundation Certificate or the ability to obtain
- ISTQB Advanced Test Manager Certificate or the ability to obtain
- ISQTB Advanced Level Technical Test Analyst or the ability to obtain
- ISQTB Advanced Level Test Automation Engineer or the ability to obtain
- ISTQB Foundation Agile Extension Certificate or the ability to obtain
- At least extensive experience in system testing
- A strong understanding of the SDLC and the STLC
- Solid experience with static and dynamic testing.

Preferred:

- Understands and is able to apply various testing principles and techniques
- Scheduling, estimation, reporting
- Strong leadership and management skills
- Well-developed written and verbal communication
- Coaching and mentoring
- Interpersonal skills

Eligibility

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

Pool of Merit: Applicants rated as suitable will be placed in a pool of merit that may be used to fill similar positions throughout the Department for up to 12 months.

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

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

About the Department of Home Affairs

The Department of Home Affairs is responsible for centrally coordinated strategy and policy leadership in relation to domestic and national security arrangements, law enforcement, emergency management, counter-terrorism, social cohesion, the protection of our sovereignty, the integrity of our border and the resilience of our national infrastructure. The Australian Border Force, an operationally independent body within the Department of Home Affairs, is Australia's frontline border law enforcement agency and Australia's customs service. The Australian Border Force delivers critical border protection and national security outcomes while facilitating the movement of people and goods across the border. The Australian Border Force's mission is to protect Australia's border and enable legitimate travel and trade. Our people are integral to achieving our mission to protect Australia's border and manage the movement of people and goods across it. We offer challenging and diverse careers that touch upon many parts of Australian life – industry and commerce, trade and travel, our national security, the protection of our community and the security of our offshore maritime resources and environment. Our success depends largely on our ability to foster the innovation, efforts and diverse skills of our people. We strive to create a motivating and rewarding working environment in which we value performance, our people, integrity, service and service standards. We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at www.homeaffairs.gov.au/about-us/careers/working-with-us

To Apply

Position Contact	Lisa BARRESI, 02 6264 2830
Agency Recruitment Site	https://career10.successfactors.com/career?company=DIAC

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Vacancy VN-0696109

National Library of Australia

Closing Date: Sunday 31 October 2021

Engagement
Exhibitions

Job Title	APS4 - Senior Administration Officer, Exhibitions (Part-Time 0.6 FTE)
Job Type	Part-Time, Ongoing
Location	Parkes ACT
Salary	\$66,954 - \$72,296
Classification	APS Level 4
Position Number	104038
Agency Website	

Job Description

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

Duties

The Library is seeking to fill the role of Senior Administration Officer, Exhibitions (Part Time 0.6 FTE)

The Senior Administration Officer, Exhibitions will have a sound knowledge of the role and functions of the Section and an understanding of how these relate to the work area. They may be required to:

- Assist with the administration of the Library's external loans program to other libraries, museums and galleries.
- Supervise and support contractors working at the library on Exhibitions projects.
- Assist with budgeting, purchasing and payment of suppliers.
- Provide administrative support to internal Exhibitions projects and meeting reporting requirements.

The Senior Administration Officer, Exhibitions will provide sound advice and recommendations which influence the decisions made by others, including supervisors and peers.

The Senior Administration Officer, Exhibitions will liaise with internal and external stakeholders on moderately complex operational and administrative matters that relate to the delivery of the Exhibitions program and the management of the Loans program. This may include:

- Liaising with preservation, curatorial, exhibitions and design staff on the production of exhibitions.
- Developing costings.
- Sourcing suppliers as required.
- Managing physical movement and relocation activities for the Exhibitions and Loans program.

Assisting with maintenance and cleaning of Exhibition display and preparation spaces.

Eligibility

Notes

About the National Library of Australia

To Apply

Position Contact	Peter Appleton, 02 6262 1342
Agency Recruitment Site	https://nla.nga.net.au/cp/

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Vacancy VN-0696079

National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

Closing Date: Sunday 31 October 2021

Office of the Chief Executive
Perth

Job Title	Assistant Director – Legislative and Regulatory Affairs
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	\$139,770 - \$139,771
Classification	Executive Level 1
Position Number	13357
Agency Website	https://www.nopsema.gov.au/

Job Description

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

Make a difference

Contribute to a safe and environmentally responsible Australia offshore energy industry

NOPSEMA is Australia's Offshore Energy Regulator for health and safety, infrastructure integrity and environmental management for offshore energy activities in Commonwealth waters.

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

An exciting opportunity exists to join a dynamic team in the Office of the Chief Executive as Assistant Director, Legislative and Regulatory Affairs, in Perth. This position will be offered on an ongoing/non-ongoing basis with an initial contract of 18 months, with the possibility to extend.

Reporting to the Director of the Office of the Chief Executive, key responsibilities of the role will include:

- Providing advice and support on policy, regulatory and legislative matters to NOPSEMA's Management Team, and contributing to the strategic direction of the organisation.
- Leading and contributing to stakeholder engagement and work processes to facilitate legislative change, regulatory reform and policy development.
- Engagement and collaboration with government stakeholders in the legislative change process, to identify opportunities, facilitate cooperation, and achieve outcomes.
- Engaging in policy reviews and legislative change to manage NOPSEMA's contribution to legislative processes.
- Managing and supporting complex projects in conjunction with team members from across the Office of the Chief Executive

Working with NOPSEMA

NOPSEMA offers attractive flexible working hours, a competitive remuneration package, generous superannuation and five weeks annual leave.

NOPSEMA is committed to a fair, flexible, safe, and rewarding workplace which allows for diversity amongst all its employees. Applicants who are Aboriginal and/or Torres Strait Islander, come from a

diverse cultural or linguistic background or have a disability are encouraged to apply.

Please note that the closing date for this position is 31 October 2021.

Applications that do not meet the minimum application requirements will not be considered.

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

Please note this recruitment process will be valid for a period of 12 months and may be used to fill positions at this level or similar that arise over the 12 month period.

Duties

We are looking to hear from candidates with experience in:

- Providing advice and support on policy, regulatory and legislative matters.
- Demonstrated ability to engage with government, industry and other stakeholders to support regulatory reform and change.
- Demonstrated ability to collaborate, work collegiately across teams, manage upwards and negotiate and influence at all levels of management.

We would like to hear from you if you have:

- Appropriate tertiary qualifications and/or 8 – 10 years' experience in government, public policy, legislative change/processes, or public administration.

Eligibility

- You must pass a pre-employment medical assessment and maintain medical fitness.
- You will be required to meet and maintain a security clearance to the level 'Negative Vetting Level 1'.
- NOPSEMA staff are prohibited from trading in oil and gas sector shares.
- This position is open to Australian citizens only.
- Prior to any offer of employment, the recommended applicant will be required to undertake pre-employment checks, including health, character and declaration of conflict of interest.

Notes

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

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

To Apply

Position Contact	Human Resources Adviser, (08) 6188 8707
Agency Recruitment Site	https://www.nopsema.gov.au/

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Vacancy VN-0696080

**National Offshore Petroleum Safety and
Environmental Management Authority (NOPSEMA)**

Closing Date: Sunday 31 October 2021

Office of the Chief Executive
Perth

Job Title	Assistant Director – Secretariat & Business Improvement
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Perth WA
Salary	\$139,770 - \$139,771
Classification	Executive Level 1
Position Number	13392
Agency Website	https://www.nopsema.gov.au/

Job Description

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

Make a difference

Contribute to a safe and environmentally responsible Australian offshore energy industry.

NOPSEMA is Australia's Offshore Energy Regulator for health and safety, infrastructure integrity and environmental management for offshore energy activities in Commonwealth waters.

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

An exciting opportunity exists to join a dynamic team in the Office of the Chief Executive as Assistant Director, Secretariat and Business Improvement in Perth. This position will be offered on a non-ongoing/ongoing basis with an initial contract of 18 months, with the opportunity to extend.

Reporting to the Director, Office of the Chief Executive, key responsibilities of the role include:

- Leading, managing and implementing support processes for committee functions, including managing effective and efficient secretariat services.
- Advising on business improvement practices (including regulatory processes), contributing, and supporting NOPSEMA's strategic direction.
- Building productive relationships with internal stakeholders to facilitate cooperation on committee matters and improvements to business practice and regulatory processes.
- Managing and supporting complex projects in conjunction with team members from across the Office of the Chief Executive.

Working with NOPSEMA

NOPSEMA offers attractive flexible working conditions, a competitive remuneration package, generous superannuation and five weeks annual leave.

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

Please note that the closing date for this position is **31 October 2021**.

Applications that do not meet the minimum application requirements will not be considered.

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

Please note this recruitment process will be valid for a period of 12 months and may be used to fill positions at this level or similar that arise over the 12 month period.

Duties

We are looking to hear from candidates with experience in:

- High level experience in providing secretariat management, for multiple committees in a public sector or regulatory environment.
- Expertise in business practice improvement (preferably with regulatory processes), identifying opportunities for improvement, driving internal review, and supporting change.

We would like to hear from you if you have:

- Demonstrated stakeholder management skills, with capacity to build influential relationships that drive consultation and collaboration, to harness opportunities and gain stakeholder engagement in initiatives and change management.
- Appropriate tertiary qualifications and/or 8 – 10 years' experience in government, corporate governance, regulatory management or public administration.

Eligibility

- You must pass a pre-employment medical assessment and maintain medical fitness.
- You will be required to meet and maintain a security clearance to a level appropriate for the position.
- NOPSEMA staff are prohibited from trading in oil and gas sector shares.
- This position is open to Australian citizens only.
- Prior to any offer of employment, the recommended applicant will be required to undertake pre-employment checks, including health, character and declaration of conflict of interest.

Notes

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

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

To Apply

Position Contact	Human Resources Adviser, (08) 6188 8707
Agency Recruitment Site	https://www.nopsema.gov.au/

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Vacancy VN-0696081

National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

Closing Date: Sunday 31 October 2021

Office of the Chief Executive
Perth

Job Title	Senior Advisor, Secretariat and Business Improvement
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Perth WA
Salary	\$102,922 - \$102,923
Classification	APS Level 6
Position Number	13437
Agency Website	https://www.nopsema.gov.au/

Job Description

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

Make a difference

Contribute to a safe and environmentally responsible Australian offshore energy industry

NOPSEMA is Australia's Offshore Energy Regulator for health and safety, infrastructure integrity and environmental management for offshore energy activities in Commonwealth waters.

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

An exciting opportunity exists to join a dynamic team in the Office of the Chief Executive as Senior Advisor, Secretariat and Business Improvement in Perth. This position will be offered on a non-ongoing/ongoing basis with an initial contract of 18 months, with the opportunity to extend.

Reporting directly to the Assistant Director, Secretariat and Business Improvement, key responsibilities of the role will include:

- Supporting, providing advice, and guiding secretariat staff and processes, including quality checking of documentation and continuous improvement of services.
- Advising and supporting initiatives to improve business practices (including regulatory processes), review, update and manage changes to policies and procedures as required.
- Collaboration with internal stakeholders on committee matters and business practice improvements, including management and preparation of papers, managing projects, and implementation of actions.
- Collaborating and providing support on projects managed by the Office of the Chief Executive.

Working with NOPSEMA

NOPSEMA offers attractive flexible working hours, a competitive remuneration package, generous superannuation and five weeks annual leave.

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

Please note that the closing date for this position is **31 October 2021**.

Applications that do not meet the minimum application requirements will not be considered.

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

Please note this recruitment process will be valid for a period of 12 months and may be used to fill positions at this level or similar that arise over the 12 month period.

Duties

We are looking to hear from candidates with experience in:

- Demonstrated experience in secretariat and/or committee processes, including work to ensure high quality papers, coordinating processes, tracking progress.
- Demonstrated experience facilitating improvement to business practices, undertaking internal reviews, coordinating consultation, and supporting change management.

We would like to hear from you if you have:

- Highly developed interpersonal, written, and verbal communications skills with well developed analytical and problem solving skills.
- Appropriate tertiary qualifications and/or 5-8 years' experience in government, public administration, corporate governance, or regulatory management.

Eligibility

- You must pass a pre-employment medical assessment and maintain medical fitness.
- You will be required to meet and maintain a security clearance to a level appropriate for the position.
- NOPSEMA staff are prohibited from trading in oil and gas sector shares.
- This position is open to Australian citizens only.
- Prior to any offer of employment, the recommended applicant will be required to undertake pre-employment checks, including health, character and declaration of conflict of interest.

Notes

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

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

To Apply

Position Contact	Human Resources Adviser, (08) 6188 8707
Agency Recruitment Site	https://www.nopsema.gov.au/

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Vacancy VN-0696105

Tertiary Education Quality and Standards Agency

Closing Date: Tuesday 02 November 2021

Information Management
Corporate Services

Job Title	Business Data Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$86,548 - \$95,174
Classification	APS Level 6
Position Number	18970
Agency Website	

Job Description

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

The Business Data Analyst will work under limited direction and be responsible for proactively supporting the Assistant Director, Information Management with data collection and acquisition, management, reporting, analysis and providing input to data related policy for the agency.

The Analyst will exercise initiative and judgment when setting priorities and managing workflows and have a strong attention to detail. They will provide information and advice, respond to provider enquiries, administer data collections, prepare and deliver high-quality briefings and reports, and respond to ad hoc data requests, often of a complex nature. They will work collaboratively with others to resolve problems and liaise with a range of internal and external stakeholders in a representational role.

Duties

1. Assist with the implementation and maintenance of systems for gathering and managing data for a range of purposes including the identification and management of risks in the higher education sector.
2. Assist with data collection processes and liaise with external stakeholders to provide advice or resolve issues.
3. Manage the planning, designing, building and testing of data migration processes.
4. Develop and maintain accurate reports, data visualisation dashboards and software packages to support internal stakeholders in delivering their business objectives.
5. Conduct data analysis, identify and investigate data issues, and cleanse and prepare data to support ongoing business process improvement and sound decision-making.
6. Understand organisational requirements to design and build modern data warehouse architectures.
7. Ensure sustainable data warehouse solutions are implemented and maintained by performing scalability and capacity planning, security and performance tuning and monitoring activities.
8. Build and sustain effective stakeholder relationships to anticipate and elicit their requirements and business needs for data storage, analysis and reporting, and to resolve current or emerging issues.
9. Assist with the development and maintenance of documentation including policy and processes, data dictionaries and schemas relating to TEQSA's provider data collection.
10. Work cooperatively and effectively in a team environment to deliver outcomes, manage risks, provide training and support to others and share knowledge.
11. Other duties as directed.

Eligibility

The successful applicant must:

- be an Australian citizen, and
- obtain and maintain an Australian Government Security clearance to Baseline status.

Failure to satisfy any of these conditions may result in the withdrawal of an offer of employment or termination of employment.

Notes

- This recruitment process is being used to fill an ongoing position.
- A merit pool of suitable applicants will be created from this process and may be used to fill similar ongoing and non-ongoing vacancies. It is active for 12 months from the date of this advertisement.

- Non-ongoing vacancies may be filled up to 18 months with the possibility of a further extension (up to a total period of 3 years) or becoming ongoing.

About the Tertiary Education Quality and Standards Agency

To Apply

Position Contact	People and Capability, 8306 2442
Agency Recruitment Site	https://www.teqsa.gov.au/careers

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Agriculture, Water and the Environment

Vacancy VN-0696151

Australian Pesticides and Veterinary Medicines Authority

Closing Date: Tuesday 02 November 2021

APVMA
Office of the Chief Operating Officer

Job Title	Senior FOI, Privacy and Integrity Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Armidale NSW
Salary	\$92,530 - \$103,294
Classification	APS Level 6
Position Number	01102
Agency Website	https://apvma.gov.au/node/1063

Job Description

<https://apvma.gov.au/node/10676>

Located in Armidale, the Senior FOI, Privacy and Integrity Officer will work as part of the team responsible for the delivery of the APVMA's FOI, privacy, integrity and security function.

Strong organisational skills and well-developed written and verbal communication are required. You will demonstrate the ability to plan, manage and organise your own workload, as well as work as part of a team. The ability to quickly acquire an understanding of the APVMA, its legislative framework and the external operating environment will assist you to exercise sound judgement in coordinating responses to potentially complex and sensitive issues. An ability to develop and maintain internal and external networks is essential.

This position will report to the Assistant Director, FOI, Privacy and Integrity within the Parliamentary and Communications Team.

Duties

- process requests under the Freedom of Information Act 1982 (FOI Act) and support the APVMA in meeting its obligations and reporting under the FOI Act
- provide necessary advice and support to ensure the APVMA meets its obligations and reporting requirements under the Privacy Act 1988
- process privacy and personal information requests received by the APVMA
- support the processing of complaints within the APVMA's Complaints Handling Process
- assist in the investigations and reporting of potential data breaches in the agency, in accordance with the Privacy Act 1988, APVMA Privacy Policy and the APVMA Data Breach Response Plan
- draft and review Executive and Ministerial correspondence and briefs
- coordinate requests for information from other government agencies and stakeholders
- ensure that agency policies, instructions and training in relation to FOI, privacy, integrity and security remain relevant and contemporary
- support workplace investigations for allegations of fraud or corruption, and assist with enhancing the knowledge and understanding of the fraud control function and APVMA Fraud Control Plan for APVMA staff
- provide support for the APVMA's Agency Security Advisor and security function

Eligibility

Essential:

1. Excellent written communication skills with the ability to interpret complex documentation and legislation, and a demonstrated experience in editing and writing a range of documents, including correspondence;
2. Demonstrated ability to develop and maintain networks with internal and external stakeholders;
3. Demonstrated knowledge, or ability to acquire such knowledge, of legislation and guidelines in information governance areas such as freedom of information, privacy and information security, and government integrity in areas such as complaints handling, fraud and corruption;
4. Demonstrated practice for the necessity of confidentiality, need-to-know access to information and diplomacy when addressing sensitive issues;
5. High level organisational skills including a proven ability to effectively manage a high volume of incoming and outgoing correspondence with competing deadlines;
6. Demonstrated ability in taking personal responsibility for meeting objectives and progressing work as well as identifying problems and working to resolve them;
7. Willingness to abide by the APS Values, Code of Conduct and Employment Principles, and a demonstrated commitment to applying the principles and practices of WHS, equity and diversity in the workplace.

Desirable:

1. Experience in freedom of information, privacy and fraud control practice in the public sector;

2. Tertiary qualifications or relevant experience in law, political and/or social sciences, government, business and/or related disciplines.

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 Pesticides and Veterinary Medicines Authority

To Apply

Position Contact	Jarrod Lee, 02 6770 2350
Agency Recruitment Site	https://apvma.gov.au/node/10676

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Agriculture, Water and the Environment

Vacancy VN-0696026

Department of Agriculture, Water and the Environment

Closing Date: Wednesday 03 November 2021

Biosecurity Strategy & Reform
Risk, Intelligence & Strategy Biosecurity System Modelling

Job Title	Assistant Director (Technical) / Data Scientist
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$110,092 - \$118,412
Classification	Executive Level 1
Position Number	2021/6170
Agency Website	https://www.awe.gov.au/

Job Description

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

Who we are

The Risk, Intelligence and Strategy Branch generates intelligence and insights on the biosecurity system by undertaking analysis, modelling, and strategic business improvement.

The Biosecurity System Modelling Section works at the interface of analytics, modelling, and biosecurity policy. We develop solutions to model how biosecurity in Australia is performing at a whole-of-system level. We collaborate broadly, both with internal policy areas and external experts in biosecurity modelling. Amongst other tools, we maintain and develop the Risk Return Resource Allocation (RRRA) model. The RRRA model is an innovative and unique approach to modelling system-level risk and investment in the biosecurity system to calculate a risk-return ratio.

Duties

The Job

You will provide specialist modelling and analytical advice to decision-makers in biosecurity policy.

Under limited supervision, the duties include:

- leading engagement with policy areas to develop models that represent biosecurity risks and their mitigation
- contributing to collaborative modelling projects both within the department and with external agencies
- engaging with analytical teams across the department to access data for use as model inputs
- leading, guiding and managing a small team to complete data analysis and modelling projects
- providing written and verbal descriptions of modelling analyses, including documenting approaches and assumptions, and appropriate interpretation of the results
- incorporating and communicating uncertainty in biosecurity modelling.

Eligibility

What we are looking for

Knowledge and experience

- Knowledge and experience of analytics and modelling.
- Experience analysing data using a programming language (e.g. R, Python).
- Experience dealing with incomplete and uncertain datasets.
- Familiarity with Australia's biosecurity system would be desirable.
- Familiarity with modelling risk and/or using probabilistic approaches would be desirable.

Notes

* On 30 November 2021 the salary range for this position will increase to \$112,294 - \$120,780.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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, Water and the Environment

The Department of Agriculture, Water and the Environment began 1 February 2020. The Department is led by Secretary Andrew Metcalfe, supported by the Executive Leadership Team. What we do: We protect Australia's natural resources, agriculture and way of life. Our purpose: Our goal is to deliver policies and programs that: •drive strong and sustainable agricultural industries •manage our unique environment and heritage •support our regional communities. Our role: Our role is diverse and far reaching. We: •assure our clean and green status by keeping pests and diseases out of Australia •protect and sustainably manage Australia's biodiversity, ecosystems and heritage •prepare and coordinate our response to outbreaks of pests, diseases and weeds provide data and analysis on agriculture and the environment •support sustainable natural resource management •establish and manage Commonwealth protected areas •maintain and secure new markets for Australia's agricultural exports.

To Apply

Position Contact	Blaine Wentworth, 02 6272 2329
Agency Recruitment Site	https://awejobs.nga.net.au

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Attorney-General's

Vacancy VN-0696115

Australian Financial Security Authority

Closing Date: Monday 01 November 2021

Trustee Services
Various

Job Title	Case Managers – Trustee Services
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT, Perth WA, Adelaide SA, Hobart TAS, Melbourne VIC
Salary	\$77,776 - \$83,999
Classification	APS Level 5
Position Number	Various
Agency Website	https://www.afsa.gov.au/

Job Description

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

AFSA actively promotes flexibility with working options in this role to support your family commitments and personal interests.

- Achieve effective outcomes for the Australian community
- Engage with diverse stakeholders
- Several temporary roles up to 12 months

Duties

As a Case Manager you will manage, assess and investigate more complex matters, undertake administration of estates and provide information and support to team members that delivers high quality operational and regulatory personal insolvency services to the Australian public.

You will work as a delegate for the Official Trustee in the administration of personal insolvency or proceeds of crime matters, or as a delegate of the Official Receiver assessing and issuing coercive notices.

You will support and contribute to a team environment with a supportive culture that encourages innovation and business improvement where staff are valued and committed to producing outcomes that enhance public value.

About You

To be successful in this role, you will have:

- the ability to prioritise your workload to achieve outcomes and have a flexible approach to meet changing circumstances
- a high sense of self-awareness with excellent self-management skills and the ability to develop strong interpersonal relationships
- a strong capability to build relationships and work effectively with stakeholders, acting with honesty, integrity and respect in dealings with others to achieve positive outcomes
- initiative and drive to identify, develop and implement opportunities for innovation and improvement to work practices, adding value to organisational goals
- tertiary qualifications in Law, Accounting, or a relevant discipline from an Australian tertiary institution (or comparable overseas institution), or demonstrated equivalent experience gained within the Insolvency or Finance Industries (highly desirable).

Why AFSA?

You will enjoy excellent conditions including generous superannuation (15.4%), a modern work environment, and flexibility to balance work and personal life.

We are a workplace committed to providing an environment that values diversity and supports staff to reach their full potential.

We encourage applications from Indigenous Australians, peoples from culturally diverse backgrounds and people with disabilities.

Eligibility

Please note that this opportunity is open only to Australian Citizens.

The successful applicant must have, or be willing to undergo a security clearance to the level of Baseline Vetting as a condition of employment.

To satisfy character requirements all AFSA employees must undergo a police records check.

Where a person has received a redundancy benefit from APS agency employment and their corresponding redundancy benefit period has not expired, they may be ineligible for employment.

Notes

Email applications should clearly state your name, the position title and location in the subject line.

Your application will be assessed against work related qualities and essential capabilities of the position and must include:

- A completed Position Application Form (available from AFSA website)
- A current resume
- A one page pitch stating why you are interested in the position, how your skills and experience make you the best person for the position and what value you can add to AFSA and the Trustee Services Division.

Candidates may be required to undergo psychometric and/or work sample testing as part of this selection process. All pre-employment checks will be conducted via an external party (Equifax). For further information on Equifax's privacy policy please refer to: <https://www.equifax.com.au/privacy>

*This recruitment process is being used to fill current non-ongoing positions in either our Adelaide, Brisbane, Canberra, Melbourne, Sydney, Perth or Hobart office. A merit pool of suitable candidates may be established as a result of this process to assist AFSA to fill similar ongoing and non-ongoing positions that may become available over the next 12 months. Non-ongoing positions may be offered for a period of up to 18 months with the possibility of extension (up to a total period of 3 years). Should a non-ongoing position become ongoing or should an ongoing position become available, the merit pool established by this process may be used to determine a suitable candidate(s).

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

About the Australian Financial Security Authority

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

To Apply

Position Contact	Michelle Tilke, (07) 3360 5470
Agency Recruitment Site	https://www.afsa.gov.au/about/careers/current-vacancies

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Attorney-General's

Vacancy VN-0696111

Fair Work Ombudsman and Registered Organisations Commission Entity

Closing Date: Monday 01 November 2021

Corporate
Corporate Services Information Governance

Job Title	Assistant Director, Information Governance
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - VIC VIC, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - SA SA, Various locations - WA WA, Various locations - TAS TAS, Various locations - NT NT
Salary	\$110,468 - \$119,219
Classification	Executive Level 1
Position Number	21/124EA
Agency Website	http://www.fairwork.gov.au

Job Description

<http://www.fairwork.gov.au/careers/current-vacancies>

We have an exciting opportunity available within our Corporate Services Branch for an Assistant Director to join and lead the Information Governance team on an ongoing basis.

About the FWO

The Fair Work Ombudsman (FWO) is an independent statutory office established by the Fair Work Act 2009. Our role is to promote harmonious, productive and cooperative workplace relations and ensure compliance with Australian workplace laws.

What our employees say about us

We are one of the most engaged and high performing agencies in Australia; consistently scoring above average on employee engagement and wellbeing when surveyed against other APS agencies.

What we offer you

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

- Great training and development opportunities
- Generous leave and flexible working arrangements to meet your personal circumstances
- Our Employee Assistance Program, a free counselling service for you and your family
- A competitive salary, plus 15.4% superannuation
- Rewards and recognition initiatives

For further information about the Fair Work Ombudsman, please visit www.fairwork.gov.au.

For information about our office locations please visit <https://www.fairwork.gov.au/contact-us/offices>.

About the team

The FWO is committed to an accountable and business-focused information management environment and culture and to engaging across Commonwealth agencies and communities of practice to implement whole of government information management initiatives.

The Information Governance Team delivers the FWO's information governance functions and projects, which include a range of information management initiatives, the implementation of digital recordkeeping strategies, as well as the Agency's information access / freedom of information (FOI), information management and privacy functions.

What we are looking for

In the role of Assistant Director, Information Governance you will be responsible for leading a team to deliver these functions as required. To be considered for this role you will need to demonstrate a strong strategic focus and have exceptional communication and stakeholder engagement skills. You will work collaboratively across the organisation, including working closely with the Policy Branch, Legal Group and organisational business units.

You will have excellent conceptual and analytical skills, and a sound understanding of archives, freedom of information and privacy laws and guidelines. In addition, you will be able to demonstrate sound judgement, influencing skills, strategic thinking and the ability to effectively lead a geographically dispersed team of information professionals to achieve results and build capacity. Travel may be required as part of this role. **Duties**

Typical Duties

The duties of the Assistant Director, Information Governance include, however, are not limited to:

- Delivery of the FWO's information access and FOI functions in accordance with statutory requirements and best practice, including making FOI decisions under delegation;
- Leading projects and initiatives to ensure that FWO maintains a best practice approach to the management of information;
- Enhancement of enterprise level information governance, management, skills and training;
- Creating internal partnerships with key stakeholders to ensure that adequate engagement informs information governance strategies;
- Adapt strategies and approaches to respond to risks, issues or evolving challenges, such as changing legislation, technology or new organisational functions; and
- Develop strong networks with information governance professionals in relevant disciplines and strong relationships with regulatory agencies and other stakeholders;
- Support governance bodies through provision of regular reporting and advice.

Selection Criteria

- Relevant qualifications and demonstrated professional experience in freedom of information, privacy or information management or related disciplines
- Demonstrated ability to lead a small team to deliver an information governance service
- Sound analytical and problem solving skills and the ability to make and document sound judgements
- Excellent communication skills and a demonstrated ability to translate complex information into succinct materials for different audiences
- Demonstrated ability to influence others and move towards a common vision or goal

Eligibility

Ability to obtain and maintain a Baseline clearance.

Notes

How to Apply

If you are excited about the opportunity, please tell us in **no more than 800 words**:

- Why you want to apply for this role?
- How your skills and experience address the requirements of this role.

All applications must be submitted via our online application system through the FWO website.

If you have any questions about this recruitment exercise, please email recruitment@fwo.gov.au.

Applications close 11.00pm (AEDT) Monday 1 November 2021

About the Fair Work Ombudsman and Registered Organisations Commission Entity

The Fair Work Ombudsman and Registered Organisations Commission Entity (FWOROCE) comprises two independent government bodies: - the Fair Work Ombudsman (FWO), created by the Fair Work Act 2009 (Fair Work Act) - the Registered Organisations Commission (ROC), established under the Fair Work (Registered Organisations) Amendment Act 2016, which began operating on 01 May 2017. The FWO is responsible for promoting harmonious, productive, cooperative and compliant workplace relations in Australia. Please visit the FWO website for further information. The ROC is responsible for the regulation and education of registered organisations (unions and employer associations) in Australia. It comprises the Registered Organisations Commissioner and staff assisting the Commissioner who are APS employees employed by the FWO. Please visit the ROC website for further information. For a full list of our current office locations in each state, please visit: <https://www.fairwork.gov.au/contact-us/offices> The FWOROCE provides a challenging and supportive work environment with access to great training and development opportunities and flexible working arrangements. To be eligible for employment with the FWOROCE, you must be an Australian citizen.

To Apply

Position Contact	Recruitment Team, recruitment@fwo.gov.au
Agency Recruitment Site	http://www.fairwork.gov.au/careers/current-vacancies

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Defence

Vacancy VN-0695986

Department of Defence

Closing Date: Monday 15 November 2021

Defence Science and Technology Group
DST Headquarters

Job Title	NAVIGATE program - AFFIRMATIVE MEASURES
Job Type	Full-Time;Part-Time, Ongoing
Location	Eveleigh NSW, Fishermans Bend VIC, Rockingham WA, Scottsdale TAS, Edinburgh SA, Innisfail QLD, Eagle Farm QLD, Fairbairn Raaf ACT
Salary	\$106,074 - \$166,808
Classification	Executive Level 1;Executive Level 2
Position Number	DSTG/05689/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=511E76C5-973F-8741-4325-BFEA8EFBF395>

Duties

NAVIGATE

Your STEM pathway to deliver impact

Supporting experienced STEM specialists take their career in an exciting new direction!

If you're a high-performing researcher, academic or STEM professional looking to supercharge your career, then apply for the NAVIGATE program.

The NAVIGATE program provides an exciting opportunity for high performing STEM specialists from a range of academic backgrounds to grow and develop as a senior leader in a supported environment.

Over twelve months, you will be part of a new and exciting program where you will learn the ins and outs of Defence and be provided with a mentor for support along the way. You will take part in tailored learning and development opportunities which will set you up for success and unlock your full potential.

This program offers participants an ongoing position within Defence. Our strategy is "people first, structure second." We'll select the right people for the Defence science and technology team, and then, on completion of the program we will identify the right job fit for you based around our priorities and your passion.

With a commitment of approximately \$3 billion in Defence innovation, science and technology over the next decade, there has never been a better time to work in Defence.

Program details

The NAVIGATE program is a dedicated science and technology pathway designed to enable high performing STEM specialists to either transition into the complex area of Defence science and technology or to continue to build on their career in Defence.

The program includes:

- 12 months of learning the ins and outs of Defence and Government, including two 6-months rotations.
- A dedicated professional development program where you will build your skills.
- One-on-one mentoring
- Full-time or part-time positions with permanent employment from the start of the program at any of our locations across Australia.
- Full time salary of \$106,074 - \$166,808 pa, with an additional 15.4% superannuation.

If you're a high achiever and value professionalism, scientific excellence, diversity and collaboration, then we encourage you to be bold and take the opportunity to apply for the NAVIGATE program.

Visit dst.defence.gov.au/NAVIGATE for more information. **Eligibility**

Mandatory Qualifications:

Applicants must be able to obtain and maintain a security clearance at 'Baseline Vetting Level'.

PhD in a STEM field or equivalent experience

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>

About the Department of Defence

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

To Apply

Position Contact	DSTG Workforce Capability and Talent, -
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=511E76C5-973F-8741-4325-BFEA8EFBF395

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Education, Skills and Employment

Vacancy VN-0696143

Department of Education, Skills and Employment

Closing Date: Wednesday 03 November 2021

Strategic Policy Division
Education Measurement Branch Various

Job Title	APS4 - APS 6 Quantitative & Qualitative Researchers, Psychometricians, Statisticians, Data Analysts, Project Officers & Policy Officers
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Perth WA, Adelaide SA, Brisbane QLD, Melbourne VIC, Newcastle NSW, Sydney NSW, Hobart TAS
Salary	\$72,407 - \$98,832
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	21/1165
Agency Website	https://www.dese.gov.au/

Job Description

<https://dese.nga.net.au/cp/index.cfm?event=jobs.listJobs&jobListid=AE666EAD-7B6B-8CB5-5ACB-B6BAF6FB854>

The Education Measurement Branch (EMB) in Strategic Policy Division is a new function focused on driving and developing technical measurement expertise in the department to deliver evidence-based policy and improved student outcomes in Australia. We are seeking a variety of candidates including those with strong psychometrics, statistics, data analytics, policy, and program management skills to support the design, analysis and interpretation of education outcome measures.

Duties

As a new function, the EMB has multiple positions available at the APS4 - APS6 level, including:

- Quantitative and Qualitative Researchers, Psychometricians, Statisticians, Data Analysts
- Project and policy officers

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

- Supporting the design, development, and evaluation of education outcome measures.
- Supporting the technical analysis of educational measurement tools, their effectiveness, and how different cohorts of interest, such as equity groups, perform.
- Synthesising data and research to produce engaging and thought-provoking materials.
- Supporting the production of high-quality briefs, minutes, reports and statistical reports.
- Supporting the delivery of sound and evidenced-based recommendations through the application of analytical, qualitative and quantitative problem-solving skills.
- Maintaining collaborative and productive relationships with internal and external stakeholders on projects to achieve agreed outcomes.
- Communicating, influencing and collaborating with a range of internal and external stakeholders including ministers, academics and other departments.
- Conveying a positive and professional image of DESE and modelling the expected behaviours of the DESE Values, APS Code of Conduct and APS Values providing support to the SES to deliver Departmental and Government priorities.

Additionally, at the APS 6 level candidates may also have responsibility for:

- Effectively managing people, financial and physical resources in compliance with relevant Acts, Accountable Authority Instructions, Delegations and policies.

- Managing research projects from beginning-to-end (project design, analysis and reporting) including liaising with internal and external stakeholders to ensure tight deadlines can be met.
- Contributing to building capability in a team environment through coaching others, providing performance feedback, conflict resolution and encouraging career and personal development.

Capabilities

Demonstrated experience in one or more of the following:

Project and policy officer roles:

- Experience in conducting and/or commissioning qualitative and quantitative research to deliver high-quality products under tight timelines and competing priorities.
- Ability to quickly and efficiently synthesise research and literature into simple, clear formats.
- Experience assisting in dissemination of research, and in supporting collaboration with external stakeholders.
- Contracts and procurement management.
- Knowledge of data management, ethics, privacy, and reporting.

Quantitative and Qualitative Researchers, Psychometricians, Statisticians, Data Analyst roles:

- Knowledge and experience in data collection methods, including the design and use of surveys, sample design and estimation, and data quality assessment
- Experience in psychometric statistical methods and analysis, including assessments of reliability and validity of assessment instruments (prior Rasch modelling experience is an advantage)
- Experience creating, delivering and/ or evaluating examinations or assessment measures, (particularly within education or similar fields).
- Experience in quantitative analytical methods including statistical analysis and modelling, predictive and causal analysis, time series analysis, pattern recognition, and visualisation techniques
- Experience using statistical programming languages or software (for example R, Python, Stata, SPSS or SAS) to manipulate and draw insights from data.
- Data integration and methods supporting statistics production with multiple data sources.
- Data visualisation techniques including the use of visualisation tools like Power BI, Qlik, or Tableau.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process will also be used to establish a merit pool that may be used to fill other roles as they become available within the following 12-month period.

Notes

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

About the Department of Education, Skills and Employment

The Department of Education, Skills and Employment works to ensure Australians can experience the wellbeing and economic benefits that quality education, skills and employment provides. Department of Education, Skills and Employment's primary focus is to equip Australians — at all life and career stages — with knowledge, skills and attributes to live well, thrive at work and contribute to community life. Strategic priorities include:

- Ensuring quality, affordable and accessible early education and care for families
- Improving schooling outcomes for children
- Preparing our future workforce through globally competitive tertiary education, training and research sectors
- Helping people find and keep a job, create their own job, change jobs, reskill and enjoy fulfilling careers

Developing a strong evidence base for effective policy that reflects and understands varied needs of the Australian population, business and industry. We welcome applications from Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, mature-age people and people with disability, regardless of sex, sexuality or gender identity. The Department of Education, Skills and Employment prides itself on being an agile organisation, promoting the Australian Public Service philosophy of one APS career, thousands of opportunities.

To Apply

Position Contact	Jazmine Smith, (02) 6121 7507
Agency Recruitment Site	https://dese.nga.net.au/cp/index.cfm?event=jobs.listJobs&jobListid=AE666EAD-7B6B-8CB5-5ACB-B6

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Education, Skills and Employment

Vacancy VN-0696159

Department of Education, Skills and Employment

Closing Date: Wednesday 03 November 2021

Strategic Policy
Education Measurement

Job Title	EL1 - EL2 - Psychometricians, Statisticians, Data Scientists and Data Analysts, Policy and Program Managers
Job Type	Full-Time;Part-Time, Ongoing
Location	Newcastle NSW, Sydney NSW, Canberra ACT, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA, Brisbane QLD
Salary	\$110,517 - \$156,110
Classification	Executive Level 1;Executive Level 2
Position Number	21/1164
Agency Website	https://www.dese.gov.au/

Job Description

<https://dese.nga.net.au/cp/index.cfm?event=jobs.listJobs&jobListid=AE666EAD-7B6B-8CB5-5ACB-B6BAF6FB854>

The Education Measurement Branch (EMB) in Strategic Policy Division is a new function focused on driving and developing technical measurement expertise in the department to deliver evidence-based policy and improved student outcomes in Australia. We are seeking a variety of candidates including those with strong psychometrics, statistics, data analytics, policy, and program management skills to support the design, analysis and interpretation of education outcome measures.

Duties

As a new function, EMB has multiple roles at the EL2 and EL1 level:

- Psychometricians, Data Scientists / Analysts /Statisticians
- Policy and Program Management

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

- Producing, reviewing and quality assuring psychometric analysis, including in the design, development, and evaluation of education outcome measures
- Leading the technical analysis of student outcome data to monitor trends in student achievement over time, including for cohorts of interest such as equity groups
- Leading a team to provide briefs, minutes, reports and other documents and statistical reports to a high standard and in a timely fashion.
- Collaborating with colleagues in the department to provide integrated advice on the development, implementation and evaluation of outcome measures.
- Maintaining collaborative and productive relationships with internal and external stakeholders on projects to achieve agreed outcomes
- Communicating, influencing, and collaborating with a range of internal and external stakeholders including ministers, academics and other departments.
- Leading, developing, providing strategic direction to, and motivating a high performing multidisciplinary team, comprising of statisticians, policy specialists and data analysts
- Effectively managing people, financial and physical resources in compliance with relevant Acts, Accountable Authority Instructions, Delegations and DESE policies.
- Conveying a positive and professional image of DESE and modelling the expected behaviours of the DESE Values, APS Code of Conduct and APS Values providing support to the SES to deliver Departmental and Government priorities.

Capabilities

Demonstrated experience in one or more of the following:

Across all roles:

- Management and development of broadly-skilled teams with challenging, ambiguous and complex roles.
- Strong written and verbal communication skills – the ability to communicate technical information effectively and concisely with a range of stakeholders including our Executive, Government and academia – this can include through briefings, reports, presentations, etc.

Policy and Program Management roles:

- Policy expertise and experience – particularly with a focus on state/territory relations, education, data and data sharing, creation and monitoring of funding agreements, compilation of reports that outline policy implications and recommendations for Government
- Project Management experience and expertise – including the ability to design and deliver to completion projects of all sizes

(particularly those with a data/evaluation focus)

- Experience and/or interest in the use of data to inform policy development, program design and research
- Experience in statistical disclosure control, ethics or privacy management, data sharing, legislation, ethics processes, privacy, and data security and management
- Evaluation skills
- Experience and/or interest in strategic policy development in a complex stakeholder environment, across multiple APS departments and jurisdictions

Psychometricians, Statisticians, Data Scientists and Data Analysts roles:

- Utilising psychometric methods, statistical procedures, and their applications in the educational assessment field
- Question/metric design, measurement and evaluation (preferably in the education sector)
- Statistical and data analysis with experience in R, Python, SAS, SPSS, or SQL and the ability to learn new coding languages and/or software and statistical packages
- Data visualisation – the ability to communicate data insights effectively and concisely with a range of stakeholders including our Executive and Government – this can include use of standard programs such as PowerPoint, Tableau, PowerBI, Qlik etc.

Eligibility

Under Section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS, unless the Agency delegate has agreed in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process will also be used to establish a merit pool that may be used to fill other roles as they become available within the following 12-month period.

Notes

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

About the Department of Education, Skills and Employment

The Department of Education, Skills and Employment works to ensure Australians can experience the wellbeing and economic benefits that quality education, skills and employment provides. Department of Education, Skills and Employment's primary focus is to equip Australians — at all life and career stages — with knowledge, skills and attributes to live well, thrive at work and contribute to community life. Strategic priorities include: • Ensuring quality, affordable and accessible early education and care for families • Improving schooling outcomes for children • Preparing our future workforce through globally competitive tertiary education, training and research sectors • Helping people find and keep a job, create their own job, change jobs, reskill and enjoy fulfilling careers Developing a strong evidence base for effective policy that reflects and understands varied needs of the Australian population, business and industry. We welcome applications from Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, mature-age people and people with disability, regardless of sex, sexuality or gender identity. The Department of Education, Skills and Employment prides itself on being an agile organisation, promoting the Australian Public Service philosophy of one APS career, thousands of opportunities.

To Apply

Position Contact	Adi Smith, 02 6121 5143
Agency Recruitment Site	https://dese.nga.net.au/cp/index.cfm?event=jobs.listJobs&jobListid=AE666EAD-7B6B-8CB5-5ACB-B6

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Environment and Energy

Vacancy VN-0696106

Clean Energy Regulator

Closing Date: Tuesday 02 November 2021

Corporate
Corporate Communications and Contact Centre

Job Title	Contact Centre- Coordinator
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$79,904 - \$83,933
Classification	APS Level 5
Position Number	CER 097/21
Agency Website	http://www.cleanenergyregulator.gov.au/About/About-the-Clean-Energy-Regulator

Job Description

<http://www.cleanenergyregulator.gov.au/About/Work-for-us>

The Corporate Branch is responsible for delivering enabling services that support the effective and efficient operation of the agency and facilitates the agency's compliance with legislation, policies and guidelines as a non-corporate Commonwealth entity.

The branch complements the scheme-focus of other agency divisions by providing digital services for internal and client-facing systems and facilitating strategic communications and client engagement through the agency's website and contact centre. In addition, the branch supports efficient resource management and corporate accountability through functions such as financial management, performance reporting, parliamentary services, procurement, facilities management and human resource management.

The Communications and Contact Centre section supports the agency's outcomes by adding value to, and enabling, business activities through the provision of specialist communications advice and services, stakeholder engagement and education, and effectively and efficiently managing internal and external communications channels, including the Contact Centre.

We are focussed on client experience and engagement, using a range of digital and traditional communication approaches. We work closely with our business stakeholders to provide big picture, strategic direction to drive and deliver on agency outcomes.

The section:

- manages all internal and external communications for the agency
- provides support, advice and deliver effective strategies, tools and products to engage our clients, stakeholders, staff and members of the public, and
- is the first point of contact for clients seeking information across all schemes administered by the agency.

Duties

We are looking for an energetic, self-motivated person to join the Contact Centre's leadership team. You will contribute to the development, implementation and maintenance of capabilities to support the CER Contact Centre under the guidance of the team leader. Your responsibilities may change as needs arise, so the successful candidate must be flexible, resilient and able to work as a team member in a high-pressure environment with shifting priorities.

Your responsibilities may include, but are not limited to:

- Coordinating workflow and managing individual and team performance.
- Building and maintaining relationships with various business areas within the agency.
- Working with the contact centre team and business areas to ensure Contact Centre Operators have the appropriate tools and resources available when managing client enquiries, including managing call scripts and email templates.
- In consultation with team leader, write and update Contact Centre standard operating procedures and guidelines.
- Manage, develop, educate and coach contact centre operators and assist them with more complex client enquiries.
- Monitor daily enquiry reports to detect trends and inform the need for new or updated resources.
- Maintain the Contact Centre's Knowledge Bank (SharePoint site), including publishing content and accessing analytics.
- Assisting with preparing and delivering new-starter induction training, including developing and maintenance of new starter training materials.

Qualifications/experience

The following demonstrated experiences are highly desirable (in no implied order):

- Strong communication skills, written and oral, and the ability to tailor communication style to suit target audience.
- Strong time management skills including the ability to deal with short and changing timeframes, and peaks in demand.
- In conjunction with contact centre team leader, develop and deliver training modules for new and existing contact centre staff.
- Demonstrated resilience and relationship building skills to support a small team that deals with complex, high volume enquiries.
- Ability to use Microsoft SharePoint.
- Ability to use / quickly learn how to use various IT applications (such as Microsoft Word, Outlook, Customer Relationship Management (CRM) or REC Registry) regularly used in the Contact Centre.

Eligibility

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

All applicants must be Australian citizens.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Jonathan Mandl, 02 6159 3776
Agency Recruitment Site	http://www.cleanenergyregulator.gov.au/About/Work-for-us

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Finance

Vacancy VN-0696032

Independent Parliamentary Expenses Authority

Closing Date: Monday 01 November 2021

IPEA
Transparency, Assurance and Legal

Job Title	Assistant Director, Data and Reporting
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	\$109,790 - \$138,863
Classification	Executive Level 1
Position Number	37141
Agency Website	https://www.ipea.gov.au/about-ipea

Job Description

<https://www.ipea.gov.au/about-ipea/employment>

Our ideal applicant will demonstrate strong skills and experience in managing teams to deliver quality data and reporting services. The Assistant Director, Data & Reporting is responsible for the following functions:

- supporting IPEA to become a data driven organisation
- preparing ad hoc and regular data and reporting products for internal and external stakeholders
- providing data and reporting related assistance to parliamentarians and their staff
- managing IPEA system access
- overseeing IPEA's data register.

Duties

1. Lead, mentor and develop a team to deliver IPEA's reporting function.
2. Develop and manage the implementation of IPEA's data strategy.
3. Manage the development of data analysis products to support IPEA and external stakeholders.
4. Provide written and verbal reporting assistance to parliamentarians and their staff.
5. Develop and maintain strong relationships with internal and external stakeholders.
6. Identify opportunities to improve data and reporting product offerings.
7. Prepare formal briefings, reports, board papers and correspondence as required.

Eligibility

The selection criteria for this position are based on the Australian Public Service Commission [Integrated Leadership System EL1 profile](#) and are:

1. Shapes strategic thinking
2. Achieves results
3. Cultivates productive working relationships
4. Exemplifies personal drive and integrity
5. Communicates with influence

Whilst not mandatory, qualifications/experience in data, analysis and reporting would be highly regarded.

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 Independent Parliamentary Expenses Authority

The Independent Parliamentary Expenses Authority's (IPEA) roles and functions reflect those prescribed in the Independent Parliamentary Expenses Authority Act 2017 and include: • providing advice to parliamentarians and their staff on travel expenses, allowances, and related expenses • administering travel expenses, allowances, and related expenses, including processing these claims • reporting on work expense claims • auditing work expense claims

To Apply

Position Contact	Jodi Norden, (02) 6215 3785
Agency Recruitment Site	https://www.ipea.gov.au/about-ipea/employment

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Health

Vacancy VN-0696050

Australian Digital Health Agency

Closing Date: Sunday 31 October 2021

Corporate Services Division
Gov Security and Info Service

Job Title	Records Manager
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT
Salary	\$86,534 - \$97,625
Classification	APS Level 6
Position Number	APS60010
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

The APS6 Records Manager monitors, coordinates and is responsible for ongoing management of the Agency's Electronic Document and Records Management System.

Duties

Working independently, the Records Manager supports the Corporate Services Division and is responsible for the monitoring, coordination and ongoing management of the Agency's Electronic Document and Records Management System (EDRMS). Working closely with Stakeholders to manage and resolve EDRMS issues, the Records Manager will exercise initiative and judgement in the interpretation and application of the relevant legislation, records management standards and Agency policies, practices and procedures to achieve sustainable outcomes. The Records Manager is accountable for the following:

- Provide expertise and technical knowledge across all aspects of the Agency's records management activities.
- Engage with stakeholders, communicate and negotiate complex EDRMS issues with a focus on solutions.
- Identify and implement opportunities to improve and support the accurate use of the records and information management processes.
- Set priorities for the team, ensuring team cohesion is maintained and quality outcomes are achieved.

- Mitigate risks and resolve issues within areas of responsibility.
- Conduct electronic and paper-based records reviews in line with legislation and digital records management procedures and resolve complex records management requests.
- Provide electronic document and records management training for all new Agency employees and contractors.

Skills and Experience

To be successful in this role you will have previous experience in records management in a fast-paced environment. In addition, the successful candidate will demonstrate:

- Knowledge of records management principles and systems, applicable National Archives Australia legislation and standards, specifically ISO16175.
- Strong working knowledge and experience with Information Management platforms.
- 3-5 years' experience in using/maintaining an EDRMS.
- Ability to make decisions; apply judgement to determine stakeholder needs and requirements.
- Strong communication skills and the ability to build effective working relationships with key stakeholders and networks.
- Experience in providing EDRMS training and support to staff.
- Ability to manage demanding tasks with competing deadlines.
- Health and Government Industry experience desirable.
- Change management and implementation experience desirable.

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.

Ability to obtain and maintain national police check.

Australian Citizenship is a condition of eligibility.

Notes

This is an opportunity for APS promotion or s26 at level transfer.

The Agency is committed to a diverse and inclusive work environment. We encourage applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, members of the LGBTQIA+ community, mature aged employees and carers.

To support our diverse workforce, the Agency is pleased to offer flexible working options to our team members, which includes opportunities for an agreed amount of work performed at home and varied work hours.

Depending on the Agency's operational requirements, successful applicants may be employed either under the Public Service Act or pursuant to s64(3) of the Public Governance Performance and Accountability (Establishing the Australian Digital Health Agency) Rule 2016.

Pool of Merit: Applicants rated as suitable will be placed in a pool of merit that may be used to fill similar positions throughout the Agency for up to 12 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>.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	DFP Recruitment, 1300 895 669
Agency Recruitment Site	https://dfp.nga.net.au/cp/

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Health

Vacancy VN-0696132

Australian Digital Health Agency

Closing Date: Sunday 31 October 2021

Digital Strategy Division
Architecture, Informatics & Product Ownership

Job Title	Solutions Architect
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT
Salary	\$106,340 - \$121,282
Classification	Executive Level 1
Position Number	Multiple
Agency Website	https://www.digitalhealth.gov.au/

Job Description

<https://au.hudson.com/jobs/australiandigitalhealthagency-jobs/>

Duties

Experience with HL7 standards (desirable)

This position may attract a job specific allowance.
This is an opportunity for APS promotion or s26 at level transfer.

The Agency is committed to a diverse and inclusive work environment. We encourage applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, members of the LGBTQIA+ community, mature aged employees and carers.

To support our diverse workforce, the Agency is pleased to offer flexible working options to our team members, which includes opportunities for an agreed amount of work performed at home and varied work hours.

Depending on the Agency's operational requirements, successful applicants may be employed either under the Public Service Act or pursuant to s64(3) of the Public Governance Performance and Accountability (Establishing the Australian Digital Health Agency) Rule 2016.

Pool of Merit: Applicants rated as suitable will be placed in a pool of merit that may be used to fill similar positions throughout the Agency for up to 12 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>.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Crystal Lugge, 0410 448 699
Agency Recruitment Site	https://au.hudson.com/jobs/australiandigitalhealthagency-jobs/

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Health

Vacancy VN-0696144

Australian Digital Health Agency

Closing Date: Sunday 31 October 2021

Corporate Services Division
Marketing and Communications

Job Title	Communications Manager
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT
Salary	\$106,340 - \$121,282
Classification	Executive Level 1
Position Number	ELL10152
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

The Communications Manager is responsible for the communication and marketing strategy planning, management and production of communications outcomes.

Duties

About the Role

Working independently the Communications Manager supports the Corporate Services Division and is responsible for the communication and marketing strategy planning, management and production of communications outcomes for the Agency. Performing a leadership role, the Communications Manager will provide expertise to a range of stakeholders on effective communications and marketing requirements and produce and implement programs across media channels aligned to the communications and marketing strategic plan. The Communications Manager is responsible for the following:

- Undertake communications and marketing activities with an awareness of their impact on strategic, political or operational outcomes.
- Acquire an in-depth knowledge of organisations partnering with the Agency's digital health initiatives and deliver significant organisational change through communications and stakeholder engagement.
- Produce strategic communication plans aligning goals and objectives with consistent and accurate key messages.
- Manage a small team, building capability and maintaining technical expertise to deliver quality outcomes.
- Identify target audiences and develop communications and marketing plans with specific objectives across different channels and segments.
- Interpret customer insights and convert them into useful strategies to develop and implement programs of work.

- Mitigate risks and resolve issues within areas of responsibility.

Skills and Experience

To be successful in this role you will have previous experience in communications and marketing management in a fast-paced environment. In addition, the successful candidate will demonstrate:

- Skills and experience in developing and implementing high-level communication and marketing strategies.
- Strong oral and written communication skills with the ability to build effective working relationships with stakeholders.
- Exceptional attention to detail.
- Ability to manage demanding tasks with competing deadlines.

Eligibility

Ability to obtain and maintain a security clearance at a level designated by the Agency on request.

Ability to obtain and maintain national police check.

Australian Citizenship is a condition of eligibility.

Notes

This is an opportunity for APS promotion or s26 at level transfer.

The Agency is committed to a diverse and inclusive work environment. We encourage applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, members of the LGBTQIA+ community, mature aged employees and carers.

To support our diverse workforce, the Agency is pleased to offer flexible working options to our team members, which includes opportunities for an agreed amount of work performed at home and varied work hours.

Depending on the Agency's operational requirements, successful applicants may be employed either under the Public Service Act or pursuant to s64(3) of the Public Governance Performance and Accountability (Establishing the Australian Digital Health Agency) Rule 2016.

Pool of Merit: Applicants rated as suitable will be placed in a pool of merit that may be used to fill similar positions throughout the Agency for up to 12 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>.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	DFP Recruitment, 1300 895 669
Agency Recruitment Site	https://dfp.nga.net.au/cp/

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Health

Vacancy VN-0696113

National Blood Authority

Closing Date: Tuesday 02 November 2021

National Blood Authority
Fresh Blood Products and Business Systems Fresh Blood Products and
Services

Job Title	Contract Management Officer
Job Type	Full-Time, Ongoing
Location	Lyneham ACT
Salary	\$77,727 - \$82,037
Classification	APS Level 5
Position Number	20025935
Agency Website	www.blood.gov.au

Job Description

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

About the NBA

The National Blood Authority (NBA) is an Australian Government statutory Agency whose role is to work in a collaborative manner with all Australian governments and blood sector stakeholders to ensure Australia's blood supply is safe, secure, adequate and affordable, and to support best practice management and use of blood products in Australia.

Job Context

We are looking for a proactive and motivated Contract Management Officer to join the Fresh Blood Products and Services Section, which is responsible for the management of the contract and relationship with the Australian Red Cross Lifeblood and for putting in place NBA arrangements to deliver a safe, secure

and affordable supply of fresh blood products and services.

As the Contract Management Officer, you will use your exceptional organisational and administrative skills to efficiently support a range of activities and use best practices to support the needs of the section. You will assist in the management and monitoring of annual blood product supply and demand plans and provide input into the management of high value contracts for fresh blood products. Additionally, you will support the section through general administration, records management, secretariat duties and preparing documentation, including Ministerial correspondence.

The ideal candidate will have the ability to exercise initiative and judgement in the interpretation of policy and the application of practices and procedures; experience in providing technical, professional, and/or policy advice in relation to complex problems; experience in applying sound stakeholder engagement and negotiation skills; and have excellent oral and written communication skills.

Duties

Primary Job Duties

Although not exhaustive, the duties and responsibilities of this position may require you to:

1. Provide administrative support for contracts, programs and projects in accordance with the objectives of the *National Blood Agreement* and government policies;
2. Assist in undertaking and managing financial processes;
3. Propose and implement innovations within a culture of continuous improvement;
4. Gather and investigate information from diverse sources;
5. Review reports, and prepare papers, reports, briefs, minutes, presentations and correspondence;
6. Other secretariat duties as required
7. Work in a collaborative manner to achieve team goals; and
8. Contribute to NBA organisational strategy and culture.

Eligibility

Additional Information

These are Designated Security Assessed Positions (DSAP) at Baseline Level. The successful applicant must be an Australian Citizen capable of obtaining and maintaining a security clearance at this level. A loss of security clearance may result in termination of employment.

The NBA expects that all employees will perform their duties professionally and respectfully to achieve outcomes of the highest standard, and that this performance will reflect the best principles and practices of workplace diversity, workplace participation and a safe working environment.

A merit pool of suitable applicants will be created which may be used to fill ongoing/non-ongoing vacancies of similar roles should they become available 12 months from the day this vacancy was advertised in the APS gazette.

Notes

To Apply

Applicants are required to submit a cover letter, CV and complete an [NBA Cover Sheet](#) and return to the NBA Recruitment Team NBArecruitment@blood.gov.au.

If you have any enquiries about this vacancy please contact Renae Taylor on 02 6151 5087 or

Rena.Taylor@blood.gov.au.

About the National Blood Authority

The National Blood Authority (NBA) is an Australian Government statutory Agency whose role is to work in a collaborative manner with all Australian governments and blood sector stakeholders to ensure Australia's blood supply is safe, secure, adequate and affordable, and to support best practice management and use of blood products in Australia

To Apply

Position Contact	Rena Taylor, 02 6151 5087
Agency Recruitment Site	https://www.blood.gov.au/current-vacancies

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Health

Vacancy VN-0696116

National Mental Health Commission

Closing Date: Monday 01 November 2021

National Suicide Prevention Office
Executive

Job Title	Head of the National Suicide Prevention Office
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	-
Classification	Statutory Appointment
Position Number	TBC
Agency Website	https://www.mentalhealthcommission.gov.au/About

Job Description

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

An exciting opportunity to lead the establishment of Australia's first National Suicide Prevention Office (NSPO) and to drive the NSPO strategy for suicide prevention in Australia to achieve a whole of governments response. The Head of the NSPO will lead and manage a substantial program of work, setting performance expectations and monitoring and evaluating performance outcomes to contribute to the achievement of the NSPO's objectives. It will lead the planning, development and implementation of major initiatives, strategies and frameworks and provide expert advice and recommendations to Government.

The Head of the NSPO will develop and maintain effective working with a diverse range of internal and external stakeholders and nurture effective strategic partnerships in suicide prevention. It will also monitor local and international developments and the achievement of both short and long term goals and objectives.

The Head of the NSPO will represent the office in a range of forums, developing and sustaining positive relationships with stakeholders to identify trends, leverage knowledge and intelligence, and fully inform strategic decision making.

The role will report through the National Mental Health Commission's Chief Executive Officer (as the Accountable Authority) to the Minister for Health and Aged Care.

Duties

The Head of the NSPO is a key role that will drive the NSPO strategy for suicide prevention in Australia to achieve a whole of governments response (including relevant portfolios from a Commonwealth perspective and the jurisdictions). It will lead and manage a substantial program of work, setting performance expectations and monitoring and evaluating performance outcomes to contribute to the achievement of the NSPO's objectives.

The Head of the NSPO will lead the planning, development and implementation of major initiatives, strategies and frameworks and provide expert advice and recommendations to Government.

It will develop and maintain effective working relationships with a diverse range of internal and external stakeholders and nurture effective strategic partnerships in suicide prevention. These stakeholders include Australian Government agencies, state and territory governments, Mental Health Commissions, NGO's, community service providers, regional and local networks and, most importantly, those with lived and living experience of suicide. It will also monitor local and international developments and the achievement of both short and long term goals and objectives.

The Head of the NSPO will represent the office in a range of forums, developing and sustaining positive relationships with stakeholders to identify trends, leverage knowledge and intelligence, and fully inform strategic decision making. The Head of the NSPO will manage the functions and provide leadership, coordination, strategic direction and stakeholder management in the Office.

The role will report through the Accountable Authority (the CEO of the Commission) to the Minister for Health and Aged Care.

Further details on the role can be found in the candidate information pack on the National website.

Eligibility

To be a strong contender, you will need to have a demonstrated understanding of, and track record working in the area of, suicide prevention. In addition, you will need to demonstrate your qualities and abilities as a leader and manager with a proven record of achievement in defining and leading change within a complex and evolving environment.

You will have sound judgement, the ability to deliver high quality outcomes, and effective communication skills with a personal style that engenders trust and respect. You will also have demonstrated experience in working with lived and living experience, and it will be highly desirable that you can also demonstrate

experience working with Aboriginal and Torres Strait Island individuals and communities and other diverse groups. You will have a commitment to understanding the needs of populations which are disproportionately impacted by suicide.

Notes

The National Suicide Prevention Office (NSPO) is a new office being established within the National Mental Health Commission. The NSPO will lead a national whole-of-government approach to suicide prevention. It will ensure those aspects of suicide prevention which, due to scalability, the need for consistency, and reach, are implemented at a national level. It will work across the Australian Government and in close consultation with all jurisdictions with a focus on integrating collaborative efforts, identifying evidence based best practice, and reducing the potential for duplication. The NSPO will regularly report on the progress of implementing a whole of governments approach to suicide prevention.

About the National Mental Health Commission

The Commission monitors and reports on investment in mental health and suicide prevention initiatives, provides evidence based policy advice to Government and disseminates information on ways to continuously improve Australia's mental health and suicide prevention systems, and acts as a catalyst for change to achieve those improvements. This includes increasing accountability and transparency in mental health through the provision of independent reports and advice to the Australian Government and the community. We work with stakeholders, particularly people with living experience of mental health, their families and other support people to ensure mental health reforms are collectively owned and actioned. We work across all areas that promote mental health and prevent mental illness and suicide – not just government and not just health, but education, housing, employment, human services and social support, so that all Australians achieve the best possible mental health and wellbeing. The Commission is an executive agency established on 1 January 2012 under the Public Service Act 1999 and is a non-corporate Commonwealth entity under the Public Governance, Performance and Accountability Act 2013. We are accountable to the Australian Parliament through the Health Portfolio.

To Apply

Position Contact	Recruitment NMHC, Please email
Agency Recruitment Site	https://www.mentalhealthcommission.gov.au/about/employment

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Home Affairs

Vacancy VN-0696123

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date: Tuesday 02 November 2021

Capability and Strategy
Innovation and Technology Solutions Technology Platforms and Solutions

Job Title	Senior Engineer, Unix Systems
Job Type	Full-Time, Ongoing
Location	Chatswood NSW, Sydney NSW
Salary	\$89,408 - \$101,856
Classification	APS Level 6
Position Number	556
Agency Website	https://www.austrac.gov.au/

Job Description

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

The Senior Engineer, Unix System, is part of the Technology and Platform Solutions Team within the Innovation and Technology Solutions branch of AUSTRAC.

The Senior Engineer, Unix Systems is responsible for ensuring that the Unix server environment is secure, stable and effectively maintained. The Senior Engineers role is to establish and continually improve the services offered to the agency by ensuring that the team performs to the highest possible standard. The role engages broadly with stakeholders to ensure that the services provided are of high quality and meet AUSTRAC's requirements. The Senior Engineer contributes to ensuring that the Agency obtains maximum value from its investment in its Unix computing platform and any associated technologies by understanding the future road-map and the impact on the technology stack within AUSTRAC.

Duties

The Senior Engineer, Unix Systems under limited direction is responsible for:

- Support, administration and maintenance of the Linux environment
- Working closely with other technical teams in the identification and resolution of technical issues escalated by the AUSTRAC IT helpdesk
- Management of the VMware, Disk to Disk and tape backup environments
- Delivery of improvement initiatives and project work within agreed time-frames
- Performing regular reviews and audits of the UNIX environment, undertaking remediation activities where required in order to maintain compliance with relevant security policy, process and procedures
- Ensuring that technical documentation is up to date and accurate at all times
- Proactively identifying opportunities to improve the network environment and associated management processes.

Eligibility

The successful applicant will be required to undergo a security assessment, maintain an ongoing security clearance and satisfy AUSTRAC's pre-engagement checks.

To be eligible for assessment, applicants must be an Australian citizen.

Notes

AUSTRAC is an inclusive employer and we actively encourage applications from Indigenous Australians, people with disabilities, LGBTI+ people and people with diverse linguistic and cultural backgrounds and those of mature age. We are committed to creating a working environment that values and uses the contribution and experience of employees from a diversity of backgrounds.

We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work.

AUSTRAC CHATSWOOD OFFICE WILL BE RELOCATING TO SYDNEY CBD IN 2022

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 Transaction Reports and Analysis Centre (AUSTRAC)

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

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

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

To Apply

Position Contact	Brett Fouche, 02 9950 0790
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Industry, Science, Energy and Resources

Vacancy VN-0696148

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date: Wednesday 27 October 2021

Governance
Internal Audit

Job Title	Audit Manager
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$102,724 - \$111,165
Classification	Executive Level 1
Position Number	TBC
Agency Website	http://www.csiro.au

Job Description <https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=78616&company=CSIRO>

The Opportunity

- **Flexible working conditions, generous entitlements, free on-site parking.**
- **Use your expertise to help us further build and develop our Internal Audit function.**
- **Apply to join CSIRO today and help us make a difference!**

CSIRO's vision is to create a better future for Australia and our purpose is to solve the greatest challenges through innovative science and technology.

As an Audit Manager at CSIRO you will have a key role in assisting us to achieve this vision. Reporting to the Head – Internal Audit you will be responsible for assisting in the delivery of the Internal Audit Annual Plan. You will assist in leading independent and objective internal audits of key business processes across the global organisation. By working closely with senior leaders, you will provide quality deliverables to provide assurance to the Board Audit and Risk Committee and assist in managing risk across the diverse organisation.

This is an exciting time for the Internal Audit function as we look to new team members to bring their experience to proactively drive and fully embed enhanced, best practice audit processes.

Duties

Your duties will include:

- Managing and assisting in the delivery of internal audits in accordance with the Internal Audit Plan.
- Drafting high-quality documentation including management updates and internal audit reports.
- Developing internal audit documentation including risk and control matrixes, process narratives, detailed testing audit work programs and issue summaries with minimal supervision

- Establishing and developing effective working relationships with key stakeholders including process owners, business leaders, and executive management.
- Partnering with the business to develop feasible, appropriate solutions to identified audit issues.
- Ensuring effective, timely, and transparent communication with stakeholders regarding audit findings, action recommendations, and progress of audits.
- Provide leadership and supervision to a small team and coach and develop internal audit staff.

Location: Brisbane, QLD; Canberra, ACT; Melbourne, VIC or Sydney, NSW

Salary: AU\$102k - AU\$111k plus up to 15.4% superannuation

Tenure: Indefinite

Reference: 78616

To be considered you will need:

- Relevant tertiary qualifications, CA/CPA or CIA or CISA certification along with experience in performing internal audits within large, complex, and diverse organisations.
- The ability to plan and execute audit work programs with minimal supervision. Evaluating, interpreting, and synthesising complex information and drawing logical conclusions and linkages.
- Leadership and management experience commensurate with 3+ years in a Senior Auditor level Internal Audit role.
- Experience in establishing and maintaining strong working relationships with relevant audit stakeholders.
- Working knowledge of Institute Internal Auditors (IIA) Professional Standards and Quality Improvement Program requirements.

For full details about this role please review the [Position Description](#)

Eligibility

Eligibility

To be appointed to this role you must be an Australian/New Zealand Citizen, or an Australian Permanent Resident currently residing in Australia.

The successful applicant will be required to obtain and provide a National Police Check or equivalent.

Flexible Working Arrangements

We work flexibly at CSIRO, offering a range of options for how, when and where you work.

Diversity and Inclusion

We are working hard to recruit people representing the diversity across our society, and ensure that all our people feel supported to do their best work and feel empowered to let their ideas flourish.

About CSIRO

At CSIRO Australia's national science agency, we solve the greatest challenges through innovative science and technology. We put the safety and wellbeing of our people above all else and earn trust everywhere because we only deal in facts. We collaborate widely and generously and deliver solutions with real impact.

Join us and start creating tomorrow today!

How to Apply

Please apply on-line and provide a cover letter and CV that best demonstrate your motivation and ability to meet the requirements of this role.

Applications Close

Wednesday 27 October 2021, 11:00pm AEDT

Notes

About the Commonwealth Scientific and Industrial Research Organisation (CSIRO)

We imagine. We collaborate. We innovate. We are Australia's national science research agency. We solve the greatest challenges using innovative science and technology. At the Commonwealth Scientific and Industrial Research Organisation (CSIRO), we shape the future. We do this by using science to solve real issues to unlock a better future for our community, our economy, our planet. We pride ourselves on recruiting the best talent - bold change-makers, imaginative problem solvers and people driven by impact, whose creativity and skill match their enthusiasm for science and innovation. Join us, and help unlock a better future for everyone.

To Apply

Position Contact	Katie Baldwin, katie.baldwin@csiro.au
Agency Recruitment Site	https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=78616&company=CSIRO

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

Industry, Science, Energy and Resources

Vacancy VN-0696065

Department of Industry, Science, Energy and Resources

Closing Date: Tuesday 02 November 2021

National Measurement Institute
Legal Metrology Trade Measurement Services

Job Title	Assistant Trade Measurement Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Melbourne VIC, Perth WA
Salary	\$69,453 - \$74,970
Classification	APS Level 4
Position Number	509028
Agency Website	http://www.industry.gov.au/

Job Description

<http://careers.pageuppeople.com/771/cw/en/listing/>

The National Measurement Institute, NMI, is the measurement science and regulatory delivery division of the Department of Industry, Science, Energy and Resources (DISER). It is the Australian government's measurement authority and the vehicle through which the Australian Government discharges its Constitutional responsibility for weights and measures.

The Legal Metrology Branch administers Australia's measurement legislation to ensure a level playing field for consumers, businesses, government entities and international trade. The branch has significant interactions with industry, consumers, traders and trade measurement licensees.

A total of four positions are available, distributed nationally in the following locations - Adelaide, Brisbane, Melbourne, and Perth.

Our ideal candidate

We are looking for self-motivated people with technical aptitude and good communication skills to join our national team. Our ideal candidates will have a strong desire to work in a federal government organisation with a strong compliance and enforcement focus that supports trust in the effective functioning of the Australian economy.

Employees of NMI are expected to demonstrate behaviours consistent with the values of being adaptable, innovative, accountable, strategic, inclusive, and influential.

Duties

The successful applicants will develop skills and knowledge (through on the job and classroom based learning) relevant to trade measurement inspections, compliance and enforcement duties and responsibilities in a range of trading environments, by:

- conducting tests and audits of measuring instruments
- conducting quality audits and assessments

- monitoring trading practices
- assessing pre-packaged products for compliance
- providing information and education to licensees businesses and consumers
- conducting regulatory activities on behalf of other Commonwealth government entities, as required.

The successful applicants will also develop skills and knowledge in investigation techniques by:

- identifying and investigating apparent breaches of trade measurement legislation (including conducting formal interviews when required)
- compiling formal reports which may be considered for court based action
- providing administrative and technical support as required.

Successful applicants will also be required to complete work health and safety training, and to perform hazardous tasks at some worksites, such as testing fuel pumps at service stations and weighbridges at quarries.

Selection criteria

The successful applicants will have, or demonstrate the capability to acquire:

- sound interpersonal, written and oral communication skills, with an ability to adapt to the needs of different audiences
- sound mathematical and data skills, and the ability to acquire further technical skills through structured learning activities and on-the-job experience
- experience dealing with difficult situations and strong liaison, negotiation and conflict resolution skills
- an ability to develop investigation and case management skills for court based actions
- excellent judgement and problem solving skills, and the ability to work to achieve objectives within given timeframes and respond constructively to feedback
- an ability to work effectively in a team environment, and contribute to team objectives while also being self-motivated and able to plan and work independently.

Eligibility

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

Successful applicants will be required to drive a vehicle, and so possession and maintenance of a driver's licence is mandatory. They also need to be physically able to handle the equipment used in inspection activities out in the field.

These positions require a Baseline security clearance. The successful applicants will be required to obtain and maintain a clearance at this level.

Notes

Successful applicants are required to complete the:

- Certificate IV in Trade Measurement (PSP40516)
- Certificate IV in Government Investigations (PSP40416) and
- 'Use and maintain reference standards' unit of competency (MSMTMREF301).

These courses will be organised and funded by NMI at no cost to the employee, and will be undertaken in work time. NMI delivers some of the training and assessment required for this role via its Registered Training Organisation (RTO No. 91419).

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

The successful applicant will be required to undertake inter- and intra-state travel of approximately 8 weeks [32 nights] annually, with overnight absences away from home for periods of up to a week

at a time. Some out of hours work may also be required.

The successful applicants will commence in the role at APS Level 4.1 and, on successful completion of the qualifications will be appointed as a Trade Measurement Inspector. Further career progression is dependent on satisfactory job performance.

The Trade Measurement Officer position opens up a number of career paths within the Legal Metrology Branch, and potentially across the whole of the Australian Public Service.

A merit pool may be established to fill future Assistant Trade Measurement Officer vacancies, should they become available within 12 months from the date advertised.

Contact information

For more information regarding these opportunities, please contact:

Adelaide / Perth – Tony Blefari via Tony.Blefari@measurement.gov.au or on 0457 548 986.

Brisbane – Graeme Hay via Graeme.Hay@measurement.gov.au or on 0457 549 022.

Melbourne – David Gittins via David.Gittins@measurement.gov.au or on 0457 547 929.

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

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

About the Department of Industry, Science, Energy and Resources

The department drives growth and job creation for a more prosperous Australia, by facilitating economic transformation and boosting business entrepreneurialism. We facilitate the growth and productivity of globally competitive industries, by bringing together industry, energy, resources, science. We support the affordable, reliable, secure and competitive operation of energy markets for the long term benefit of the Australian community and industries through improving Australia's energy supply, efficiency, quality, performance and productivity. We also support the building of a strong scientific capability, business innovation, and the commercialisation of new ideas as critical requirements for productivity and economic growth. 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 work unit with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements as agreed by all parties. The department is committed to a workplace culture that is respectful, inclusive, and diverse, where all employees have a sense of belonging and can bring their authentic whole selves to work every day. We encourage applications from Aboriginal and/or Torres Strait Islander people, mature age, people with disability, culturally and linguistically diverse people and people of the LGBTIQ+ community, including transgender, gender diverse, and intersex people. Please 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 this in more detail. We strongly believe that diversity of experience, perspectives, and background will lead to a better environment for our employees and better outcomes for Australia.

To Apply

Position Contact	Refer to Contact Officers listed under 'Notes', Refer to 'Notes'
Agency Recruitment Site	http://careers.pageuppeople.com/771/cw/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0696066

Department of Industry, Science, Energy and Resources

Closing Date: Tuesday 02 November 2021

National Measurement Institute
Legal Metrology Trade Measurement Services

Job Title	Assistant Trade Measurement Officer (Sydney)
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$69,453 - \$74,970
Classification	APS Level 4
Position Number	509027
Agency Website	http://www.industry.gov.au/

Job Description

<http://careers.pageuppeople.com/771/cw/en/listing/>

The National Measurement Institute, NMI, is the measurement science and regulatory delivery division of the Department of Industry, Science, Energy and Resources (DISER). It is the Australian government's measurement authority and the vehicle through which the Australian Government discharges its Constitutional responsibility for weights and measures.

The Legal Metrology Branch administers Australia's measurement legislation to ensure a level playing field for consumers, businesses, government entities and international trade. The branch has significant interactions with industry, consumers, traders and trade measurement licensees.

Three positions are available based in Sydney.

Our ideal candidate

We are looking for self-motivated people with technical aptitude and good communication skills to join our national team. Our ideal candidates will have a strong desire to work in a federal government organisation with a strong compliance and enforcement focus that supports trust in the effective functioning of the Australian economy.

Employees of NMI are expected to demonstrate behaviours consistent with the values of being adaptable, innovative, accountable, strategic, inclusive, and influential.

Duties

The successful applicants will develop skills and knowledge (through on the job and classroom based learning) relevant to trade measurement inspections, compliance and enforcement duties and responsibilities in a range of trading environments, by:

- conducting tests and audits of measuring instruments

- conducting quality audits and assessments
- monitoring trading practices
- assessing pre-packaged products for compliance
- providing information and education to licensees businesses and consumers
- conducting regulatory activities on behalf of other Commonwealth government entities, as required.

The successful applicants will also develop skills and knowledge in investigation techniques by:

- identifying and investigating apparent breaches of trade measurement legislation (including conducting formal interviews when required)
- compiling formal reports which may be considered for court based action
- providing administrative and technical support as required.

Successful applicants will also be required to complete work health and safety training, and to perform hazardous tasks at some worksites, such as testing fuel pumps at service stations and weighbridges at quarries.

Selection criteria

The successful applicants will have, or demonstrate the capability to acquire:

- sound interpersonal, written and oral communication skills, with an ability to adapt to the needs of different audiences
- sound mathematical and data skills, and the ability to acquire further technical skills through structured learning activities and on-the-job experience
- experience dealing with difficult situations and strong liaison, negotiation and conflict resolution skills
- an ability to develop investigation and case management skills for court based actions
- excellent judgement and problem solving skills, and the ability to work to achieve objectives within given timeframes and respond constructively to feedback
- an ability to work effectively in a team environment, and contribute to team objectives while also being self-motivated and able to plan and work independently.

Eligibility

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

Successful applicants will be required to drive a vehicle, and so possession and maintenance of a driver's licence is mandatory. They also need to be physically able to handle the equipment used in inspection activities out in the field.

These positions require a Baseline security clearance. The successful applicants will be required to obtain and maintain a clearance at this level.

Notes

Successful applicants are required to complete the:

- Certificate IV in Trade Measurement (PSP40516)
- Certificate IV in Government Investigations (PSP40416) and
- 'Use and maintain reference standards' unit of competency (MSMTMREF301).

These courses will be organised and funded by NMI at no cost to the employee, and will be undertaken in work time. NMI delivers some of the training and assessment required for this role via its Registered Training Organisation (RTO No. 91419).

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

Whilst completing the qualifications listed above the successful applicant will be required to

undertake significant inter- and intra-state travel (approx. 18 weeks [72 nights] annually), with overnight absences away from home for periods of up to a week at a time. Some out of hours work may also be required.

The requirement for overnight travel will be significantly reduced to approximately 8 weeks [32 nights] annually on completion of the qualifications, with some out of hours work continuing to be required.

The successful applicants will commence in the role at APS Level 4.1 and, on successful completion of the qualifications will be appointed as a Trade Measurement Inspector. Further career progression is dependent on satisfactory job performance.

The Trade Measurement Officer position opens up a number of career paths within the Legal Metrology Branch, and potentially across the whole of the Australian Public Service.

A merit pool may be established to fill future Assistant Trade Measurement Officer vacancies, should they become available within 12 months from the date advertised.

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

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

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The department drives growth and job creation for a more prosperous Australia, by facilitating economic transformation and boosting business entrepreneurialism. We facilitate the growth and productivity of globally competitive industries, by bringing together industry, energy, resources, science. We support the affordable, reliable, secure and competitive operation of energy markets for the long term benefit of the Australian community and industries through improving Australia's energy supply, efficiency, quality, performance and productivity. We also support the building of a strong scientific capability, business innovation, and the commercialisation of new ideas as critical requirements for productivity and economic growth. 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 work unit with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements as agreed by all parties. The department is committed to a workplace culture that is respectful, inclusive, and diverse, where all employees have a sense of belonging and can bring their authentic whole selves to work every day. We encourage applications from Aboriginal and/or Torres Strait Islander people, mature age, people with disability, culturally and linguistically diverse people and people of the LGBTIQ+ community, including transgender, gender diverse, and intersex people. Please 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 this in more detail. We strongly believe that diversity of experience, perspectives, and background will lead to a better environment for our employees and better outcomes for Australia.

To Apply

Position Contact	Mark Treacy, 0457 547 966
Agency Recruitment Site	http://careers.pageuppeople.com/771/cw/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0696177

Australian Maritime Safety Authority

Closing Date: Wednesday 27 October 2021

Operations
National Operations Regions

Job Title	Marine Inspector - Port Kembla
Job Type	Full-Time, Ongoing
Location	Port Kembla NSW
Salary	-
Classification	Executive Level 1
Position Number	2172
Agency Website	https://www.amsa.gov.au/about

Job Description

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

Duties

Marine Inspector

\$110,107 - \$128,413 + superannuation (15.4%)

Port Kembla based

Ongoing

ABOUT AMSA

The Australian Maritime Safety Authority (AMSA) is responsible for the safety of international shipping and domestic commercial vessels, protection of the environment from ship sourced pollution and search and rescue nationally. Our operations are diverse; from regulating fishers off the beach to 345 metre liquefied natural gas tankers, and everything commercial in between, we help protect Australia's precious marine environments like the Great Barrier Reef from the impacts of shipping, and also rescues yachties in far flung parts of Australia's oceans. AMSA's functions are broad ranging from developing policy and regulation, to approvals and compliance and incident management.

We work with a range of stakeholders across governments, industry and the community reflecting the complexity, challenges and opportunities in our business. Our vision connects them all and inspires our talented people to make a real difference every day – *"Safe and clean seas, saving lives"*.

AMSA offers unique and interesting career opportunities, and we employ around 440 people across Australia. To learn more about our organisation please visit [our website](#).

DIVERSITY AND INCLUSION

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

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

ABOUT THE ROLE

Reporting to the Principal Regional Port Marine Surveyor, as the Marine Inspector, you will have the opportunity to support the key initiatives of the region and provide input to broader strategies and goals. You will play an important and collaborative role as an ambassador for AMSA by sharing your knowledge and expertise to promote a safe culture within the maritime industry. Specifically, you will be responsible for conducting a range of field-based, face-to-face compliance activities, identifying unsafe practices and non-compliance and ensuring they are addressed appropriately.

ABOUT THE PERSON

People who are successful in this position must have the following pre-requisites:

- Experience within a safety, compliance or risk management position; ideally within the maritime industry
- A fast learner with a willingness to participate in development opportunities, with an ability to share these experiences across a team.
- Strong presentation skills and a passion for supporting a safety-first culture.
- Technically qualified with a current Australian driver’s license, as travel will be a requirement of this position.

For more information about this role, please refer to the position description.

Note: Information about our terms and conditions of employment are contained in the [AMSA Enterprise Agreement 2016-2019](#).

HOW TO APPLY

Please complete your application on our website via the [Careers at AMSA](#) page by **11:55pm Wednesday 27 October 2021**. You will need to provide:

- your resumé (maximum of 3 pages)
- a brief cover letter (maximum 800 words) outlining what you will bring to this role.

For any questions regarding the role please contact the hiring manager, Simon Robards, Manager Operations East at Simon.Robards@amsa.gov.au.

If you have any questions about the recruitment process please contact Human Resources on recruitment@amsa.gov.au

PLEASE NOTE: *Candidates who submitted applications for this position in July/August 2021 do not need to re-apply. Thank you.*

ACCESS TO FLEXIBLE WORKING OPTIONS

AMSA supports flexible work in recognition of the importance of balancing work and personal commitments. AMSA is committed to a performance-based culture where flexibility is an accepted part of how work gets done.

Eligibility Notes

About the Australian Maritime Safety Authority

At the Australian Maritime Safety Authority (AMSA), we acknowledge the value diversity brings. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. AMSA is Australia's National agency responsible for coordinating maritime and aviation search and rescue. We regulate domestic commercial vessels, Australian and foreign shipping – from 12 metre prawn trawlers to 350 metre liquefied natural gas tankers, and everything commercial in between. We are also responsible for protecting Australia's precious marine environments like the Great Barrier Reef, from the impacts of shipping. Our stakeholders are just as diverse as our role but our mission connects them all and inspires our people to make a real difference every day – "Safe and clean seas, saving lives". AMSA offers unique and challenging career opportunities, and we employ around 430 people across Australia. To learn more about our organisation please visit our website.

To Apply

Position Contact	Simon Robards, +61 2 8918 1301
Agency Recruitment Site	https://www.amsa.gov.au/about/careers-us

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0696178

Australian Maritime Safety Authority

Closing Date: Wednesday 27 October 2021

Operation
National Operations Regions

Job Title	Marine Inspector (East Sydney)
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	-
Classification	Executive Level 1
Position Number	1197
Agency Website	https://www.amsa.gov.au/about

Job Description

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

Duties

Marine Inspector

\$110,107 - \$128,413 + superannuation (15.4%)

Sydney based

Ongoing

ABOUT AMSA

The Australian Maritime Safety Authority (AMSA) is responsible for the safety of international shipping and domestic commercial vessels, protection of the environment from ship sourced pollution and search and rescue nationally. Our operations are diverse; from regulating fishers off the beach to 345 metre liquefied natural gas tankers, and everything commercial in between, we help protect Australia's precious marine environments like the Great Barrier Reef from the impacts of shipping, and also rescues yachties in far flung parts of Australia's oceans. AMSA's functions are broad ranging from developing policy and regulation, to approvals and compliance and incident management.

We work with a range of stakeholders across governments, industry and the community reflecting the complexity, challenges and opportunities in our business. Our vision connects them all and inspires our talented people to make a real difference every day – *"Safe and clean seas, saving lives"*.

AMSA offers unique and interesting career opportunities, and we employ around 440 people across Australia. To learn more about our organisation please visit [our website](#).

DIVERSITY AND INCLUSION

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

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

ABOUT THE ROLE

Reporting to the Principal Regional Port Marine Surveyor, as the Marine Inspector, you will have the opportunity to support the key initiatives of the region and provide input to broader strategies and goals. You will play an important and collaborative role as an ambassador for AMSA by sharing your knowledge and expertise to promote a safe culture within the maritime industry. Specifically, you will be responsible for

conducting a range of field-based, face-to-face compliance activities, identifying unsafe practices and non-compliance and ensuring they are addressed appropriately.

ABOUT THE PERSON

People who are successful in this position must have the following pre-requisites:

- Experience within a safety, compliance or risk management position; ideally within the maritime industry
- A fast learner with a willingness to participate in development opportunities, with an ability to share these experiences across a team.
- Strong presentation skills and a passion for supporting a safety-first culture.
- Technically qualified with a current Australian driver's license, as travel will be a requirement of this position.

For more information about this role, please refer to the position description.

Note: Information about our terms and conditions of employment are contained in the [AMSA Enterprise Agreement 2016-2019](#).

HOW TO APPLY

Please complete your application on our website via the [Careers at AMSA](#) page by **11:55pm Wednesday 27 October 2021**. You will need to provide:

- your resumé (maximum of 3 pages)
- a brief cover letter (maximum 800 words) outlining what you will bring to this role.

For any questions regarding the role please contact the hiring manager, Simon Robards, Manager Operations East at Simon.Robards@amsa.gov.au.

If you have any questions about the recruitment process please contact Human Resources on recruitment@amsa.gov.au

ACCESS TO FLEXIBLE WORKING OPTIONS

AMSA supports flexible work in recognition of the importance of balancing work and personal commitments. AMSA is committed to a performance-based culture where flexibility is an accepted part of how work gets done.

Eligibility Notes

About the Australian Maritime Safety Authority

At the Australian Maritime Safety Authority (AMSA), we acknowledge the value diversity brings. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. AMSA is Australia's National agency responsible for coordinating maritime and aviation search and rescue. We regulate domestic commercial vessels, Australian and foreign shipping – from 12 metre prawn trawlers to 350 metre liquefied natural gas tankers, and everything commercial in between. We are also responsible for protecting Australia's precious marine environments like the Great Barrier Reef, from the impacts of shipping. Our stakeholders are just as diverse as our role but our mission connects them all and

inspires our people to make a real difference every day – “Safe and clean seas, saving lives”. AMSA offers unique and challenging career opportunities, and we employ around 430 people across Australia. To learn more about our organisation please visit our website.

To Apply

Position Contact	Simon Robards, +61 2 8918 1301
Agency Recruitment Site	https://www.amsa.gov.au/about/careers-us

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0696179

Australian Maritime Safety Authority

Closing Date: Sunday 31 October 2021

Operations
National Operations Central Vessel Operations

Job Title	Advisor Safety Liaison - NSW
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	-
Classification	APS Level 6
Position Number	1259
Agency Website	https://www.amsa.gov.au/about

Job Description

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

Duties

Advisor Safety Liaison - NSW
\$110,107 - \$128,413 + superannuation (15.4%)
Sydney

Ongoing

ABOUT AMSA

The Australian Maritime Safety Authority (AMSA) is responsible for the safety of international shipping and domestic commercial vessels, protection of the environment from ship sourced pollution and search and rescue nationally. Our operations are diverse; from regulating fishers off the beach to 345 metre liquefied natural gas tankers, and everything commercial in between, we help protect Australia's precious marine environments like the Great Barrier Reef from the impacts of shipping, and also rescues yachties in far flung parts of Australia's oceans. AMSA's functions are broad ranging from developing policy and regulation, to approvals and compliance and incident management.

We work with a range of stakeholders across governments, industry and the community reflecting the complexity, challenges and opportunities in our business. Our vision connects them all and inspires our talented people to make a real difference every day – *"Safe and clean seas, saving lives"*.

AMSA offers unique and interesting career opportunities, and we employ around 440 people across Australia. To learn more about our organisation please visit [our website](#).

DIVERSITY AND INCLUSION

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

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

ABOUT THE ROLE

As the Advisor Safety Liaison, you will have the opportunity to improve the safety of the maritime industry with a focus in New South Wales. In this role you will be developing and project managing the delivery of safety campaigns and education programs aimed at improving safety outcomes for the industry. You will manage relationships between AMSA and key industry stakeholder bodies in NSW. Although regionally based you will be nationally responsive to ensure a consistent nation-wide delivery of our safety campaigns.

This role will provide you with an opportunity to utilise your knowledge and experience of the maritime industry and/or systems safety to contribute to the improvement of maritime safety standards.

ABOUT THE PERSON

To be successful in this role, you will need experience working in a multi-faceted safety or regulatory environment.

You will require strong safety management systems knowledge, relationship and communication skills, including the ability to explain complex safety topics to a variety of stakeholders. Knowledge and a strong network base of key maritime stakeholders in NSW is desirable. You will also be able to identify and develop solutions that improve safety outcomes for our industry.

Additionally, you will need strong negotiation skills and understanding of behavioural safety to help encourage stakeholders in achieving desired safety outcomes.

For more information about this role, please refer to the position description.

Note: Information about our terms and conditions of employment are contained in the [AMSA Enterprise Agreement 2016-2019](#).

HOW TO APPLY

Please complete your application on our website via the [Careers at AMSA](#) page by **11:55pm Sunday 31 October 2021**. You will need to provide:

- your resume (maximum of 3 pages)
- a brief cover letter (maximum 800 words) outlining what you will bring to this role.

For any questions regarding the role please contact Michelle Grech on 02 6279 5045.

If you have any questions about the recruitment process please contact Human Resources on recruitment@amsa.gov.au

ACCESS TO FLEXIBLE WORKING OPTIONS

AMSA supports flexible work in recognition of the importance of balancing work and personal commitments. AMSA is committed to a performance-based culture where flexibility is an accepted part of how work gets done.

Eligibility Notes

About the Australian Maritime Safety Authority

At the Australian Maritime Safety Authority (AMSA), we acknowledge the value diversity brings. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. AMSA is Australia's National agency responsible for coordinating maritime and aviation search and rescue. We regulate domestic commercial vessels, Australian and foreign shipping – from 12 metre prawn trawlers to 350 metre liquefied natural gas tankers, and everything commercial in between. We are also responsible for protecting Australia's precious marine environments like the Great Barrier Reef, from the impacts of shipping. Our stakeholders are just as diverse as our role but our mission connects them all and inspires our people to make a real difference every day – "Safe and clean seas, saving lives". AMSA offers unique and challenging career opportunities, and we employ around 430 people across Australia. To learn more about our organisation please visit our website.

To Apply

Position Contact	Michelle Grech, +61 2 6279 5045
Agency Recruitment Site	https://www.amsa.gov.au/about/careers-us

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0696044

Department of Infrastructure, Transport, Regional Development and Communications

Closing Date: Sunday 07 November 2021

Data, Analytics and Policy
Bureau of Infrastructure and Transport Research Economics/Bureau of Communications, Arts and Regional Research

Job Title	Economic Research, Data and Market Analysts
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$76,160 - \$94,472
Classification	APS Level 5; APS Level 6
Position Number	37045
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

Our Department Values

We are **Collaborative** – we work together and with others across the system, to achieve our objectives and deliver for the Australian community.

We are **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.

We are **Informed** – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices.

We are **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.

We are **Accountable** – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

A little bit about us

The Bureau of Communications, Arts and Regional Research (BCARR) and the Bureau of Infrastructure and Transport Research Economics (BITRE) are the research and analytical branches of the Commonwealth Department of Infrastructure, Transport, Regional Development and Communications (the department).

BCARR and BITRE provide data and analytics to support the organisation to deliver policy, programs, services and regulation for infrastructure, transport, communications, the arts and our cities, regions and territories. The Bureaux are staffed by talented data analysts, researchers and economists who examine critical issues impacting the vibrant and diverse portfolio sectors. The bureaux also produce a number of publications through their research programs. The bureaux provide a dynamic and supportive work environment with an emphasis on learning and development, with opportunities for mentorship by data and research experts.

Duties

The opportunities we have available

As an Economic Research, Data or Market Analyst, you will deliver research and analysis and provide influential advice on the challenging and diverse issues within the portfolio. The successful candidates will work in an engaging, flexible and collaborative environment, with opportunities to shape outcomes in dynamic sectors of the Australian economy.

A merit pool may be established to fill vacancies for similar roles in BITRE and BCARR over a 12-month period.

What will you do?

Successful Economic Research and Data Analysts will be required to:

- Develop and apply research and analysis within economic or statistical frameworks for briefing papers, working papers and publications
- Provide data-driven advice, on key issues in the infrastructure, transport, regional development, communications and arts portfolio
- Potentially contribute to the regular production of data, including by developing and maintaining statistical production systems
- Work cooperatively and collaboratively with team members to support relationships with internal and external stakeholders to ensure positive outcomes and a client-focus
- Work with independence, subject to limited direction against established priorities and practices to deliver quality outcomes

Successful Market Analysts will be required to:

- Research and monitor current and emerging industry, market and technology issues in Australia and internationally
- Develop and apply research and analysis within economic or market frameworks for briefing papers, working papers and publications
- Provide research based advice on key issues relevant to our portfolio
- Work cooperatively and collaboratively with team members to support relationships with internal and external stakeholders to ensure positive outcomes and a client-focus
- Work with independence, subject to limited direction against established priorities and practices to deliver quality outcomes

What else can we offer?

The department is committed to supporting employees in their career and professional development. Formal programs include:

- A large catalogue of professional development courses and assistance for external study
- Mentoring and access to the department's Professional Coaching Scheme
- Flexible working arrangements where appropriate

In addition, the work environment provides opportunities for mentorship by data and research experts.

Who are we looking for?

We are looking for candidates that can provide demonstrated examples of the following skills and attributes:

Economic Research and Data Analyst

- Experience in applying economic research to analyse policy relevant issues
- Demonstrated quantitative data skills, including analysing drivers, trends and models to identify and solve research problems
- Strong output management and delivery skills with a track record of achieving outcomes
- Ability to produce accessible written communication, including a proven ability to effectively communicate material of a technical nature to a broader audience
- Ability to work cooperatively and collaboratively with team members, and to develop productive working relationships with internal and external stakeholders

Market Analyst

- Experience in applying research skills to analyse policy relevant issues
- Demonstrated qualitative or quantitative research skills, including analysing drivers and trends to identify and solve research problems
- Strong output management and delivery skills with a track record of achieving outcomes
- Ability to produce accessible written communication, including a proven ability to effectively communicate material of a technical nature to a broader audience
- Ability to work cooperatively and collaboratively with team members, and to develop productive working relationships with internal and external stakeholders

Relevant qualifications or equivalent experience in economics, the social sciences, statistics or related fields would be highly regarded.

Eligibility

Eligibility requirements

Employment with the Department of Infrastructure, Transport, Regional Development and Communications 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 and Communications, applicants must be an Australian citizen. Only in exceptional circumstances will the department consider waiving this requirement.

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 Vetting. 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.

How to apply

Applications for this opportunity close at **11:59pm AEDT Sunday, 7 November 2021**.

In applying for this position, you are not required to address individual selection criteria. Rather, you should provide a statement of **no more than TWO pages** outlining your background, capabilities and experiences, and how these align with the advertised role. You should also provide a CV, **to a maximum of THREE pages**. The capabilities and behaviours required to be successful for this role are identified in the 'Who are we looking for' section.

You should indicate whether you are applying for a position at the APS5 or APS6 level and whether you are interested in an Economic Research and Data Analyst position and/or a Market Analyst position.

Your application should be received through the department's online recruitment system. Applications via Indeed will not be accepted.

If you experience any issues with the system please contact the Recruitment Team on 02 6271 1283 or via email to recruitment@infrastructure.gov.au to discuss an alternative way to submit your application.

Notes

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

The Department is responsible for the design and implementation of the Australian Government's infrastructure, transport and regional development policies and programs, and is the lead agency for communications and the arts. We are at the forefront of the Australian Government's efforts to connect our communities, secure the nation's economic future, improve living standards, provide access to high quality communication services and ensure all Australians can enjoy diverse artistic and cultural experiences. The department's objectives: Connecting Australians, Enriching Communities and Empowering Regions represent the work we focus on daily to improve the lives and opportunities of Australians and all who live throughout our country. We do this by: • Building stronger communities through major infrastructure planning, investment advice and delivery, and strategic development of policies and programs. • Supporting a thriving aviation industry, connecting even our most remote residents with the rest of the country and the world. • Making sure that all transport users benefit from a safe and secure transport system. • Managing some of Australia's most significant infrastructure projects which affect the wider community, including regulating airports, implementing the Smart Cities Plan and the development of the Western Sydney Airport and the delivery of Melbourne to Brisbane Inland Rail. • Enabling all Australians to connect to effective communications services and technologies, including through the rollout of the National Broadband Network and the Mobile Black Spot Program. • Supporting inclusiveness and growth in Australia's creative sector, and protecting and promoting Australian content and culture. The department's objectives: Connecting Australians, Enriching Communities and Empowering Regions represent the work we focus on daily to improve the lives and opportunities of Australians and all who live throughout our country. We seek people with a wide variety of skills and competencies, and look for applicants who demonstrate they will strive to support the behaviours we seek to foster in our workforce. 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 Indigenous Australians, people from culturally and linguistically diverse backgrounds, carers, LGBTIQ+ and people with disability.

To Apply

Position Contact	Owen McCarthy, (02) 6274 8198
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0696173

National Film and Sound Archive of Australia

Closing Date: Wednesday 03 November 2021

Collection
Curatorial & Accessioning

Job Title	Curatorial and Accessioning Officer, Research & Technical Liaison
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$67,692 - \$72,218
Classification	APS Level 4
Position Number	88495
Agency Website	https://www.nfsa.gov.au/

Job Description

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

The NFSA is seeking a highly organised, experienced and solutions focussed Curatorial and Accessioning Officer who will embrace and celebrate the ambitious and rewarding challenges of digital archiving of the 21st century. As custodians of Australia's analogue and born-digital national audiovisual collection which contains over 3 million items, our mandate is to collect, preserve and share the remarkable story of Australia's audiovisual experience.

The NFSA Curatorial and Accessioning section is comprised of highly skilled curators and accessioners who possess an expansive knowledge of the national collection and audiovisual industries and production methodologies. We seek someone with a keen interest in the history of audiovisual industry and a strong understanding and practical knowledge of analogue and born-digital collection formats and accessioning.

Effective time management partnered with an acute attention to detail are requisite attributes for this role.

About the Team

The position is situated in the Research and Technical Liaison team within the Curatorial and Accessioning section of the Collection branch. Based in Canberra you will be required to collaborate with staff across all three NFSA location, including Sydney and Melbourne. Interstate travel may be required from time to time.

The position is full-time 36.75 hour per week.

Duties

The National Film and Sound Archive of Australia's (NFSA) Collection Branch requires a Curatorial and Accessioning Officer to join the Research and Technical Liaison team to facilitate the development of the national audiovisual collection for the National Film and Sound Archive of Australia (NFSA). As part of the curatorial process, accessioning activities across all analogue and digital audiovisual formats, documentation and artefacts, in line with curatorial values and practices is a focus of this position.

Job Details

Under general direction undertake the following duties:

- Undertake the full range of accessioning and packaging of analogue, born-digital and contextual materials according to the NFSA's standards and guidelines.
- Contribute to the ongoing revision and development the NFSA's Accessioning Guidelines and Procedures and provide administrative support to the Section.
- Monitor, maintain and upgrade the quality of intellectual and technical data entered into the NFSA's collection management database; as required prepare data for inclusion in presentations, exhibition and for training purposes; and make comparative selection and deselection recommendations.
- As required, train accessioning staff to accession analogue, born-digital and contextual materials according to the NFSA's standards and guidelines. Provide accessioning advice or demonstrations to other NFSA staff.
- Contribute to the development of the Collection Management System by undertaking testing, commenting on and developing specifications.
- Conduct research and contribute to the acquisition, interpretation and presentation of the collection as required

Selection Criteria

In relation to the 'Job Details' listed above, concisely describe your skills, experience, and achievements against each of the following areas:

1. Professional expertise in the principles of collection research, description, handling and control of collection materials in the archive, museum or library environment, with particular reference to analogue and born-digital audiovisual materials and supporting contextual materials
2. Describe your skills and experience working in, and knowledge of, Australia's audiovisual industries, and or curatorial or cultural sectors
3. Ability to work well with others and to undertake tasks requiring patience
4. An understanding of the business of the NFSA and the importance of working with the collection of a national institution and its stakeholders
5. Demonstrated ability to communicate with internal and external stakeholders
6. Experience in research and a good knowledge of Australian history
7. Ability to bring fresh perspectives to data quality and accessioning solutions for a new generation of formats and data interoperability

Qualifications and/or equivalent experience required

- Relevant experience in a collecting institution and/or audiovisual industry is desirable.
- Library, Archive or Museum qualifications and/or other relevant tertiary studies are desirable.

Eligibility

Eligibility

To be eligible for this position you must:

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

The other eligibility that may be included in a job would also include the following:

- Obtain and maintain an Australian Government Baseline Security Clearance; and
- Obtain and maintain a Working with Vulnerable People registration.

Assessment Process

The assessment process for this position will include:

- A written application;
- Resume; and
- Referee checking.

The assessment process for this position may also include:

- An interview

Notes

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

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

About the National Film and Sound Archive of Australia

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

To Apply

Position Contact	Dr Jenny Gall Assistant Curator, 02 6248 2129
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Prime Minister and Cabinet

Vacancy VN-0695786

Department of the Prime Minister and Cabinet

Closing Date: Monday 15 November 2021

Ministerial Support
Various

Job Title	Ministerial and Parliamentary Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 4;APS Level 5
Position Number	PMC/2021/174
Agency Website	

Job Description

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

The Opportunity

We are looking for enthusiastic and motivated people to join the teams responsible for supporting ministerial and parliamentary matters in our Australian Public Service (APS) agencies. This work is unique to the service and an excellent opportunity to develop your understanding of how the service supports Government to achieve positive outcomes for the Australian people.

This is core APS work and successful candidates will develop an in depth understanding of parliamentary processes, good quality briefing and managing relationships with key stakeholders at very senior levels. These skills are critical for a career in ministerial and parliamentary teams but are equally transferrable to many roles in the APS.

Some ministerial and parliamentary teams also support Departmental Liaison Officers, Minister's Offices and managers of Official Establishments. Opportunities may arise for successful candidates in these teams to work closely with these groups.

Key duties include, but are not limited to:

- Liaising and negotiating with senior departmental officers and external agencies to ensure the effective handling of parliamentary records and the delivery of relevant information.
- Assisting with the coordination and quality assurance of Parliamentary material
- Including, Question Time Briefs/Live Issues Briefs, Senate Estimates briefs and questions on notice, Parliamentary Committee Inquiries material, Cabinet Liaison work, Ministers' office support and Parliamentary Questions on Notice.
- Assisting with the preparation of reporting on parliamentary records and ad hoc queries raised by stakeholders.
- Assisting with reviewing and implementing improvements to systems and processes, always looking for new ways of doing things more effectively.
- Providing support services such as courier runs, managing helpdesk services for the parliamentary workflow system, the Parliamentary Document Management System (PDMS).
- Coordination, organisation and record keeping responsibilities.
- Other tasks associated with the roles and responsibilities of the ministerial team.

Duties

Our Ideal Candidate

Working with ministers is a core APS craft and we are looking for enthusiastic people with a passion for understanding the public service, and learning about the service provided to Ministers and the Parliament.

You will have excellent attention to detail, a sound working knowledge of ministerial correspondence and parliamentary systems and processes, or an appetite to develop these skills quickly. You will be committed to high standards of service delivery with excellent communication skills (both written and oral) and the proven ability to work in a team environment as well as

autonomously.

Experience in the following will be considered as highly desirable but is not required:

- Experience using parliamentary document management systems such as Digital First or PDMS.
- Experience applying the Commonwealth Procurement Rules.
- Experience with financial systems and managing accounts payable.

The work in ministerial and parliamentary areas is fast paced and has a high degree of visibility within the agencies. An effective interpersonal style and drive will make you an asset to any team across our APS network. As an ideal candidate, you will exercise sound judgement, with the ability to identify matters requiring escalation. You will be proactive and responsive to demands and be able to prioritise work tasks.

Finally, if you're a person passionate about continuously improving processes and expanding the knowledge within a team, and across a strong APS network to enhance the support provided to the Government and Parliament, we want to hear from you.

Things to note about this work

Some positions in this space work on a rostered basis during parliamentary sitting periods. Successful candidates will likely have access to generous arrangements as per the relevant enterprise agreement, such as flex-time. This information will be conveyed clearly as part of the offers made to successful candidates.

Successful candidates may be required to obtain and maintain a Baseline level security clearance, or hold a currently security clearance of an appropriate level. This necessity will be determined by the relevant participating agency. **Eligibility**

To be eligible for this position you must be an Australian Citizen at the closing date of application.

The successful candidate must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.

The successful candidate will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

There are a number of immediate vacancies, across multiple agencies, to be filled through this process. A merit pool will be established to fill vacancies across the APS that may arise over the next 12 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 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, as Minister for the Public Service, 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	Barb Horog, (02) 6271 6246
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0696001

Department of the Prime Minister and Cabinet

Closing Date: Monday 01 November 2021

National Security Division
Various

Job Title	Advisers, National Security Division
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$111,508 - \$127,087
Classification	Executive Level 1
Position Number	PMC/2021/176
Agency Website	

Job Description

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

The Opportunity

National Security Division provides whole-of-government advice on ways to enhance the safety, security and prosperity of all Australians. We coordinate and lead whole-of-government efforts to progress our national interests across the Government's national security priorities, including defence, intelligence, international and domestic security.

As an adviser in the National Security Division, you will support the development and implementation of national security policy and

advice to the Prime Minister and senior officials within the Department. You will have the opportunity to work in a highly skilled and experienced team environment that values initiative, respect and collaboration. The work is interesting and challenging, often fast-paced, and requires a high degree of autonomy.

You will work on a variety of issues and may be responsible for:

- providing accurate, concise and timely advice to the Prime Minister on defence policy, defence capability, countering foreign interference, cyber security, counter-terrorism, law enforcement, domestic and border security, intelligence policy and national security strategy.
- liaison with national security stakeholders to ensure a whole-of-government approach to implementation of major policies and programs.
- preparing high quality briefings to support the Government's consideration of related policy, legislation, budgetary and topical issues.
- Preparing high-quality briefings to support the deliberation of Cabinet, the National Security Committee of Cabinet and the Secretaries' Committee on National Security.

At PM&C, we recognise the broad benefits of offering flexibility in how, when and where work is performed. We promote, support and enable flexible work practices, and our commitment is to consider flexibility first, from a starting position of 'how can we make this work'.

In National Security Division, we recognise that people's needs and responsibilities are varied. We support work arrangements that promote the well-being and work-life balance of our staff. Examples of current work arrangements in place in NSD include part-time, remote work and working-from-home, flexible start and finish times and compressed hours (compressing ordinary working hours into fewer working days). While operational requirements means that not all of our work can be done from home, you'll be equipped to work flexibly where you can.

PM&C uses space and technology well, and a mix of digital tools to get the best out of flexibility. The roles are fast-paced, challenging and varied. You will gain unparalleled insight into the development of strategic policy and unique exposure to the wider PM&C, APS and national security communities.

In addition to the roles in the new Naval Shipbuilding Branch to be filled quickly, the recruitment process will establish a merit pool for other coming vacancies in National Security Division. **Duties**

Our Ideal Candidate

We are seeking highly motivated candidates who thrive in busy and dynamic environments. We strongly value diversity, and you will have a unique perspective and experiences to bring to the role.

Working in a small division with broad responsibilities, our ideal candidate:

- will be able to quickly absorb new material and provide considered, succinct policy advice.
- will have strong analytical and written communication skills, including the ability to quickly and accurately synthesise material from a diverse range of sources into targeted briefing for the Prime Minister.
- will have excellent attention to detail. Candidates should have the judgement and resilience to manage competing priorities with limited supervision.
- will have strong interpersonal skills, working well in a team environment and able to liaise effectively across the division, department and broader Australian Government.

To be successful at the EL1 level, candidates will need to demonstrate strong independent problem-solving and critical thinking skills and have a proven ability to deliver complex tasks to a high standard.

Prior experience working in government and/or on national security, foreign policy or international economic issues is desirable but not essential. We value a broad range of experience from public and private sector and the diverse perspectives varied experience can bring.

What We Offer

- Agile, respectful, dynamic, and inclusive workplace;
- Attractive remuneration package including generous employer superannuation contributions;
- Exciting and fulfilling work at the heart of government, contributing to improving the lives of all Australians, with career development and networking opportunities difficult to find elsewhere;
- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions.
- We embrace flexible working practices, including working from home. Our specially designed offices enable flexible work, with spaces designed to accommodate a range of working styles (whilst at all times adhering to social distancing principles and appropriate hygiene practices). PM&C staff apply flexibility and activity-based principles to work, allowing them to choose where and how they work in an open space, while using integrated technological solutions. This type of working supports increased communication and collaboration, and encourages agility and innovation.

Eligibility

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

The occupant must be able to obtain and maintain a NV2 level security clearance, or hold a current security clearance of an appropriate level.

The successful candidate will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

This recruitment process may be used to fill both ongoing and non-ongoing positions

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Emma Leahey, (02) 6271 5793
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0696005

Department of the Prime Minister and Cabinet

Closing Date: Monday 01 November 2021

National Security Division
Various

Job Title	Advisers, National Security Division - Affirmative Measures Indigenous
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$111,508 - \$127,087
Classification	Executive Level 1
Position Number	PMC/2021/177 (AMI)
Agency Website	

Job Description

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

The Opportunity

National Security Division provides whole-of-government advice on ways to enhance the safety, security and prosperity of all Australians. We coordinate and lead whole-of-government efforts to progress our national interests across the Government's national security priorities, including defence, intelligence, international and domestic security.

As an adviser in the National Security Division, you will support the development and implementation of national security policy and advice to the Prime Minister and senior officials within the Department. You will have the opportunity to work in a highly skilled and experienced team environment that values initiative, respect and collaboration. The work is interesting and challenging, often fast-paced, and requires a high degree of autonomy.

You will work on a variety of issues and may be responsible for:

- providing accurate, concise and timely advice to the Prime Minister on defence policy, defence capability, countering foreign interference, cyber security, counter-terrorism, law enforcement, domestic and border security, intelligence policy and national security strategy.

- liaison with national security stakeholders to ensure a whole-of-government approach to implementation of major policies and programs.
- preparing high quality briefings to support the Government's consideration of related policy, legislation, budgetary and topical issues.
- Preparing high-quality briefings to support the deliberation of Cabinet, the National Security Committee of Cabinet and the Secretaries' Committee on National Security.

At PM&C, we recognise the broad benefits of offering flexibility in how, when and where work is performed. We promote, support and enable flexible work practices, and our commitment is to consider flexibility first, from a starting position of 'how can we make this work'.

In National Security Division, we recognise that people's needs and responsibilities are varied. We support work arrangements that promote the well-being and work-life balance of our staff. Examples of current work arrangements in place in NSD include part-time, remote work and working-from-home, flexible start and finish times and compressed hours (compressing ordinary working hours into fewer working days). While operational requirements means that not all of our work can be done from home, you'll be equipped to work flexibly where you can.

PM&C uses space and technology well, and a mix of digital tools to get the best out of flexibility. The roles are fast-paced, challenging and varied. You will gain unparalleled insight into the development of strategic policy and unique exposure to the wider PM&C, APS and national security communities.

In addition to the roles in the new Naval Shipbuilding Branch to be filled quickly, the recruitment process will establish a merit pool for other coming vacancies in National Security Division. **Duties**

Our Ideal Candidate

We are seeking highly motivated candidates who thrive in busy and dynamic environments. We strongly value diversity, and you will have a unique perspective and experiences to bring to the role.

Working in a small division with broad responsibilities, our ideal candidate:

- will be able to quickly absorb new material and provide considered, succinct policy advice.
- will have strong analytical and written communication skills, including the ability to quickly and accurately synthesise material from a diverse range of sources into targeted briefing for the Prime Minister.
- will have excellent attention to detail. Candidates should have the judgement and resilience to manage competing priorities with limited supervision.
- will have strong interpersonal skills, working well in a team environment and able to liaise effectively across the division, department and broader Australian Government.

To be successful at the EL1 level, candidates will need to demonstrate strong independent problem-solving and critical thinking skills and have a proven ability to deliver complex tasks to a high standard.

Prior experience working in government and/or on national security, foreign policy or international economic issues is desirable but not essential. We value a broad range of experience from public and private sector and the diverse perspectives varied experience can bring.

What We Offer

- Agile, respectful, dynamic, and inclusive workplace;
- Attractive remuneration package including generous employer superannuation contributions;
- Exciting and fulfilling work at the heart of government, contributing to improving the lives of all Australians, with career development and networking opportunities difficult to find elsewhere;

- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions.
- We embrace flexible working practices, including working from home. Our specially designed offices enable flexible work, with spaces designed to accommodate a range of working styles (whilst at all times adhering to social distancing principles and appropriate hygiene practices). PM&C staff apply flexibility and activity-based principles to work, allowing them to choose where and how they work in an open space, while using integrated technological solutions. This type of working supports increased communication and collaboration, and encourages agility and innovation.

Eligibility

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

The occupant must be able to obtain and maintain a NV2 level security clearance, or hold a current security clearance of an appropriate level.

The successful candidate will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

This recruitment process may be used to fill both ongoing and non-ongoing positions

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 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, as Minister for the Public Service, 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	Emma Leahey, (02) 6271 5793
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Services Australia (part of the Social Services Portfolio)

Vacancy VN-0695757

Services Australia

Closing Date: Monday 01 November 2021

Face to Face Transformation
Face to Face Property Implementation

Job Title	Assistant Director - Face to Face Leasing Strategy
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$104,451 - \$115,741
Classification	Executive Level 1
Position Number	EXT-EL-2021-3438
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au/cp/?audiencetypecode=ext>

The Face to Face Property Implementation Branch forms part of Face to Face Transformation Division and has responsibility for transforming Services Australia's face to face network of service centres.

The Face to Face Implementation Branch priorities include:

- delivering the agency's strategic approach to its face to face property portfolio including investment, asset management, planning frameworks and property design
- delivering the agency's strategic approach to face to face property lease acquisition, management and disposal, with a focus on sustainable commercial outcomes
- delivering financial and contract management, quality and procurement assurance, compliance and advice for property-related activities
- delivering the agency's 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
- delivering strategic relationship management to all property stakeholder groups to produce collaborative outcomes in support of agency and government priorities. Future service centre footprint strategy

The Assistant Director - Face to Face Leasing Strategy will assist the Director in the delivery of the agency's strategic approach to property acquisition, management and disposal from a leasing perspective, including driving sustainable commercial outcomes and contributing to the longer term portfolio asset planning and governance.

Duties

- Assist the Director to implement and manage the delivery of the agency's face to face property leasing transformation strategy, in consultation with key stakeholders, the market place and the Service Provider.
- Oversight Service Provider performance and outcomes achieved under the Property Services Contract Scope relating to leasing, including providing strategic leasing direction, closely monitoring critical dates performance, assessing commercial outcomes, lease lifecycle, quality of service, quality of submissions to the agency, accuracy and currency of information holdings, achievement of deadlines and compliance with Commonwealth requirements.
- Undertake detailed strategic analysis of the face to face property portfolio performance and evolving agency needs taking into account business knowledge, relationships between property holdings, government policy, Commonwealth Property Management Framework and future business needs.
- Contribute to the agency's Business Plan to ensure delivery of face to face property transformation outcomes, noting interdependencies with other function streams.
- Contribute to the provision of strategic property leasing advice and assistance to the National Manager on a variety of property issues.
- Assist in the preparation of briefings and technical position papers as required.
- Liaise and communicate with internal and external stakeholders as appropriate.

Eligibility

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

Current Driver's Licence

To be eligible for employment with Services Australia, applicants must be an Australian citizen. An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes a requirement for the applicant to undergo and satisfy a national police history check, referee checks and an employment history integrity check and where relevant, a Working with Children and Vulnerable People Check. A health clearance may also need to be completed. Any concerns raised in these checks will be further investigated. If you are currently, or have been, the subject of any disciplinary or Code of Conduct investigation(s) by an employer, you will be required to declare this in your application.

Applicants must be willing and eligible to undergo and maintain an Australian Government security clearance to the appropriate level, if applicable to the position.

You should be aware that Services Australia employees may be required to undergo ongoing suitability assessments as part of their employment with the agency.

Should an applicant be found suitable for a role they will be required to provide proof of citizenship and if they have recently received a redundancy benefit, evidence that they have served their exclusion period.

Notes

Position will require travel around Australia.

A merit pool may be established and used to fill future vacancies within the next 12 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 Services Australia

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To Apply

Position Contact	Belinda Hedley, 0412 622 192
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0696010

Services Australia

Closing Date: Monday 01 November 2021

Infrastructure and Operations Services
Enterprise Infrastructure Platforms Cloud Foundations

Job Title	Cloud Administrator
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$75,439 - \$81,403
Classification	APS Level 5
Position Number	EXT-APSL-2021-3252
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext>

Services Australia is committed to delivering private cloud services. To continue to support, maintain and implement ICT infrastructure, we are seeking an ICT Infrastructure Engineer.

The resource will require knowledge and experience in the support and maintenance of ICT infrastructure. The ideal candidate is experienced in and has knowledge of HP server hardware, VMWare virtualisation technologies or EMC storage infrastructure with a keen interest in emerging technologies, platforms, and applications.

From day one, the successful candidate will assist in the day-to-day operations of the team for the benefit of business systems and the broader agency.

Duties

- To assist in the provision of ICT infrastructure
- Administration of ICT hardware platforms including HP Server Hardware, Nutanix server hardware, VMWare virtualisation, EMC and Brocade storage infrastructure
- On-going support and maintenance of existing infrastructure
- Coordinate reporting and monitoring activities
- Develop procedure documentation.

Eligibility

Security Clearance level required: Negative Vetting Level 1 (or ability to obtain and maintain)

To be eligible for employment with Services Australia, applicants must be an Australian citizen. An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes a requirement for the applicant to undergo and satisfy a national police history check, referee checks and an employment history integrity check and where relevant, a Working with Children and Vulnerable People Check. A health clearance may also need to be completed. Any concerns raised in these checks will be further investigated. If you are currently, or have been, the subject of any disciplinary or Code of Conduct investigation(s) by an employer, you will be required to declare this in your application.

Applicants must be willing and eligible to undergo and maintain an Australian Government security clearance to the appropriate level, if applicable to the position.

You should be aware that Services Australia employees may be required to undergo ongoing suitability assessments as part of their employment with the agency.

Should an applicant be found suitable for a role they will be required to provide proof of citizenship and if they have recently received a redundancy benefit, evidence that they have served their exclusion period.

Notes

A merit pool may be established and used to fill future vacancies within the next 12 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>

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To Apply

Position Contact	Peter Dankiw, (02) 6141 9523
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0696046

Services Australia

Closing Date: Monday 01 November 2021

Communications
Media Media

Job Title	Media Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$67,640 - \$74,942
Classification	APS Level 4
Position Number	EXT-PAOAPS-2021-3465
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au/cp/?audiencecode=ext>

Work Context:

Services Australia makes government services simple so people can get on with their lives. Our goal is to make it easier to engage with the services that Australians rely on.

To achieve this goal, we are transforming the way we work to deliver a simple, helpful, respectful and transparent experience for customers.

Job description:

Services Australia is at the frontline of government service delivery, supporting millions of Australians to access health and social security payments and services. The Communications Division provides innovative, best practice strategic communication advice and support, using the right channels at the right time.

Working as part of a team, Media Officers have a sound knowledge of the media and apply their specialist expertise to guide the agency's media presence in line with business objectives. They are expected to confidently engage with the media and internal stakeholders.

They work under the support and general direction of senior staff, exercising a degree of independent judgement and make decisions within defined parameters that require some reliance on skills and knowledge. Media Officers plan their work in the context of competing priorities and contribute to changes in workplace practices and business improvement strategies.

Duties

- Support the development, implementation and evaluation of multimedia content to support ministerial and agency priorities.
- Help manage reactive media enquiries, including issues that may impact the agency's reputation.
- Undertake media and social media monitoring, including the timely provision of reports.

- Develop and support stakeholder relationships, particularly with media organisations and journalists, including negotiating outcomes and using sound judgement.
- Help to prepare, brief and advise spokespeople.
- Proof and edit content.

Eligibility

Essential requirements:

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

To be eligible for employment with Services Australia, applicants must be an Australian citizen. An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes a requirement for the applicant to undergo and satisfy a national police history check, referee checks and an employment history integrity check and where relevant, a Working with Children and Vulnerable People Check. A health clearance may also need to be completed. Any concerns raised in these checks will be further investigated. If you are currently, or have been, the subject of any disciplinary or Code of Conduct investigation(s) by an employer, you will be required to declare this in your application.

Applicants must be willing and eligible to undergo and maintain an Australian Government security clearance to the appropriate level, if applicable to the position.

You should be aware that Services Australia employees may be required to undergo ongoing suitability assessments as part of their employment with the agency.

Should an applicant be found suitable for a role they will be required to provide proof of citizenship and if they have recently received a redundancy benefit, evidence that they have served their exclusion period.

Notes

A merit pool may be established and used to fill future vacancies within the next 12 months.

Non-ongoing positions available for up to 12 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>

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To Apply

Position Contact	Rahul Prasad, 02 6133 0480
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0696051

Services Australia

Closing Date: Monday 01 November 2021

Corporate and Cross Government Services
Security Personnel Security

Job Title	Senior Personnel Security Vetting Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$83,508 - \$96,564
Classification	APS Level 6
Position Number	EXT-APSL-2021-3459
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au/cp/?audiencecode=ext>

Work Context:

Services Australia makes government services simple so people can get on with their lives. Our goal is to make it easier to engage with the services that Australians rely on.

To achieve this goal, we are transforming the way we work to deliver a simple, helpful, respectful and transparent experience for customers.

Job description:

The Personnel Security Section provides guidance and support in the implementation of measures that ensure staff and contractors are eligible and suitable to access agency and Australian Government resources (people, information and assets). The section is responsible for:

- developing and maintaining Personnel Security strategy, policy, processes and procedures
- undertaking eligibility and suitability assessments for staff and contractor engagements
- management of security clearances.

As a member of the Personnel Security Section leadership team, the occupant of this position will:

- provide leadership and operational support in the delivery of personnel security services
- conduct and manage more complex personnel security assessments; and
- contribute to the agency's personnel security program in the protection of the agency's and Australian Government resources

Duties

- Conduct detailed and more complex interviews (mainly via telephone) and correspondence with individuals, to discuss matters of a sensitive nature associated with eligibility and suitability screening assessments.
- Undertake detailed research and applying best practice intelligence and analytical techniques to extract and utilise information from relevant systems and sources.
- Prepare timely and comprehensive written briefs, reports, recommendations and advice for the decision-maker, using good judgement, expertise and knowledge.
- Review briefs, reports and assessments produced by peers and team members to ensure outputs are of high quality and decisions are made in accordance with applicable delegations, regulations, and internal operating guidelines and procedures.
- Provide advice, problem solving and issues management techniques in relation to complex, escalated enquires/cases and issues of a sensitive nature.
- Supervise staff, monitor workflows and manage the day to day administrative, record keeping and support functions associated with eligibility and suitability checks and security clearances for the Section.
- Manage the development and maintenance of internal operating guidelines and procedures and maintain accurate databases and registers to support the efficient and effective management of personnel security activities.
- Perform other duties and tasks as directed by the Personnel Security leadership team.

Eligibility

Essential requirements:

Security Clearance level required: Negative Vetting Level 1 (or ability to obtain and maintain)

Mandatory Qualifications:

Certificate IV in Government Security (Personnel Vetting) or the ability to obtain.

To be eligible for employment with Services Australia, applicants must be an Australian citizen. An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes a requirement for the applicant to undergo and satisfy a national police history check, referee checks and an employment history integrity check and where relevant, a Working with Children and Vulnerable People Check. A health clearance may also need to be completed. Any concerns raised in these checks will be further investigated. If you are currently, or have been, the subject of any disciplinary or Code of Conduct investigation(s) by an employer, you will be required to declare this in your application.

Applicants must be willing and eligible to undergo and maintain an Australian Government security clearance to the appropriate level, if applicable to the position.

You should be aware that Services Australia employees may be required to undergo ongoing suitability assessments as part of their employment with the agency.

Should an applicant be found suitable for a role they will be required to provide proof of citizenship and if they have recently received a redundancy benefit, evidence that they have served their exclusion period.

Notes

A merit pool may be established and used to fill future vacancies within the next 12 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>

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To Apply

Position Contact	Craig Moriarty, 0407 452 999
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0696059

Services Australia

Closing Date: Monday 01 November 2021

Core Technology Services
Shared Core Platform Services Child Care Subsidy

Job Title	Senior Developer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$104,451 - \$115,741
Classification	Executive Level 1
Position Number	EXT-EL-2021-3436
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext>

Work Context:

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To achieve this goal, we are transforming the way we work to deliver a simple, helpful, respectful and transparent experience for customers.

Job description:

The Technology Services Group is responsible for the direct delivery of government services and payments to the Australian public, communities and business through online channels. The Technology Services Group has a significant in-house technology workforce with a broad skills base to serve the government and well positioned to service the changing needs and expectations of the community now and into the future.

The Child Care Subsidy section is responsible for the build and maintenance of the Child Care Subsidy System (CCSS) which provides a user interface for families and child care providers. It automates the administration of child care payments and supports compliance with the legislation.

Within the Child Care Subsidy section, the Senior Developer is responsible for the function of creating design documents, developing, testing, supporting and maintaining applications and frameworks involved in a software release life cycle.

The Senior Developer engages in the design and the development of high quality solutions in support of business and technical requirements. The role solves highly complex problems. The Senior Developer exercises a considerable degree of independence and undertakes a technical leadership role, with work being performed under the general guidance of senior staff.

The Senior Developer will be responsible for, and contribute to the management of a team.

Duties

- Perform and manage analysis, design, development, prototyping, unit testing and maintenance activities.
- Solve highly complex problems and deliver high quality solutions through the process of identification, recording, monitoring and resolving.
- Perform high-level analysis of technical requirements to support project evaluation with proposed solutions.
- Undertake technical design and development of highly complex custom solutions, and/or standard conversion and migration solutions.
- Lead and manage the operations of a team including overseeing work priorities and resource management.
- Prepare and review a range of written material which may include technical and corporate documentation.
- Monitor and manage work output and quality against established performance standards influence and contribute to ICT strategy, resolving conflicts as needed.
- Perform and manage cost analysis activities as required.

Eligibility

Essential requirements:

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

To be eligible for employment with Services Australia, applicants must be an Australian citizen. An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes a requirement for the applicant to undergo and satisfy a national police history check, referee checks and an employment history integrity check and where relevant, a Working with Children and Vulnerable People Check. A health clearance may also need to be completed. Any concerns raised in these checks will be further investigated. If you are currently, or have been, the subject of any disciplinary or Code of Conduct investigation(s) by an employer, you will be required to declare this in your application.

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Notes

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

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To Apply

Position Contact	Daryl Ornsby, 02 6143 7595
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audientypecode=ext

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Social Services

Vacancy VN-0696047

National Disability Insurance Agency

Closing Date: Monday 01 November 2021

Provider and Markets Division
Home and Living Branch SDA Supply and Sector Engagement

Job Title	EL1 Housing Markets
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Surry Hills NSW, Brisbane QLD, Melbourne VIC, Geelong VIC
Salary	\$106,275 - \$116,317
Classification	Executive Level 1
Position Number	1657_10/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The EL1 Assistant Director Housing Markets is accountable under broad direction to undertake very complex work that delivers quality outcomes across the functions of the NDIA.

The position is an important team leadership position within the NDIA and will have delegated authority and responsibility to resolve issues and risks across wide-ranging activities of substantial depth involving significant detail. It will provide the leadership, control, planning, resource management, performance management and decision making for the Team Membership and assigned Contractors working within the Work Area.

The EL1 Assistant Director Housing Markets will coordinate and assume responsibility to undertake detailed or sensitive projects that may include performing varied activities involving many different and unrelated processes or methods that may impact on the strategic or operational outcomes that support the NDIA's objectives to "build a world-leading National Disability Insurance Scheme".

The position is responsible for actively managing key internal and external stakeholder relationships and may be required to represent and negotiate on behalf of the NDIA to advance the NDIA's interests across a range of forums.

Duties

Responsibilities may include but are not limited to:

- Partnering with business areas to develop and negotiate policies with internal or external stakeholders.
- Developing solutions for market issues identified in the space of housing supports for participants, with a particular focus on participants who have complex needs.
- Leading and managing a number of projects to ensure the successful operation of the SDA market within the Scheme.
- Contributing to the governance and reporting frameworks for SDA, including regular reporting, and release of demand information to the market.
- Engaging with states and territories, the housing industry, support providers and participants to increase supply of accessible housing for all people with disability including social and affordable housing options.
- Providing SDA technical advice to providers and the market, and to internal operational, engagement and management teams.
- Ensuring communication about housing issues to external and internal stakeholders is up to date, clear and consistent (NOTE: the key responsibilities of the role are based on current priorities and may change over time)

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

Notes

Ongoing / Non-Ongoing

This position will be offered Non-ongoing or for a specified term of up to 18 months, with the possibility of extension up to three

years.

This non-ongoing position may become ongoing. Should the position become ongoing then the Order of Merit established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

There are around 4.3 million Australians who have a disability. Within the next five years, the National Disability Insurance Scheme (NDIS) will provide \$22 billion in funding a year to an estimated 500,000 Australians aged under 65, who have permanent and significant disability. For many people, it will be the first time they receive the disability support they need. The NDIS can provide all people with disability with information and connections to services in their communities such as doctors, sporting clubs, support groups, libraries and schools, as well as information about what support is provided by each state and territory government.

To Apply

Position Contact	Bernadette Levett, 0407 924 126
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0696121

National Disability Insurance Agency

Closing Date: Tuesday 02 November 2021

Chief Financial Officer
Finance

Job Title	EL1 Finance (Professional Stream)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Geelong VIC, Surry Hills NSW
Salary	\$116,317 - \$128,052
Classification	Executive Level 1
Position Number	1649_10/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The Finance Branch is responsible for the financial management of the Agency and Scheme, and provides insightful financial reporting to enable strategic decision making. Key accountabilities of the branch include producing audited annual financial statements, the Annual Report, budgets, monthly financial reports and forecasts. The branch manages the maintenance and development of finance systems, analysing financial performance, and providing financial advice to support decision making and ensuring compliance with legislative requirements. The Finance Branch provide financial reports and advice to support the business to manage its group, division and branch level budgets. The branch is also responsible for delivering the financial statements, audit liaison, asset management and technical accounting advice.

Duties

EL1 Finance (Professional Stream) responsibilities may include but are not limited to:

- Providing technical accounting advice and briefing to the Agency by navigating the Australian Accounting Standards and applicable government financial reporting rules and frameworks.
- Reviewing and managing components of the Agency's trial balance using Systems Applications and Products software (SAP), providing monthly and annual reporting in Central Budget Management System (CBMS) to the Department of Finance.
- Delivering the Agency's Budget.
- Taking a lead role in the preparation of the Agency's financial statements and liaising with the Australian National Audit Office (ANAO) in relation to audit matters.
- Delivering various month end financial reporting and analysis.
- Partnering with other teams both within and external to the branch to provide technical and general accounting and finance advice.
- Delivering various Finance projects and costings.
- Developing and presenting a range of written material of a financial and business nature, including correspondence, briefs and reports.

(NOTE: the key responsibilities of the role are based on current priorities and may change over time)

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

Notes

This position will lead a small team to manage a Shared Service function that includes the accounts payable, accounts receivable and credit card management functions of the Agency. This team will be responsible for working with NDIA business areas, the Shared Service provider, and other external stakeholders to manage the shared service, provide guidance and resolve issues with

business areas, and ensure timely and accurate reporting. The team will also be called upon to assist with financial analytics as required.

This position will be offered for a specified term of up to 18 months, with the possibility of extension up to three years.

This non-ongoing position may become ongoing. Should the position become ongoing then the Order of Merit established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

There are around 4.3 million Australians who have a disability. Within the next five years, the National Disability Insurance Scheme (NDIS) will provide \$22 billion in funding a year to an estimated 500,000 Australians aged under 65, who have permanent and significant disability. For many people, it will be the first time they receive the disability support they need. The NDIS can provide all people with disability with information and connections to services in their communities such as doctors, sporting clubs, support groups, libraries and schools, as well as information about what support is provided by each state and territory government.

To Apply

Position Contact	Amy Mai, 0475 961 246
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0696141

National Disability Insurance Agency

Closing Date: Tuesday 02 November 2021

Markets, Government & Engagement
Chief Counsel

Job Title	EL2 Legal Services Operations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Braddon ACT, Melbourne VIC, Geelong VIC, Sydney NSW
Salary	\$125,261 - \$142,213
Classification	Executive Level 2
Position Number	1642_10/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The Chief Counsel Division is responsible for the NDIA Legal Services, Administrative Appeals Tribunal (AAT) Case Management and Litigation & Dispute Resolution functions. Legal Services provides legal advice, support and services to the Agency by understanding the Scheme, key legislation and policy to support and enable positive outcomes for participants of the NDIS. Legal Services provide practical and solution focused advice across a broad spectrum of corporate, commercial, administrative and government legal issues to support business areas. The team provides a single point of contact to the Agency for legal matters and plays a key enabling function including the identification and mitigation of legal risk for the Agency. Legal Services manages AAT applications that are non-NDIS Act related.

The Administrative Appeals branches of AAT Case Management and AAT Dispute Resolution and Litigation manage all external review applications that relate to the NDIS Act in the AAT. The branches aim to improve the experience of current and prospective participants in the NDIS by resolving applications for review in a timely and consistent manner.

Duties

EL2 Legal Services Operations responsibilities may include but are not limited to:

- Proactively managing relationships with external legal services providers to ensure the provision of consistent, timely and 'value for money' legal services and delivery.
- Ensuring compliance by external legal services providers with Agency requirements and the Commonwealth's Whole of Government Legal Services Panel requirements.
- Monitoring and overseeing Agency external legal spend and coordinating internal and external reporting requirements.
- Drafting executive briefs, papers, reports, Questions on Notice (QoNs), Question Time Briefs (QTBs), Talking Points (TPs), Media, standing instructions, and complaint responses within time constraints.
- Utilising and sourcing the resources of the Australian Government Legal Service (AGLS), Corporate Commonwealth Legal Entities Network (CCLEN), APS Academy, APSC and other providers to support training, seminars, development and tools for structured capability build of lawyers and paralegals and others providing support to Agency legal services functions.
- Developing the Division's data and reporting capability for communication to the CEO, ELT and Board and ensuring data is fit for purpose.
- Supporting business areas with the coordination of legal risk management activities for the Agency Risk Branch's regulatory compliance framework.
- Coordinating the Chief Counsel's office including managing and supporting staff to deliver high quality support for the Chief Counsel and Division.

(NOTE: the key responsibilities of the role are based on current priorities and may change over time)

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

Notes

Desirable skills: Legal skills or experience in an in-house legal team (government or corporate) or law firm

This position will be offered for a specified term of up to 18 months, with the possibility of extension up to three years.

This non-ongoing position may become ongoing. Should the position become ongoing then the Order of Merit established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

There are around 4.3 million Australians who have a disability. Within the next five years, the National Disability Insurance Scheme (NDIS) will provide \$22 billion in funding a year to an estimated 500,000 Australians aged under 65, who have permanent and significant disability. For many people, it will be the first time they receive the disability support they need. The NDIS can provide all people with disability with information and connections to services in their communities such as doctors, sporting clubs, support groups, libraries and schools, as well as information about what support is provided by each state and territory government.

To Apply

Position Contact	Chris Burke, 0437 033 009
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Treasury

Vacancy VN-0695467

Australian Taxation Office

Closing Date: Monday 01 November 2021

Australian Business Registry Services
Modernising Business Registers program

Job Title	Project Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Moonee Ponds VIC, Penrith NSW, Traralgon VIC, Melbourne VIC, Chermside QLD, Canberra ACT, Newcastle NSW, Upper Mount Gravatt QLD, Adelaide SA, Brisbane QLD
Salary	\$86,247 - \$99,027
Classification	APS Level 6
Position Number	EXT_SD_1307_21
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext>

Duties

We are seeking driven Project Officers to join our Modernising Business Registers program team.

As a Project Officer, in our Australian Business Registry Services business area, you'll use your project management knowledge and experience to prepare and implement measurable projects or work plans.

You will consult with key business partners, comparing intelligence to collaboratively resolve complex or sensitive issues.

You'll manage, monitor and assess the progress of a range of projects to ensure timely and successful outcomes are achieved.

You'll utilise governance methodologies and your technical expertise to provide detailed strategic advice to varied audiences.

Eligibility Notes

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

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 12 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Natasha Bartlett, (02) 6216 2557
Agency Recruitment Site	https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext

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