



Commonwealth of Australia
APSJobs - Vacancies Daily
PS43 Daily Gazette Friday - 31 October 2025.pdf

Australian Government Published by Commonwealth of Australia

APSJobs - Vacancies Daily

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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>

The date of publication of this Gazette is PS43 Daily Gazette Friday - 31 October 2025.pdf. The date of publication establishes the date the vacancy was notified in the Gazette for the purpose of 25(1)(b) of the Australian Public Service Commissioners Directions 2022.

For gazette lodgement inquiries email: contact@apsjobs.gov.au

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Public Service Gazette - Vacancy Notices

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Vacancies

Vacancy VN-0764493

Australian Competition and Consumer Commission

Closing Date: Sunday 16 November 2025

Specialist Advice and Services Division (SASD), Economic and International

Job Title	Senior Regulatory Economics Strategic Director
Job Type	Full-Time;Part-Time, Ongoing
Location	Perth WA, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$143,411 - \$168,064
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates are expected to work 2 days in office
Classification	Executive Level 2
Position Number	EA2025/233
Agency Website	https://www.accc.gov.au/

Job Description

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

- Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?
- Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?
- Do you want to be part of the ACCC's in-house provider of expert economic advice and analysis on matters relating to the ACCC's regulatory functions?

Then this is the place for you! At the ACCC, we're proud of the impact we can make together. We understand the responsibilities and challenges that come with a fast moving and ever-changing environment. Our high performing culture is built on a foundation of care, support

and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. At the ACCC, we believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

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

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

Duties

What you will do as the Senior Regulatory Economics Strategic Director

The Regulatory Economics Unit (REU) sits within the broader Economic Group. It is responsible for providing expert economic advice and analysis on matters relating to the ACCC's regulatory functions.

As the Senior Regulatory Economics Strategic Director, you will be responsible for managing and co-ordinating REU's advice within the ACCC/AER. You will be a key source of support for the Economic Group General Manager and will undertake activities to:

- Lead the work of the REU ensuring the complex and technical advice is delivered in an easy-to-understand format to support the work of non-technical stakeholders including Commissioners and line areas with responsibility for undertaking the ACCC's regulatory roles and responsibilities
- Drive the significant change management program underway within the Economic Group to improve internal and external use of economic analysis in the ACCC's functions
- Build sustainable and productive professional relationships with key stakeholders at all levels
- Manage, mentor and/or advise Principal and Senior Economists in REU to promote high quality outputs
- Ensure appropriate systems and frameworks are in place for sound economic principles to be applied rigorously and consistently in the ACCC's and AER's decision-making
- Engage with senior internal and external stakeholders to improve the understanding of the role of economic analysis in the ACCC's consideration of regulatory and related matters
- Represent the ACCC in engagement with industry and government, nationally and internationally
- Lead a team of professionals, role model our leadership behaviours, supporting a professional and collaborative working environment, coaching, giving continuous feedback, resolving conflict and supporting career development.

Eligibility

About you

The successful applicant requires advanced economic credentials that enable them to discuss complex economic concepts and their application to regulatory economic issues, including:

- Demonstrated experience leading economic teams and managing staff
- Post-graduate qualifications in economics
- Environmental, professional and technical knowledge about the economic concepts relating to the ACCC's regulatory functions
- Highly developed understanding of contemporary and emerging cross-jurisdictional and international regulatory economic issues relevant to the ACCC
- Extensive experience (more than 7 years) leading advice relating to the ACCC's regulatory economic functions (or equivalent regimes in other jurisdictions)
- Substantial practical experience in the application of microeconomics or financial economics relevant to economic regulation.

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

The successful candidate will be appointed as an ongoing EL2 and may attract an additional allowance via an IFA depending on the skills and experience of the candidate. Please note that all IFAs are reviewed annually in accordance with the IFA policy and are not ongoing.

Notes

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

About the Australian Competition and Consumer Commission

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

To Apply

Position Contact	Richard York, 0428 363 755
Agency Recruitment Site	https://acc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764518

Australian Competition and Consumer Commission

Closing Date: Sunday 16 November 2025

Specialist Advice and Services Division (SASD)

Job Title	Managing Principal Lawyer (multiple roles)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Townsville QLD, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Sydney NSW, Perth WA
Salary	\$162,619 - \$172,365
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates are expected to work 2 days in office
Classification	Executive Level 2
Position Number	EA2025/234
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Want to be part of a team that is the ACCCs in-house provider of legal, economic, data, intelligence and information services across the ACCC and plays a pivotal role in contributing to ACCC/AER outcomes?**

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

best version of you is the one that's true to who you are – and that's the you we want working alongside us.

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

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

Duties

What you will do as the Managing Principal Lawyer:

Multiple Managing Principal Lawyer roles are available in the ACCC's four legal units: Competition and Consumer Law Unit, Corporate Law Unit, Mergers and Exemptions Law Unit, and Regulatory Law Unit.

The Managing Principal Lawyer roles require a combination of superior leadership and legal expertise, demonstrated management expertise, advisory and/or litigation skills and significant subject matter technical expertise in the areas of one or more of consumer law, product safety, competition law, mergers and exemptions, digital matters, infrastructure regulation, administrative law and corporate law.

The Managing Principal Lawyer roles will work closely with the Deputy General Counsel, Specialist Advice and Services Division, to:

- Manage the relevant legal team, including ensuring sustainable workloads and strategic use of legal resources.
- Supervise Lawyers, Senior Lawyers or Principal Lawyers and provide coaching, mentoring and support to develop lawyers and manage the team's performance.
- Provide strategic legal advice on important matters, including in particular on major workstreams or complex investigations and litigation that have sector-wide implications and/or reputational risk for the ACCC.
- Oversee the team's legal outputs, with a view to ensuring advice is consistent and balances risk appropriately, including by identifying sensitivities and the broader context.
- Build and maintain positive engagement with stakeholders, including line areas, corporate teams and external stakeholders.
- Build capability of the Legal Group, including contributing to the broader legal knowledge and knowledge management processes of the Legal Group and the ACCC.
- Drive cross-branch collaboration, including improved ways of working and resource management across the Legal Group.

Eligibility

About you

All candidates are expected to meet the APS Integrated Leadership Profile (ILS) for the classification advertised. [Follow the link for more information on the ILS.](#)

This role in particular requires:

- Significant legal experience at a senior practitioner level (approximately 10+ years or equivalent) relevant to one or more of the areas of the ACCC functions and responsibilities, including litigation, investigations and enforcement, consumer law, competition law, mergers and exemptions, infrastructure regulation, administrative law or corporate law.
- Excellent written and verbal communication skills, with the ability to influence, persuade and negotiate.
- Excellent stakeholder management skills and ability to work closely with line area or corporate teams to achieve to achieve outcomes for the ACCC.
- The ability to quickly distil and explain key legal issues in challenging and complex scenarios.
- The ability to exercise excellent judgment under pressure and to reconcile conflicting views and manage competing priorities.
- Demonstrated success in leading a team.
- Admitted as a practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory is essential (you are required to hold a current Australian practising certificate).

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

The successful candidate will be appointed as an ongoing EL2 and may attract an additional allowance via an IFA depending on the skills and experience of the candidate. Please note that all IFAs are reviewed annually in accordance with the IFA policy and are not ongoing.

Notes

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To Apply

Position Contact	Helen Anness, 03 9290 1496
Agency Recruitment Site	https://accs.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764543

Australian Competition and Consumer Commission

Closing Date: Sunday 16 November 2025

Consumer and Fair Trading Division
 Small Business and Agriculture

Job Title	Investigator/Senior Investigator (multiple positions)
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth Airport WA, Sydney NSW, Townsville QLD
Salary	\$89,946 - \$111,590
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates are expected to work 2 days in office
Classification	APS Level 5;APS Level 6
Position Number	EA2025/231
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to be part of a team that aims to protect the interests of consumers and support fair trading in markets affecting consumers and small business?**

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

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

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

Duties

What you will do as an Investigator/Senior Investigator:

As an Investigator / Senior Investigator you will be responsible for investigating potential breaches of the consumer and fair-trading provisions of the *Competition and Consumer Act 2010 (Cth)* (CCA). This may include assessing evidence, interviewing witnesses, briefing legal advisers as well as preparing and presenting updates and recommendations to the Enforcement Committee and Commission.

You will have the responsibility for engaging with various external stakeholders, including consumers, businesses and government agencies so clear written and verbal communication skills are important.

You will possess a good, working understanding of the CCA, including the *Australian Consumer Law (ACL)*, or the ability to quickly attain that. You will also possess an ability to objectively and strategically assess information and potential evidence in a timely and efficient manner.

You will have the ability to identify logical next steps and the most suitable resolution for investigations, including by administrative means or by court action and persuasively communicate the reasons for decisions and recommendations.

You will have, or have the ability to obtain, the *Certificate IV in Government Investigations* qualification as set out in the Public Services Package (PSP) for persons/officers working in operational roles undertaking government entity investigations.

In addition to the above, successful candidates at the APS6 level will demonstrate a greater degree of responsibility for delivery of outcomes and will work more independently on a range of investigations and projects.

Candidates on the resulting merit list may also be considered for other ACCC vacancies as they arise.

Eligibility

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

For the APS5 investigator role:

In addition to meeting the Integrated Leadership Profile for the APS [5](#) classification, the following also applies:

A good understanding of, or the ability to quickly acquire a good understanding of:

- the *Competition and Consumer Act 2010* (Cth) and Australian Consumer Law, other relevant legislation and the role, purpose and objectives of the ACCC; and
- consumer, regulatory, competition and/or economic efficiency issues.

An ability to:

- think strategically and research, investigate and analyse issues to develop solutions and make recommendations in line with strategic objectives.
- effectively engage and work collaboratively with other people, including the ability to influence, persuade and inform people.
- take ownership, exercise sound judgement and work under direction to make reasonable decisions on issues.
- work in a flexible environment and adapt to meet immediate and future challenges, and
- be accountable for accurate, timely and quality outcomes.

Tertiary qualifications in law, economics, commerce or related fields and/or relevant experience undertaking investigations are desirable but not essential.

For the APS6 Senior Investigator Role:

In addition to meeting the Integrated Leadership System (ILS) Profile at the APS [6](#) level the following also applies:

An in-depth understanding of, or the ability to quickly acquire an in-depth understanding of:

- the *Competition and Consumer Act 2010* (Cth) and Australian Consumer Law, other relevant legislation and the role, purpose and objectives of the ACCC; and

- consumer, regulatory, competition and/or economic efficiency issues.

A demonstrated ability to:

- think strategically, research, investigate and analyse complex issues to develop solutions and make recommendations in line with strategic objectives.
- effectively engage and work collaboratively with other people, including the ability to influence, persuade, inform and lead people.
- take ownership, exercise sound judgement and work under limited direction to make reasonable decisions on complex issues.
- work in a flexible environment and adapt to meet immediate and future challenges.
- be accountable for accurate, timely and quality outcomes.
- provide leadership, coaching, guidance and direction to less experienced employees and assist in building their capacity.

Tertiary qualifications in law, economics, commerce or related fields and/or experience undertaking/leading complex investigations are desirable but not essential.

When submitting your application, you will be asked to indicate which position(s) and level(s) you would like to be considered for.

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

Notes

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To Apply

Position Contact	Michael Dowers, 07 4729 2600
Agency Recruitment Site	https://accr.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764602

Australian Competition and Consumer Commission

Closing Date: Sunday 16 November 2025

ACCC Corporate

Job Title	Financial Accountant
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Townsville QLD, Perth WA, Darwin NT
Salary	\$99,562 - \$111,590
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates will be required to work 2 days a week onsite
Classification	APS Level 6
Position Number	EA2025/237
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to work closely with various stakeholders to understand and advise on a range of accounting issues related to the ACCC and NCC?**

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

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

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

Duties

What you will do as the Financial Accountant

The Financial Accounting Team is responsible for meeting the agency's statutory financial reporting, asset management, tax and appropriation management requirements, including preparation of annual financial statements and monthly reporting to the Department of Finance. The team works closely with internal business areas, external stakeholders, central agencies, and portfolio entities to deliver high-quality, comprehensive advice and reporting aligned with government frameworks.

We are seeking a high performing Financial Accountant to apply their technical accounting knowledge to activities underpinning the agency's financial statements. The role requires financial analysis and interpretation of accounting standards to ensure the robust preparation of monthly and annual financial statements, general ledger reconciliations, taxation, cash management, asset management functions and contributing to the agency's compliance with Commonwealth finance framework.

This position will bring high level knowledge to support the finance team in reporting in a Commonwealth Government environment.

Key tasks will include:

- Assisting with end to end preparation of annual financial statements.
- Preparation of complex general ledger reconciliations.

- Provision of advice in relation to the capitalisation of assets in particular ICT assets.
- Foster positive team culture and capability development.

Eligibility

About you

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

- Experience and demonstrated ability in accounting within a Commonwealth government environment including contributing to the production of annual financial statements.
- Demonstrated experience in the preparation of complex reconciliations, asset accounting, BAS preparation and FBT.
- Well-developed analytic thinking and the ability to apply technical accounting knowledge with a proactive approach to problem solving.
- Competency in computerised accounting systems such as TechnologyOne and CBMS, and intermediate MS Excel skills.
- Demonstrated ability to effectively engage and work collaboratively with a wide audience of stakeholders, including ability to successfully communicate, influence, negotiate, advise and display excellent corporate enabling service skills.
- Proven ability to deliver project and operational deliverables within deadlines while managing multiple priorities and building capability.
- Proven analytical and critical thinking skills with strong attention to detail.

The following attributes will also be highly regarded:

- Qualifications in accounting or similar discipline (or working towards).
- CPA/CA professional membership (or working towards).

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

Notes

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community, and efficiency in the delivery of certain infrastructure services. The AER is a part of the ACCC. The AER is Australia's national energy market regulator and has an independent board. The AER shares employees, resources and facilities with the ACCC.

To Apply

Position Contact	Jodie Boarder, 02 6243 1037
Agency Recruitment Site	https://acc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764608

Australian Competition and Consumer Commission

Closing Date: Sunday 16 November 2025

Infrastructure

Job Title	Executive Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Adelaide SA, Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD, Townsville QLD, Darwin NT, Perth WA
Salary	\$143,411 - \$168,064
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates will be required to work 2 days a week onsite
Classification	Executive Level 2
Position Number	EA2025/238
Agency Website	https://www.accc.gov.au/

Job Description

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

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- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to lead a team of professionals and provide strategic oversight and coordination in the work of the Coordination and Business Support Unit?**

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

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

Duties

What you will do as the Executive Director

The Executive Director will lead the work of the Coordination and Business Support Unit, providing strategic oversight and coordination of the Infrastructure Division's work and insights and advice directly to the Executive General Manager. They will be a key contact for employees within and outside the Division in respect of whole-of-Division activities.

As the Executive Director in the Coordination and Business Support Unit, you will lead:

- A team of professionals in multiple locations, whilst role modelling our leadership behaviours and supporting a professional and collaborative working environment. This will include coaching, giving continuous feedback, setting priorities, resolving conflict and facilitating career development
- The Division's corporate reporting and governance activities and matters of strategic importance to the Division, including Division advocacy and policy advice, prioritisation and engagement with external and internal stakeholders, at senior levels
- The development of Division skills and capabilities, such as internal networks and communities of practices, flexible resource deployment, guidance materials and policies, training and seminars, and learning and development priorities
- The Division's collaboration across the ACCC and with other regulators, agencies and international organisations and bodies, including coordination and oversight of the Division's data governance arrangements and input into enforcement and mergers, exemptions and authorisations matters.

Eligibility

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

- Demonstrated experience leading a multi-disciplinary team in a fast-paced and large complex people-centred organisation.
- A demonstrated ability to engage effectively and work cohesively with internal and external partners and stakeholders, including a demonstrated ability to influence, persuade and negotiate effectively across a range of stakeholders and levels of seniority.
- Demonstrated experience developing and implementing governance and operating procedures within public sector organisations.

- Demonstrated ability to exercise exceptional judgment and manage employees and projects under pressure to decide the right course of action in challenging, sensitive and complex scenarios.
- Experience with, or an ability to quickly develop an understanding of, essential services and infrastructure markets and consumer and competition law and enforcement.
- Excellent written and oral communication skills, with an ability to convey messages clearly and in plain English.
- Tertiary qualifications in a relevant discipline (mandatory), including economics, law, government relations, data analytics, finance.

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

Notes

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

About the Australian Competition and Consumer Commission

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

To Apply

Position Contact	Nicole Ross, 03 9290 1957
Agency Recruitment Site	https://accr.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764610

Job Title	Advisor - Employee Experience and Strategic Projects
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$89,946 - \$95,347
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates will be required to work 2 days a week onsite
Classification	APS Level 5
Position Number	EA2025/229
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to want to be responsible for delivering a range of programs and initiatives that contribute to the experience that people have when working at the AER?**

Then this is the place for you! At the AER, we work to make energy consumers better off, now and in the future. We focus on ensuring a secure, reliable and affordable energy future for Australia as it transitions to net zero emissions. Our high performing culture is built on a foundation of care, support and inclusion. It’s why we’re driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It’s why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. We believe the best version of you is the one that’s true to who you are – and that’s the you we want working alongside us.

We value flexibility, this role can be performed at any of the AER offices located in Adelaide, Brisbane, Canberra, Melbourne, or Sydney and are available on a full-time, part-time or job-share basis.

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

Duties

What you will do as the Advisor - Employee Experience and Strategic Projects

- Coordinate the AER response to the APS Employee Census, including analysing results, action planning, pulse surveys and communications.
- Contribute to initiatives that foster a safe working environment, including diversity, inclusion and wellbeing.
- Coordinate the AER reward and recognition program.
- Contribute to strategic HR projects as required to foster a safe, inclusive and productive work environment.

About you

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

- Demonstrated specialist understanding and application of HR frameworks (legislation, strategies, policies, guidance, systems and practices) and project management.
- Demonstrated experience researching, analysing relevant information and data, identifying strategic opportunities and implementing improvements to people programs and initiatives.
- Demonstrated ability to communicate in a clear, concise and articulate manner, with support of relevant stakeholders.
- Demonstrated experience working collaboratively with staff, colleagues, clients and stakeholders with diverse views to achieve results.
- Establishes clear plans and timeframes for projects, responds to change, manages priorities and overcomes challenges to deliver results.
- Highly desirable: relevant tertiary qualifications in psychology, human resources, AHRI accreditation and/or equivalent relevant experience.

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

Eligibility

Notes

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

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To Apply

Position Contact	Heather Kopsen, (08) 9325 0682
Agency Recruitment Site	https://accs.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764612

Australian Competition and Consumer Commission

Closing Date: Sunday 16 November 2025

Australian Energy Regulator
 Legal, Corporate and Governance

Job Title	Assistant Director, Strategic Projects and Change Management
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	\$123,702 - \$136,900
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates will be required to work 2 days a week onsite
Classification	Executive Level 1
Position Number	EA2025/235
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Would you like to manage the AER's safety, inclusion, diversity, wellbeing and strategic projects?**

Then this is the place for you! At the AER, we work to make energy consumers better off, now and in the future. We focus on ensuring a secure, reliable and affordable energy future for Australia as it transitions to net zero emissions. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. We believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

We value flexibility, this role can be performed at any of the AER offices located in Adelaide, Brisbane, Canberra, Melbourne, or Sydney and are available on a full-time, part-time or job-share basis.

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

Duties

What you will do as the Assistant Director, Strategic Projects and Change Management

- Establish a workplace health, safety and wellbeing framework.
- Establish diversity and inclusion (D&I) framework, including governance.
- Manage the changes associated with the WHS and D&I frameworks.
- Manage strategic HR projects as required to foster a safe, inclusive and productive work environment.

About you

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

- Demonstrated strategic and specialist understanding and application of HR frameworks (legislation, strategies, policies, guidance, systems and practices), including WHS frameworks and change management.
- Demonstrated experience leading a team in a fast-paced and complex organisation that is geographically dispersed.
- Demonstrated experience in researching, investigating and analysing relevant information and data to develop and present insights, advice and recommended positions.
- Well-developed written communication skills with proven ability in managing and preparing strategies, reports, communications and other correspondence.
- Well-developed interpersonal skills, including the ability to negotiate with and influence internal and external stakeholders to achieve outcomes.
- Well-developed project management skills, including the demonstrated ability to determine priorities and meet deadlines and work with high levels of autonomy.

- Highly desirable: relevant tertiary qualifications in psychology, human resources, AHRI accreditation and/or equivalent relevant experience.

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

Eligibility Notes

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

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To Apply

Position Contact	Heather Kopsen, (08) 9325 0682
Agency Recruitment Site	https://accr.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764615

Job Title	Assistant Director WHS and Wellbeing
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Townsville QLD, Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA
Salary	\$123,702 - \$136,900
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates will be required to work 2 days a week onsite
Classification	Executive Level 1
Position Number	EA2025/239
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Would you like to lead a team providing proactive and reactive WHS and wellbeing support to the ACCC?**

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

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

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

Duties

What you will do as the Assistant Director WHS and Wellbeing

- Lead a small team of passionate WHS professionals to safeguard employee wellbeing through compliance with relevant legislation and proactive and reactive WHS support.
- Manage systems, policies and procedures to minimise hazards and incidents.
- Identify and manage key strategic projects to assist the ACCC in maintaining legislative compliance.
 - Represent the ACCC and manage the relationship with key stakeholders. Provide advice and support to managers and employees on their WHS obligations and injury management responsibilities.

About you

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

- demonstrated experience leading a small team of WHS professionals in a fast paced, high volume and complex people centred organisation.
- expert understanding of WHS and wellbeing policies, practices and legislation.
- demonstrated ability to interpret and apply WHS legislation, regulations, codes of practice, policy and procedures in the APS.
- demonstrated skill and experience in research and analysis to identify, address and report on complex WHS risks.
- demonstrated understanding and experience in the identification and management of workplace hazards (including psychosocial hazards) and identification, implementation and monitoring of controls.
- experience and understanding of ADDRESS, the APS model for responding to psychosocial hazards.
- strong written and oral communication skills including the ability to negotiate with and influence key stakeholders.

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

Eligibility

Notes

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

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To Apply

Position Contact	Jocelyn Lindbeck, 02 6243 3332
Agency Recruitment Site	https://accs.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764626

Australian Competition and Consumer Commission

Closing Date: Sunday 16 November 2025

Australian Energy Regulator
 Legal, Corporate and Governance

Job Title	Assistant Director, Strategic Projects and Change Management
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC
Salary	\$123,702 - \$136,900
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates will be required to work 2 days a week onsite
Classification	Executive Level 1
Position Number	EA2025/220
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Would you like to manage the AER's safety, inclusion, diversity, wellbeing and strategic projects?**

Then this is the place for you! At the AER, we work to make energy consumers better off, now and in the future. We focus on ensuring a secure, reliable and affordable energy future for Australia as it transitions to net zero emissions. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. We believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

We value flexibility, this role can be performed at any of the AER offices located in Adelaide, Brisbane, Canberra, Melbourne, or Sydney and are available on a full-time, part-time or job-share basis.

The filling of this vacancy is intended to constitute an affirmative measure under Section 31 of the Australian Public Service Commissioner's Directions 2022. This vacancy is open only to Aboriginal and/or Torres Strait Islander peoples.

Duties

What you will do as the Assistant Director, Strategic Projects and Change Management

- Establish a workplace health, safety and wellbeing framework.
- Establish diversity and inclusion (D&I) framework, including governance.
- Manage the changes associated with the WHS and D&I frameworks.
- Manage strategic HR projects as required to foster a safe, inclusive and productive work environment.

About you

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

- Demonstrated strategic and specialist understanding and application of HR frameworks (legislation, strategies, policies, guidance, systems and practices), including WHS frameworks and change management.
- Demonstrated experience leading a team in a fast-paced and complex organisation that is geographically dispersed.
- Demonstrated experience in researching, investigating and analysing relevant information and data to develop and present insights, advice and recommended positions.
- Well-developed written communication skills with proven ability in managing and preparing strategies, reports, communications and other correspondence.
- Well-developed interpersonal skills, including the ability to negotiate with and influence internal and external stakeholders to achieve outcomes.
- Well-developed project management skills, including the demonstrated ability to determine priorities and meet deadlines and work with high levels of autonomy.

- Highly desirable: relevant tertiary qualifications in psychology, human resources, AHRI accreditation and/or equivalent relevant experience.

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

Eligibility Notes

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

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

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To Apply

Position Contact	Heather Kopsen, (08) 9325 0682
Agency Recruitment Site	https://accr.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764629

Australian Competition and Consumer Commission

Closing Date: Sunday 16 November 2025

Mergers and Exemptions Assessments Division (MEAD)

Job Title	Senior Executive Assistant and Administration Team Coordinator
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Hobart TAS, Melbourne VIC, Canberra ACT, Sydney NSW, Perth WA, Brisbane QLD, Darwin NT, Townsville QLD
Salary	\$99,562 - \$111,590
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates will be required to work 2 days a week onsite
Classification	APS Level 6
Position Number	EA2025/236
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to lead and manage the Mergers and Exemptions Assessments Division administration team and provide high-level executive and administrative support to its Senior Executives?**

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

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

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

Duties

As a Senior Executive Assistant and Administration Team Coordinator, you will provide high-level executive and administrative support to the Senior Executives of the Mergers and Exemptions Assessments Division and be responsible for leading and managing the Division's administration team in providing administrative support for the Division.

The administration team, as a whole, has responsibility for:

- Maintaining public register information for the Division and managing Division statistical information
- Processing and managing paper and electronic records including registering documents in the ACCC's information system and ensuring confidentiality is maintained
- Entering project information into the ACCC's information system
- Monitoring and distributing emails received from external stakeholders and answering telephones
- Preparation of financial and operational reports
- Providing secretariat services to Division committees
- Arranging meetings and travel
- Liaising with ACCC corporate services to arrange human resources related processes and to manage finance related matters
- Providing litigation support and administering legal and expert funding allocations.

As the Senior Executive Assistant and Administration Team Coordinator, you will:

- Manage and coordinate MEAD's administration team, including team and individual staff management, timesheet management, appropriate delegation of tasks, ensuring team adherence with ACCC policies and procedures, strategic planning and oversight, and other coordination tasks as required.
 - Oversee and/or assist with a range of administrative work including: All day-to-day administrative work provided by the administration team.
 - Secretariat support for all MEAD related committees and boards.
 - Management of MEAD's branches.
 - Responses to Freedom of Information Requests.
 - Screening and actioning external telephone calls.
 - Preparation for SES attendance at Senate Estimates Hearings and Parliamentary Committees and Inquiries.

- Procurement, budget management and recruitment.
- Maintenance of all records including statistical records and compliance with Timekeeper record keeping and reporting.
- Internal and external reporting, including the Division's input into the Annual Report.
- Organisation of Division wide conferences and branch planning events. Meeting public register requirements including managing the risks associated with day-to-day publishing.
- Provide executive support including diary management, assisting with meeting preparation, and assistance with tasks to meet Corporate Division and Executive Office requirements.
- Liaise with other Divisions of the ACCC and attend interdivisional meetings as required.
- Monitor and promote the Division's compliance with ACCC policies whilst maintaining an awareness of key issues and developments within the Mergers and Exemptions Assessment Division.
- Undertake other duties as required.

Eligibility

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

- Demonstrated experience leading a team or similar role in a fast-paced and large complex people-centred organisation, with demonstrated ability to supervise and develop lower classifications while building team capacity, encouraging career development and managing performance feedback.
- Proven ability to incorporate strategic thinking to identify gaps or improvements and propose suitable solutions, along with problem-solving skills and strong attention to detail.
- Excellent written and oral communication skills and the ability to work collaboratively within multi-disciplinary teams.
- Proven ability to work independently with limited direction against established priorities, practices, and methodologies to deliver quality outcomes.
- Proven ability to deliver project and operational deliverables within deadlines while managing multiple priorities.
- Ability to maintain awareness of long-term operational outcomes and potential impacts on the business area.
- Proven ability to make sound decisions on tasks with considerable complexity and sensitivity, whilst maintaining confidentiality and a high level of professionalism.
- A basic understanding of the ACCC's role, purpose and objectives (or the ability to attain such knowledge quickly).

The following job specific criteria are also highly desirable:

- Prior experience working as a senior executive assistant and team coordinator or manager performing similar tasks.
- Experience using Microsoft Excel, Microsoft Dynamics and iManage.

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

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

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To Apply

Position Contact	Ron Neilan, 02 6243 1368
Agency Recruitment Site	https://accr.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764536

Job Title	Senior Executive Service Band 2 - Head of Infrastructure, Planning and Coordination
Job Type	Full-Time, Ongoing
Location	Majura ACT, Henderson WA, Port Adelaide SA
Salary	-
Future Merit Locations	Majura, Henderson, Port Adelaide
Office Arrangement	On Site
Office Arrangement Details	Office arrangement maybe discussed with successful candidate.
Classification	Senior Executive Service Band 2
Position Number	ASA/08572/25
Agency Website	https://www.defence.gov.au/about/taskforces/aucus

Job Description <https://defencecareers.nga.net.au/?jati=4135F780-4AF6-A8C9-BCE1-E44E1A01F2E6>

Duties

Introduction

Australia’s acquisition of conventionally-armed, nuclear-powered submarines is historic and transformational. The Optimal Pathway announced on 14 March 2023, will deliver Australia a world-class capability that will see our nation become one of only seven countries that operate nuclear-powered submarines. This game changing capability will enhance Australia’s capacity to deter conflict and support security, peace and economic prosperity in the Indo-Pacific. This significant undertaking presents an exciting opportunity for dedicated, committed and aspirational leaders to lead, develop and shape the Australian Nuclear Submarine Program.

Your Role

The Head of Infrastructure, Planning and Coordination is responsible for leading the delivery of approximately \$60 billion in major infrastructure projects that support Australia’s Nuclear-Powered Submarine (NPS) Program. The role oversees national infrastructure planning and delivery across key sites, including HMAS Stirling, Henderson Defence Precinct, and Osborne Naval Shipyard. This includes establishing enterprise-wide standards, managing complex regulatory and

nuclear-specific requirements, and coordinating delivery partners to ensure successful, safe, and timely execution of critical enabling works and infrastructure. The Head Infrastructure plays a central role in ensuring the physical environment is in place to support sovereign nuclear-powered submarine capability.

As a senior executive within the ASA, you will provide strategic leadership and executive oversight to the delivery of key nuclear infrastructure programs. You will be accountable for cohering requirements across stakeholders and the continued planning and coordination of the infrastructure portfolio. Reporting to the ASA's technical lead, this is a complex and rewarding role that requires an experienced program delivery leader with strong executive judgement and stakeholder leadership.

Eligibility Notes

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

About the Australian Submarine Agency

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

To Apply

Position Contact	Karina Duffey or Tricia Searson, 02 6232 2200
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4135F780-4AF6-A8C9-BCE1-E44E1A01F2E6

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Vacancy VN-0764582

Australian Submarine Agency

Closing Date: Sunday 16 November 2025

Australian Submarine Agency
Engineering & Technology

Job Title	Acoustic Signatures Specialist
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Fishermans Bend VIC, Rockingham WA
Salary	\$120,303 - \$135,701
Future Merit Locations	Adelaide, Fishermans Bend, Rockingham
Office Arrangement	Flexible
Office Arrangement Details	ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA
Classification	
Position Number	ASA/08255/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description <https://defencecareers.nga.net.au/?jati=68E5A9AE-FB63-8722-0296-E44F7E69BB62>

Duties

The Role

The acquisition of conventionally-armed, nuclear-powered submarines is an historic and transformative endeavour for Australia. The whole-of-nation effort to safely and securely deliver the cutting edge nuclear-powered submarine program will transform Australia's economic and national security landscape for decades to come.

As part of this, the Australian Submarine Agency (ASA) is overseeing the development and uplift of the technical capabilities needed to manage and maintain these submarines safely and effectively. As the Acoustic Signatures Specialist, you'll help shape how Australia understands and manages the acoustic signatures of its submarine fleet.

These signatures are key to submarine stealth and survivability. Your work will support the development of tools and techniques to predict, measure, assess, and treat acoustic signatures—ensuring our platforms remain secure and operationally effective. You'll work with a range of partners, including Defence, industry, and international stakeholders, to build Australia's capability in this space.

This is a true whole of government effort that can open up a variety of different career opportunities. You'll also contribute to other signature domains, such as electromagnetic and above-water signatures, and help coordinate ASA's signature management strategy. You'll have opportunities to lead projects, guide teams, and contribute to a once-in-a-generation national program.

Your work may include working directly with our US and UK counterparts to develop our knowledge, governance structures and industrial capabilities. With an increased forward presence of Royal Navy and US Navy Nuclear-Powered Submarines to Australia, this may mean working closely on site, and/or travel or relocation overseas.

About our Team

The Engineering and Technology Division is responsible for providing design control, independent technical advice, assurance and authority that will support the development and future operation of the nuclear-powered submarine fleet. We operate in a flat structure, with a strong focus on our people, technical development and integrity.

This role sits within the Platform Systems Branch, Signatures Directorate. As a member of the team you will continue to grow your subject matter expertise, be accountable for exercising any assigned Technical Program delegations and providing objective quality engineering and technology evidence. By joining our team, you will be provided with unique opportunities to develop your skills and experience. You will collaborate with experienced engineers and technical specialists engaged in the acquisition, operation and maintenance submarine platforms.

Our Ideal Candidate

We are a dynamic organisation seeking employees who are agile, innovative and energised by high-paced work. We're looking for someone with strong technical foundations and a practical mindset. You'll be comfortable working with complex information, collaborating across disciplines, and contributing to long-term capability development.

Our ideal candidates will bring the following attributes and skills to the role:

- Ability to predict, measure, assess, and/or treat acoustic signatures of maritime platforms.
- A strong foundation in engineering, naval architecture, physics, or a related technical discipline.
- Proven ability to synthesise complex technical information and translate it into actionable insights.
- Experience in developing and interpreting technical requirements, and contributing to technical advice and recommendations.
- Capability to lead and manage teams and programs, fostering collaboration and professional development.
- Strong communication skills, including the ability to prepare clear briefs and presentations.
- A collaborative mindset, with experience engaging with Defence, AUKUS partners, industry, academia, and international stakeholders.
- Willingness to work across signature domains and contribute to multidisciplinary teams.

Eligibility

The S&T5/EL1 Senior Technologist/Technician

- Platform Systems position requires

- academic qualifications in one or more of the following related fields of research

- or relevant vocational qualifications

- or relevant skills and work experience.

- Biological Sciences

- Chemical Sciences

- Engineering

- Information & Computing Sciences

- Mathematical Sciences

- Physical Sciences

Notes

Security Clearance:

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

Mandatory Qualifications:

The S&T5/EL1 Senior Technologist/Technician

- Platform Systems position requires

- academic qualifications in one or more of the following related fields of research

- or relevant vocational qualifications

- or relevant skills and work experience.

- Biological Sciences

- Chemical Sciences

- Engineering

- Information & Computing Sciences

- Mathematical Sciences

- Physical Sciences

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

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To Apply

Position Contact	ASA Recruitment, asa.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=68E5A9AE-FB63-8722-0296-E44F7E69BB62

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Vacancy VN-0764599

Defence Housing Australia

Closing Date: Sunday 16 November 2025

Service Operations
 Service Delivery Regional Ops ACT Riv VicT

Job Title	Regional Operations Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$122,963 - \$150,065
Future Merit Locations	Melbourne
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	Executive Level 1
Position Number	493765
Agency Website	https://www.dha.gov.au/

Job Description

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

DHA is seeking an experienced Regional Operations Manager to join the Victorian Service Operations Team. Apply now to enjoy a rewarding career at DHA!

About us

DHA was established in 1988 following passage of the Defence Housing Australia Act 1987 (DHA Act) to provide adequate and suitable housing for, and housing related services to, members of the Australian Defence Force (ADF) and their families. We remain committed to our purpose of providing housing, and housing related services, to ADF members and their families to support Defence’s operational needs.

DHA manages an expanding portfolio of housing solutions and provides housing for over 17,200 ADF members and their families and administers rent allowance for more than 16,000 ADF members and their families in private rental accommodation. DHA provides housing related

services advising on eligibility, providing posting support, and managing bookings and allocation services for all DHA provisioned housing and on-base accommodation to approximately 60,000 ADF members.

To find out more about DHA, please refer to our [website](#) or read our latest [Annual Report](#).

Duties

About your team

The Service Delivery Group is responsible for meeting DHA's delivery objectives in the provision of quality housing services including provision, stock management, housing allocation, living-in accommodation and repairs, maintenance and tenancy services. Service Operations maintain the regional offices which serve as the ADF member's first point-of-contact for all housing services including allocations, rent allowance and home maintenance. In addition to managing the incoming member's tenancy, regional office staff members are a valued source of local knowledge on community services and housing market conditions.

About the role

You will lead, motivate and provide clear direction, as well as manage the daily program of work of your team, focusing on staff performance and ensuring the resources are used effectively and efficiently to achieve business outcomes. You will ensure adherence to business procedures and processes, manage the workflow, resolve complex issues and manage the region's portfolio of service residences. You will contribute to business goals by ensuring operation and financial performance targets are met, including workforce planning, asset management, contractual requirements, key performance indicators (KPIs) and project management outcomes for the regional office.

You will lead a team of Property Managers to deliver high quality customer service outcomes to all stakeholders. You will manage complex maintenance issues, enquiries and complaints in accordance with policy and legislative guidelines, provide accurate advice to internal and external stakeholders and actively develop and maintain work relationships across the organisation that are effective and collaborative.

Eligibility

Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen, meeting the required medical standards, and obtaining and maintaining a security clearance at the required level.

Notes

Benefits for working at DHA include:

- 15.4% superannuation
- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year
- Work-life balance and flexible working options
- A positive workplace culture where you can bring your whole self to work
- Opportunities to broaden your industry knowledge and experience

- Career progression and opportunities
- ADF partner employment conditions when posting to a new location

For information on DHA's Employee Value Proposition, visit our [website](#).

Note: All successful applicants are required to be eligible to complete a Baseline Vetting security clearance for consideration of the Australian Government Security Vetting Agency (AGSVA)

How to apply

Apply now via our [online careers site](#) with your current resume and a 500-word one page pitch, addressing the requirements of the role. We recommend you read the Australian Public Service Commission's Cracking the Code guidance on how to write your response. Additionally, you should consider the expected behaviours described in the Australian Public Service Commission's Integrated Leadership System at this role's level.

For further information on the position, please refer to the Candidate Information Pack through the [online careers site](#).

Applications close: 11:55pm AEST 16/11/2025

Any questions? Please contact Luke Jorgensen Director of Service Operations

T: 0418 435 634 E: luke.jorgensen@dha.gov.au

Order of Merit

A merit pool will be established from this process which will be valid for 18 months from the date of advertising. This merit pool may be used throughout this period to fill similar positions in the event positions become vacant.

Inclusion and Diversity

DHA is committed to building an inclusive and diverse workforce. We welcome applications from across our community including, Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, ex-defence members, mature aged employees and carers.

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

About the Defence Housing Australia

At Defence Housing Australia, we provide quality housing and related services to Defence members and families. In doing this, we support the operational, recruitment and retention goals of the Department of Defence. To meet our Defence housing obligations, we are active in Australian residential housing markets, acquiring and developing land, and constructing and purchasing houses. Our staff are located in 19 offices in regional centres and nearby Defence outposts throughout Australia.

To Apply

Position Contact	Luke Jorgensen, 0418 435 634
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0764632

Job Title	First Assistant Secretary, Senior Executive Service Band 2 - Various Roles
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Senior Executive Service Band 2
Position Number	2025/SES/004
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE GROUPS

Budget

Budget Group provides policy and financial advice on government expenditure and non-taxation revenue matters to the Minister for Finance, other senior ministers, and a number of Cabinet committees, including the Expenditure Review Committee (ERC) of Cabinet.

Budget Group supports the Government to prepare, deliver, and manage the Budget. The Group assists Commonwealth agencies to meet their financial management and reporting obligations. Budget Group aims to ensure the analysis, policy advice, and costing information provided to government supports informed decision-making, and that all economic updates meet legislative requirements and timeframes.

The Group is responsible for the Department's enterprise data governance and our data analytics capabilities, including the management of requests for Finance's data under the Data Availability and Transparency Act 2022.

Business Enabling Services

The Business Enabling Services Group works with the Secretary, Executive Board and other business groups within the department to enhance, promote and sustain Finance's role as a trusted and professional adviser to the government. This includes through the management of a number of whole-of-government ICT projects and systems, policy advice on the Government's information and advertising framework and delivery of corporate and digital services for the Department. The Group also provides current parliamentarians and their staff, and former Senators and Members, with a range of facilities and services, and is supporting the delivery of initiatives to support safe and respectful Commonwealth parliamentary workplaces.

The Group manages the Shared Services Transformation Program Office, which includes a shared services provider hub – the Service Delivery Office – to deliver shared corporate services to 18 client entities across 6 portfolios and has policy responsibility for the Shared Services Program aimed at improving APS corporate services efficiency and sustainability.

Commercial

Commercial Group provides advice on the Australian Government's Government Business Enterprises (GBEs) and commercial entities, manages the domestic non-Defence property portfolio and undertakes the review and reform of such assets including divestment, where relevant. It also develops and maintains the Australian Government's procurement policy framework (including the initiation and management of a range of whole of government contracts), manages the Australian government's special claims, insurance and risk management operations, and leads and coordinates the regulatory reform agenda across Government, working with other jurisdictions to progress key reforms.

Governance and Resource Management

Governance and Resource Management Group develops policy and advises on the resource management and governance frameworks for public sector agencies, government investment funds, and superannuation arrangements for members of parliament and Commonwealth employees. The group consolidates budget updates, prepares the appropriation bills and the Commonwealth's monthly and annual consolidated financial statements, manages the Official Public Account, and provides accounting policy advice.

Governance and Resource Management Group also provides policy leadership on grants administration, manages the Gateway assurance review process and advises the government on electoral policy. The group leads Commonwealth whole-of-government data policy and the work to continue developing Australia's expanded Digital ID system. The Office of the National Data Commissioner also sits within the Group.

Through the Government and Defence Division, the Group also provides policy advice and financial analysis to Government on strategic Defence policy and acquisitions, intelligence issues, security, law and justice, foreign affairs, trade and overseas development assistance, immigration and border protection, territories, financial and economic regulation, revenue collection, superannuation and the central operations of the Executive government and the Parliament.

Duties

ABOUT THE OPPORTUNITY

The Department of Finance is seeking exceptional senior leaders to join our executive team as First Assistant Secretaries (SES Band 2) across various Groups and Divisions. These roles are instrumental in delivering strategic outcomes, leading reform, and shaping the department's contribution to whole-of-government priorities.

As a First Assistant Secretary, you will lead complex policy, financial, operational, or governance functions and play a key role in driving reform, transformation, and innovation across the department. You will work closely with the Secretary, Ministers, senior APS leaders, and external stakeholders to influence national outcomes and deliver high-impact results.

You will be responsible for:

- Setting and communicating strategic direction for your division;
- Leading the development and delivery of complex, nationally significant initiatives;
- Providing authoritative advice to the Secretary and Ministers;
- Representing the department in high-level forums and intergovernmental engagements;
- Driving internal change and capability uplift;
- Fostering a high-performing, inclusive, and values-driven culture.

These roles offer a unique opportunity to lead at the forefront of public sector reform and contribute to the effective functioning of government.

This selection process will also be used to establish a merit pool that may be used to fill roles, including those involving specialist functions such as legal, accounting, or governance frameworks, as they become available within the following 18-month period.

Eligibility

ELIGIBILITY ADVICE & CANDIDATE NOTES

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.
- We encourage and welcome applications from Aboriginal and Torres Strait Islander peoples, people with Disability, LGBTQI+ people, people from culturally and linguistically diverse backgrounds and mature aged people.

Notes

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

About the Department of Finance

As a central agency of the Australian Government, the Department of Finance (Finance) plays an important role in assisting government across a wide range of policy areas to ensure its outcomes are met. Finance supports the government's ongoing priorities through the Budget process and fosters leading practice through the public sector resource management, governance and accountability frameworks. Finance plays a leading role in advising the government on many of its strategic priorities. We do this through our professional and considered approach to providing advice, developing policy, delivering services and engaging with our clients and stakeholders. Finance's key areas of focus are: - Budget - Business Enabling Services - Commercial - Governance and Resource Management

To Apply

Position Contact	SES Unit, (02) 6215 1717
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0764588

Federal Circuit and Family Court of Australia

Closing Date: Friday 21 November 2025

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

Job Title	Deputy Associate to FCFCOA (Division 2) Judge
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC
Salary	\$75,022 - \$81,775
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 4
Position Number	0882-10-25
Agency Website	https://www.fcftoa.gov.au/

Job Description

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

Purpose of Position

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

Duties

Key Responsibilities and Duties

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

Eligibility

Selection Criteria

Division 2 of the Federal Circuit Court of Australia deals with family law, migration and other general federal law matters. Candidates should include their interest and experience in the relevant jurisdictions when addressing the selection criteria.

1. Ability to undertake legal research (including on-line research) and prepare reports and written correspondence.
2. Well-developed interpersonal skills including tact, discretion, initiative and the ability to communicate effectively with members of the judiciary, the legal profession, the public and other court staff.
3. Demonstrated organisational skills, including the ability to manage priorities, meet deadlines and work effectively under pressure in a team environment.
4. Demonstrated proficiency with technology, including the use of Microsoft Office applications, electronic legal resources and the ability to learn and use the Court's case management systems.
5. The ability to adapt to changing situations and priorities and participate in collective work practices.
6. Experience in a legal environment.

Other Requirements

1. It is a mandatory that candidates have completed (or near completed) a qualification in law with a strong academic record (supported by Academic transcript).
2. The ability to travel on circuits as required.

Notes

How to apply

To apply, please complete the application form on the Court's careers portal.

As part of your application, you will be required to submit a written response to the selection criteria listed in the position description (maximum word limit 1500). Please ensure this document is attached before submitting your application.

If you have any issues with applying, please email recruitment@fedcourt.gov.au

Eligibility

Employment with the Court is subject to the conditions prescribed in the Public Service Act 1999, and the following:

1. Australian citizenship – the successful applicant must hold Australian citizenship.
2. Security and character clearance – the successful applicant must satisfy a Police Records Check and may also be required to complete security clearances during the course of their employment.
3. Successful applicants engaged into the APS will be subject to a probation period.

Interested candidates who have received a redundancy benefit from an APS agency are welcome to apply but note that they cannot be engaged until their redundancy benefit period has expired.

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability.

First Nations peoples, LGBTIQ+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

Federal Court Australia will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role.

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

About the Federal Circuit and Family Court of Australia

The Federal Circuit and Family Court of Australia Act 2021 (FCFCOA Act), which came into effect on 1 September 2021, merged the Family Court of Australia and the Federal Circuit Court of Australia into a unified court system known as the FCFCOA. The FCFCOA (Division 1) is a superior court that handles the most complex family law cases and serves as the appellate court for family law matters. It operates nationwide, except in Western Australia. The FCFCOA (Division 2), a federal court, shares jurisdiction over family law and child support with Division 1, but also handles general federal law matters, such as administrative law, bankruptcy, intellectual property, and migration law. The Federal Court of Australia entity engages employees under the Public Service Act 1999 to support the Federal Court, the FCFCOA (Divisions 1 and 2), and the National Native Title Tribunal. Established by the 2016 Courts Administration Legislation Amendment Act, each court retains its own identity and judicial independence. FCFCOA employees are covered by the Federal Court Enterprise Agreement 2024–2027.

To Apply

Position Contact	Kellie Hose, 0436 601 946
Agency Recruitment Site	https://www.fccoa.gov.au/careers

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Vacancy VN-0764628

Future Fund Management Agency

Closing Date: Friday 07 November 2025

Job Title	Manager - Technology Business Management
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	The Future Fund requires staff to attend office minimum 3 days per week.
Classification	APS Level 6
Position Number	JR100260
Agency Website	www.futurefund.gov.au

Job Description

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

Duties

The Manager, Technology Business Management leads the commercial and financial governance and operational management processes for the Technology Business unit. This role is responsible for the annual business planning process, financial management and commercial contract management for Technology, ensuring alignment with the Agency’s objectives and driving continuous improvement.

Key Responsibilities

Business Planning Management

- Oversee the Agency’s business planning processes for Technology and contribute to the wider DOT Business Plan, including periodic assessment of performance against the business plan.
- Aggregate and present Technology business unit information to the Board and executive leadership, enabling informed decision-making.

Commercial & Sourcing Management

- Lead engagement with Legal and Procurement to execute Technology contractual arrangements and Statements of Work.
- Oversee contractual management planning and negotiations for Technology procurement activities.

Financial Management

- Manage the financial planning and budgeting processes within Technology.
- Ensure proactive management of spend against budget, providing updated forecasts and guidance.
- Develop and implement financial reporting processes, tracking plan budgets against actual costs.

Communication & Change

- Act as the primary point of contact for financial operational and commercial matters for Technology across Data, Ops & Technology (“DOT”)
- Lead the creation and maintenance of financial and commercial communication and change-management activities, supporting the Technology stakeholder engagement strategy.
- Champion effective documentation and communication for financial policies, frameworks and standards.

Strategic Financial Oversight

- Drive the development of Technology’s business plan, ensuring alignment with Agency goals.

Eligibility

Qualifications

- Bachelor’s degree in finance, business or related field; or equivalent experience

Knowledge and Experience

- Demonstrated experience in financial management, governance, procurement and business management.
- Proven track record in financial management and contract management.
- Experience collaborating with cross-functional teams and influencing senior level management and key stakeholders.
- Familiarity with financial planning, forecasting and governance and procurement frameworks.

- Experience in financial services and supporting organisational transformation.

Applicants for this role should hold Australian Citizenship.

Please note that this role is open to Australian Public Services employees only.

Notes

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

About the Future Fund Management Agency

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

To Apply

Position Contact	Vidya Iyer, (03) 8656 6400
Agency Recruitment Site	https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

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Vacancy VN-0764594

Office of National Intelligence

Closing Date: Sunday 16 November 2025

Digital & Data

Job Title	Assistant Director Financial Operations
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$127,665 - \$144,300
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	Various
Agency Website	

Job Description

<https://www.oni.gov.au/vacancies>

We are seeking a motivated, agile and experienced person to join ONI's Digital and Data Division in a newly established financial operations (FinOps) role.

As a FinOps Assistant Director, you will play a crucial role in managing and optimising our cloud spending, ensuring efficient resource use, and driving cost effective strategies across our current and future cloud environments.

You will help build ONI's FinOps capability and lead initiatives across the National Intelligence Community to build a community of practice and FinOps maturity.

Duties

- Provide direction on the implementation and optimisation of ONI's FinOps Framework, including engaging with senior leadership and aligning the operational tasks with organisational goals.
- Contribute expertise to the development of procedures, cost forecasts and building organisational capacity to enable digital and financial teams to plan work and budgets aligned to service delivery goals and evolving needs
- Ensure compliance with financial, regulatory and security standards while maintaining effective governance practices, including contributing to compliance and audits

- Foster collaboration with other staff involved in ONI's cloud program, and internal stakeholders such as finance, procurement and program management teams, and lead engagement across the National Intelligence Community to build maturity on FinOps
- Leverage data insights to make informed recommendations on usage efficiency, financial planning and capacity management, ensuring value-for-money outcomes.

Key Attributes

Our ideal candidate will have:

- The ability to shape strategic thinking within the agency, including how to align cloud spending with public sector objectives and accountability.
- Demonstrated personal drive and integrity including a commitment to uphold fiscal discipline and prudent financial management.
- Commitment to stewardship to achieve results, including the ability to operate in a space of continuous refinement and optimisation of cloud strategies.
- Strong leadership skills with a demonstrated ability to foster cross-government collaboration, especially within the National Intelligence Community.
- Strong communication skills including demonstrated ability to communicate clearly to a range of audiences and influence outcomes.

Desirable attributes:

- FinOps Certified Practitioner or FinOps Certified Professional (highly desirable), or the commitment to be upskilled in either area.
- Experience or ability to monitor cloud spend day-to-day and prepares reporting for review of cloud financials, and provide expenditure, projections and recommendations to senior decision makers.
- Knowledge of cloud computing concepts and FinOps methodologies, platforms and services (i.e. AWS, Azure), and familiarity with cloud billing models, cost allocation methods and pricing structures.

Eligibility

You must be an Australian citizen.

Note: if you do not have a birth certificate issued by an Australian State or Territory Government, you must submit a copy of your Australian Citizenship Certificate with your job application.

You must have a checkable background.

Note: we must be able to practically verify, from independent and reliable sources, [cumulative] periods of 12 months or more spent outside Australia.

You must be willing to undergo an organisational pre-employment assessment.

Note: to be eligible for employment with ONI, the preferred applicant(s) will be required to undergo a pre-employment screening assessment (see Pre-employment Screening Assessment).

You must be willing to undergo a comprehensive security clearance suitability assessment.

Note: 'willing to undergo' means fully cooperating in the assessment process, including the timely provision of information and documentary evidence.

Notes

About the Office of National Intelligence

To Apply

Position Contact	ONI Recruitment, recruit@oni.gov.au
Agency Recruitment Site	https://www.oni.gov.au/vacancies

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Vacancy VN-0764603

Job Title	Technical Specialists and Technical Managers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$127,665 - \$175,329
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1;Executive Level 2
Position Number	Various
Agency Website	

Job Description

<https://www.oni.gov.au/vacancies>

In the Digital and Data Division, our focus is on designing, delivering, managing and protecting technology solutions and services that underpin ONI's day-to-day operations, as well as broader National Intelligence Community initiatives. We also develop solutions for accessing and analysing information and data that contributes to assessments and business intelligence for decision making customers.

We're looking for adaptable, collaborative professionals who thrive in a fast-paced, mission-driven environment. You'll be part of a team that values good culture, curiosity, initiative, and continuous learning.

We value individuals who are:

- Clear communicators across technical and non-technical contexts.
- Comfortable navigating ambiguity and shifting priorities.
- Committed to teamwork, inclusion, and public service.
- Motivated to contribute to national intelligence outcomes.

Duties

Technical Specialists are expected to work independently and collaboratively to solve complex technical problems, mentor others, and translate technical concepts for non-technical audiences. You'll be proactive in staying current with emerging technologies and applying them to secure government systems.

Technical Managers are expected to lead by example – building team capability, managing delivery cycles, and coordinating across stakeholders. You'll be responsible for the day-to-day operations including planning, communication and engagement, recruitment, budgeting, and agile delivery.

We are looking to fill a range of Technical Specialist and Technical Manager positions across a range of functions such as:

Enterprise Strategy & Architecture

Shape digital strategy and lead enterprise architecture to uplift technical capability, drive transformation, and influence cross-agency technology planning. This position shapes long-term strategic direction, aligns ICT initiatives with organisational goals, and influences cross-agency planning across the NIC.

Networks and Unified Communications

You'll help deliver secure, resilient and high-performing infrastructure that supports ONI's hybrid cloud and on-premises environments. This includes maintaining critical network systems and video teleconferencing services to enable seamless, secure communication across ONI and the NIC. You'll contribute to the design, implementation and support of technologies essential to mission success, while ensuring alignment with national cyber security standards.

Artificial Intelligence, Data Science & Machine Learning

Lead, design and implement AI/ML solutions to enhance ONI's analytical capabilities. Apply advanced techniques to extract insights from complex data, enabling secure, scalable, and intelligence-driven decision-making across ONI and the NIC.

Cloud & Infrastructure

Design and maintain hybrid cloud environments using automation and Infrastructure as Code, ensuring performance, reliability, and integration across platforms.

Cyber Security

Lead and implement secure system design, incident response, and governance frameworks that protect sensitive environments and meet accreditation standards.

Systems & Platforms

Engineer and manage virtualised infrastructure, enterprise platforms, and core systems to ensure operational stability and scalability across ONI's technology landscape. Design, build, and manage infrastructure, platforms, applications, and data systems using engineering, DevOps, and automation practices to ensure scalability, reliability, and insight-driven operations.

IT Service Management

Lead and deliver reliable, secure, and user-focused technology services that support ONI's mission. You'll manage service operations, drive continuous improvement, and ensure alignment with best-practice frameworks such as ITIL.

To be successful you will need:

- **Technical Expertise:** Demonstrated skills in a nominated technology field, with experience working in secure government environments.
- **Problem-Solving and Analytical Thinking:** Strong analytical and problem-solving skills, with the ability to resolve issues and provide strategic advice.
- **Project and Time Management:** Ability to set priorities, monitor progress, and deliver outcomes within defined timeframes.
- **Collaboration and Stakeholder Engagement:** Proven ability to work collaboratively and liaise effectively with internal and external stakeholders, clients, and service providers.
- **Communication and Adaptability:** Excellent written and verbal communication skills, with a driven, enthusiastic, and resilient approach to challenges.

Desirable but not essential:

- Relevant **tertiary qualifications**, or relevant **industry qualifications**.
- Extensive **professional experience** with demonstrated leadership and management capabilities.

Eligibility

You must be an Australian citizen.

Note: if you do not have a birth certificate issued by an Australian State or Territory Government, you must submit a copy of your Australian Citizenship Certificate with your job application.

You must have a checkable background.

Note: we must be able to practically verify, from independent and reliable sources, (cumulative) periods of 12 months or more spent outside Australia.

You must be willing to undergo an organisational pre-employment assessment.

Note: to be eligible for employment with ONI, the preferred applicant(s) will be required to undergo a pre-employment screening assessment.

You must be willing to undergo a comprehensive security clearance suitability assessment.

Note: 'willing to undergo' means fully cooperating in the assessment process, including the timely provision of information and documentary evidence.

Notes

Differences between the EL1 and EL2 Technical Specialist roles:

- EL1 Technical Specialists: Apply deep technical expertise to deliver secure and scalable solutions.
- EL2 Technical Specialists: Lead strategic technical initiatives, mentor others, and influence cross-agency digital capability uplift through expert judgement and stakeholder engagement.

Differences between the EL1 and EL2 Technical Manager roles:

- EL1 Technical Managers: Coordinate delivery and manage team operations to ensure effective technical outcomes.
- EL2 Technical Managers: Lead strategic planning, build cross-functional capability, and drive transformation across complex stakeholder environments.

About the Office of National Intelligence

To Apply

Position Contact	ONI Recruitment, recruit@oni.gov.au
Agency Recruitment Site	https://www.oni.gov.au/vacancies

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Agriculture, Water and the Environment

Vacancy VN-0764630

Department of Agriculture, Fisheries and Forestry

Closing Date: Sunday 16 November 2025

Biosecurity Operations
Several Various

Job Title	Assistant Director
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Bilinga QLD, Adelaide SA, Brisbane QLD, Cairns QLD, Townsville QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$124,861 - \$134,295
Future Merit Locations	Bilinga, Adelaide, Brisbane, Cairns, Townsville, Canberra, Darwin, Melbourne, Perth, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	Executive Level 1
Position Number	2025/2906
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Biosecurity Operations Division (BOD) delivers nationally integrated biosecurity and imported food regulatory activities to ensure goods, conveyances and travellers meet Australia's import requirements. Divisional operations include policy and regulatory control setting across imported food and biosecurity risk pathways, as well as the delivery of assessment, inspection, community engagement and contact centre services. The division also partners with industry to improve the delivery of regulatory functions. The division spans a range of regulatory activities that plays a critical role in reducing risk and shaping our nation to become one of the few countries in the world to remain free from the world's most severe pests and diseases.

The **Goods & Conveyance Policy (G&CP) Branch** is responsible for determining, developing, and enabling the strategies, regulatory frameworks, tactics and interventions that manage biosecurity and other risks within the transport and trade pathways into Australia. This branch brings together how the department detects and responds to biosecurity risk and non-compliance. The branch sets operational policy for the biosecurity clearance of all air and sea cargo, conveyances and ports, mail, seasonal pests, a range of military activities and provides support and advice on policy assessment related matters.

The **Traveller Operations & Policy (TO&P) Branch** develops and implements regulatory policy for traveller biosecurity and human health, delivers biosecurity regulatory screening and inspections of goods at air and seaports, manages non-compliant travellers including by issuing infringement notices, and drives modernisation and reform initiatives. The branch is responsible for leading the planning and design of the department's requirements for the new Western Sydney International Airport.

Duties

The Jobs

The role of an Assistant Director is to provide leadership to support the achievement of regulatory outcomes in line with the department's business plan and BOD strategic direction. The successful applicants will need to influence change, while contributing to business planning and decision-making processes. Depending upon the role, duties may include all or some of the following:

- Engaging and collaborating with internal and external stakeholders to identify opportunities, achieve outcomes and facilitate cooperation.
- Effectively managing competing priorities including delivering on complex project outcomes.
- Developing, reviewing and managing well-researched policy and providing complex policy advice.
- Preparing reports, briefing papers, executive updates, decision minutes, Ministerial correspondence and discussion papers
- Monitoring the effectiveness of controls and policy settings including data analysis and the interpretation of results.
- Leading working groups to collaborate on projects and policy settings.
- Providing secretariat support where required.
- Undertaking program enabling tasks such as monitoring and providing input into budgets, expenditure tracking, invoice payments and contract management.
- Leading teams delivering regulatory services within geographically dispersed locations.
- Building the capability of teams through coaching, performance feedback, conflict resolution and career development.
- Promoting the APS Values and APS Employment Principles as well as compliance with the APS Code of Conduct.

Please note that this recruitment process will **initially be used to fill two ongoing vacancies in the division. One vacancy is in TO&P and this role may be able to be performed from any of the locations listed above. The second vacancy is in G&CP and may be able to be performed from Canberra, Melbourne, Adelaide, Sydney, Brisbane or Perth.** The merit pool established through this selection process, which is valid for a period of eighteen months from the

date the vacancy was advertised in the Public Service Gazette, may be used to fill **future ongoing and non-ongoing vacancies in the division** where the duties are of a similar nature.

For further information on the work of our department please click [here](#).

Eligibility

What we are looking for

Knowledge and experience

The successful applicants will have:

- experience in evidence-based policy development, project management or data analysis and interpretation
- experience in leading, managing and supporting staff to work collaboratively in a challenging, complex and fast paced environment
- strong knowledge of regulatory decision-making frameworks and the application of legislation
- proven experience in a regulatory environment, collaborating with government bodies and engaging with external stakeholders
- experience in implementing change and managing ambiguity in the workplace
- experience in the effective coaching and mentoring of staff
- strong writing skills with experience producing briefings, minutes, ministerial responses, policy and technical documents for senior executives.

Notes

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

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Sonia Zarik, 0402 948 101
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Defence

Vacancy VN-0764404

Department of Defence

Closing Date: Sunday 16 November 2025

Capability Acquisition and Sustainment Group
 Engineering, Technology and Materiel Logistics

Job Title	Policy Program Manager Materiel Protection
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$120,303 - \$135,701
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	CASG/08505/25
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=160D738A-BA4E-513E-8B43-E44E1946036C>

Duties

The Role

In this role you will work with Defence to develop a new approach protecting the integrity, confidentiality and availability of military assets across the capability lifecycle. In this role you will learn principles of Materiel Protection, and apply advanced Policy and Program Management skills to influence Defence and Industry, and contribute to coaching, leadership and outcomes of Materiel Protection. You will develop, adapt and apply frameworks and principles of engagement to bring representatives together to resolve issues through courses of action, and transform risks, provide advice, engage with authorities, implement decisions, and deliver outcomes. Develop, update and publish policy and doctrinal documents as an effective tool to achieve Defence, Industry and MP business outcomes.

Be prepared to write Policy and do Program Management. Have knowledge and skills in documentation hierarchy, writing style and template use for Defence or Government. Manage PMO, compliance, and reporting through traditional, agile or Lean methods. Use those traditional and agile methodologies to lead the team by formalising and structuring outcome-focused goal-based Key Performance Indicators.

About our Team

This is a new team doing original and exciting work. We are part of a recently formed division called Engineering Technology & Materiel Logistics in CASG.

We are a small but growing team that is keen to make a difference. We collaborate closely with our stakeholders to deliver advantage at speed and on task.

Our Ideal Candidate

This is a great chance to build your career and grow your reputation by working alongside experts in Defence, industry and intelligence.

We are looking for an experienced and creative specialist to lead policy and program management to keep our technology safe. You will help build a living culture and contribute to outcomes by leading policy and program management domains, as we develop and deliver new capabilities to Defence.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Jason Steward, 02 6265 2792
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=160D738A-BA4E-513E-8B43-E44E1946036C

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Defence

Vacancy VN-0764418

Department of Defence

Closing Date: Sunday 16 November 2025

Security and Estate Group
Infrastructure Division

Job Title	Property & Estate Management - Assistant Director - Multiple Vacancies
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$120,303 - \$135,701
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	SEG/08422/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=BC4AD59F-C850-4C7A-D3C7-E44E1B34F7B2>

Duties

The Role

Property Management Branch (PMB) within Security and Estate Group (SEG) is recruiting **multiple EL 1 Assistant Directors** across its directorates at Brindabella Park, ACT.

Assistant Director – Estate Licencing and Leasing (DELL)

As Assistant Director in Estate Licencing and Leasing (DELL) you will lead a small team to proactively manage leasing and licencing of the Defence Estate nationally. You will engage broadly across the enterprise, with industry, local government entities and Commonwealth stakeholders to deliver strategic outcomes aligned to the National Defence Strategy. This function is complementary to licenced civil use of Defence shared airfields and domestic and overseas office accommodation leasing. DELL retains subject matter expertise for all licenced use of the Defence estate in accordance with the Defence Estate Civil Use Policy. This includes memorandums of understanding, base operations deeds, easements, licenced use of the Defence estate as Government Furnished Facilities and multi-zone licences for national users such as telecommunications providers, the Royal United Services Institute, Army and Air Force Canteens Service, Navy Canteens and Cadets.

You will lead a small team to proactively manage leasing and licencing of the Defence Estate nationally. You will engage across the enterprise to deliver strategic outcomes aligned to the National Defence Strategy. DELL retains subject matter expertise for all licenced use of the Defence estate in accordance with the Defence Estate Civil Use Policy, including memorandums of understanding, base operations deeds, easements, licenced use of the Defence estate as Government Furnished Facilities and multi-zone licences for national users.

Assistant Director – Property Projects (DPP)

As Assistant Director of Property Projects (DPP) you will lead a small team to proactively manage capital works projects and accommodation leases to support Defence's portfolio partners. You will engage broadly across the enterprise with industry, local government entities and Commonwealth stakeholders to deliver strategic outcomes aligned to the National Defence Strategy.

You will require a solid understanding of procurement processes and contract management. You will be responsible for overseeing all national construction and fit-out activities, and manage leased office accommodation for Defence portfolio agencies and coordinate Memoranda of Understanding between Defence and its portfolio entities.

You will lead a small team to proactively manage capital works projects and accommodation leases to support Defence's portfolio partners. You will engage broadly across the enterprise with industry, local government entities and Commonwealth stakeholders to deliver strategic outcomes aligned to the National Defence Strategy. You will require a solid understanding of procurement processes and contract management. You will be responsible for overseeing all national construction and fit-out activities, and manage leased office accommodation for Defence portfolio agencies and coordinate Memoranda of Understanding between Defence and its portfolio entities.

Assistant Director – ACT Accommodation Strategy (DAAS)

As Assistant Director of ACT Accommodation Strategy (DAAS) you will consult broadly across the enterprise and with industry partners to develop and implement a long-term accommodation strategy for the ACT. The strategy will focus on uplifting and optimising Defence's use of office accommodation and reducing overall cost to Defence into the future. Legislative, financial and policy drivers will shape the direction, and you will work closely with Defence's Property Services Provider, internal and external stakeholders to improve business process. You will develop recommendation papers for consideration by Defence committees and you will have the opportunity to implement your strategy as a tangible outcome. The ACT Accommodation Strategy is being delivered in a staged way, with Stage 2 currently underway until the end of 2027.

You will consult across Defence and with industry partners to develop and implement a long-term accommodation strategy for the ACT. The strategy will focus on uplifting and optimising Defence's use of office accommodation and reducing overall cost to Defence. You will work closely with Defence's Property Services Provider, internal and external stakeholders to improve business process. You will develop recommendation papers for consideration by Defence committees and you will have the opportunity to implement your strategy as a tangible outcome.

Assistant Director, Pricing and Costing Analyst – Property Contract, Procurement and Policy (DPCPP)

As Assistant Director of Property Contracts, Procurement and Policy (DPCPP) you will lead a small team to proactively manage contract and leasing program finances on behalf of Property Management Branch. You will require in-depth knowledge of relevant procurement legislation and Commonwealth financial compliance requirements. You will build productive working relationships and engage broadly with Defence stakeholders to guide strategic decision making, aligned to the National Defence Strategy. You will work closely with your peers, senior leadership, and Defence's whole of Australian Government Property Services Provider to drive financial compliance and improve business outcomes. You may be involved in sensitive projects that impact strategic, political or operational outcomes for Defence.

You will be accountable under broad direction to perform and achieve complex pricing and cost analysis activities, including the review of investigation reports and providing advice on complex and strategic price and cost investigations and issues work within an integrated workforce. You will require an in-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

About our Team

Estate Transformation Division (ETD) supports integration and collaboration across Defence to strengthen the resilience of the Defence Estate. Property Management Branch works closely with groups and services from across our organisation to support the delivery of a safe, secure, fit-for-purpose and resilient Defence estate. We engage broadly across the Commonwealth to ensure compliance with property related legislation and policy and ensure transparency in our mandated reporting. Our team are passionate about improving the working environment for Defence personnel and enjoy the challenge of working in a fast paced and rewarding environment.

We promote an inclusive culture based on mutual respect. We encourage diversity of thought and professional curiosity to deliver exciting and challenging work. We offer flexible work arrangements, a great work-life balance and access to the best nationally recognised training and development programs. We pride ourselves on creating a professional environment that enables skills uplift and career advancement opportunities.

Our Ideal Candidate

Our ideal candidate will;

- Have experience in property and estate related matters, including delivering strategic outcomes in a large and complex environment.
- Demonstrate strong communication and negotiation skills, analytical skills, and the ability to develop and implement strategy.

- Build professional relationships with internal and external stakeholders and collaborate constructively to resolve complex issues.
- Exercise a considerable degree of independence, have the capability to lead a cohesive team and contribute to an inclusive workplace culture.
- Employ evidence based decision making and sound judgement to provide policy advice, briefing material, and recommendations to your seniors and peers.
- Engage in complex problem solving, issues management, and may coordinate and perform detailed or sensitive projects that impact on strategic, political or operational outcomes for Defence.
- Be resilient and have the ability to rapidly adapt to change in order to deliver outcomes for the enterprise.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	SEG Estate Transformation Property Management, seget.pmasoffice@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BC4AD59F-C850-4C7A-D3C7-E44E1B34F7B2

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Defence

Vacancy VN-0764443

Department of Defence

Closing Date: Sunday 16 November 2025

Defence People Group
Australian Defence College

Job Title	Deputy Director Administration
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$120,303 - \$135,701
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DPG/08551/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=7301D88C-9E89-213D-D649-E44ECB9E79DE>

Duties

The Role

The Australian Defence Force Academy (ADFA) is seeking an experienced and motivated person to join the Academy Headquarters as the Deputy Director Administration (Executive Level 1). Under broad direction you will deliver complex workforce capability and resource management within an integrated workforce.

As the ADFA HQ EL 1 DD Administration, you will be required to:

- Partner with senior leaders, managers and staff to provide high level strategic and operational advice across a broad range of workforce capability and resource management.
- Lead and manage complex personnel and resource management projects and initiatives that support organisational priorities.
- Interpret and apply relevant legislation, policies and procedures.
- Build and maintain effective relationships with internal and external stakeholders.
- Analyse workforce data and trends to provide insight and recommendations to support evidence-based decision making.
- Lead a small team in the delivery of organisational priorities as well as providing guidance, coaching and development opportunities to build capability within the team.

About our Team

Under the leadership of the Commandant Australian Defence Force Academy (ADFA) the EL1 Deputy Director Administration sits within the ADFA Headquarters team responsible for providing command and control of ADFA Formation made up of ADFA HQ, ADFA Unit and Australia's Federation Guard.

ADFA Headquarters oversees the management and training of 1200 Trainee Officers from Navy, Air Force and Army undertaking an integrated military training and academic study program. The academic program is provided via contract with the University of New South Wales (Canberra).

The DD Administration supports ADFA leadership in the provision of high quality, timely and accurate advice on workforce capability and resource management.

This role requires engagement with internal and external stakeholders that are dispersed throughout the ADFA precinct and the wider Defence Organisation.

Our Ideal Candidate

To be successful in the role, you will possess:

- Proven experience in Workforce Capability, Personnel and Resource Management.
- Ability to interpret relevant legislation and employment frameworks, and ensure delivery of high-quality Workforce and Resource management.
- Strong analytical and problem-solving skills, with ability to provide practical and strategic advice on workforce and budgetary matters.
- Exceptional stakeholder engagement skills, and ability to build and maintain trusted relationships across internal teams and external partners
- High level of integrity, professionalism, and discretion in dealing with sensitive/confidential information.

- Demonstrate strategic awareness and planning capability by interpreting organisational drivers and translating strategic intent into actionable, workforce-aligned business outcomes.
- Lead initiatives that require sound judgement, cross-functional coordination and stakeholder engagement, and deliver outcomes shaped and managed under your direction.
- Communicate with influence, using excellent verbal and written skills to convey nuanced information, foster collaboration, and support informed decision-making at senior levels.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Sandra Cohayney, 0417 430 991
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7301D88C-9E89-213D-D649-E44ECB9E79DE

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Department of Defence

Closing Date: Sunday 09 November 2025

Joint Capabilities Group
 Space & Cyber Capabilities

Job Title	Technical Professional - Technical Specialist
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$95,187 - \$108,734
Future Merit Locations	Edinburgh
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	JCG/08468/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=5FC3FA3E-95EE-22E9-ED44-E44ECC2187E7>

Duties

The Role

Joint Survivability Tactics Validation Unit (JSTVU) is seeking a technically proficient and motivated APS 6 Technical Professional – Technical Specialist to provide specialist support, expertise and operation of an Airborne Signature Measurement System (ASMS) and a Tactical Signature Measurement System (TacSMS). This role is central to enabling JSTVU to meet its trial and exercise objectives through expert input into system operation, maintenance, and data analysis. The person in this crucial role works closely with the JSTVU signatures trial team, the Signatures Trials Lead, and support JSTVU military personnel to operate the ASMS and TacSMS.

As the APS 6 - Technical Specialist for ASMS and TacSMS, key tasks will include:

- Provide technical support to JSTVU ASMS and TacSMS trials as a SME to allow JSTVU to meet trial objectives.
- Liaising with ASMS / TacSMS stakeholders to review the efficacy of system material state, and input to obsolescence management. Stakeholders include sustainment, OEMs, contracted

wet-lease helicopter charter, other JSTVU operators, and project managers involved in upgrades.

- Input to Engineering baseline including conduct of maintenance, configuration control and defect status of the system.
- Liaising with Defence Science Technology Group (DSTG) stakeholders and providing data analysis support to assist in drawing conclusions from the results of trial activities.
- On the job, and classroom, training of JSTVU military personnel to operate the ASMS and TacSMS including maintenance of training documentation.
- Participation in trials including operating the systems either in ground or air modes. This includes:
 - Operator duties within contracted aircraft as an ASMS operator.
 - Operation of JSTVU Unmanned Aerial Vehicles (UAVs).
 - Maintenance of qualifications and accreditations required to perform these duties and UAV operations.
 - Integrating where necessary with the JSTVU Modelling and Simulation (M&S) Capability / Team to gain a better understanding of the overall objectives of synthetic trials and validity of ASMS or TacSMS data outputs.
 - Administrative support including preparation of trial plans, trial reports, process development, and schedule maintenance.
 - Updates to operator / maintainer manuals as a consequence of Government Furnished Equipment (GFE) configuration changes.
 - Lead airworthiness function in JSTVU and Chief UAV Pilot.

The workplace environment includes:

- Computer Use, Sitting at desk.
- Standing for long periods.
- Lifting 15 kg +, Bending, Squatting, Reaching, Push/pull.
- Sequential Repetitive Movements in short period of time.
- Distance walking (i.e. large building or inter-building transit).
- Works outdoors.
- Working at heights.
- Requirement to wear personal protective equipment (PPE).
- Work with energetics and explosives.
- Exposure to Petrol, Oil, Lubricant Products that may cause dermatological conditions.
- Exposure to extreme temperatures.
- Exposure to Non-ionising radiation.
- Excessive Noise.
- Low Lighting.
- Dangerous Goods/ Equipment.
- Frequent travel - Vehicle.
- Frequent travel - Aeroplane.
- Frequent Overtime.

About our Team

Joint Survivability Tactics and Validation unit (JSTVU) a small Unit under JCG (Joint Capabilities Group), initially established to provide a survivability and tactics validation capability for Navy and Army based on the Air Force airborne countermeasures development and validation exemplar. A small and dynamic team, JSTVU benefits from the diversity of its people, which includes uniformed, public service and specialist contractors.

JSTVU are supported through both Defence Science and Technology Group (DSTG) public servants and contractors and employ an end-to-end trials process to assess susceptibility and vulnerability of naval and land platforms against threats that use of the electromagnetic spectrum. In developing these assessments, JSTVU examines tactics, techniques, procedures, capability gaps and countermeasures through field trials, as well as synthetic modelling and simulation.

Our Ideal Candidate

Our Ideal Candidate will have the following experience and attributes:

- Demonstrated experience in a Technical Support role and ensuring that the delivered capability meets requirements and legislative, policy and regulatory frameworks, and implement actions.
- Ability to manage a range of competing priorities and work to tight deadlines.
- Ability to evaluate technical activities to understand critical factors for success and engage in continuous improvement and innovation.
- Strong written and oral communication skills, including the ability to present information simply.
- Strong interpersonal and organisational skills with the ability to build and sustain effective working relationships with key stakeholders.
- Flexible outcomes based approach while maintaining attention to detail.
- Ability to work autonomously, and as part of a team.
- Trustworthy, transparent and possesses the highest level of integrity.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Karishma Karishma, 03 5169 8058
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5FC3FA3E-95EE-22E9-ED44-E44ECC2187E7

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Defence

Vacancy VN-0764447

Department of Defence

Closing Date: Sunday 16 November 2025

Defence People Group
 People Services and Wellbeing

Job Title	Human Resources Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Edinburgh SA, Enoggera QLD, Melbourne VIC, Penrith NSW
Salary	\$86,887 - \$93,066
Future Merit Locations	Canberra, Edinburgh, Enoggera, Melbourne, Penrith
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	DPG/08553/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=4ECB516E-7119-9DFC-2DE3-E44ECCB9C639>

Duties

The Role

In this role, you will support the Human Resources (HR) Operations Team by providing advice and guidance on APS people related policies and legislation, as well as early intervention support to employees and managers on workplace issues. Your success will be evidenced by sound, timely advice and application of HR practices and procedures across Defence.

Key activities include:

- The interpretation of Legislation, Policy and working conditions for customers will form the majority of your workload.
- Provide high volume, verbal and written advice on complex People issues to support internal and external stakeholders – communication will be the key to your success in this role.
- Partnering and stakeholder engagement, being proactive in growing and maintaining strong connections.
- Provide early intervention support on complex people matters to achieve appropriate HR outcomes for employees and managers.
- Support the delivery of key APS performance processes and administration.
- Work collaboratively within a geographically dispersed team.

About our Team

The National HR Services Team, within Defence People Group, provides complex HR case management across the employment lifecycle. We work with customers to provide coaching and guidance to support the resolution of complex HR issues or concerns and provide advice and guidance on APS people policy and procedures.

The Team collaborate with colleagues across the people domain and more broadly across the Enabling groups to deliver integrated, customer focused solutions. We are trusted HR professionals to our customers and passionate about building organisational capability through people.

Our Ideal Candidate

- Strong initiative and sound judgement;
- High-level written and oral communication skills;
- Excellent interpersonal skills and strong networking ability;
- Ability to produce quality work within short time frames;
- Strong analytical skills and attention to detail; and
- A commitment to continuous improvement.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Ailie Stoffels, 08 7375 3549
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4ECB516E-7119-9DFC-2DE3-E44ECCB9C639

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Defence

Vacancy VN-0764449

Department of Defence

Closing Date: Sunday 16 November 2025

Associate Secretary Group
Defence Legal

Job Title	Senior Legal Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$120,303 - \$147,316
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	
Position Number	ASG/08527/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=6DCEC196-23BC-C4F8-57EE-E44ECCC4A4CF>

Duties

The Role

General Counsel – Military Law is seeking a highly motivated EL 1 Senior Legal Officer to fulfil the position of Assistant Director Defence Intelligence Law. As an Assistant Director, you will provide advice and support to Director DIL including strategic and practical advice on a diverse range of topics, including:

The conduct of Defence Intelligence Group (DIG) activities

- Intelligence, surveillance and reconnaissance polices, activities and capabilities
- Cooperative activities involving the Defence Intelligence Enterprise and National Intelligence Community
- Legislative reform affecting the Defence Intelligence Enterprise and related Defence capabilities (including National Security legislation and Electronic Surveillance Reform).

You will also be required to:

- Prepare and review legal and policy submissions on complex, and often, novel issues
- Provide training to DIG staff and wider Defence officials and members as needed

- Assist in the management of legal aspects of the Defence relationship with the Inspector General of the Intelligence and Security, and the Independent National Security Legislation Monitor.

The key duties of the position include:

- Assisting the Director to provide strong legal guidance in relation to broad range of often time-sensitive matters including the conduct of DIG activities
- Leading, supporting and providing guidance to any lawyers under your supervision to meet the legal needs of the DIG
- Supporting the Director in the development of DIG policies and procedures and other material regarding the DIG
- Engaging and collaborating with representatives from key internal and external stakeholder groups in an informed, strategic and persuasive manner to build relationships and raise awareness while managing expectations and sensitivities
- Assisting the Director in producing high-level briefs, responses to government and other reports on a broad range of new and emerging legal issues, as well as support legal policy submissions
- Providing training to DIG staff on a range of legal matters as needed.

Candidates must be able to obtain and maintain a Positive Vetting Security Clearance, and a Defence Intelligence Suitability Assessment as a condition of employment.

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

About our Team

The Directorate of Intelligence Law (DIL) within Defence Legal delivers General Counsel services to the Defence Intelligence Group (DIG), in particular the Australian Geospatial-Intelligence and Defence Intelligence Organisations. DIL staff are co-located with the DIG and Defence Legal, and facilitate the provision of legal advice on all areas of law affecting the Defence Intelligence Enterprise, in consultation with broader Defence Legal, other government agencies and external legal service providers.

Our Ideal Candidate

Our ideal candidates will be able to:

- Provide strong legal guidance in relation to broad range of often time-sensitive matters
- Assist in leading and supporting a small team
- Have a strong understanding of National Intelligence Community

- Have experience in intelligence law and the development of intelligence law related policies and procedures and other material regarding the Defence Intelligence Group
- Collaboratively engage with a diverse range of internal and external stakeholder groups to build relationships and raise awareness while managing expectations and sensitivities
- Effectively communicate both in writing and verbally.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This occupation requires you to have the following:

- Hold a relevant degree in law (or equivalent qualification);
- Hold a graduate diploma in legal practice (or equivalent);
- Be admitted as a lawyer, legal practitioner, barrister, solicitor or barrister and solicitor of the High Court or Supreme Court of an Australian State or Territory; and
- Be eligible to hold and maintain a practising certificate in the jurisdiction in which they practice.

Notes

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

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To Apply

Position Contact	George O'Kane, 02 5109 0456
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6DCEC196-23BC-C4F8-57EE-E44ECCC4A4CF

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Defence

Vacancy VN-0764450

Department of Defence

Closing Date: Sunday 16 November 2025

NAVY
 Fleet Command

Job Title	HR Case Manager
Job Type	Full-Time, Non-Ongoing
Location	Hmas Cerberus VIC
Salary	\$95,187 - \$108,734
Future Merit Locations	Hmas Cerberus
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NAVY/08539/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=EDD97845-ACD8-5E88-E863-E44ECD2DE7E7>

Duties

The Role

The APS 6 Incident Manager at HMAS Cerberus is responsible to the Maritime Human Resources Officer for coordinating the management of incidents and issues affecting base personnel. The role oversees the full incident life-cycle, from initial reporting through to resolution, ensuring actions are taken in line with Defence policy and governance requirements.

Key functions include managing the Incident Management inbox, maintaining accurate records in Defence databases, liaising with investigative authorities and support services, and providing timely briefs and advice to Maritime Human Resources Officer (N1). The position requires high levels of professional discretion, strong organisational skills, and the ability to work collaboratively within a multidisciplinary team.

This is a critical role in supporting Command to maintain the welfare and readiness of Navy personnel, and will suit an experienced incident case manager seeking to apply their skills in a dynamic and meaningful Defence environment.

Key Duties:

- Manage the Workplace Incident Management inbox, Disconnected Incident Forms, associated documentation, and registration processes.
- Direct and coordinate initial incident management procedures and determine appropriate courses of action to meet stakeholder requirements, as directed by the Maritime Human Resources Officer (MHRO) and Executive Officer (XO).
- Draft documentation for reporting incidents outside the unit/team for MHRO and XO/CO consideration and action.
- Monitor incidents to ensure issues are managed in accordance with Defence policies and procedures, and provide Command with current status of reporting lifecycle.
- Liaise with investigative authorities to ensure required information and reports are provided to facilitate appropriate civil, administrative, or Defence Force Disciplinary Act (DFDA) action.
- Work collaboratively in a team-based environment, actively participating in and contributing to team meetings, and supporting the work area and team objectives.
- Maintain a high level of professional discretion in dealing with issues at both staff and trainee level.
- Advise Command HR on appropriate reporting and incident management.
- Draft and distribute complex correspondence, including Terms of Reference, Records of Decision, and Outcome Letters.
- Quality assure the recording and control of correspondence in the Record Management Database.
- Record management within Objective, ensuring the complete resolution history is recorded from registration of documentation to closure.
- Monitor policy for currency, including Military personnel Manual (MILPERSMAN), Complaints and Resolution Manual (CARM), Incident Response Management Policy (IRMPOL), and incident management-related directives.
- Liaise with external stakeholders on incident reporting as required.

- Participate in governance compliance checks.

About our Team

HMAS Cerberus Command Element is a close-knit and supportive team that provides critical command support across the Establishment. As the home of Navy training, Cerberus hosts numerous faculties and training units, each with unique challenges and requirements. Our team works in a dynamic, high-tempo environment, responding to a broad range of incidents and providing guidance to staff and trainees alike. A key part of our role is supporting members as they make the significant transition from civilian life into the ADF, helping them to adapt to military culture, expectations and responsibilities during their formative training years. We pride ourselves on being professional, collaborative and people-focused, with a commitment to delivering consistent and effective outcomes for Command. By combining operational awareness, empathy, and attention to detail, the Command Element plays a central role in shaping the experience of our newest Officers and Sailors in strengthening Navy capability

Our Ideal Candidate

The ideal candidate is adaptable and able to remain calm and effective under pressure. They are a strong team player who builds collaborative relationships and works constructively with colleagues and external partners. With well-developed interpersonal skills, they can engage confidently with stakeholders such as SeMPRO, JMPU and other investigative services to achieve positive outcomes. They have a keen eye for detail, ensuring accuracy when producing documents and recording incidents. Their strong communication and writing skills, guided by the ADF Writing Manual, allow them to present information clearly and professionally. By combining flexibility, attention to detail and a collaborative approach, the ideal candidate contributes to a supportive workplace culture and ensures high-quality outputs that assist in effective incident management and organisational decision-making.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	ASLT Matthew Tubman, 0434 263 960
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EDD97845-ACD8-5E88-E863-E44ECD2DE7E7

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Defence

Vacancy VN-0764455

Department of Defence

Closing Date: Sunday 09 November 2025

Naval Shipbuilding and Sustainment Group
Patrol Boast and Specialist Ships

Job Title	Administration Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$95,187 - \$108,734
Future Merit Locations	Russell
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NSSG/08521/25
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=B7B9129A-3797-331B-C3C2-E44ECDD4237C>

Duties

The Role

Working within the Business Management team in the Offshore Patrol Vessel Branch, you will:

- Maintain, review, and analyse the project ledger in coordination with Defence Finance Group, ensuring data integrity and accuracy.
- Support financial planning, budgeting and reporting, including Additional Estimates/Budget Estimates phasing, accruals, and preparation of inputs for Program Performance Reviews, Major Project Reports, and other corporate reporting requirements.
- Verify and process project invoices, ensuring compliance with delegations, funding approvals, and contract milestones.
- Monitor project commitments and expenditure, providing analysis and advice to Project Managers and senior stakeholders.
- Engage with internal and external stakeholders (e.g. Financial, Commercial, Project Management, Contractors, Industry) to resolve financial discrepancies and ensure timely decision-making.
- Contribute to the development and improvement of processes, templates, and tools to enhance the team's efficiency and governance.
- Support performance reporting and financial assurance activities, including responding to audit requests and internal reviews.

About our Team

The Offshore Patrol Vessels (OPV) Branch is delivering the Arafura class Patrol Boat to the Royal Australian Navy, under Project SEA1180 Phase 1. The Arafura class is an exciting and challenging project with multiple ships in production across two Australian shipyards.

The primary role of the OPV will be to undertake constabulary missions, maritime patrol and response duties to operate alongside Australian Border Force vessels, and other Australian Defence Force units and regional partners. The OPV Branch provides the liaison between the Navy Capability Manager and the activities within the shipyards, and conducts assurance activities to ensure that the contracted capability requirements are met.

Our Ideal Candidate

We are seeking a proactive and detail-oriented business officer who can work both independently and as part of a team in a dynamic project environment.

The ideal candidate will demonstrate:

- Strong financial and analytical skills, with the ability to interpret and present complex financial data clearly and accurately.
- Experience in financial management (e.g. ledger management, accruals, invoice processing, forecasting, or commitment reporting).
- Ability to build productive relationships and communicate effectively with a wide range of stakeholders, including non-finance staff.

- Sound judgement and problem-solving skills, with the ability to identify issues, propose solutions, and escalate appropriately.
- Strong organisational skills, with the ability to manage competing priorities and deliver outcomes under tight deadlines.
- Commitment to continuous improvement, integrity, and APS Values.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Ivy Li, 02 6265 2388
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B7B9129A-3797-331B-C3C2-E44ECDD4237C

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Department of Defence

Closing Date: Sunday 16 November 2025

Capability Acquisition and Sustainment Group
 Air Defence & Space Systems Division

Job Title	Deputy Project Manager
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$95,187 - \$108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/08275/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=C51AB2B4-5726-616F-F787-E44F0958B2DB>

Duties

The Role

This is not just another project management job - it's your chance to work on world-leading radar technology that protects Australia's national security. At High Frequency Sensing Systems Program Office (HFSSPO), you will be part of a team delivering the upgraded Jindalee Over the Horizon Radar Network (JORN). You'll collaborate with Defence, industry leaders, and international partners on a complex, sovereign program that helps shape the future of air and space surveillance. If you're looking for a role where your work truly matters and innovation is part of the culture, this is it.

As Deputy Project Manager, you will play a key role in supporting the Senior Project Manager for the JORN upgrade. You will contribute to the development, management, and coordination of the program schedule and planning activities, ensuring successful delivery of project outcomes through effective management of resources, risks, and budgets.

Your responsibilities will include:

- Managing schedule, risk, budget, and resources in line with organisational requirements, including sub-projects.
- Preparing correspondence, briefs, and reports for senior stakeholders and committees.
- Applying contemporary project management methodologies and best practices.
- Analysing project performance and developing strategies to achieve objectives.
- Coordinating project activities and maintaining compliance with standards.
- Building and maintaining strong stakeholder relationships.

About our Team

The High Frequency Sensing Systems Program Office (HFSSPO) is an exciting environment to work in, offering rewarding opportunities in world leading capabilities and emerging technologies. HFSSPO acquires, sustains, and exports High Frequency radar capabilities for the Australian Defence Force. This includes the world leading JORN capability. HFSSPO is a complex, fast-paced environment comprising a professional integrated workforce. We work in conjunction with Air Force, other Defence Groups, our Allies, and our industry partners to deliver complex programs for Defence.

In addition to being involved in unique sovereign programs, you will also have access to competitive working conditions. As an Australian Public Servant in Defence, you will be supported in balancing work and family priorities and the remuneration package includes a generous superannuation contribution (15.4%).

Our Ideal Candidate

We are looking for a strategic, results-driven project professional who thrives in complex environments and is passionate about delivering outcomes that matter. You will bring proven experience in managing large-scale projects, exceptional organisational skills, and the ability to balance competing priorities under pressure. Strong communication and stakeholder engagement skills are essential, as you will work closely with Defence and industry partners.

You will have a solid foundation in project management principles, supported by relevant qualifications, and ideally hold or be working toward a Project Management Professional (PMP) certification. Experience in Defence or similarly complex sectors will set you apart, along with a proactive mindset and commitment to innovation. If you are motivated by the opportunity to work on world-leading radar technology and contribute to Australia's national security, we want to hear from you.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Sarah Klein, 08 7375 1027
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C51AB2B4-5726-616F-F787-E44F0958B2DB

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Defence

Vacancy VN-0764488

Department of Defence

Closing Date: Sunday 16 November 2025

ARMY
Special Operations Command

Job Title	Communications Security Manager
Job Type	Full-Time, Ongoing
Location	Holsworthy NSW, Randwick NSW
Salary	\$95,187 - \$108,734
Future Merit Locations	Holsworthy, Randwick
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ARMY/08433/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=2D2B599A-2B18-725C-DC65-E44F07222179>

Duties

The Role

Special Operations Command (SOCOMD) are seeking to fill two APS6 Communication Security (COMSEC) roles across Randwick and Holsworthy. As the APS6 COMSEC, you will be required to implement maintain and monitor the processes for communications and information security relevant to key stakeholders across SOCOMD. This includes the provision of technical, professional and policy advice. The role requires the management of the COMSEC team and the management of any Australian Defence Force (ADF) members completing COMSEC related tasks. You will also be require to complete routine COMSEC accounting practices including issuing keying material, Electronic Disposition Record (EDR) management, domestic and overseas Accountable COMSEC Material (ACM) movement and compliance procedures.

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

About our Team

The APS 6 COMSEC roles will work within the COMSEC teams across SOCOMD to provide communication and information systems support including, provisioning and protection of critical systems, their protection in a multitude of environments and their use around the world. The COMSEC team is an integrated workforce of ADF members and Australian Public Servants (APS) responsible to the Commanding Officer's within SOCOMD. SOCOMD's mission is to provide ready and relevant forces to conduct special operations in support of Australia's national interests.

Our Ideal Candidate

Our ideal candidate will have:

- Detail oriented professional with a strong commitment to communications security procedures.
- Possess high analytical and problem solving skills to support the organisations requirements.
- Knowledge or ability to gain knowledge of Communications Security procedures including the Defence Security Principles Framework (DSPF).
- Strong communication skills will be necessary to work with stakeholders and provide clear guidance on COMSEC procedures.
- Ability to build and maintain professional working relationships. Demonstrate integrity, discretion and honesty when handling and managing sensitive information.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Rufael Tsegay, 02 5131 0369
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2D2B599A-2B18-725C-DC65-E44F07222179

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Defence

Vacancy VN-0764490

Department of Defence

Closing Date: Sunday 16 November 2025

Defence Finance Group
Budgets & Financial Services

Job Title	Asset Accounting and Reporting Manager
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$120,303 - \$135,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DFG/08520/25
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=D52608B9-937B-ED7D-1AB7-E44F0BBA4FD7>

Duties

The Role

Within the Accounting function, the EL1 Asset Accounting and Reporting Manager operates under broad direction to deliver complex asset management and reporting within an integrated workforce. The role requires strong knowledge of Commonwealth financial compliance and legislative frameworks to support government decision-making and align with Defence's mission and policy. As a senior leader, you will work independently, exercise sound judgement, and provide expert policy advice. You will also coordinate sensitive projects and contribute to strategic, political, or operational outcomes for Defence.

As an EL1 – Assistant Director, you will be accountable for:

- Managing and leading a team, setting clear expectations, guiding performance, and supporting development.
- Setting work area priorities, managing workflows, and evaluating business outcomes.
- Completing work accurately within timeframes and mentoring less experienced staff.
- Overseeing asset lifecycle accounting, balance sheet management, and financial reporting.
- Leading monthly and annual asset and financial reporting requirements.
- Advising on technical asset and financial accounting issues and producing reports and briefs.
- Managing best practice application of asset policies, procedures, and systems.
- Ensuring compliance with financial governance and management frameworks.
- Building stakeholder relationships across Defence, including auditors, procurement, and military.
- Aligning financial reporting and asset management with Defence's mission and objectives.
- Evaluating financial strategies, policies, and initiatives to support continuous improvement.

About our Team

There is no single employer in the Commonwealth that offers the breadth of technical challenges that DFG tackle. Working in the Financial Reporting and Asset Accounting team means you will be applying your professional judgement and knowledge to a huge range of complex accounting issues.

The Financial Reporting and Asset Accounting Team is responsible for the full financial reporting function and the financial accounting of Defence's assets through their capability lifecycle. They are also accountable for policy advice, compliance assurance and conducting quality assurance checks on financial accounting activities. The team's judgement is relied upon to deliver professional advice and reporting around complex assets; business processes procurements and multi-year billion-dollar projects.

The teams are responsible for the financial accounting behind the largest asset base in the Commonwealth valued in the hundreds of billions of dollars. Think big, physical tangible assets like aircraft, ships, submarines plus a huge property portfolio, specialist military equipment, complex intellectual property and bespoke technology. Career growth prospects are strong because if you understand assets underpinning Defence you will understand a lot of the business.

You get to analyse complex trends, work on the forefront of changes to accounting standards, help prepare policies that impact the whole organization and you will gain a full understanding of the asset lifecycle from procurement to disposal. You will be involved in the largest ERP (SAP) implementation project in the Southern Hemisphere.

Our Ideal Candidate

Our ideal candidate will demonstrate:

- Our ideal candidate is an emerging leader, with a shared sense of purpose, who is committed to partnering with stakeholders to deliver outcomes through strategic advice and the provision of financial accounting support and reform initiatives.
- You have sound capability of leading and developing a team, an influential communication style and the ability to explain technical financial accounting information and strategy in simple terms, to accomplish business outcomes.
- You are an accomplished planner who takes a strategic outlook when aligning team activities to organisational goals and stakeholders objectives.

Other competencies we are targeting include:

- Demonstrated ability to drive sustainable change collaboratively across an organisation and externally.
- Experience building and maintaining relationships with a network of internal and external stakeholders at all levels.
- Improvement focus, strong results orientation, and seeks to add value through improving processes and systems.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Vivienne Ho, 02 5131 3004
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D52608B9-937B-ED7D-1AB7-E44F0BBA4FD7

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Defence

Vacancy VN-0764491

Department of Defence

Closing Date: Sunday 16 November 2025

Defence Digital Group
Group Operations

Job Title	Senior Portfolio Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$95,187 - \$108,734
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DDG/07758/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=AA685242-29C6-02AB-68C3-E44F07DBF2B1>

Duties

The Role

The primary purpose of the Portfolio Support Officer role is to assist with Portfolio and Prioritisation functions within Portfolio Management Branch. This includes engaging with stakeholders across the Branch, the Group and Defence as necessary.

You will:

- Provide a range of portfolio management and support services, including coordination of portfolio activities, scenario planning, preparation of reports and briefs.
- Work collaboratively with stakeholders to achieve mutually beneficial outcomes.
- Maximise use of available tools to source, collate and compile data and information to identify emerging issues and track and report on project progress against established milestones and deliverables.
- Provide portfolio analysis and insights through proactive monitoring and reporting of trends and performance to facilitate informed decision-making.
- Support PMB to enable informed decision-making across the Defence Digital Portfolio.

About our Team

Portfolio Management Branch (PMB) sits within Group Operations Division in Defence Digital Group. It was established to strengthen performance across the Group by improving support for data led decision-making. PMB is responsible for prioritising and optimising resources, providing support and assurance to projects and programs, maintaining an integrated master schedule and working to build a culture of trust, transparency and continuous improvement in program and project delivery across the enterprise. The Directorate of Prioritisation is the primary entry point to PMB. It is responsible for aligning portfolio activities with strategic objectives by identifying and prioritising projects for resource allocation and delivery. The team also develops prioritisation frameworks and guidelines, conducts portfolio scenario planning, and supports a range of governance functions across committees, boards and forums.

Our Ideal Candidate

Our ideal candidate will have a broad range of skills and experience. They must be highly motivated with the ability to positively contribute to a collaborative and inclusive workplace culture. They will have exceptional communication skills including stakeholder negotiation and liaison. They will also have excellent analytical skills and an ability to think strategically when solving problems. The ability to analyse and interpret data from multiple sources to make recommendations and contribute to the continuous improvement of processes will be highly valued. They should also be able work collaboratively, support others within a team environment and have a willingness to continuously learn and contribute.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Kim Haines, 0437 845 587
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AA685242-29C6-02AB-68C3-E44F07DBF2B1

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Defence

Vacancy VN-0764496

Department of Defence

Closing Date: Sunday 09 November 2025

Associate Secretary Group
 Defence Counsel Services

Job Title	Administration Officer
Job Type	Full-Time, Non-Ongoing
Location	Fyshwick ACT
Salary	\$79,176 - \$86,438
Future Merit Locations	Fyshwick
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	ASG/08615/25
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=BCB891B3-0D72-53FC-2B98-E44F0956F9F3>

Duties

The Role

We are seeking a motivated APS 4 Administration Officer to join Defence Counsel Services (DCS), to provide high-quality support and service across a range of administrative and operational functions. The successful candidate will demonstrate exceptional attention to detail, ensuring accuracy in documentation, records and processes. This role requires strong customer service skills, with the ability to communicate effectively with a diverse range of stakeholders. You will also be adept at managing competing deadlines, juggling multiple priorities while supporting the team's objectives and delivering outcomes on time.

About our Team

Defence Counsel Services (DCS) provides independent and trusted legal assistance to members of the Australian Defence Force (ADF). We support current and former ADF members by offering legal advice on administrative and military discipline matters, as well as Wills and Powers of Attorney. DCS can also provide limited guidance on certain civilian legal matters.

The DCS team is diverse, comprising both civilian and military staff, and includes a mix of in-person and remote workers.

Our Ideal Candidate

The ideal candidate is highly organised and thrives in a fast-paced environment. They will possess the ability to effectively manage competing priorities while maintaining accuracy and attention to detail. They are an excellent communicator, able to engage confidently and professionally with a wide range of stakeholders, and are skilled at delivering outstanding customer service.

The ideal candidate will also be a strong key player and collaborate seamlessly with colleagues, supporting shared goals and contributing positively to the team environment. They are also flexible and adaptable, able to respond to changing demands and take initiative when required.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Zoe Selvinelli, 02 5131 6966
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BCB891B3-0D72-53FC-2B98-E44F0956F9F3

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Defence

Vacancy VN-0764507

Department of Defence

Closing Date: Sunday 16 November 2025

Australian Defence Force HeadQuarters
Vice Chief of Defence Force Group

Job Title	Capability Analyst
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$95,187 - \$108,734
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ADFHQ/08620/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=BD134896-8E36-1E3E-DFDE-E44F08E43E31>

Duties

The Role

Force Design Division is seeking enthusiastic individuals to contribute to the Department of Defence's key policy and national security functions to protect and further Australia's national interests.

Your role will be to strengthen Australia's national security and economic resilience by using your analytical skills to enhance Defence's capability decisions. The Investment Portfolio Management Branch (IPMB) supports VCDF in his role as chair of the Investment Committee (IC), by providing information and reports necessary to support a portfolio of the size and complexity of the Integrated Investment Program (IIP). Additionally, it coordinates engagements necessary to support Capability Management, a core One Defence business process.

We have a number of opportunities on offer across the branch, ranging from developing and enhancing the One Defence Capability System, including capability policy, guidance and process; delivery of capability-learning initiatives; managing unapproved capability funding in the IIP; managing the forward work program of capability investment decisions and approvals; through to collating portfolio information on capability performance, including analysis and developing insights and lessons.

You will work as part of a supportive team that will engage closely with Capability Sponsors, Delivery and Enabling Groups, Defence Finance Group, Contestability and Central Agencies, in particular, Prime Minister and Cabinet and the Department of Finance to understand proposed capability outcomes, as well as providing advice on Defence and Government requirements for project approvals. You will analyse capability submissions through world's best practice contesting methods, to provide evidence-based advice on affordability, best fit-for-purpose, ability to execute and risk. You will develop briefs to inform discussions and assist in decision making, as well as have opportunities to brief senior executives within the division in preparation for key committees.

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

About our Team

IPMB supports the highest-level decision makers in Defence and Government to deliver the outcomes required by the ADF. We directly provide decision support to the Vice Chief of the Defence Force in his role as Chair of the Investment Committee by providing independent analysis and advice on the Defence investment portfolio. IPMB is a small, yet influential team trusted to advise Defence on investment matters. This will provide you the opportunity to work within a dynamic and flexible environment as part of an inclusive, diverse, innovative and well-respected team.

Our Ideal Candidate

We are seeking highly motivated, resilient and collaborative individuals to join our Branch, and contribute to our strategic goals. To succeed in these roles, you are encouraged to respectfully challenge conventional views to facilitate and enable the development of strategic, agile and evidence-based solutions.

You will:

- Have highly developed critical thinking and reasoning skills and be able to analyse complex and technical documents, identify issues, draw accurate conclusions and develop responses supported by evidence.
- Be highly motivated, enthusiastic, collaborative and apply initiative and resilience in your approach to your work.
- Be self-aware with a positive attitude, demonstrate consideration and respect for a diversity of ideas and perspectives of others and be willing to learn.
- Have opportunities for professional development, including formal qualification courses, continuation training and on-the job training. Through experience and feedback, you will

develop the analytical, consultative and communications skills necessary to provide trusted advice on cutting-edge capabilities and the policy and processes to acquire and sustain them.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Mwala Puteho, 02 5108 5492
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BD134896-8E36-1E3E-DFDE-E44F08E43E31

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Department of Defence

Closing Date: Sunday 16 November 2025

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Unit Security Officer
Job Type	Full-Time, Ongoing
Location	Amberley QLD
Salary	\$95,187 - \$108,734
Future Merit Locations	Amberley
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/08624/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=1B984FD9-7A43-83CE-5183-E44F0A35EA85>

Duties

The Role

Are you ready to take the lead in safeguarding national security? Join the Air Combat Electronic Attack System Program Office (ACEASPO) as a Unit Security Officer (USO) and play a pivotal role in protecting Australia's Defence capabilities. As the USO, you will be responsible to the Business Systems Manager for the day to day operation of security related activities across the Air Combat Electronic Attack Enterprise (ACEA Enterprise)

As the USO, your duties will include:

- Lead and manage security operations across the ACEA Enterprise
- Develop and implement security plans, risk assessments and incident responses
- Deliver Security On-boarding, Off-boarding, and training and awareness
- Provide expert advice on complex security policies and clearance processes
- Drive continuous improvement in security governance and assurance
- Oversee a range of performance and assurance activities

About our Team

At ACEASPO, you will be part of a high-performing team that values collaboration, innovation, and integrity. Based at RAAF Base Amberley, we work at the forefront of Australia's air combat capability, ensuring our systems and people are protected.

Our Ideal Candidate

We are looking for a proactive and detail-oriented professional who thrives in dynamic environments. If you are passionate about security, enjoy solving complex problems, and excel at building strong relationships, we want to hear from you.

Our candidate will be able to demonstrate:

- Proven ability to write and review security plans and processes.
- Strong understanding of handling sensitive information.
- Excellent stakeholder engagement and communication skills.
- Strategic thinker with strong time management and problem-solving abilities.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Lucinda Burt, 07 5362 1394
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1B984FD9-7A43-83CE-5183-E44F0A35EA85

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Defence

Vacancy VN-0764557

Department of Defence

Closing Date: Sunday 16 November 2025

Security and Estate Group
Defence Security

Job Title	Defence Security Manager
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$120,303 - \$135,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	SEG/08623/25
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=586D5D3B-5FE9-8B68-A645-E44F464F595E>

Duties

The Role

The Security Incident Coordination Centre (SICC) provides a security incident advisory service that supports the identification of threat, detection of vulnerabilities and minimisation of harm that can undermine Defence's capability to defend Australia and its national interests. As an EL 1 Security Manager, you will have a considerable level of stakeholder engagement across the department with senior management, Defence Investigative Authorities and partner agencies.

You will have sound judgement, exceptional attention to detail and a proven track-record in collaborating to achieve timely and quality evidence based outcomes. You will work effectively in a high performing team and be able to exercise both initiative and judgement in the interpretation of Commonwealth security policy and legislation, as well as Defence security policy.

You are accountable under broad direction to achieve complex incident management outcomes. Knowledge of legislative frameworks and security policy is highly desirable. Further information is available from the Contact Officer.

About our Team

The Security Incident Coordination Centre delivers the security incident coordination function, for the Defence enterprise through three portfolios:

1. Triage – provides advice to enable simple and efficient security incident identification and reporting;
2. Incident Analysis – analyses security incident reports, provides advice, refers reports to the most appropriate authority to fast-track management and/or investigation, and ensures effective response and recovery actions have been undertaken, and
3. Reporting and Business Intelligence – develops consistent, actionable security incident information and insights to help inform the adequacy, effectiveness, and potential improvements in the security management system. The SICC team is a trusted, proactive and effective team of protective security professionals who are team focused, inclusive, accountable and trustworthy.

Our Ideal Candidate

To be successful in this role you need to:

- Have the investigative skills and experience to use your initiative and solve problems;
- Have an eagerness to get tasks done, coordinate and workflow business priorities;
- Have a developed ability to lead and perform complex administrative and/or coordination work;

- Possess excellent oral and written communication skills, with a demonstrated ability to liaise with internal and external stakeholders at all levels;
- Have excellent time management skills with the ability to prioritise multiple tasks;
- Be flexible and adaptable in your work practices, open to feedback and committed to professional development to enhance your skills; and
- Be a great team player and able to collaborate well with your immediate work group, the multi-skilled professional team and in the broader 'Defence environment'.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Renee Butler, 02 5108 8925
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=586D5D3B-5FE9-8B68-A645-E44F464F595E

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Education

Vacancy VN-0764624

Regulatory Operations

Job Title	Assessment Support Officer
Job Type	Part-Time, Ongoing
Location	Various locations - VIC VIC, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - ACT ACT, Various locations - SA SA, Various locations - NT NT, Various locations - TAS TAS, Various locations - WA WA
Salary	\$78,996 - \$84,490
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The role can be performed remotely. Hybrid and flexible work options are available.
Classification	APS Level 4
Position Number	Multiple
Agency Website	www.teqsa.gov.au

Job Description

<https://teqsa.bigredsky.com/page.php?>

The Higher Education Integrity Unit (HEIU) works with teams across TEQSA to analyse emerging threats to the integrity of Australia’s higher education system. The HEIU proactively assists the sector to address identified risks, in areas such as artificial intelligence, academic integrity (including contract cheating and assessment integrity), admissions standards, and fraud and corruption.

The HEIU also works with other government agencies to promote integrity in research, detect and prevent foreign interference in provider operations, and enhance cyber security.

The Assessment Support Officer is responsible for supporting the HEIU to achieve these goals and support the Unit to conduct its enforcement activities in accordance with 114A and 114B of the Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act).

Duties

As the Assessment Support Officer, you will be responsible and accountable for:

- Liaising with TEQSA's Compliance and Investigations Team to monitor and document monthly complaints reports.
- Supporting the agency's work to analyse and respond to emerging and evolving sector risks.
- Updating the database of commercial academic cheating services – both for assessment purposes and to share annually with providers.
- Leading work to disrupt commercial academic cheating services by regularly assessing and recording sites identified to be in breach of the TEQSA Act (114A).
- Engaging with social media companies to facilitate the ongoing removal of advertisements offering commercial cheating services (114B of the TEQSA Act).
- Monitoring, responding and triaging emails in the HEIU inbox and performing other administrative support as required.
- Other duties as directed.

Eligibility

The successful applicant must:

- be an Australian citizen.
- complete a National Police Check satisfactorily.
- be able to obtain and maintain an [Australian Government Security Vetting Agency](#) (AGSVA) clearance to Baseline status, supported by TEQSA.

Failure to satisfy any of the above 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, part-time (0.6 FTE) position.
- A merit pool of suitable applicants may be created from this process and may be used to fill similar ongoing and non-ongoing vacancies as they arise. The merit pool is active for 18 months from the date of this advertisement.
- On commencement, the successful candidate will be required to disclose details of any material personal interests in connection with their employment at TEQSA via a Declaration of Interest form and seek approval to undertake any outside employment (paid or unpaid) via an Outside Employment application.

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

About the Tertiary Education Quality and Standards Agency

The Tertiary Education Quality and Standards Agency (TEQSA) is Australia's independent national quality assurance and regulatory agency for higher education. TEQSA's purpose is to deliver quality assurance that protects the interests of students and the reputation and standing of Australian higher education. As an independent quality assurance and regulatory agency, TEQSA adopts a risk-based approach that is guided by principles of necessity, risk, and proportionality, and which supports quality, diversity, innovation, and excellence in tertiary education. TEQSA has three strategic objectives in delivering its purpose: 1.

Promote and support good practice and effective self-assurance across the sector. 2. Identify, analyse, and respond to risks to the sector. 3. Ensure compliance with applicable legislation through effective and efficient regulation.

To Apply

Position Contact	Ben Schulz, 03 8306 2529
Agency Recruitment Site	https://teqsa.bigredsky.com/page.php?

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Industry, Science, Energy and Resources

Vacancy VN-0764586

Australian Nuclear Science and Technology Organisation

Closing Date: Tuesday 11 November 2025

Financial and Business Support
Group Finance Financial Planning and Analysis

Job Title	Finance Business Partner
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	\$133,902 - \$149,880
Future Merit Locations	Lucas Heights
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	
Position Number	PD-2328
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

www.ansto.gov.au

Finance Business Partner

Position Overview

- Ongoing | Full Time | Salary commensurate with experience | 15.4% Super
- Qualified Accountant CA/ CPA/ ACCA | Minimum 5+ years Finance Business Partnering experience
- Sutherland Shire location | Flexible work practices | On-site Childcare facility for employees
- Partner with Enabler Executives and Business Managers to achieve ANSTO Financial outcomes
- Exposure to working with large-scale Forecasting, Analytical and ERP Business tools

About the Opportunity

The Finance Business Partner is part of a team which provides business and advisory services to assigned divisions or business units within Enabler Divisions. Service is provided through periodic

financial reporting & forecasting and engagement with executives and business managers. The role also incorporates maintenance of forecasting and accounting business tools which support this function.

The Finance Business Partner reports to the Manager Financial Planning and Analysis.

About Us

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

Benefits of Working with Us

ANSTO offers training and development, performance-based salary increases and an extensive range of leave provisions to help employees balance work and personal commitments.

- 18 days personal/carers leave for each year of service
- 3 days paid leave between Christmas and New Year
- Generous parental leave provisions:
 - 18 weeks Parental leave for primary caregiver
 - 11 weeks Parental leave for secondary caregiver (with incremental increase to a maximum of 18 weeks effective 01/03/2027)
- Annual flu vaccinations
- Cultural, Naidoc and First Nations ceremonial leave

Duties

Your Duties and Responsibilities

- Internal customer support, business partnering, reporting on month-end and forecast operational P&Ls.
- Administering Forecasting tools which enable periodic reporting, Team support for System Administration of SAP, support the Integrated Business Planning (IBP) process.

- Assist clients with business case development of capital cases, attend capital meetings, load capex budgets and support the AUC closure process.
- Support the FP&A Manager with IBP reporting requirements.

Please view the [Position Description](#) for full details or click apply to view.

Eligibility

Requirements:

Qualified Accountant, Minimum 5 years experience in Business Partnering in a comparable organisation. Excellent communication and interpersonal skills needed for engagement with executives.

Significant experience to deliver high-quality financial analysis, reporting, and strategic insights.

Proficiency in ERP systems, SAP, Anaplan (or other major forecasting tool), Advanced Excel.

How to Apply

For further technical information relating to this [position](#) please refer to the Position Description or contact Linnet D'Sylva on 0438 468 756 (please text prior, thanks). For all other queries please contact Talent Acquisition on +61 (02) 9717 9361.

To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: 11:59pm 11th November 2025

All applicants must be Australian citizens.

In order to solve great challenges, we need great minds and great teams. At ANSTO, we understand that diverse teams produce better outcomes and we value the merit that a diverse perspective can bring to our team. We encourage people from diverse backgrounds to apply for our roles including Aboriginal and Torres Strait Islander people, primary carers, those with a disability, and women in STEM. ANSTO is a charter member of the Science in Australia Gender Equity (SAGE) initiative and is proudly taking action to create a gender-inclusive workforce

Notes

About the Australian Nuclear Science and Technology Organisation

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

To Apply

Position Contact	Linnet D'Sylva, +61 2 9717 9889
Agency Recruitment Site	www.ansto.gov.au

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764580

Civil Aviation Safety Authority Australia

Closing Date: Sunday 16 November 2025

Corporate Services
Organisational Strategy, Change and Information Management

Job Title	Enterprise Change Lead
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT
Salary	\$103,940 - \$114,037
Future Merit Locations	Canberra, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	APS Level 6
Position Number	4386
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

The Enterprise Change Lead sits within the Enterprise Change Office (ECO), which forms part of the Organisational Strategy, Change and Information Management (OSCIM) branch. The OSCIM branch supports CASA by delivering a range of strategic and enabling functions, including strategic business planning and reporting, information and knowledge management and innovation, centralised portfolio management and oversight of projects and programs, and human-centred change management, design, and user experience research.

The Enterprise Change Lead reports to the Enterprise Change Team Leader and plays a key role within the Enterprise Portfolio Office (EPO). The EPO supports and enables the success of programs, projects, and change initiatives across CASA. It comprises three teams that work together to strengthen organisational performance and capability: the Enterprise Portfolio Management Office (EPMO), the Enterprise Change Office (ECO), and the Enterprise Design Office (EDO).

The Enterprise Change Office supports CASA staff to prepare for and deliver change through a structured and human-centred approach to change management. This approach ensures initiatives align with CASA's strategic priorities, deliver intended business outcomes, and foster adoption and engagement at all levels of the organisation.

Working collaboratively with business areas, the ECO co-designs change solutions and approaches that are people-centred and culturally aligned. By building internal capability and organisational maturity, the ECO helps CASA adapt and move through change with confidence, safety, and resilience. Capability uplift is central to its purpose—providing advice, guidance, coaching, mentoring, and support to Senior Leaders, Project Managers, Section Heads, and business areas in line with CASA's enterprise change model. The Enterprise Change Lead plays a pivotal role in this process, equipping leaders and teams with the tools, templates, resources, and support they need to lead and navigate change effectively.

The Enterprise Change Lead is responsible for the following deliverables, which represent an ongoing body of work:

- Building strong relationships with business areas and project managers/teams delivering complex changes across the organisation.
- Supporting business areas and projects to manage and deliver change activities including facilitating workshops, undertaking change assessments and providing advice/recommendations to improve change outcomes.
- Analysing the scope and impacts of change and helping to assess and facilitate business readiness.
- Providing advice, guidance, and support to other change leads and change contractors outposted on CASA's high priority projects or within business areas.
- Building and managing relationships with internal and external stakeholders and supporting effective stakeholder engagement to achieve change management outcomes.
- Helping build and maintain change tools and templates and educate others to understand CASA's change practices.
- Helping create and review change impact assessments, change management plans, schedules, business readiness surveys, change reporting, training programs and artefacts.
- Contribute to maintaining a positive health and safety culture at CASA, including psychosocial wellbeing in the workplace and providing input, where appropriate, into decisions that may impact upon personal health, safety and wellbeing in the workplace.

Duties

Our ideal candidate

Our ideal candidate must demonstrate the following:

- Minimum 2 years' experience in supporting business areas and projects/programs with a strong ability to build effective relationships with stakeholders, and colleagues through consultation and collaboration.
- Experience in providing change advice and delivering change activities under limited guidance using change methodology, processes, and tools to support successful change outcomes.
- Experience in undertaking change activities, such as stakeholder identification, impact and business readiness assessments, communication and training plans and change artifacts.
- Ability to identify and articulate change risks both verbally and in writing.
- Demonstrated ability to work effectively with all levels within an organisation, including the ability to mentor, guide and support teams delivering projects.

- Ability to engage with Aboriginal and Torres Strait Islander employees in a sensitive, respectful and equitable manner.
- Promotion of workplace safety, equity and diversity, and act in accordance with the CASA Values and Behaviours.

The following ideal candidate requirements are desirable:

- Industry level qualifications in Change Management, Project Management or similar.

Eligibility

Eligibility Requirements

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- At a minimum, prospective CASA employees must undergo pre-employment screening and must be willing to provide the required information to successfully undergo a police record check.
- Must be an Australia citizen with the ability to obtain and maintain the required level of security clearance (Baseline)

Notes

Affirmative Measures

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Simon Boddy, 0731447401
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764581

Civil Aviation Safety Authority Australia

Closing Date: Sunday 16 November 2025

Corporate Services
 Organisational Strategy, Change and Information Management

Job Title	Enterprise Change Lead - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT
Salary	\$103,940 - \$114,037
Future Merit Locations	Canberra, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	APS Level 6
Position Number	4386
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

The Enterprise Change Lead sits within the Enterprise Change Office (ECO), which forms part of the Organisational Strategy, Change and Information Management (OSCIM) branch. The OSCIM branch supports CASA by delivering a range of strategic and enabling functions, including strategic business planning and reporting, information and knowledge management and innovation, centralised portfolio management and oversight of projects and programs, and human-centred change management, design, and user experience research.

The Enterprise Change Lead reports to the Enterprise Change Team Leader and plays a key role within the Enterprise Portfolio Office (EPO). The EPO supports and enables the success of programs, projects, and change initiatives across CASA. It comprises three teams that work together to strengthen organisational performance and capability: the Enterprise Portfolio Management Office (EPMO), the Enterprise Change Office (ECO), and the Enterprise Design Office (EDO).

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- Building strong relationships with business areas and project managers/teams delivering complex changes across the organisation.
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- Contribute to maintaining a positive health and safety culture at CASA, including psychosocial wellbeing in the workplace and providing input, where appropriate, into decisions that may impact upon personal health, safety and wellbeing in the workplace.

Duties

Our ideal candidate

Our ideal candidate must demonstrate the following:

- Minimum 2 years' experience in supporting business areas and projects/programs with a strong ability to build effective relationships with stakeholders, and colleagues through consultation and collaboration.
- Experience in providing change advice and delivering change activities under limited guidance using change methodology, processes, and tools to support successful change outcomes.
- Experience in undertaking change activities, such as stakeholder identification, impact and business readiness assessments, communication and training plans and change artifacts.
- Ability to identify and articulate change risks both verbally and in writing.
- Demonstrated ability to work effectively with all levels within an organisation, including the ability to mentor, guide and support teams delivering projects.
- Ability to engage with Aboriginal and Torres Strait Islander employees in a sensitive, respectful and equitable manner.
- Promotion of workplace safety, equity and diversity, and act in accordance with the CASA Values and Behaviours.

The following ideal candidate requirements are desirable:

- Industry level qualifications in Change Management, Project Management or similar.

Eligibility

Eligibility Requirements

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- At a minimum, prospective CASA employees must undergo pre-employment screening and must be willing to provide the required information to successfully undergo a police record check.
- Must be an Australia citizen with the ability to obtain and maintain the required level of security clearance (Baseline)

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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

About the Civil Aviation Safety Authority Australia

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To Apply

Position Contact	Simon Boddy, 0731447401
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764595

Civil Aviation Safety Authority Australia

Closing Date: Sunday 16 November 2025

Stakeholder Engagement
Industry and Government Engagement

Job Title	Government Relations Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$103,940 - \$114,037
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	APS Level 6
Position Number	4213
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

The Government Relations Officer plays a key role in supporting CASA's engagement with government stakeholders and parliamentary processes. The position works closely with the Office of the CEO, the Department of Infrastructure, Transport, Regional Development, Communication, Sports and the Arts, the Minister's office, CASA's business areas and other key stakeholders to manage CASA's corporate correspondence and contribute input into various government processes, including ministerial correspondence, question time briefs, questions on notice and ad hoc requests.

In addition to core responsibilities, the Government Relations Officer contributes to broader section initiatives. This may include support for governance documentation, stakeholder engagement activities, and coordination of CASA's consultative forums, depending on operational priorities and emerging needs.

This role is part of a small collaborative team in the Industry Consultation and Government Engagement section.

In this position, you'll navigate competing demands with composure and independence, applying sound judgement to complex challenges. Your adaptability and curiosity will support collaborative

efforts and foster strong, productive relationships across varied teams. With clear, confident communication and a proactive mindset, you'll contribute to continuous improvement in daily operations and drive meaningful outcomes.

The Government Relations Officer is responsible for the following activities and deliverables, which represent an ongoing body of work:

- Develop relationships across CASA and with relevant Commonwealth agencies to support strategic coordination and information exchange.
- Conduct research and analysis to produce clear insights that inform shape responses.
- Provide accurate, timely advice on CASA corporate issues to key stakeholders including the Minister, Senators and Members of Parliament, the Minister's office, the Department and other government agencies.
- Prepare and refine materials for Parliamentary Committees and hearings, provide reliable ontheday support and ensure timely postevent reporting.
- Assisting in the co-ordination of the Questions on Notice register and other Parliamentary Committee engagement.
- Preparation and support of team activities, including the circulation of agendas for team meetings, team governance and reporting
- Manage ministerial correspondence workflows, including oversight and administration of the Parliamentary Document Management System, ensuring compliance and timely delivery.
- Provide support to consultative forums, including the Aviation Safety Advisory Panel (ASAP) Technical Working Groups (TWGs) and the Aviation State Engagement Forum (AvSEF), ensuring effective coordination and governance alignment.
- Contribute to continuous improvement initiatives, including evaluation and refinement of documentation and governance frameworks.

Duties

Our ideal candidate

Our ideal candidate must demonstrate the following:

- An understanding of the operation of government including coordination, ministerial and the broader accountability framework in which CASA operates.
- Sound research and analytical skills.
- Strong written communication skills, with demonstrated ability to draft reports, briefings, procedural manuals and governance documentation for diverse audiences.
- Strong attention to detail and sound judgement in managing complex, sensitive or politically aware information under limited direction.
- An understanding of regulatory, legal or governance environments, with the ability to apply contextual knowledge to stakeholder engagement, procedural drafting and decision-making.
- Experience in coordinating a variety of inputs, including legal and technical information, into a single, succinct and responsive document tailored to senior stakeholders.
- Commitment to promoting workplace safety, equity and diversity, and alignment with CASA's Values and Behaviours.

The following ideal candidate requirements are desirable:

- Familiarity with parliamentary processes, including Senate Estimates.

- Experience using the Parliamentary Document Management System (PDMS) or similar correspondence platforms.
- Strong analytical skills to assess risk and inform decision-making.
- Relevant tertiary qualifications in public policy, law, communications, or a related field.

Eligibility

Eligibility Requirements

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- At a minimum, prospective CASA employees must undergo pre-employment screening and must be willing to provide the required information to successfully undergo a police record check.
- Must be an Australia citizen with the ability to obtain and maintain the required level of security clearance (Baseline)

Notes

Affirmative Measures

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Danielle Tooke, +61262171567
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764597

Civil Aviation Safety Authority Australia

Closing Date: Sunday 16 November 2025

Stakeholder Engagement
Industry and Government Engagement

Job Title	Government Relations Officer - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$103,940 - \$114,037
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	APS Level 6
Position Number	4213
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

The Government Relations Officer plays a key role in supporting CASA's engagement with government stakeholders and parliamentary processes. The position works closely with the Office of the CEO, the Department of Infrastructure, Transport, Regional Development, Communication, Sports and the Arts, the Minister's office, CASA's business areas and other key stakeholders to manage CASA's corporate correspondence and contribute input into various government

processes, including ministerial correspondence, question time briefs, questions on notice and ad hoc requests.

In addition to core responsibilities, the Government Relations Officer contributes to broader section initiatives. This may include support for governance documentation, stakeholder engagement activities, and coordination of CASA's consultative forums, depending on operational priorities and emerging needs.

This role is part of a small collaborative team in the Industry Consultation and Government Engagement section.

In this position, you'll navigate competing demands with composure and independence, applying sound judgement to complex challenges. Your adaptability and curiosity will support collaborative efforts and foster strong, productive relationships across varied teams. With clear, confident communication and a proactive mindset, you'll contribute to continuous improvement in daily operations and drive meaningful outcomes.

The Government Relations Officer is responsible for the following activities and deliverables, which represent an ongoing body of work:

- Develop relationships across CASA and with relevant Commonwealth agencies to support strategic coordination and information exchange.
- Conduct research and analysis to produce clear insights that inform shape responses.
- Provide accurate, timely advice on CASA corporate issues to key stakeholders including the Minister, Senators and Members of Parliament, the Minister's office, the Department and other government agencies.
- Prepare and refine materials for Parliamentary Committees and hearings, provide reliable ontheday support and ensure timely postevent reporting.
- Assisting in the co-ordination of the Questions on Notice register and other Parliamentary Committee engagement.
- Preparation and support of team activities, including the circulation of agendas for team meetings, team governance and reporting
- Manage ministerial correspondence workflows, including oversight and administration of the Parliamentary Document Management System, ensuring compliance and timely delivery.
- Provide support to consultative forums, including the Aviation Safety Advisory Panel (ASAP) Technical Working Groups (TWGs) and the Aviation State Engagement Forum (AvSEF), ensuring effective coordination and governance alignment.
- Contribute to continuous improvement initiatives, including evaluation and refinement of documentation and governance frameworks.

Duties

Our ideal candidate

Our ideal candidate must demonstrate the following:

- An understanding of the operation of government including coordination, ministerial and the broader accountability framework in which CASA operates.
- Sound research and analytical skills.
- Strong written communication skills, with demonstrated ability to draft reports, briefings, procedural manuals and governance documentation for diverse audiences.
- Strong attention to detail and sound judgement in managing complex, sensitive or politically aware information under limited direction.
- An understanding of regulatory, legal or governance environments, with the ability to apply contextual knowledge to stakeholder engagement, procedural drafting and decision-making.
- Experience in coordinating a variety of inputs, including legal and technical information, into a single, succinct and responsive document tailored to senior stakeholders.
- Commitment to promoting workplace safety, equity and diversity, and alignment with CASA's Values and Behaviours.

The following ideal candidate requirements are desirable:

- Familiarity with parliamentary processes, including Senate Estimates.
- Experience using the Parliamentary Document Management System (PDMS) or similar correspondence platforms.
- Strong analytical skills to assess risk and inform decision-making.
- Relevant tertiary qualifications in public policy, law, communications, or a related field.

Eligibility

Eligibility Requirements

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- At a minimum, prospective CASA employees must undergo pre-employment screening and must be willing to provide the required information to successfully undergo a police record check.
- Must be an Australia citizen with the ability to obtain and maintain the required level of security clearance (Baseline)

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including

reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Danielle Tooke, +61262171567
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764604

National Archives of Australia

Closing Date: Friday 14 November 2025

Collection Management Preservation

Job Title	Senior Preservation Officer
Job Type	Full-Time, Non-Ongoing
Location	Mitchell ACT
Salary	\$85,418 - \$91,809
Future Merit Locations	Mitchell
Office Arrangement	On Site
Office Arrangement Details	Due to the nature of the role, you will be required to work on site at our Mitchell office.
Classification	APS Level 5
Position Number	30383
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

<http://careers.naa.gov.au/cw/en/listing/>

The Collection Management Branch is responsible for setting information management requirements for Australian Government agencies, and selecting, managing and preserving the National Archives' collection so it remains accessible for future generations. The Branch develops policies and systems as well as provides services, undertakes research, and plans and implements projects relating to the care, management and accessibility of archival records.

The Preservation section is responsible for the preservation and long-term accessibility of the most significant records of the Commonwealth in both physical and digital form. This position supports daily operations for the preservation of archival records in all formats and contributes to long term decisions to ensure that the collection will be available years from now regardless of technology.

Qualifications or extensive high-level professional experience in Cultural Materials Conservation is preferred.

Duties

Under limited direction the main duties of the role are to:

- Undertake and manage project, and complex treatments, to support the preservation of archival records, including the preservation and management of physical records to meet long term preservation objectives, with particular emphasis on paper and photographic formats.
- Contribute to the planning, management, and reporting activities as they relate to the preservation of the national archival collection.
- Contribute to the National Archives' change agenda, problem identification and solving, training and professional development.
- Contribute to the development of user guides, procedures, specifications and guidelines relevant to the preservation of the national archival collection ensuring that the best practices are in place.
- Provide high-level technical advice on preservation issues to internal and external stakeholder. Including providing advice relating to the display of National Archives collection, materials analysis, collection conditions and appropriate supplies and materials to use.
- Respond to disasters within the National Archives' collection and provide advice to government agencies regarding incidents that they may experience.
- Maintain a well-developed understanding of National and International Preservation practices, standards and policies.
- Develop relationships with relevant internal and external stakeholders, both national and international, cultural institutions, government agencies and private companies.
- Apply the principles of APS Values, Code of Conduct, workplace diversity principles, work health and safety and participative management within a work and team environment.
- Apply the National Archives' Vision, Mission and Commitments as expressed in [Strategy 2025-2030: Evolving National Archives](#) and [Our Values](#).

Eligibility

To be eligible for the role you must be an Australian citizen. If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a security clearance at a Negative Vetting 1 clearance level.

Notes

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

About the National Archives of Australia

The National Archives of Australia has a skilled and diverse workforce. We value our people, performance, integrity and service. We encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. National Archives has a presence in all state and territory capital cities. Our national office and exhibition spaces are in Canberra, and all centres offer public reading rooms where visitors are able to examine original records. Some offices are co-located with the state or territory archives, providing one-stop public access. National Archives collection is housed in several repositories located around Australia. We offer a high standard of service as outlined in our service charter. If you would like to join our team, we invite you to apply for this vacancy.

To Apply

Position Contact	Sally Kneebone, (02) 6212 3757
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Prime Minister and Cabinet

Vacancy VN-0764552

Australian Public Service Commission

Closing Date: Sunday 16 November 2025

APS Academy & Capability
People Insights Workforce Metrics

Job Title	Data Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - WA WA, Various locations - VIC VIC, Various locations - SA SA, Various locations - TAS TAS
Salary	\$86,521 - \$94,620
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible;Hybrid
Office Arrangement Details	Flexible
Classification	APS Level 5
Position Number	2025_48
Agency Website	https://www.apsc.gov.au/

Job Description

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

About the team

The Workforce Metrics team manages and maintains data for the APS workforce, such as the APS Remuneration Survey and the Australian Public Service (APS) Employment Database (APSED). It also supports public sector workplace gender equality reporting. Data reported by the team assists in the management of a capable and effective APS workforce and contributes to key publications such as the annual State of the Service Report.

Duties

The Workforce Metrics team (within People Insights Branch) is looking for a Workforce Data Analyst to join a busy and outcome-focused team. The successful candidate will work in a small team that is responsible for collecting and validating workforce data relating to the APS, have demonstrated experience working with statistical code or applications, and will be able to analyse, understand and communicate workforce data in an informative way.

The APS 5 will:

- undertake collection, checking and reporting of data from contributing APS agencies
- interrogate the APS Employment Database (APSED)
- check and review data outputs
- plan and prioritise concurrent activities to ensure timely task completion
- contribute to innovative process improvement strategies
- engage with different stakeholders, including APSC groups and APS agencies, to overcome any barriers to successful data collection
- contribute to data and analysis for the production of reports, answering queries and contributing to key Commission publications including the Remuneration Report and State of the Service Report

Eligibility

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

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

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

The Australian Public Service Commission is committed to building an inclusive and culturally diverse workforce. We welcome applications from across our community including, Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and

linguistically diverse backgrounds, those who identify as LGBTIQ+, mature aged employees and carers.

Notes

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

About the Australian Public Service Commission

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

To Apply

Position Contact	Andrew Powierski, (02) 8239 5346
Agency Recruitment Site	https://apsc.nga.net.au/cp/

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Prime Minister and Cabinet

Vacancy VN-0764549

Department of the Prime Minister and Cabinet

Closing Date: Sunday 16 November 2025

Corporate Division
Governance, Performance and Audit Branch Fraud and Risk

Job Title	Fraud Investigator, Governance, Performance and Audit Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$126,342 - \$143,993
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements will be considered
Classification	Executive Level 1
Position Number	PMC/2025/136
Agency Website	

Job Description

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

Who we are

PM&C is seeking a motivated professional to join the Governance, Performance and Audit Branch as a Fraud Investigator. The branch plays a key role in building and sustaining the department's culture of integrity, transparency and professionalism.

The branch manages investigations into allegations of suspected fraud and corruption, as well as being responsible for the creation and implementation of fraud and corruption related policies and procedures. The branch is also responsible for education and awareness around fraud and corruption prevention, detection and response.

What you will do

As a Fraud and Corruption Investigator you will:

- Plan and undertake complex and sensitive fraud and corruption investigations arising from allegations involving employees and contractors of the department.
- Providing advice on matters specific to fraud and corruption across the department
- Conduct investigations in accordance with relevant legislative and procedural requirements
- Work both independently and collaboratively and represent the interests of the department in a professional manner
- Communicate confidently with internal and external parties to obtain and exchange information during an investigation
- Contribute to the development of staff capability through training and mentoring
- Prepare reports and briefs for various stakeholders, including senior management
- Developing internal fraud and corruption frameworks and procedures, and ensuring they remain current and compliant with any changes to external frameworks and legislation
- Designing and undertaking fraud and corruption education and awareness raising activities for the department
- At all times demonstrate the highest standards of ethical behaviour and integrity.

Duties

What you will bring

Our ideal candidate will have:

- Experience in conducting investigations, either in a law enforcement or government environment
- Well-developed understanding of internal fraud with demonstrated knowledge of addressing corruption risks
- Adheres to documented procedures, including the rules of evidence, legislation and policies relevant to fraud/corruption and criminal conduct, including the AGIS requirements
- Experience with, (or the ability to apply their experience), to liaising with the Australian Federal Police (AFP), the National Anti-Corruption Commission (NACC) and the Commonwealth Director of Public Prosecutions (CDPP)
- Excellent verbal and written communication skills, including writing correspondence, reports, policies, and procedures
- Demonstrated strong analytical and research skills, including the ability to synthesise and analyse information, and make decisions
- Excellent negotiation and liaison skills and a demonstrated commitment to maintaining effective relationships with internal and external stakeholders
- Sound capability to consistently deliver a high standard of accuracy and attention to detail.

The successful candidate **must hold:**

- Qualifications consistent with the Commonwealth Fraud and Corruption Control Framework 2024 and Australian Government Investigations Standards 2022 (AGIS). This includes the Certificate IV in Government (Investigations), or equivalent
- Negative Vetting Level 1 security clearance.

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 Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen by the completion of the recruitment process, except under exceptional circumstances.
- The successful candidate must be able to obtain and maintain a security clearance, or hold a current security clearance of an appropriate level.
- The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

Ongoing & Non-ongoing (for a period of up to 24 months)

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the PM&C delegate.

Where a non-ongoing specified term is offered, this would be for a maximum period of two (2) years. If the initial contract is for less than 2 years, it may be extended or renewed once, up to the 2 year limit.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

About the Department of the Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia's national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private, public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

Position Contact	Tara Rutter, (02) 6271 5042
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0764634

National Indigenous Australians Agency

Closing Date: Sunday 09 November 2025

Coporate
 Communications Creative and Digital

Job Title	Graphic Designer, Communications and Media
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Woden ACT
Salary	\$98,314 - \$110,483
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement.
Classification	APS Level 6
Position Number	NIAA/2025/165
Agency Website	https://www.niaa.gov.au/

Job Description

<https://niaa.nga.net.au/?jati=256D741F-FC85-5C8D-D70A-E44F85EC4887>

Are you motivated by making a real difference in people's lives? Does the idea of joining an agency with a truly rewarding mission excite you? Then the National Indigenous Australians Agency (NIAA) is for you.

Our agency is leading a transformative journey, in partnership with Aboriginal and Torres Strait Islander peoples, to help improve life outcomes for First Nations peoples.

The Communications and Media Branch is looking for an experienced and talented graphic designer to broaden and strengthen the NIAA's visual identity. Bring your creative flair to the role to create engaging, culturally appropriate digital and printed communications materials – ranging from posters, flyers and social media tiles to substantial corporate documents and everything in between.

Draw on your great team spirit to collaborate with a wide range of people both within the agency and outside, including printers and design agencies. Tap into your expertise to get the job done on brief and on time, ensuring materials meet the NIAA style guidelines and government accessibility standards.

In this role, you'll be part of a creative and supportive environment where your ideas are valued and encouraged. You'll help shape how we deliver high-quality, impactful communications that reflect and advance the NIAA's vision: that Aboriginal and Torres Strait Islander peoples are heard, recognised, and empowered.

Duties

Our ideal candidate will be a motivated and autonomous worker with the following skills, experience and attributes:

- extensive experience using the Adobe Suite design tools, such as InDesign, Illustrator, Photoshop, Premier Pro, Dreamweaver, and Acrobat Pro, and a willingness to upskill in new design software
- demonstrated experience and sound understanding of accessibility principles to produce a high-quality range of accessible communication products that meet diverse audience needs
- proven high-quality graphic design skills (including portfolio at interview)
- excellent attention to detail and ability to deliver quality work on time
- strong organisational skills with a proven ability to manage competing priorities
- sound written and oral communication skills
- great team player
- flexible attitude and comfort with ambiguity
- commitment to continuously learn and apply new knowledge and skills
- an appreciation of Aboriginal and Torres Strait Islander peoples and cultures
- respectful and inclusive of diversity in all its forms.

Formal qualification in graphic design or similar will be highly regarded.

Eligibility Notes

The National Indigenous Australians Agency (NIAA) has a range of flexible working arrangements available to its employees under the Enterprise Agreement and relevant policies and guidance materials. Working arrangements can be negotiated with successful candidates on a case-by-case basis, taking into consideration the operational requirements of the role and the individual's personal circumstances and preferences.

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

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

About the National Indigenous Australians Agency

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Karen Zaveri, (02) 6152 3732
Agency Recruitment Site	https://niaa.nga.net.au/?jati=256D741F-FC85-5C8D-D70A-E44F85EC4887

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0764631

Services Australia

Closing Date: Thursday 13 November 2025

Job Title	General Counsel, Legal Services (several positions)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Brisbane QLD, Melbourne VIC
Salary	-
Future Merit Locations	Sydney, Canberra, Brisbane, Melbourne
Office Arrangement	On Site
Office Arrangement Details	Flexible arrangements may be considered
Classification	Senior Executive Service Band 1
Position Number	Various
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://www.beaumontandbeaumont.com.au/11612>

- Senior Executive Service Band 1
- Provide high level legal and strategic advice to the Commonwealth
- Applications close 11:30pm AEDT, Thursday 13 November 2025

About us

Services Australia (the Agency) is at the frontline of government service delivery, supporting millions of Australians with economic, health and social wellbeing payments and services.

We're making 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're transforming the way we work to deliver a simple, helpful, respectful and transparent experience for customers.

In the 2023-24 financial year, the Agency delivered \$241 billion in total payments across Centrelink, Medicare and Child Support services. We delivered this through our digital channels

with 1.1 billion transactions, 53.9 million phone calls and 10.7 million face-to-face engagements at our 318 service centres. The Agency is one of the largest Australian Public Service (APS) agencies in Australia, with more than 32,500 ongoing staff, located in every state and territory.

Legal Services Divisions

The Legal Services – Customer Division and Legal Services – Corporate Division are a large and dynamic Commonwealth legal practice managing one of the Commonwealth’s largest litigation practices, as well as advising on cutting-edge administrative law issues, emerging information law issues, a range of complex corporate and employment law issues, Freedom of Information and privacy law including operational privacy. The Divisions provide independent legal services, advice and assistance to the Minister, the Chief Executive Officer and the Executive.

Additional details on the divisions can be found in the candidate pack.

Duties

General Counsels are responsible for the provision of high-quality and timely strategic legal advice, advocacy and support. As a senior leader in the agency, General Counsels are also responsible for the leadership and management of a branch.

There are immediate vacancies for the following General Counsel roles.

General Counsel, Litigation

This role is responsible for the following legal functions:

- Manage Administrative Review Tribunal (ART) merits review matters for Centrelink, Child Support and Health programs.
- Manage appeals from the ART to the Federal Circuit and Family Court of Australia, and the Federal Court for Centrelink, Child Support and Health program matters.
- Manage debt litigation for Centrelink and Child Support programs.
- Provide advice and support to program areas in relation to litigated and other court matters, including:
 - responding to court proceedings served on the agency (other than employment related claims)
 - providing responses to Coronial investigations and inquests
 - responding to requests for information from Royal Commissions/Commissions of Inquiry
 - support for staff called upon to provide a witness statement or give evidence in courts and tribunals (other than employment related claims or criminal prosecutions managed by Fraud Control and Investigations Division).

The role is not responsible for managing commercial, property, employment, FOI or privacy litigation or disputes but does provide advice on subpoena management where required.

The preferred locations for the General Counsel, Litigation position are **Canberra, Brisbane, Melbourne** or **Sydney**, other major city locations may be considered by exception.

General Counsel, Program Advisory Legal

This role is responsible for the following legal functions:

- Provide legal advice on all agency programs and legislation, including Centrelink, Child Support, Medicare and health programs, and indemnity schemes.
- Manage agency delegations and authorisations and statutory appointments.
- Provide legal advice on agency governance.
- Legal liability advising compensation on program decisions to support discretionary customer compensation management.

The preferred location for the General Counsel, Program Advisory Legal position is **Canberra**; other locations may be considered by exception.

General Counsel, FOI and Reviews

This role is responsible for the following legal functions:

- Managing the distinct teams within FOI and Reviews, comprising:
 - FOI Customer Process;
 - FOI Significant (Complex) Processing and Reporting;
 - FOI and Review Legal;
 - Review Investigations (which includes CDDA); and
 - Complex and Escalated Reviews
- Providing advice on FOI requests from customers and third parties.
- Responding to enquiries from the Australian Information Commissioner.
- Managing the agency's relationship with the Commonwealth Ombudsman and coordinating the agency's response to inquiries, investigations and other correspondence and engagement with the Ombudsman.
- Managing a large Compensation for Detriment caused by Defective Administration practice and acts of grace and debt waivers from the Department of Finance.
- Managed applications to the Administrative Review Tribunal and Courts regarding FOI.

The preferred location for the General Counsel, FOI and Reviews position is **Canberra**, other locations may be considered by exception.

Qualifications

- Bachelor of Laws degree or equivalent
- Admission as a legal practitioner in an Australian court
- Eligibility to hold an unrestricted practising certificate

These roles may be filled on an ongoing or non-ongoing (fixed term) appointment.

This process will also be used to establish a merit pool for vacancies across the agency, as they become available within an 18-month period.

Salary and benefits

- The Senior Executive Band 1 level offers an attractive remuneration package, including 15.4% superannuation and salary packaging options.
- Conditions that support your health, wellbeing and lifestyle.
- Generous leave provisions, including accruable annual leave of 23 days per year with the capacity to purchase an additional 4 weeks' annual leave per year after 12 months service.
- Accruable personal leave including sick and carers leave at 18 days per year.

Eligibility

To apply you need to be an Australian citizen.

You will need to pass our pre-employment screening process, which includes a pre-employment check, and where relevant, a working with children and vulnerable people check.

You will also need, or have the ability to acquire, an Australian Government security clearance, to the appropriate level for the position. This will be arranged for you, if successful.

Apply

Before applying, please obtain Candidate Information Pack from the Beaumont and Beaumont vacancies page: <https://www.beaumontandbeaumont.com.au/11612>

If you require further information, please contact **Jonathan Beaumont** on **(02) 6126 4500** or ServicesAustralia@beaumontandbeaumont.com.au. Enquiries will be kept in strict confidence.

Notes

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

About the Services Australia

We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and a Platinum tier LGBTQIA+ inclusive employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Jonathan Beaumont, (02) 6126 4500
Agency Recruitment Site	https://www.beaumontandbeaumont.com.au/11612

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Treasury

Vacancy VN-0764623

Australian Securities and Investments Commission

Closing Date: Thursday 13 November 2025

Job Title	Senior Executive Leader - Investigation & Enforcement
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	-
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	Senior Executive Service Band 1
Position Number	ASIC/1893004
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226396920

Duties

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

Lead Investigation & Enforcement teams to deter financial misconduct and protect consumers and drive strategic enforcement actions that uphold the integrity of Australia's financial system.

- **Sydney or Melbourne location preferred – all other locations considered**
- **Permanent opportunity**
- **Applications close at 11:59pm AEDT, Thursday 13 November 2025**

The team

ASIC's Enforcement and Compliance Group (ECG) is responsible for the conduct of ASIC's initial inquiries, compliance and enforcement work across all sectors excluding markets. The ECG comprises Investigations, Special Operations, Enforcement Inquiries and Compliance, and Enforcement Services.

The role

As a **Senior Executive Leader (SEL) – Investigation & Enforcement** you are accountable for the effective use of investigation and enforcement powers to deter misconduct and protect consumers from financial harm.

- Lead and oversee teams that conduct complex investigations and enforcement actions to deter financial misconduct and protect consumers.
- Build, inspire, and develop high performing, engaged teams within ASIC's Enforcement & Compliance Group.
- Set strategic direction and drive continuous improvement in investigation and enforcement practices.
- Collaborate as a key member of the executive leadership group, contributing to collective decision-making and strategic priorities.
- Provide thought leadership and ensure regulatory priorities are integrated into organisational objectives.
- Foster a culture of accountability, professionalism, and teamwork across the group.

About you

You bring deep expertise in leading complex investigations and enforcement actions within a regulatory environment, with a proven ability to deliver successful outcomes. Your strategic mindset is matched by your capacity to build high performing, engaged teams and collaborate effectively as part of an executive leadership group.

You are an inspiring leader who thrives in dynamic environments, communicates with influence, and fosters a culture of accountability, professionalism, and teamwork.

You will also demonstrate:

- Extensive experience leading complex investigations and enforcement actions
- Strong understanding of regulatory and compliance frameworks
- Strategic and analytical thinking at a senior level
- Proven ability to manage risk and drive operational excellence
- Experience building and developing high-performing teams
- Ability to translate regulatory knowledge into practical, strategic action

View the position description for more information or click 'apply' to start your application. Applications close at 11:59pm AEDT, Thursday 13 November 2025.

About ASIC

ASIC's remit is one of the broadest of regulators across the world. ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system. Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

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

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

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

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

Eligibility

Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Claire Greening, (02) 9911 2687
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=2

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Treasury

Vacancy VN-0764359

Australian Taxation Office

Closing Date: Friday 14 November 2025

ATO People
SES Services

Job Title	Executive Assistant
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$90,596 - \$96,042
Future Merit Locations	Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 5
Position Number	EXT_EA_769_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=2A5957BD-D1EA-BD95-9E8A-E44DA6B46B53>

Duties

We are seeking experienced, enthusiastic and professional Executive Assistants to provide executive and administrative support to our Second Commissioners and Deputy Commissioners. If you're highly organised, an excellent communicator, and a great problem solver, this Executive Assistant role could be for you.

As an Executive Assistant, you will work closely with the executive team. You'll be a trusted advisor and your ability to build strong relationships, anticipate needs, and create a positive experience in every interaction will be key to your success.

While flexible work arrangements may be considered, this role is primarily office-based to support the dynamic and responsive nature of executive operations.

You will be co-located with your senior executive and undertake a variety of tasks which, will include:

- diary management:
 - providing clear daily guidance on priority meetings, emails and actions
 - tracking high priority work to ensure deadlines are met
 - escalating urgent matters for attention and response and identifying issues that may impact priorities and delivery
 - tracking high priority work to ensure deadlines are met
- scheduling of meetings and forward planning (including management of conflicts)
- managing the flow of correspondence and documents, ensuring accuracy, confidentiality, and timeliness
- co-ordinating meetings and events (on site or virtual) including preparation of electronic and hard copy papers and providing secretariat support
- co-ordinating travel arrangements and itineraries, assisting with budget management, credit card acquittals, procurement and financial management tasks
- supporting teams across the business line or branch with administrative requirements e.g. ordering stationery, printing, and escorting visitors
- communicating with business partners and clients
- supporting and mentoring APS 4 Executive Assistants, sharing your knowledge to help build a supportive, high-performing business line.

The relationships you build, the experience you gain and the development opportunities you access will pave the way for career growth through:

- support from a dedicated relationship manager
- networking opportunities to create valuable professional connections
- contributing to engagement in the site, through support and participation in a range of workplace initiatives and events.

We embrace the strength of diversity—through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility Notes

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

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	Rebecca Nelson, (02) 6216 1607
Agency Recruitment Site	https://ato.nga.net.au/?jati=2A5957BD-D1EA-BD95-9E8A-E44DA6B46B53

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Treasury

Vacancy VN-0764564

Royal Australian Mint

Closing Date: Monday 17 November 2025

Operations

Job Title	Project Management Office (PMO) Manager
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	\$121,066 - \$134,960
Future Merit Locations	Deakin
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated.
Classification	Executive Level 1
Position Number	1459
Agency Website	https://www.ramint.gov.au

Job Description

<https://www.ramint.gov.au/about-us/work-us>

About the Mint

The Royal Australian Mint is a small government agency working within the Commonwealth Government Portfolio of the Treasury. The Mint is a non-corporate Commonwealth Entity and is listed under the *Public Governance Performance and Accountability Act 2013* (PGPA Act). The Mint is also covered by the *Public Service Act 1999* (Cth) (PS Act).

The Royal Australian Mint makes coins and other minted products to serve the needs of the Australian economy, foreign countries, investors and collectors. We are stewards of a thriving national institution that showcases our Nations stories through the National Coin Collection, and a world class museum and gallery experience.

The Royal Australian Mint creates public value through a range of coining and minting-related activities. We play a key role in sharing the stories of Australia by recognising significant anniversaries, events, organisations and cultural perspectives through coins.

The Mint offers some of the most unique career opportunities within the public service, including roles such as:

- Coin making – polishing, laser frosting, 3D engraving, Physical Vapour Deposition hard coating, chrome plating, dies inspection and collars manufacture.
- Machinery – operate and maintain minting critical machines.
- Coin Sculpting – design coins, medals, medallions, and token, etc.
- Graphic Design – design coin packaging materials, exhibition graphics, etc.
- Engineering – technical support and manufacturing operations.

About the Branch

The Operations Branch is the manufacturing arm of the Mint. It is an operationally focused, multi-disciplinary team, responsible for the manufacture of both Australian and foreign circulating coin, collectable coins, and tooling to support those production requirements. The branch covers, coin manufacture, die preparation, blank preparation, electro plating and chemical processing, tooling and machining services, planning and packing.

In addition to meeting production targets, the branch has a strong focus on safety, continuous improvement, and quality. The Operations branch is currently embarking on a large program of uplift initiatives, providing a great opportunity for enthusiastic leaders to contribute to meaningful change and development.

About the Role

The PMO Manager is a new position to lead the newly established PMO function in support of the delivery of the Operations Branch Business Plan. This recruitment is to support a large program of uplift projects over a three-year plan. These projects may include the replacement of crucial assets such as presses, laser systems, and automation technology, or support improvement initiatives such as supply chain uplift, data collection and craft skills training, or injury prevention.

The PMO Manager will be responsible for establishing and managing the PMO and providing project management services to the Mint. The PMO Manager provides holistic project management capability across the Mint, delivering outcomes related to improved systems, processes and technology, and capital investment for equipment. They also support the delivery of smaller projects through structured approaches, systems and mentoring. The PMO Manager will build and maintain positive relationships with a range of stakeholders and project sponsors.

The PMO Manager supervises a small team of Project Managers. They are responsible for creating and providing appropriate project management methodologies to the Project Management team, as well as governance systems, documentation and reporting, and resource management. They will report to the Executive Manager of Operations and will be required to present to other members of the Senior Leadership Team on occasion.

The PMO Manager works with a high level of autonomy, using contemporary project management practices that are appropriately tailored to the specific project being undertaken. The role is dynamic and requires a 'can do' approach, while managing risk and delivering milestones.

Duties

1. Establishing and managing the PMO capability, applying contemporary project management methodologies appropriately tailored to the specific projects' complexity and risk.
2. Providing leadership, advice, guidance and support to the PMO team and other Mint employees undertaking project work, to ensure effectiveness and minimise risk in delivering project outcomes.
3. Manage and monitor delivery of program outcomes, including identifying opportunities to improve program outcomes and make recommendations on program changes.
4. Identifying and managing risks and opportunities and incorporating these in project planning and decision-making and escalating to the Executive Manager of Operations.
5. Completing practical project management activities during all stages of the project lifecycle, from scoping, stakeholder engagement, requirements elicitation and initiation, reporting, delivery, change management and post implementation review.
6. Managing the procurement of goods and services related to projects in accordance with the Public Governance, Performance and Accountability Act 2013 and allocated budgets.
7. Ongoing collaboration with internal and external stakeholders, including consulting and negotiating with influence, in order to achieve specific project outcomes.
8. Preparing briefing papers, project documentation, reports, project schedules, correspondence and other written documents for both internal and external audit
9. Collecting, analysing and interpreting data and requirements, and implementing performance reporting and governance arrangement.
10. Contribute and assist with resource allocation in order to achieve outcomes in the most cost-effective manner. This includes coordinating with members of the Branch to maximise organisational resources.
11. Foster a collaborative team environment that shares lessons learned to ensure a continuous improvement approach is taken to project management.

Eligibility

Security clearance

This position requires a **Baseline** security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Notes

How to apply

Applications will need to be submitted through our recruitment portal on the Employment Opportunities page of the Mint Website at [Employment Opportunities | Royal Australian Mint](#)

Please submit your application by **11:30pm on Monday 17 November 2025**. You will need to upload:

- A current resume

- A two-page-pitch that describes how your skills meet the requirements of the role as detailed in the position description.

Information on applying for a job in the Australian Public Service is available at the Employment page of our website.

About the Royal Australian Mint

To Apply

Position Contact	Samantha Chester, 02 6202 6936
Agency Recruitment Site	https://www.ramint.gov.au/about-us/work-us

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Treasury

Vacancy VN-0764607

Royal Australian Mint

Closing Date: Monday 17 November 2025

Sales, Marketing and Innovation

Job Title	Senior Graphic Designer
Job Type	Full-Time, Non-Ongoing
Location	Deakin ACT
Salary	\$99,145 - \$108,328
Future Merit Locations	Deakin
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated
Classification	APS Level 6
Position Number	1460
Agency Website	https://www.ramint.gov.au

Job Description

<https://www.ramint.gov.au/employment-opportunities>

About the Mint

The Royal Australian Mint is a small government agency working within the Commonwealth Government Portfolio of the Treasury. The Mint is a non-corporate Commonwealth Entity and is listed under the *Public Governance Performance and Accountability Act 2013* (PGPA Act). The Mint is also covered by the *Public Service Act 1999* (Cth) (PS Act).

The Royal Australian Mint makes coins and other minted products to serve the needs of the Australian economy, foreign countries, investors and collectors. We are stewards of a thriving national institution that showcases our Nations stories through the National Coin Collection, and a world class museum and gallery experience.

The Royal Australian Mint creates public value through a range of coining and minting-related activities. We play a key role in sharing the stories of Australia by recognising significant anniversaries, events, organisations and cultural perspectives through coins.

The Mint offers some of the most unique career opportunities within the public service, including roles such as:

- Coin making – polishing, laser frosting, 3D engraving, Physical Vapour Deposition hard coating, chrome plating, dies inspection and collars manufacture.
- Machinery – operate and maintain minting critical machines.
- Coin Sculpting – design coins, medals, medallions, and token, etc.
- Graphic Design – design coin packaging materials, exhibition graphics, etc.
- Engineering – technical support and manufacturing operations.

About the Branch

The Sales, Marketing and Innovation Branch is responsible for a variety of important functions, which impact Australian citizens, customers, clients, collectors and visitors to the Mint. The Branch encompasses coin and graphic design, product development, sales, and business to business (B2B) relationship management.

The Branch is responsible for delivering a significant commercial program for the organisation, designing and developing numismatic products, driving innovation in product design, generating awareness and engagement and converting this into ongoing relationships with customers.

The Branch is also responsible for custom minting, foreign circulating coins and foreign effigy management. Custom minting includes the design and manufacture of medals and medallions for important Australian clients, and exclusive investment and numismatic coin products for international clients. The foreign coin business stream enables the Mint to support regional partners by offering expert advice, design, manufacturing and storage services for their circulating coins, as well as effigy brokerage services for commemorative coins. Effigy brokerage generates a revenue stream for these emerging nations that are important regional partners to Australia.

About the Role

The Senior Graphic Designer applies their design expertise and passion for delivering impactful visuals that resonate with a diverse audience to develop exciting packaging and promotional materials, exhibition graphics and various reports.

As a senior member of the design team, the Senior Graphic Designer mentors and supports junior team members to enhance the team's capability. They provide advice to internal and external stakeholders on all matters of design, working with clients through the conceptual and design phases, to create and deliver high-quality, technically-sound, creative solutions.

The Senior Graphic Designer ensures all work complies with relevant legislation, including copyright laws, and the Mint's style guides, and that designs support the promotion of the Mint's brand.

Duties

The duties of this position include:

1. Conceptualising, designing and producing a wide range of materials, including packaging and promotional materials, exhibition graphics and various reports, ensuring design solutions are creative, technically sound and suitable for print and/or digital.
2. Collaborating with the Lead Designer, the design team, key stakeholders (internal and external) and suppliers, to interpret design briefs, make recommendations and provide advice throughout the concept development and design phase.
3. Managing multiple design projects simultaneously, including monitoring and communicating progress effectively, identifying and managing risks, and managing resources and suppliers, to ensure targets and deadlines are met.
4. Contributing to the continuous improvement of processes and design practice including identifying and implementing current design trends and new ways of working.
5. Providing guidance and mentoring to junior team members to support their professional development and enhance the team's capability.
6. Ensuring own designs and the designs of the team comply with relevant legislation and style guides, and support the Mint's brand and business plan.
7. Liaising with printers to specify appropriate print solutions and checking printers' proofs.

Eligibility

Security clearance

This position requires a Baseline security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Qualification

A relevant qualification in graphic design.

Notes

Applications will need to be submitted through our recruitment portal on the Work with us page of the [Mint Website at Employment Opportunities | Royal Australian Mint](#)

Please submit your application by **11:30pm** on **Monday 17 November 2025**. You will need to upload:

- A current resume
- A one-page-pitch that describes how your skills meet the requirements of the role as detailed in the position description

- Design Portfolio (PDF preferred). Showing a selection of relevant work.

Information on applying for a job in the Australian Public Service is available at the Employment page of our website.

About the Royal Australian Mint

To Apply

Position Contact	Madelyn Chandra, 02 6202 8776 or 0401 480 804
Agency Recruitment Site	https://www.ramint.gov.au/employment-opportunities

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764472

Bureau of Meteorology

Closing Date: Tuesday 11 November 2025

Science & Innovation
Research to Operations

Job Title	Scientific Software Engineer
Job Type	Full-Time;Part-Time, Ongoing
Location	Darwin NT, Melbourne VIC, Sydney NSW, Brisbane QLD, Cairns QLD, Canberra ACT, Perth WA, Adelaide SA, Hobart TAS
Salary	\$94,563 - \$105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 6
Position Number	60018577
Agency Website	

Job Description <https://bomcareers.nga.net.au/?jati=F49C66E5-61E1-6FCA-79D8-E44ECF8864EC>

The Bureau's Science and Innovation Group delivers world-class research and development enabling the Bureau to lead to deliver better climate, oceans, water, weather and earth system prediction information and insights to its customers. The Research to Operations Program (R2O) is one of two programs within the Science and Innovation Group. It brings science into practice by accelerating the transfer of research into real-world application.

The Weather, Marine and Climate Models team in Research to Operations is responsible for transitioning research candidates to operations in four modelling areas: weather, marine, climate and dispersion. The main role of this team is to develop and maintain high quality operational numerical prediction systems so that the associated products can be used effectively by Bureau-wide operations and external users.

We are looking for highly motivated scientific software engineers / scientific numerical modellers to join our team. Our ideal candidate will make significant contributions to operationalisation and support of new and upgraded software systems across multiple modelling areas. This is a great opportunity to work on meaningful numerical prediction applications for the public good.

The R2O Weather, Marine and Climate Model team shares responsibilities amongst its members as needs and priorities change. Members of the team have opportunities to work in the Bureau's High-Performance Computing (HPC) environment, stretch their analytical and programming skills in solving challenging problems, develop expertise in a wide range of operational numerical prediction systems.

Duties

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

1. Contribute to the development and enhancement of numerical prediction systems in collaboration with system experts, delivering high quality outcomes in the Bureau's High Performance Computing (HPC) environment.
2. Work as a member of a team and collaborate in cross functional projects to deliver Bureau software solutions and service enhancements.
3. Support operational resilience by proposing system enhancements, sharing knowledge within and across teams, documenting solutions, and contributing to operational incident resolution. Out of hours work may be required occasionally.
4. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.
5. Be aware of, and apply as necessary, the principles and practices of the Bureau's Social Justice Strategy and a demonstrated commitment to the APS Values

Eligibility

Notes

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

About the Bureau of Meteorology

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

To Apply

Position Contact	Alex Cornish, 0417 864341
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=F49C66E5-61E1-6FCA-79D8-E44ECF8864EC

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764505

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

Closing Date: Friday 14 November 2025

Australian Antarctic
 People & Culture Safety & Risk

Job Title	Senior Safety Advisor
Job Type	Full-Time, Ongoing
Location	Kingston TAS
Salary	\$95,438 - \$108,360
Future Merit Locations	Kingston
Office Arrangement	On Site
Office Arrangement Details	Onsite - employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 6
Position Number	2025/3091
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=4E295523-B7B7-390B-8DBE-E44F08F50E33>

The Australian Antarctic Division (AAD) is part of the Commonwealth Department of Climate Change, Energy, the Environment and Water. As primary agency for Australia's Antarctic Program (AAP), the AAD is responsible for achieving the Australian Government's Antarctic goals. These goals are to:

- maintain the Antarctic Treaty System and enhance Australia's influence within it
- protect the Antarctic environment
- understand the role of Antarctica in the global climate system
- undertake scientific work of practical, economic and national significance.

The AAD also has responsibility for administering the Australian Antarctic Territory and the Territory of Heard Island and McDonald Islands.

The People and Culture Branch is crucial in supporting our workforce and fostering a positive organisational culture. It is instrumental in leading the division's cultural transformation initiative, as outlined in Leigh Russell's 2023 independent review of our workplace culture. Through implementing our cultural change program, we are affecting substantial shifts in our operational approaches to ensure the safety and inclusivity of our workplaces for all employees. The branch places significant emphasis on providing comprehensive support for expeditioners, encompassing recruitment, onboarding, training, performance management, as well as medical and organisational psychological services, and offboarding. Additionally, the branch delivers essential divisional services spanning media, communication, risk management, and business continuity. The AAD remains steadfast in its commitment to cultivating a positive, inclusive culture that promotes diversity and equity.

The Safety & Risk Section provides strategic direction and promotes excellence in safety, risk management and organisational resilience across the AAD. It has a key role in ensuring alignment with broader departmental practices and policy.

For more information about us please visit our [website](#).

Duties

- Contribute to effective safety management practice.
- Champion the promotion of a positive safety and risk culture.
- Proactively develop and maintain effective internal and external stakeholder working relationships.
- Contribute to the maintenance and continuous improvement of the AAD Safety Management System.
- Maintain the AAD fatal risk register and AAD WHS hazard register.
- Contribute to the identification of significant emerging and current WHS risks.
- Assist in the facilitation, development, implementation and assessment of critical controls.
- Coordinate WHS assurance activities including the verification of critical controls.
- Lead and assist in serious incident investigations and work with stakeholders to identify appropriate corrective actions.

- Monitor AAD incident related corrective actions.
- Provide support for voluntary Station WHS Officers and Station Safety Advisors.
- Develop and write reports for relevant AAD Committees.
- Develop and deliver WHS training and briefings for expeditioners.
- Participate in the onboarding and training of expeditioners including but not limited to Expeditioner Summits and Assessment Centres.
- Provide expert advice to stakeholders on WHS matters, and/or source expert advice as required.
- Take reasonable steps to complete professional development as required to ensure currency of knowledge in WHS systems and technologies.
- Manage other safety initiatives and actions as directed by the Assistant Director Safety.

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

Eligibility

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

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

Mandatory qualifications – your suitability for employment will be dependent on you holding a **Diploma in WHS**.

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

Notes

We currently one vacancy available for immediate filling which can be worked from Kingston, TAS. A merit pool for filling the same or similar positions from Kingston, TAS may be established at the conclusion of this selection process.

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

To Apply

Position Contact	Martin Boyle, 0409 576 699
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=4E295523-B7B7-390B-8DBE-E44F08F50E33

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Communications and the Arts

Vacancy VN-0764527

Australian Communications and Media Authority

Closing Date: Sunday 16 November 2025

Consumer Division
Unsolicited Communications and Scams Branch Compliance and Intelligence
Section

Job Title	Assistant Manager, Compliance
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Belconnen ACT, Melbourne VIC, Pyrmont NSW
Salary	\$115,443 - \$129,706
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements such as working from home days may be considered.
Classification	Executive Level 1
Position Number	1240-2025-1
Agency Website	http://www.acma.gov.au

Job Description

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

The Australian Communications and Media Authority (ACMA) is an independent Commonwealth statutory authority responsible for the regulation of broadcasting, radiocommunications, telecommunications and some online content.

This work underpins our vision for a connected, informed and entertained Australia.

Who we are

The **Consumer Division** manages policy, compliance and enforcement matters relating to telecommunications issues and consumer safeguards, telephone numbering, unsolicited communications, including enforcing Australia's spam and telemarketing laws and scam reduction activities.

The **Unsolicited Communications and Scams Branch** is responsible for unsolicited communications policy and futures, including regulatory reform, contract management and cost recovery for the Do Not Call Register; scam reduction policy and projects, including developing the SMS Sender ID Registry to help protect SMS from impersonation by scammers; high volume complaints triage and intelligence for unsolicited communications and scams laws; and investigations and enforcement of unsolicited communications and scams laws.

The Unsolicited Communications and Scams Branch has five sections:

- **Policy and Projects** is responsible for unsolicited communications policy and futures, including regulatory reform, contract management and cost recovery for the Do Not Call Register, and other projects to support scam reduction and program delivery.
- **Scam Reduction** is responsible for scam reduction policy and projects, including the SMS Sender ID Registry to help protect SMS from impersonation by scammers and input into a broad range of government scam reduction activities.
- **Combating scams** is responsible for the ACMA's role in implementation and administration of the whole of government Scams Prevention Framework and associated phone scam rules.
- **Investigations and Enforcement** is responsible for investigations and enforcement of unsolicited communications and scams laws.
- **Compliance and Intelligence** is responsible for high volume complaints triage, intelligence and compliance activities for unsolicited communications and scams laws.

About the role

Are you concerned about the large number of Australians who are impacted by unwanted calls and messages? Are you concerned about people in vulnerable circumstances who are targeted by unwanted marketing? Do you want to help stop scammers targeting Australians? Do you want to be a part of a team that delivers meaningful outcomes for Australians?

The **Assistant Manager – Compliance & Investigations** role is within the **Compliance and Intelligence section**. This section is responsible for high volume complaints triage, intelligence and compliance activities for unsolicited communications and scams laws.

In this role, you will help us maintain, shape and implement the laws that give people more confidence to pick up the phone or lose that sense of dread when opening their messages.

All EL 1 officers are expected to demonstrate capabilities aligned with the Integrated Leadership Profile (ILS) for the [EL1 classification](#), uphold the [APS Code of Conduct](#), and support the ACMA Culture and Values Statement (we are purposeful, curious and questioning and collaborative).

We will assess applicants on their capabilities in the following areas:

- **Strategic delivery:** Use initiative and problem-solving to manage priorities and deliver results that meet corporate and legal obligations.
- **Critical thinking and analysis:** Apply sound analytical skills to interpret complex information and provide insights that inform decision making.
- **Judgement and risk management:** Exercise sound judgement in assessing complex, sensitive and time-critical matters within a risk-based framework.
- **Application of regulatory frameworks:** Apply laws and regulatory frameworks to both routine and complex matters, guiding compliance actions and outcomes.

Duties

Our ideal candidate will have experience in a regulatory environment, including regulatory policy and/or compliance, complaints management, investigations and enforcement.

To thrive in this role, you will:

- be someone who is comfortable to jump in and learn new things, who shows initiative and creativity in developing and delivering on their work
- love building teams, coaching and mentoring others and driving outcomes and high performance
- be confident to give or receive feedback, and contribute to a work environment where people feel valued, supported and safe to raise ideas
- understand that how you do things is as important as what you achieve
- enjoy working in a collaborative and fast-paced environment
- manage multiple and changing priorities, including to support other teams
- enjoy and be adept at liaison and negotiation with internal and external parties at all levels, including domestic and international regulators and networks

- apply legislation and regulatory frameworks to complex and specialised matters to make recommendations
- contribute to shaping the culture of the agency and its capability for the future.

Eligibility

To be eligible for employment with ACMA, applicants must be an Australian citizen.

The successful candidate will also be required to obtain and maintain a **Baseline** level security clearance. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\)](#) website.

Notes

Suitable candidates will be placed in a merit pool from this selection process and may be used to fill similar ongoing roles in other areas of ACMA. Non-ongoing opportunities may be offered as a specified term.

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

About the Australian Communications and Media Authority

ACMA is Australia's regulator for broadcasting, some online content, radiocommunications and telecommunications. We work with industry and government, locally and internationally, so that Australians can enjoy the best and most innovative media and communications services in a fair, responsible, safe and productive way. The ACMA provides a supportive and respectful work environment that values the diversity of our employees. Our three main offices are in Canberra, Melbourne and Sydney. Visit acma.gov.au for more information on joining our team.

To Apply

Position Contact	Carmen Mitchell, (03) 9963 6887
Agency Recruitment Site	https://www.acma.gov.au/careers

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