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APSJobs - Weekly Vacancy Notices

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The date of publication of this Gazette is PS43 Weekly Gazette Thursday (Vacancy Notices) - 30 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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[Job No] ISSN 1835-2480

Vacancies

Vacancy VN-0764290

Australian Charities and Not-for-profits Commission (ACNC)

Closing Date:Monday 10 November 2025

Australian Charities and Not-for-profits Commission
Reporting & Red Tape Reduction

Job Title	Australian Charities and Not-for-profits Commission Director of Reporting and Corporate Services
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	$150,784 - $179,606
Future Merit Locations	Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ACNC, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 2
Position Number	EXT_ACNC_764_2025
Agency Website	https://www.acnc.gov.au/about

Job Description

https://ato.nga.net.au/?jati=5297E79A-8D9A-BE82-8A9C-E44D69836D64

Duties

We are seeking an experienced Director to fill a leadership role with the Australian Charities and Not-for-profits Commission (ACNC).

As a Director, you will have strong leadership capability, a deep understanding of corporate performance, governance, and experience with senior stakeholder relationship management.

Through strategic leadership you will lead one of three of the ACNC's objectives which is to promote the reduction of unnecessary regulatory obligations on the sector. You'll also lead a broad range of corporate functions including planning, reporting, financial management, and people and culture. Several of these functions (particularly Human Resources) are supported via the ACNC's business partnering model with the ATO, and you will lead this ongoing relationship management.

Through effective corporate and financial management, you will oversee budgets, internal and external reporting, Memorandum of Understandings, procurement and contract management, and compliance with legislative obligations. You'll foster an inclusive workplace culture, lead change, and ensure compliance with legislative and policy frameworks.

You will be pivotal in shaping agency-wide initiatives and representing the organisation on complex issues and in senior forums. You'll work closely with the Executive team, establishing and maintaining strong, productive strategic relationships with key internal and external partners (e.g. charities, their advisers, the ATO and other government regulators) to negotiate and achieve business outcomes.

You will build team capability through mentoring and coaching arrangements and engage others to develop and implement solutions.

The Director is one of three that forms part of the ACNC's Operations and Engagement portfolio whose functions include service delivery (a multi-channel contact centre), policy (with a particular focus on reducing red tape within the charity sector), regulatory education and engagement, media and government relations along with corporate and reporting.

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 Charities and Not-for-profits Commission (ACNC)

We determine whether an organisation meets the legal definition of charity and we work to ensure charities understand and meet their obligations by providing guidance and support. Located in Melbourne CBD, we are proud to have a diverse workforce that understands our vision and purpose and is made up of people who are committed to achieving our Corporate Priorities. We work hard to attract and retain talented staff. We promote a people centred culture that models our values and understands our vision and purpose. You may be required to undergo integrity checks during the course of your engagement with the ACNC. Find out more information about us on our website https://www.acnc.gov.au/about.

To Apply

Position Contact	Nadine Clode, 0434 546 285
Agency Recruitment Site	https://ato.nga.net.au/?jati=5297E79A-8D9A-BE82-8A9C-E44D69836D6

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Vacancy VN-0764257

Australian Competition and Consumer Commission

Closing Date:Sunday 09 November 2025

AER

Job Title	Assistant Director, Financial Accounting
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Townsville QLD, Canberra ACT, Melbourne VIC, Sydney NSW, Brisbane QLD
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	EA2025/221
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 make a significant contribution to the Finance, Strategy and Performance branch's operation and to the organisation?**

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

The **Assistant Director Financial Accounting** reports to the Director, Financial Operations and will be responsible for financial accounting and related reporting activities for the AER after legal separation. Up until legal separation occurs, the role will support the establishment of systems and processes to undertake the roles core functions including contributing to the Enterprise Resource Planning system build, testing, and resource development.

As an Assistant Director, you will:

- Establish and lead the financial accounting team which operates across accounts processing, credit card and travel management, treasury, taxation, general ledger management, month end and year-end reporting.
- Lead the end of month cycle ensuring timely and accurate provision of monthly reports, journal and accrual management and general ledger account reconciliations as well as bank reconciliations, payroll reconciliations, accounts payable and accounts receivable reconciliations, and maintenance of appropriate records.

- Manage the preparation of the Agency's financial statements including the preparation of notes and schedules. Liaise with the Australian National Audit Office (ANAO) regarding financial audit matters as appropriate.
- Lead the team to meet the AERs taxation obligations by undertaking GST and FBT returns, and provide taxation advice to the business as required.

Eligibility

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

- Demonstrated experience leading and managing a financial accounting team in a fast-paced and large complex people-centred organisation
- Demonstrated experience preparing monthly financial reports, financial statements and associated workpapers, preferably in a government environment.
- Demonstrated ability to research, investigate and write papers on accounting treatments (position papers), briefs for leadership, Questions on Notice responses.
- Strong communication, negotiation and influencing skills to work with internal and external stakeholders to achieve outcomes.
- Tertiary accounting qualifications in commerce, accounting or a related field.
- Membership of a professional accounting association (CPA/CA) is highly desirable.

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	Sonia Lomman, 07 3052 1216
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764273

Australian Competition and Consumer Commission

Closing Date:Sunday 09 November 2025

ACCC Corporate Division
Strategic Communications

Job Title	Senior Communications Advisor/ Senior Social Media Advisor - APS 6
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Darwin NT, Melbourne VIC, Sydney NSW, Perth WA, Townsville QLD
Salary	$99,562 - $111,590
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates are expected to work 2 days in Office
Classification	APS Level 6
Position Number	EA2025/219
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 a team that delivers integrated communications advice and services to the agency, helping to achieve its strategic objectives and enhance its reputation with clear and effective communication in the media, and through our websites, social media, design and publishing, campaigns, speeches, employee communications and library services?**

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 Communications Advisor:

- Support internal business partners and design them outcome-focused communication strategies, including the creation, delivery, and evaluation of external communications across advertising, websites, social media, and other channels.
- Prepare project and work plans detailing measurable milestones and outcomes; monitor project and work progress and manage priorities; deliver work activities within the agreed timeframes to a high standard.
- Understand and comply with existing operating policies, standards and procedures and deliver strategic advice to stakeholders on the appropriate course of action.
- Support the team's continuous improvement agenda, contributing to the development of new communication policies, standards and procedures, and the introduction of new tools, as well as supporting internal business partners in understanding and adopting these.
- Work in close collaboration with others to leverage expertise in the development of communication and marketing strategies and be responsive to changing stakeholder needs.
- Deliver timely and meaningful campaign reports to stakeholders, evaluating objectives, measuring activity, and providing actionable insights
- From time to time, manage special projects such as market research programs, including procurement of providers and contract management.

As a Senior Social Media Advisor, you will:

- Apply your skills and expertise to community management and content production for the ACCC's social media accounts. This may include the ACCC primary brand, National Anti-Scam Centre and Scamwatch accounts
- Create high-quality, engaging social and multimedia content that captures attention, builds brand presence, and drives audience engagement across platforms.

- Effectively monitor and moderate social media channels to ensure community standards are upheld, respond to audience interactions appropriately, and manage potential risks in real time including escalation. This includes social media crisis management when required.
- Implement the ACCC's Social Media Content Strategy and Governance and Risk Framework, and ongoing development of the ACCC brand's social tone of voice
- Engage in social listening activities to provide insights to the immediate branch and broader agency about competition and consumer issues and recommendations for communications responses.
- Work with senior executive leaders to harness opportunities for social media to promote the ACCC's strategic direction and goals and communicate complex information in a compelling way.
- Assist in the delivery of specific online projects, campaigns and digital advertising, including using social media during key events (for e.g. speeches and media conferences).

Eligibility

As a Senior Communications Advisor, you will:

- A demonstrated ability to develop and implement effective strategic communications plans.
- Experience adapting, editing and writing content, in accordance with house style, and ensuring content is engaging, accurate, relevant and accessible.
- A demonstrated ability to effectively engage, influence and work collaboratively with others, including the ability to influence and inform people at all levels in a fast-paced and changing environment.
- A demonstrated ability to contribute to the development and implementation of new workflow processes, channel and content strategies, and communications policies (for example, brand policy).
- Experience with managing external suppliers and contracts including experience critiquing creative concepts across a variety of communications, including web, social and advertising.
- Tertiary qualifications in digital media, communications, marketing or public relations (preferred but not mandatory).

As a Senior Social Media Advisor, you will:

- The ability to write succinctly and clearly, understand the communication needs of target audiences and communicate in plain English.
- Experience in using distinct tone of voice and brand personality in written mediums.
- Background in managing social media communities and channels, including graphic and video content creation, response management and moderation.
- Effectively plan, organise and prioritise a demanding workload including the development and use of content calendars.
- Effectively engage and work collaboratively with senior executive leaders and all other levels.
- Experience with social media management and listening tools, and creative and video production tools such as Canva.
- Tertiary qualifications in digital media, communications, marketing or public relations (preferred but not mandatory).

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

Notes

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To Apply

Position Contact	Veronica Polegubic, (02) 6243 1013
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764324

Australian Competition and Consumer Commission

Closing Date:Sunday 09 November 2025

AER
Legal, Corporate & Governance Division

Job Title	Lawyer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane 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	EA2025/227
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 work in a complex and challenging field and contribute specialised legal services to Australiua's Energy Regulator?**

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

As a Lawyer, you will:

- Assist in providing advice on economic regulation, administrative decision making, and other regulatory matters under Australian energy laws, as well as involvement in enforcement investigations and litigation as technical experts, administrative law issues, and statutory interpretation of Australian energy laws and other related laws.
- Assist in providing advice on legal policy and legislation development, including identifying and monitoring opportunities for amendments to Australian energy laws.
- Assist with the conduct of litigation, including court and tribunal proceedings involving the AER, and provide assistance to the AER in the performance of its dispute resolution functions in relation to Australian energy laws.
- Assist with negotiating and drafting intergovernmental agreements that relate to the conferral of powers and functions on the AER under State energy legislation.
- Assist in providing advice on public sector corporate governance legal issues that arise under relevant legislation and policies.

As part of these overall duties, the day-to-day duties of Lawyers will involve some or all the following:

- Assist in providing advice on complex issues relating to the regulatory functions and powers of the AER, including the Competition and Consumer Act (to the extent that it is relevant to the work of the AER), the National Electricity Law and Rules, the National Gas Law and Rules, the National Energy Retail Law and Rules and other relevant legislation
- Assist other lawyers (normally Senior Lawyers and Principal Lawyers) through the conduct of legal and related research into routine and complex matters relevant to the AER responsibilities under Australian energy laws and other relevant legislation.
- Provide legal input for AER determinations, publications and information programs regarding Australian energy laws.
- Work collaboratively with ACCC colleagues, to assist in providing advice on issues relating to the public sector corporate governance applicable to the AER (including those arising under the PGPA, FOI, Public Service and Privacy Acts, the Fair Work Act and WHS legislation and the handling of confidential information).
- Develop and maintain professional relationships at all levels within the AER to assist the AER Legal Branch to provide responsive client service.
- Develop and maintain professional relationships with relevant public sector officials in stakeholder agencies (including the AER’s portfolio Department and agencies).
- Develop internal resources and provide training to staff on relevant areas of the law.
- Assist with management of the provision of external legal services (including in relation to specialist legal advice on matters including, for example, employment law and major procurements).
- Assist in guiding and mentoring others, including staff who are new to the work of the AER.

Eligibility

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

- You must have been admitted as a practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory. You must be eligible to hold (and must maintain) a practising certificate issued in an Australian jurisdiction.
- Experience as a lawyer (generally 3+ years post admission or equivalent).
- Ability to get across unfamiliar legislation quickly; including a willingness to explore, collect and harness new information.
- Demonstrated experience working collaboratively and collegiately across teams and with people at different levels, and to distil and communicate legal advice clearly to a range of audiences.
- Strong written and verbal communication skills, with the ability to influence, persuade and negotiate effectively.
- Experience in energy laws, administrative law and decision making, statutory interpretation, regulatory litigation, and/or public sector corporate governance issues is highly desirable.

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.

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To Apply

Position Contact	Tina Lee, 02 6243 3364
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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

Vacancy VN-0764326

Australian Competition and Consumer Commission

Closing Date:Sunday 09 November 2025

Australian Energy Regulator
Strategic Communications,Engagement, Compliance Enforcement and Surveillance

Job Title	Senior Analyst, Market Surveillance
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Adelaide SA, Brisbane QLD, Canberra ACT, Sydney NSW
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	EA2025/224
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 a team that examines key dynamics in wholesale gas markets, with a strong focus on monitoring the behaviour of market participants?**

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 a Senior Analyst:

- Lead the identification, collection, and comprehensive analysis of complex datasets and other market materials to detect potential non-compliance, identify trends and generate insights that inform the AER's market surveillance and market performance functions.
- Undertake compliance projects, conducting compliance assessments and supporting investigations and documenting findings.
- Review, investigate and develop innovative solutions to complex problems around market operation, market outcomes and the application of energy rules to participant behaviours.
- Maintain constructive working relationships with staff, AER Board members, senior managers, external advisors, energy sector participants, Government agencies (Federal and State/Territory) and consumer groups.

Eligibility

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

- Well developed, or ability to quickly acquire, a working understanding of wholesale gas market design, operations, pricing and participant behaviours and how these factors impact market outcomes and compliance risks.
- Proven ability to interpret legislation, rules, compliance frameworks and translate them into practical guidance.
- Demonstrated capability to undertake objective, systematic analysis and draw accurate conclusions based on evidence.
- Demonstrated capability to communicate complex issues clearly to diverse audiences (including executives/Board/market participants).
- Proven track record engaging internal and external stakeholders to communicate key issues, progress compliance and deliver market surveillance outcomes.
- Evidence of improving analytical methods, workflows and business processes, championing continuous improvement and innovation within the team and across organisations.
- Ability to prioritise and manage concurrent workstreams, meet statutory reporting deadlines and deliver quality outputs under limited direction.

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

Notes

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To Apply

Position Contact	Robert Matton, 03 9290 1455
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764339

Australian Competition and Consumer Commission

Closing Date:Sunday 09 November 2025

Scams Prevention & Digital Markets

Job Title	Assistant Director, EL1, Scams Prevention & Digital Markets Division
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Sydney NSW, Perth WA, Townsville QLD
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 are expected to work 2 days in office
Classification	Executive Level 1
Position Number	EA2025/223
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?**
- **Want to be involved with The Scams Prevention and Digital Markets Division that brings together the work of the Digital Markets Branch in advocating for and shaping digital platforms regulatory reform, with the National Anti-Scam Centre in disruption, prevention, and education on scam activity in the Australian community?**

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 Scams Prevention & Digital Markets

The Assistant Director plays a critical leadership role in supporting the Division's strategic objectives through the design, development and implementation of complex policy and legislative initiatives. The role requires a combination of high-level policy acumen, legal expertise, and the ability to manage multiple competing priorities in a fast-paced environment. This is a challenging and rewarding role that offers the opportunity to shape national policy and consumer outcomes while contributing to a positive and collaborative team culture.

Assistant Directors work under limited direction of Directors and are responsible for a range of work which may include:

- Leading and managing complex policy and legislative projects in the scams and digital markets arena, ensuring alignment with government priorities and objectives.
- Drafting and reviewing complex written material, including policy papers, legislative documents, ministerial and executive briefs, public reports, correspondence and other high-level communications.
- Providing high-quality advice and recommendations, including identifying and analysing legislative, regulatory and policy issues, to ACCC Commissioners, Senior Managers and external stakeholders.
- Managing consultation with key stakeholders, which may include government and industry representatives as well as consumer groups, academics and other government agencies.
- Building and maintaining trusted relationships with partners in government, regulators, law enforcement, financial institution, digital platforms and consumer organisations, and broker agreements that improve cooperation in scam prevention and disruption.
- Managing sensitive or complex stakeholder relationships with discretion, sound judgement and professionalism, including representing the Division and agency in interdepartmental and external working groups, consultations and forums.
- Designing and implementing processes for intelligence and data sharing across government, banks, telco, digital platforms and other organisations in the scam ecosystem.
- Leading innovative approaches to improve data quality, interoperability and automation across reporting and detection systems.
- Contributing to strategic planning and risk management, supporting the Director and senior leadership in achieving organisational priorities.
- Supervising and developing staff including assisting with providing effective leadership and development to a team of skilled professionals, contributing to the leadership of the Branch and Division.
- Working closely with other parts of the ACCC and leading productive working relationships with the ACCC's internal lawyers & economists.
- Liaising with other Australian Government agencies and overseas competition and consumer agencies about the ACCC's scams and digital markets work.

We are recruiting several positions within the Scams Prevention and Digital Markets Division, as well as multiple positions becoming available now and for future ongoing and temporary opportunities that may arise in 2026, both in the Digital Markets Branch (focusing on the Scams Prevention Framework) and the National Anti-Scam Centre.

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.
- Professional experience within a policy context that required undertaking analysis of proposed policy positions and advocating preferred courses of action through written and oral submissions to a policy maker.
- Professional experience within a legal context that required undertaking legal analysis or drafting.
- Previous employment within a government entity in a position that required conducting research, drafting or contributing to the interpretation or application of Australian legislation.
- Proven track record with delivering measurable outcomes, ensuring projects meet objectives, and timeframes and navigates uncertainty while also implementing mechanisms for real time intelligence and data exchange across sectors.
- Highly developed project management skills including the ability to concurrently manage multiple work streams and time sensitive operations, while managing competing priorities and adhering to strict deadlines.
- Excellent written and oral communication skills including the ability to distil complex information and adapt communication to diverse audiences, ensuring technical information and intelligence insights are accessible and actionable.
- Experience within a regulatory context as an investigator/analyst or compliance officer.
- A well-developed understanding of scams, financial crime, fraud or cybercrime intelligence, digital ecosystems, data analytics or consumer protection.
- Highly developed understanding, or ability to quickly acquire an advanced understanding, of the Competition and Consumer Act 2010 (Cth), Part IVF in particular, and other relevant legislation, as well as a strong understanding of the roles and functions of the ACCC.
- Tertiary qualifications (or equivalent experience) in a relevant field such as intelligence, criminology, cyber security, information systems, economics, law, data analysis, public policy, project or program management.
- Experience with and extensive knowledge about the Scams Prevention Framework will be highly regarded.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Lisa Davis, 08 9325 0657
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764345

Australian Competition and Consumer Commission

Closing Date:Sunday 09 November 2025

AER
Legal, Corporate & Governance

Job Title	Senior Lawyer (ELL1), AER
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Sydney NSW, Melbourne VIC, Canberra ACT, Brisbane QLD
Salary	$123,702 - $153,880
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	ACCC Lawyer - Tier 1 - EL1
Position Number	EA2025/222
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 work in a complex and challenging field and contribute specialised legal services to Australia's Energy Regulator as a Senior Lawyer?**

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.

The Legal Branch forms part of the AER's Legal, Corporate and Information Services Division. The Legal Branch provides specialised legal services to the AER. The AER is conferred with regulatory functions pursuant to the Competition and Consumer Act, the National Electricity Law and Rules, the National Gas Law and Rules, the National Energy Retail Law and Rules.

With the pending legal separation, we are increasing our corporate and governance legal work, including procurement and freedom of information. On these corporate matters, we work closely with our ACCC colleagues.

Senior Lawyers will be expected to be able to work in and provide advice across all areas of law relevant to the work of AER, but will generally focus on one or several areas of expertise. They will act as second counsel and second chair for other lawyers, and provide supervision, guidance and mentoring to junior lawyers. A Senior Lawyer works both independently and, at times, under the supervision of more senior lawyers including EL2 Principal Lawyers.

Senior Lawyers are required to be aware of and comply with the *Legal Services Directions*, including in relation to the sourcing of external legal services and compliance with Model Litigant obligations. They must also comply with any requirements of a Practising Certificate that the candidate holds at the relevant time.

Senior Lawyers generally report to an EL2 Principal Lawyer and directly to the General Counsel when required.

Duties

Senior Lawyers will perform some or all the following overall duties depending on experience and the needs of the agency:

- Provide advice on economic regulation, administrative decision making, and other regulatory matters under Australian energy laws, as well as involvement in enforcement investigations and litigation as technical experts, administrative law issues, and statutory interpretation of Australian energy laws and other related laws.
- Provide advice on legal policy and legislation development, including identifying and monitoring opportunities for amendments to Australian energy laws.
- Assist with the conduct of litigation, including managing court and tribunal proceedings involving the AER, and provide assistance to the AER in the performance of its dispute resolution functions in relation to Australian energy laws.
- Negotiate and draft intergovernmental agreements that relate to the conferral of powers and functions on the AER under State energy legislation.
- Provide advice on public sector corporate governance issues that arise under relevant legislation and policies.

As part of these overall duties, the day-to day-duties of Senior Lawyers will involve some or all of the following:

- Assist in providing advice on complex issues relating to the regulatory functions and powers of the AER, including the Competition and Consumer Act (to the extent that it is relevant to the work of the AER), the National Electricity Law and Rules, the National Gas Law and Rules, the National Energy Retail Law and Rules and other relevant legislation.
- Assist other lawyers through the conduct of legal and related research into routine and complex matters relevant to the AER responsibilities under Australian energy laws and other relevant legislation.
- Provide legal input for AER determinations, publications, and information programs regarding Australian energy laws.
- Work collaboratively with ACCC colleagues, to provide advice on issues relating to the public sector corporate governance applicable to the AER (including those arising under the PGPA, FOI, Public Service and Privacy Acts, the Fair Work Act and WHS legislation and the handling of confidential information).
- Coordinate the provision of external legal services (including in relation to specialist legal advice on matters including, for example, employment law and major procurements), including managing expenditure on those services.
- Develop and maintain professional relationships at all levels within the AER to assist the AER Legal Branch to provide responsive client service.
- Develop and maintain professional relationships with relevant public sector officials in stakeholder agencies (including the AER’s portfolio Department and agencies).
- Develop internal resources and provide training to staff on relevant areas of the law.
- Supervise, train, or mentor others, including staff who are new to the work of the AER, including developing and providing professional development activities for staff, second counsel and second chair other lawyers including EL2 Principal Lawyers.

Eligibility

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

- Demonstrated experience leading a team or similar role in a fast-paced and complex people-centred organisation.
- Admission as a practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory. You must be eligible to hold (and must maintain) a practising certificate issued in an Australian jurisdiction.
- Experience as a lawyer (generally 5+ years post admission or equivalent).
- Ability to get across complex legislation quickly; including a willingness to explore, collect and harness new information.
- Demonstrated experience working under general direction when providing legal advice.
- Demonstrated ability to make sound decisions and solve complex problems through strong analytical and negotiation skills.
- Well-versed in providing a consistently high degree of persuasion and advocacy and working on complex and sensitive issues.

- Proven experience collaborating effectively across teams and with people at different levels, and to distil and communicating legal advice concisely to diverse audiences.
- Excellent written and verbal communication skills, with the capacity to influence and persuade, outcomes effectively.
- Experience in energy laws, administrative law and decision making, statutory interpretation, regulatory litigation, and/or public sector corporate governance issues is highly desirable.

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.

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To Apply

Position Contact	Kurt Stevens, 02 6243 1329
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764348

Australian Competition and Consumer Commission

Closing Date:Sunday 09 November 2025

AER
Legal, Corporate & Governance

Job Title	Principal Lawyer, ELL2
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD
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 will be required to work 2 days a week onsite
Classification	ACCC Lawyer - Tier 2 - EL2
Position Number	EA2025/226
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 work in a complex and challenging field and contribute specialised legal services to Australia's Energy Regulator as a Principal Lawyer?**

The Legal Branch forms part of the AER's Legal, Corporate and Information Services Division. The Legal branch provides specialised legal services to the AER. The AER is conferred with regulatory functions pursuant to the Competition and Consumer Act, the National Electricity Law and Rules, the National Gas Law and Rules, the National Energy Retail Law and Rules.

With the pending legal separation, we are increasing our corporate and governance legal work, including procurement and freedom of information. On these corporate matters, we work closely with our ACCC colleagues.

We are looking for Principal Lawyers for roles in regulatory and administrative law (including policy and legislative development), litigation or public sector corporate governance.

Duties

Principal Lawyers will perform some or all of the following overall duties:

- As technical experts, provide advice on economic regulation, administrative decision making, and other energy regulatory matters under Australian energy laws, administrative law issues, and statutory interpretation of Australian energy laws and other related laws.
- Provide advice and direction on legal policy and legislation development, including identifying and monitoring opportunities for amendments to Australian energy laws.
- Assist with and provide strategic input into enforcement matters and the conduct of litigation, including managing court and tribunal proceedings involving the AER, and provide assistance to the AER in the performance of its dispute resolution functions in relation to Australian energy laws. This includes managing external legal providers and briefing counsel.
- Negotiate and draft intergovernmental agreements that relate to the conferral of powers and functions on the AER under State energy legislation.
- Provide advice on public sector corporate governance issues that arise under relevant legislation and policies.

As part of these overall duties, the day-to day-duties of Principal Lawyers will involve some or all of the following:

- Assist in providing advice on complex issues relating to the regulatory functions and powers of the AER, including the Competition and Consumer Act (to the extent that it is relevant to the work of the AER), the National Electricity Law and Rules, the National Gas Law and Rules, the National Energy Retail Law and Rules and other relevant legislation
- Assist other lawyers through the conduct of legal and related research into routine and complex matters relevant to the AER responsibilities under Australian energy laws and other relevant legislation.
- Review and provide legal input into AER determinations, publications, and information programs regarding Australian energy laws.
- Working collaboratively with ACCC colleagues, provide advice on issues relating to the public sector corporate governance applicable to the AER (including those arising under the PGPA, FOI, Public Service and Privacy Acts, the Fair Work Act and WHS legislation and the handling of confidential information).
- Coordinate the provision of external legal servics (including in relation to specialist legal advice on matters including, for example, employment law and major procurements), including managing expenditure on those services.
- Develop and maintain professional relationships at all levels within the AER to assist the AER Legal Branch to provide responsive client service.
- Develop and maintain professional relationships with relevant public sector officials in stakeholder agencies (including the AER’s portfolio Department and agencies).
- Develop internal resources and provide training to staff within the branch and the broader agency, on relevant areas of the law.
- Supervise, train, or mentor others, including staff who are new to the work of the AER, including developing and providing professional development activities for staff, second counsel and second chair other lawyers including other EL2 Principal Lawyers.

Eligibility

To succeed in this role, you will have:

- Demonstrated experience leading a team or similar role in a fast-paced and complex people-centred organisation.
- Admission as a practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory. You must be eligible to hold (and must maintain) a practising certificate issued in an Australian jurisdiction.
- Extensive experience (generally 7+ years post admission or equivalent) as a lawyer.
- Demonstrated experience working with a high level of independence and autonomy, and under broad supervision when providing legal advice.
- Ability to get across complex legislation quickly; including a willingness to explore, collect and harness new information.
- Ability to act as a technical advisor and working across highly complex and sensitive issues across a broad range of legal activities.
- Proven experience collaborating effectively across teams and with people at different levels, and to distil and communicating legal advice concisely to diverse audiences.
- Strong written and verbal communication skills, with the ability to influence, persuade and negotiate effectively.
- Problem solving ability to exercise significant judgment, assessment and interpretation when addressing complex legal or organisational challenges.
- Demonstrated experience working collaboratively and collegiately across teams and with people at different levels, and to distil and communicate legal advice clearly to a range of audiences.
- Experience in energy law, administrative law and decision making, statutory interpretation, regulatory litigation, and/or public sector corporate governance issues is highly desirable.

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.

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To Apply

Position Contact	Geoff Purvis-Smith, 02 6243 3091
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764353

Australian Competition and Consumer Commission

Closing Date:Sunday 09 November 2025

People and Corporate Services
Strategic Communications

Job Title	Senior Media Officer APS6 & Assistant Director Media EL1
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Melbourne VIC, Sydney NSW, Perth WA
Salary	$99,562 - $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 are expected to work 2 days in office
Classification	APS Level 6;Executive Level 1
Position Number	EA2025/225
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?**
- **Want to be part of a media team that engages with the broadest possible range of Australian media and journalists on a wide variety of issues spanning the ACCC's economy-wide remit?**

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:

Our media team works closely with the senior leadership teams to communicate the agency's work in the media, with a view to reaching target audiences. We engage with the broadest possible range of Australian media and journalists on a wide variety of issues spanning the ACCC's economy-wide remit.

We are seeking a motivated and effective media relations practitioner at either the Senior Media Officer (APS 6) or Assistant Director (EL1) level. Candidates are encouraged to apply for the position that best suits their level of experience.

We are looking for someone with a natural affinity for storytelling and the confidence and resilience to engage with media on behalf of a high profile, national enforcement and regulatory body.

You must be comfortable with complex and technical topics, be able to understand their wider context and implications, and be capable of explaining them to a wider audience.

You will have a keen interest in, and a close familiarity with, Australian news media across all platforms, and experience working in media relations, journalism or both.

As either the Senior Media Officer or Assistant Director level, you will:

- Work closely with subject matter experts across a wide range of fields and senior leaders on agency announcements and interviews
- Effectively manage media issues and enquiries on a broad range of topics
- Prepare and publish compelling media releases and pitches that help explain the ACCC's work to the Australian community
- Coordinate press conferences in support of major ACCC announcements
- Prepare communications plans and contribute to broader cross-branch communications strategies for agency campaigns
- Analyse and report on trends in media and pickup of ACCC stories in the news
- Other duties as required to assist in the effective functioning of the media team and broader Strategic Communications Branch.

In addition to the above attributes, at the Assistant Director level, you will:

- Pro-actively identify opportunities for ACCC media engagement
- Build contacts among key media outlets
- Provide communications advice to peers across the agency
- Work with spokespeople to prepare for interviews, press conferences and other major appearances
- Write and execute communications strategies in collaboration with other teams in the Strategic Communications Branch
- Participate in a roster for on call, out of hours duty.

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:

- Prior experience working in a media relations or journalism role
- Strong written and verbal communication skills, with the ability to communicate effectively and clearly to a range of audiences
- Demonstrated ability to write and edit technical content and make it accessible to a general audience
- Exercise a high level of attention to detail, responsiveness, accuracy, and maintain a high standard of service
- Excellent organisational skills, including a demonstrated ability to organise, plan and prioritise your workload, including managing competing short to long-term deadlines
- Demonstrated ability to support productive relationships including through building trust with all levels of staff at the ACCC and external partners
- A strong understanding of the Australian media landscape and good strategic communications judgment
- A working understanding of Australian legal processes and institutions would be an advantage
- A high level of professionalism, discretion and integrity is also required, consistent with ACCC policies and the APS Code of Conduct
- Tertiary qualifications in communications, journalism or a similar field.

In addition to the above, to be considered for the Assistant Director, Media (EL1) role, you will:

- At least 5 years’ experience in a media relations or journalism role
- Relevant experience in the Australian Public Service would be viewed favourably
- Work collaboratively with other people, including the ability to influence, inform, and manage stakeholder relationships.

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

Notes

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To Apply

Position Contact	John Barry, 0435 244 103
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764388

Australian Competition and Consumer Commission

Closing Date:Sunday 09 November 2025

Australian Energy Regulator
Legal, Corporate and Governance

Job Title	Assistant Director, Employee Relations
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Sydney NSW, 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	EA2025/228
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 work in a Human Resources team that provides professional corporate services and information for 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 Assistant Director, Employee Relations:

- Establish and deliver the framework for conduct and performance management. This includes developing a suit of toolkits and templates.
- Provide high-level advice and case management of formal employee relations matters, including highly sensitive and complex matters. This includes, where required, managing formal investigations, and representing the AER to external parties such as Comcare and the Fair Work Commission.
- Partner with the AER Capability team and AER managers to identify and deliver on opportunities to support individual employees' professional development.
- Review, develop and maintain people policies, industrial instruments and procedures to support the Enterprise Agreement and the AER.

Eligibility

About you

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

- Demonstrated understanding and application of HR frameworks (legislation, strategies, policies, guidance, systems and practices) regarding employee relations, performance management, complex health and case management, and formal investigations/procedures.
- Effective interpersonal and communication skills, including the ability to coach, consult, negotiate and collaborate effectively with a variety of stakeholders, with varying knowledge levels, to facilitate positive outcomes.
- Relevant tertiary qualifications in psychology, human resources, AHRI accreditation and/or equivalent relevant experience.

The following job specific criteria are also highly desirable:

- Recent experience within the APS setting managing performance, conduct, complex health, case management and formal investigations/procedures.

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	Liz Cassin, (07) 4729 2616
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764412

Australian Fisheries Management Authority

Closing Date:Sunday 09 November 2025

Corporate Services Branch Peple Services Section

Job Title	Culture and Wellbeing Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Majura ACT
Salary	$123,864 - $137,667
Future Merit Locations	Majura
Office Arrangement	Hybrid
Office Arrangement Details	Requests for flexible working arrangements are considered on a case-by-case basis.
Classification	Executive Level 1
Position Number	10013
Agency Website	

Job Description

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

Duties

We are seeking a strategic, people-focussed HR leader who will shape and champion AFMA's culture, wellbeing, and inclusion agenda. You will bring deep expertise in stakeholder engagement and organisational development, with a strong commitment to building a safe and inclusive workplace.

About the team

The People Services Section provides integrated corporate services that enable AFMA to deliver on its strategic and operational workforce priorities. The section brings together key enabling functions of human resources; internal and external communications; and property and security – working closely with the senior executive, managers and external providers to deliver high-quality, future-focussed services that support a responsive, inclusive and well-governed workplace.

The position

We are seeking a strategic HR professional who will lead AFMA's culture and wellbeing agenda with vision, influence, and integrity. You will be a trusted advisor to senior leaders, shaping workforce strategies that support organisational performance, inclusion, and employee experience.

You will be responsible for leading the development and implementation of strategic HR programs that enhance employee engagement, wellbeing, and workplace culture. This position provides high-level advice, oversight, and coordination of initiatives that foster a safe, inclusive, and high-performing workplace.

Our ideal candidate

- Demonstrates strategic leadership in delivering responsive, high-quality HR services that support organisational performance and employee wellbeing.
- Oversees governance and quality assurance in HR documentation and reporting, ensuring compliance and strategic alignment.
- Leads multiple HR programs and priorities, managing complexity and delivering outcomes within tight timeframes.
- Communicates with influence and professionalism across all levels of the organisation and external stakeholders.
- Applies high-level judgement and risk management to resolve complex HR matters and workforce challenges.
- Anticipates and responds to changing priorities, systems, and legislative frameworks in a dynamic HR environment.
- Builds collaborative partnerships across HR, corporate services, and operational teams to deliver integrated workforce solutions.
- Leverages workforce data, trends, and analytics to inform strategy and support organisational development.
- Handles sensitive information with discretion, empathy, and professionalism, upholding the highest ethical standards.

Applications close 11:59 pm AEDT Sunday 9 November 2025.

Eligibility

To be eligible for this role applicants must:

- be an Australian citizen
- have the ability to obtain, and maintain, a Baseline security clearance
- satisfy the requirements of an Australian Federal Police Check.

Notes

About the Australian Fisheries Management Authority

To Apply

Position Contact	Cassie Fisher, 0400 751 731
Agency Recruitment Site	https://www.afma.gov.au/careers

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Vacancy VN-0764435

Australian Government Solicitor

Closing Date:Friday 07 November 2025

Australian Government Solicitor
Dispute Resolution DR Executive

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Adelaide, Brisbane, Melbourne, Sydney, Perth, Darwin, Tasmania, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	APS Level 5
Position Number	TBC
Agency Website	

Job Description

http://www.ags.gov.au/employment/current-vacancies.html

Duties

- Executive Assistant role
- Ongoing (permanent) or non-ongoing opportunity
- Canberra based

An opportunity exists for an experienced Executive Assistant (EA) or Legal Assistant to provide high level administrative support to senior executives in the Australian Government Solicitor Dispute Resolution practice.

About us

AGS is the Australian Government's central legal practice and part of the Attorney-General's Department. AGS helps Commonwealth clients to manage legal issues, navigate new challenges and find solutions which deliver the best outcomes for Australia. We are a self-funded legal practice and compete for our work.

AGS is unique. AGS is dedicated to the national interest and is a trusted advisor to Government. It is a centre of excellence and expertise in areas of law of importance to the Commonwealth and in managing complex, systemic and precedential issues for the Commonwealth.

AGS is innovative. Drawing on an exceptional depth of experience and expertise, we assist the Australian Government in the development and implementation of solutions to legal issues that have national importance.

AGS is diverse. With offices in every capital city and a team of 800 staff, including over 576 lawyers, we work in more than 40 different areas of law related to government.

About the role

The Dispute Resolution (DR) practice provides specialist expertise in resolving and managing disputes across many areas of law. It acts for regulatory agencies in enforcing the law, protects sensitive information from disclosure, defends government decisions, assists royal commissions and responds to claims made against the Commonwealth. It is often involved in the largest and most sensitive matters affecting the Australian Government.

The DR practice is led by a National Leader (SES Band 2), with the support of other senior executives, including National Managers. This EA role provides critical administrative and organisational support to senior executives in DR, including the National Leader.

The role requires a highly experienced Executive Assistant or Legal Assistant who can work independently and under broad direction. The role requires excellent organisational skills, high quality interpersonal skills and the ability to work well under pressure in a high-paced environment. The role has a considerable level of contact with internal and external stakeholders.

In this role you will be responsible for:

- providing high quality, accurate, and timely administrative support to senior executives, including the DR National Leader
- managing and coordinating all administrative aspects, including diary and travel arrangements
- working under broad direction and taking initiative to progress requests that meet business needs
- responding to the needs and expectations of stakeholders when handling and prioritising incoming communication (written and verbal) and requests.

For further information about the requirements of the role, please refer to the role description available on our recruitment portal.

About you

The successful candidate will ideally have:

- substantial experience as an Executive Assistant or Legal Assistant in a professional services or legal practice environment
- excellent client service skills and a demonstrated ability to build and maintain relationships with clients, stakeholders, and team members
- capability in setting and managing often urgent and complex priorities and handling competing requests
- the flexibility and willingness to undertake a variety of tasks required to support the senior executives.

You will work with a community of professionals dedicated to the national interest. You will work collaboratively in an inclusive environment where everyone's contribution is valued, and success is rewarded. We offer our employees competitive remuneration packages, including 15.4% superannuation.

AGS is a supportive organisation which embraces diversity. We understand that work is only part of your life and while our work can be demanding at times, we also provide access to a range of flexible working options, generous leave entitlements and wellbeing benefits to support your needs throughout your career.

To apply

To apply, please click the 'Apply' button and ensure that you upload a cover letter (ideally no more than 2 pages) indicating your relevant experience with reference to the required skills and experience set out above and in the relevant role description, along with a copy of your CV.

Applications close at 5:00pm (AEDT) on Friday, 7 November 2025.

Further enquiries

Further information can be obtained by contacting Jill Mackay, AGS Human Resources Business Partner on 02 9581 7568.

Eligibility

To apply you must be an Australian Citizen and be willing to obtain and maintain a security clearance at the required 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 Australian Government Solicitor

AGS is unique. Regarded as the leading providers of legal services to government, we are a national, commercially competitive law practice within the Attorney-General's Department. Our team of around 800 employees, located in 7 offices around Australia, provides expert services in all areas of law connected with government.

To Apply

Position Contact	Jill Mackay, 02 9581 7568
Agency Recruitment Site	http://www.ags.gov.au/employment/current-vacancies.html

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Vacancy VN-0764334

Australian Law Reform Commission

Closing Date:Sunday 09 November 2025

Job Title	Compliance and Administrative Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	$98,381 - $114,049
Future Merit Locations	Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	APS Level 6
Position Number	0339/25_ALRC-EXT
Agency Website	

Job Description

https://agcareers.nga.net.au/?jati=796AEEEE-0BA3-CCF2-FCEA-E44DA5275062

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

Duties

Our Opportunity

The Compliance and Administrative Officer (‘the Officer’) will report to the Director of Operations and Finance and assist the ALRC Executive in the administrative and operational functions of the agency, with a focus on governance, financial, and audit and risk reporting obligations. The Officer will also oversee a range of administrative tasks, including some human resource management, IT and building management.

Who are we looking for?

Specific requirements of the role

We seek a candidate passionate about working in a hands-on, varied, and proactive role, operating in a fast-paced and agile environment. The Compliance and Administrative Officer will work across a broad range of tasks for the ALRC, including:

Governance and Parliamentary

- Secretariat support for ALRC Audit & Risk Committee (3+ meetings annually), Consultative and Health & Safety Committee (quarterly), and Commissioners meetings (biennially).
- Assist the Director of Operations and Finance to review internal controls, corporate policies, risk and control registers, Fraud and Corruption Control Plan, Business Continuity Plan, and other internal registers.
- Coordinate and respond to Parliamentary Senate Estimates and Questions on Notice.
- Prepare reports for the Attorney-General's Department, other agencies, and external organisations.
- Support corporate reporting, including Annual Audit, Annual Report, Corporate Plan, and registers (e.g., Gifts & Benefits, WHS, Conflicts of Interest, FOI, Public Interest Disclosure).
- Maintain staff training and compliance records.

Financial and Procurement

- Process accounts and invoices, obtaining approvals.
- Assist the Director of Operations and Finance with budgetary and financial reporting to the Attorney-General’s Department and other agencies.
- Apply Commonwealth procurement rules and report contracts via AusTender.
- Manage new and existing service contracts.

Administrative

- Monitor and respond to queries in external-facing mailboxes.
- Maintain the records management system (e.g., SharePoint, Microsoft Lists, spreadsheets).
- Provide operational support across the ALRC to achieve business objectives.

Selection Criteria:

1. Experience at an APS 6 level as an Executive Officer/Executive Assistant or Business Manager, preferably within an Australian Government agency.
2. Awareness of Australian Government legislative and financial frameworks, particularly governance, performance and accountability legislation, and procurement policy.
3. Strong organisational skills and able to manage and complete a high volume of work within timeframes.
4. Ability to problem-solve, use good judgement and attention to detail to deliver on tasks
5. Ability to capably use IT systems, including MS Office to proactively facilitate work throughput in a timely, effective, and professional manner.
6. Ability to work independently but also collaboratively, particularly with the Senior Executive of the ALRC and other staff.

The range and nature of work within the ALRC requires a workforce that reflects our diverse society, and the department provides a number of support mechanisms for employees.

As an ALRC employee, you will:

- be part of an inclusive and diverse work environment;
- receive a generous starting salary and work conditions;
- benefit from supportive learning and development; and
- benefit from supportive learning and development.

Eligibility

Are you eligible to apply?

To be considered for employment at the ALRC applicants must be eligible to work in Australia.

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

Notes

How to apply

Applications are to be emailed to HR@alrc.gov.au.

Applications close at **11:30pm AEDT on Sunday 9 November 2025**.

As part of your application, you will need to provide:

- your current résumé (no more than three pages)
- your university transcript
- a statement of claims (max. 750 words) explaining why you are suited to the role and the ALRC with reference to the Selection Criteria as outlined above
- the names and contact details of two referees, one of whom should be a current supervisor.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please email HR@alrc.gov.au.

About the Australian Law Reform Commission

To Apply

Position Contact	Amanda Retallick, N/A
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=796AEEEE-0BA3-CCF2-FCEA-E44DA

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Vacancy VN-0764329

Australian Signals Directorate

Closing Date:Sunday 09 November 2025

Capability & Transformation

Job Title	ASD 4, 5 & 6 COMSEC Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Perth WA
Salary	$83,489 - $116,169
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	As per the Information Pack
Classification	
Position Number	ASD/08513/25
Agency Website	https://www.asd.gov.au/careers

Job Description

www.asd.gov.au/careers

About the Team

ASD's Capability and Transformation Group has a broad scope of responsibilities, ranging from the delivery and execution of leading-edge mission capability and tools to an overarching portfolio view of ASD and the implementation of REDSPICE. The five Divisions include Cloud, Enterprise Technology, Mission Capability, Mission Data and Portfolio & Transformation.

Each Division drives project management maturity improvements and is comprised of members of diverse skills and disciplines who work together to deliver positive capability development outcomes for all stakeholders. By partnering with these stakeholders, including Air Force, Army, Navy and other Defence Groups, we deliver complex capability projects/programs to enable ASD and the ADF to stay ahead of technical advancements in the region.

With a diverse range of roles available, this is your opportunity to combine both your skills and interests to contribute to the ongoing success of ASD.

ASD offers excellent training, mentoring and development opportunities as well as a competitive salary and benefits packages.

About the Role

Our Communications Security (COMSEC) Officers will demonstrate excellent communication skills and the ability to build rapport with a confident and approachable manner. You will be provided on the job training, as well as upskilling training opportunities.

Your administrative and organisational skills, along with your attention to detail will ensure the branch meets its Key Performance Indicators and Business Requirements.

ASD 4 COMSEC Officer

- Assist with the transportation of Cryptographic Controlled Items (CCI) by adhering to current security policy and guidelines.
- Assist with data entry input into COMSEC Accounting, Recording and Distribution System (CARDS).
- Assist with the management of and operate Australian Key Management Infrastructure (AKMI) system.
- Assist with formal message drafting on the Defence Formal Messaging System (Mercury).
- Assist with High Assurance Cryptographic Equipment (HACE) operations by performing auditing, keying material and software updates.
- Build and sustain effective working relationships with team members and actively participate in team work and group activities.
- Recognise when a COMSEC incident has occurred and report accordingly and take immediate action to limit damage.
- Establish and take action when security issues should be escalated to a higher level.

ASD 5 COMSEC Officer

- Assist with the transportation of Cryptographic Controlled Items (CCI) by adhering to current security policy and guidelines.
- Assist with the management of and operate COMSEC Accounting, Recording and Distribution System (CARDS).
- Assist with the management of and operate Australian Key Management Infrastructure (AKMI) system.
- Assist with the management of and operate Defence Formal Messaging System (Mercury).
- Assist with the management of High Assurance Cryptographic Equipment (HACE) by conducting keying material and software updates.
- Build and sustain effective working relationships with team members and actively participate in team work and group activities.
- Recognise when a COMSEC incident has occurred and report accordingly and take immediate action to limit damage.
- Establish and take action when security issues should be escalated to a higher level.

ASD 6 COMSEC Officer

- Management of safehand process for Cryptographic Controlled Items (CCI) by adhering to current security policy and guidelines.
- Manage and operate the COMSEC Accounting, Recording and Distribution System (CARDS) on behalf of the Cryptographic Operations team.
- Manage and operate the Australian Key Management Infrastructure (AKMI) system on behalf of the Cryptographic Operations team.
- Assist with the management of and operate Defence Formal Messaging System (Mercury).
- Management of High Assurance Cryptographic Equipment (HACE) on the Cryptographic Operations account by ensuring all keying material and software updates are completed in accordance with IAW national policy.
- Build and sustain effective working relationships with team members and actively participate in team work and group activities.
- Recognise when a COMSEC incident has occurred and report accordingly and take immediate action to limit damage.
- Establish and take action when security issues should be escalated to a higher level.

Further information can be found at: I'm changing my career | Australian Signals Directorate (asd.gov.au)

Duties

The COMSEC Officer role plays a fundamental role in supporting our cryptography management, providing a key service to ASD and others. We are looking for individuals from a range of backgrounds and levels of skill who encompass a variety of the below attributes.

- Think critically and utilise their excellent problem solving skills, as well as undertake negotiations, delegate effectively, make timely decisions, and prioritise.
- Ability to work effectively in a team environment.
- Excellent and effective written and verbal communications skills.
- Strong interpersonal skills.

ASD is seeking applicants to fill current and anticipated vacancies and to create a merit pool for future vacancies. In line with the Australian Public Service Commissioner's Direction 2022, upon completion of the recruitment activity, the merit pool will be available to locations across Australia.

Eligibility

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

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

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

Security Clearance - The preferred applicant will be required to successfully undergo a security clearance vetting process at the Top Secret Positive Vetting clearance level. The preferred applicant **MUST** be willing to disclose all relevant and required information.

It is a condition of employment that applicants are willing and able to obtain and maintain the Top Secret Positive Vetting security clearance for the duration of their employment with ASD.

Notes

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

To Apply

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

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Vacancy VN-0764524

Australian Sports Commission

Closing Date:Tuesday 11 November 2025

People and Culture, Workplace Relations
Diversity, People and Culture

Job Title	Workplace Relations - Multiple positions
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$106,019 - $122,233
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	Multiple
Agency Website	https://www.sportaus.gov.au/

Job Description

https://ausport.nga.net.au/?jati=2A919ED4-5E6D-FF2A-A4B2-E44F0AC7BA34

Duties

Applications close at **11:30 pm AEDT 11 November 2025** (late applications will not be accepted).

The Australian Sports Commission is embarking on the Green and Gold decade. An exciting time filled with international sporting competitions on home soil, including the Men's and Women's Rugby World Cup, and culminating in the Brisbane 2032 Olympic and Paralympic Games. We have an ambitious new Strategic Vision and we need the best players on our team to help us deliver real results for the sporting sector and all Australians.

Are you up for the challenge?

About the team – The Workplace Relations team within the ASC's People and Culture Branch is responsible for Work Health and Safety (WHS), Injury and Illness Management, Code of Conduct and Performance case management, payroll, HR reporting, Aurion system administration and HR Policy and Frameworks for the ASC. We are a busy team and we are looking for experienced and hard working applicants to join us.

About the role – We currently have multiple vacancies across our agile team.

Case Management – As an ASC5 within the case management team, your duties will vary day to day as you work across performance management, Code of Conduct and compensation/non-compensation matters.

WHS – As an ASC5 within the WHS team, your duties will see you assisting with the management of the ASC's WHS Management System, legislated compliance activities, WHS audits, inspections and investigations, review of risk assessments for the AIS site all while promoting safety culture across the ASC.

HR Policy and Frameworks – As an ASC5 advisor in the Policy and Frameworks team, your days will be busily spent advising employees and managers in relation to entitlements and working arrangements and developing, reviewing and administering HR policy. Over the next 12 month period this position will also commence preparations for Enterprise Bargaining.

Payroll, Reporting and Systems Administration – As the ASC5 Payroll Team Leader you will be responsible for providing high level payroll and systems support and advice to employees and to external stakeholders. You will be a payroll and customer service wizard!

About you – Do you have the skills and experience we are looking for, or do you have the desire to work hard and gain new experience? We are looking for applicants who:

- have a strong work ethic who will get the job done
- are excellent team players who will support each other
- engage with continuous learning and development
- are agile and flexible, and looking to gain experience across the entire Workplace Relations spectrum of responsibilities.

These positions will be offered as ***ONGOING.***

Why work with us?

We have offices located in Canberra, Melbourne and Sydney. Across all locations, we offer:

- Options for flexible working arrangements.
- Annual allowances towards training based on individualised career goals.
- Access to a customised ASC L&D calendar for ongoing professional and career development.

- Generous superannuation scheme with up to 15.4% employer contributions.
- Corporate discount on AIS Shop merchandise.
- Access to Clearinghouse for Sport, an information sharing platform for Sporting professionals.

Additionally, our Canberra campus offers:

- Free onsite parking
- Onsite facilities including café, dining hall, gym, and swimming pool.
- Priority placement for your children to access the award winning, onsite AIS Caretaker's Cottage Childcare Centre.

If you have any questions about this opportunity, please contact:

- **Contact Officer:** Trish Ellis, Director Workplace Relations
- **Phone number:** 02 62141231
- **Email address:** trish.ellis@ausport.gov.au

If you would like to learn more about this opportunity or to obtain the job description, click **'Apply'** now

Acknowledgement of Country

The Australian Sports Commission (ASC) acknowledges the Traditional Custodians of the lands where its offices are located, the Ngunnawal people and recognises any other people or families with connection to the lands of the ACT and region, the Wurundjeri Woi-wurrung people of the Kulin Nation, the people of the Yugambeh Nation and the Gadigal people of the Eora Nation. The ASC extends this acknowledgment to all the Traditional Custodians of the lands and First Nations peoples throughout Australia and would like to pay respects to all Elders past and present. The ASC recognises the outstanding contribution that Aboriginal and Torres Strait Islander peoples make to society and sport in Australia and celebrates the power of sport to promote reconciliation and reduce inequality.

Eligibility

To be eligible for this position applicants are required to be Australian citizens only and must be able to obtain and maintain an AGSVA Security Clearance.

As part of the Commonwealth Child Safety Framework the ASC is committed to being a Child Safe Organisation and leading the way in Child Safety across the sports sector. This position requires a Working with Vulnerable/Children People check to obtain employment.

Notes

- As part of this position, the role occupant may have access to sensitive, and potentially distressing information in the areas of sexual misconduct and child safeguarding.
- The ASC is committed to protecting children from harm. We require all applicants that will work with children to undergo screening processes prior to appointment.
- Should a merit pool be established for this position, it may be used to fill ongoing or fixed term opportunities as they arise within 18 months from the date advertised.
- The ASC operates under the Australian Sports Commission Act 1989 and is separate to the Public Service Act 1999. The ASC accepts most leave liability and recognition of prior service if you are currently employed at a Commonwealth agency.
- If you are experiencing issues or have any questions with the e-recruitment system, please contact the People & Culture Hub via email people@ausport.gov.au or phone (02) 6214 1328.

About the Australian Sports Commission

At the Australian Sports Commission (ASC), we champion the value of sport. We encourage and help Australians of all backgrounds, ages and abilities to get involved in sport and enjoy the many benefits. We play a central leadership role across the broader sport sector through collaboration and direction. The ASC delivers a variety of grants through investment in high performance and national sport participation programs, performance pathways, people development and wellbeing, and research and innovation. We manage high performance operations at the AIS Campus in Canberra, supporting seven National Training Centres of Excellence, and a European Training Centre in Italy. Further, we individually support thousands of athletes and dozens of Australian sports through guidance and collaboration.

To Apply

Position Contact	Trish Ellis, Director Workplace Relations, 02 62141231
Agency Recruitment Site	https://ausport.nga.net.au/?jati=2A919ED4-5E6D-FF2A-A4B2-E44F0AC7

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Vacancy VN-0764233

Australian Submarine Agency

Closing Date:Monday 10 November 2025

Australian Submarine Agency
Australian Submarine Agency

Job Title	Policy Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$86,887 - $93,066
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	The Australian Submarine Agency is committed to assisting its employees with flexible office arrangements.
Classification	APS Level 5
Position Number	ASA/07785/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=ADAE69AB-6661-2280-854D-E44D2C8CEF1D

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.

The Australian Submarine Agency’s (ASA) Policy, Strategy and Engagement Division is responsible for developing and driving the policy and strategy framework for the ASA. This includes overseeing, managing and leading the implementation of key aspects of the AUKUS trilateral security partnership and nuclear-powered submarine program, in accordance with the Optimal Pathway.

This includes, but is not limited to, developing advice around the Government’s strategic messaging on the program, developing and implementing fit-for-purpose nuclear non-proliferation and safeguards arrangements, managing international engagement, developing policy frameworks to support Submarine Rotational Force - West, and negotiating international arrangements with our AUKUS trilateral partners. Depending on the role, there may be opportunities for domestic and international travel.

About our Team

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. The Policy, Strategy and Engagement Division is responsible for leadership of the policy and strategy framework for the Agency, which will implement key aspects of the trilateral strategic partnership and program in accordance with the Optimal Pathway.

This division has responsibility for working with whole-of-government stakeholders to support the development of world-first, nuclear non-proliferation arrangements for Australia's nuclear-powered submarine program. Strategic Engagement and Policy Branch, The Strategic Engagement and Policy Branch is responsible for strategic messaging and engagement with domestic, trilateral and other international partners.

The team also develops strategic international policy advice aligned to Australia's sovereign strategic priorities for Australia's nuclear-powered submarine program, Safeguards and Non-Proliferation Branch, The Safeguards and Non-Proliferation Branch is responsible for developing policy advice on safeguards and non-proliferation issues, and supports the implementation of a safeguards approach. Our work is fast-paced and covers a broad range of subject matters. The work combines strategic, policy, legal and technical issues.

Our Ideal Candidate

We are a dynamic organization seeking employees who are agile, innovative and energised by high-paced work. We are seeking highly motivated and collaborative minded people who will have the opportunity to contribute to a once in a lifetime program.

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

- We are a dynamic organisation seeking employees who are agile, innovative and energised by fast-paced work.
- We are seeking highly motivated and collaboratively minded people who will have the opportunity to contribute to a once in a lifetime program.
- Commitment to collaboration and teamwork.
- Enthusiastic and eager to learn, with demonstrated analytical and communication skills.
- Strong written and verbal communication skills and an understanding of Australia's national security environment, and ability to apply these skills in a sensitive environment.
- Sound judgement, initiative, and an ability to work in ambiguous environments, as well as a demonstrated ability to manage competing priorities.
- Capable of undertaking sensitive, dynamic work and experience in distilling information and thinking strategically in the conduct of policy development.
- Excellent stakeholder management skills and the ability to identify, anticipate, and respond to diverse stakeholders in the management of complex issues.

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 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	Alison Mountain, 02 6246 8131
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=ADAE69AB-6661-2280-854D-E4

This notice is part of the electronic Public Service Gazette PS43 Weekly Gazette Thursday (Vacancy Notices) - 30 October 2025.pdf Published by Australian Public Service Commission.

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Vacancy VN-0764237

Australian Submarine Agency

Closing Date:Monday 10 November 2025

Australian Submarine Agency
Policy Strategy & Engagement

Job Title	Senior Policy Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	The Australian Submarine Agency is committed to assisting its employees with flexible office arrangements.
Classification	APS Level 6
Position Number	ASA/07792/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=51FC86B9-9CD6-13E3-8D42-E44D2DE8BD0E

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.

The Australian Submarine Agency's (ASA) Policy, Strategy and Engagement Division is responsible for developing and driving the policy and strategy framework for the ASA. This includes overseeing, managing and leading the implementation of key aspects of the AUKUS trilateral security partnership and nuclear-powered submarine program, in accordance with the Optimal Pathway. This includes, but is not limited to, developing advice around the Government's strategic messaging on the program, developing and implementing fit-for-purpose nuclear non-proliferation and safeguards arrangements, managing international engagement, developing policy frameworks to support Submarine Rotational Force - West, and negotiating international arrangements with our AUKUS trilateral partners. Depending on the role, there may be opportunities for domestic and international travel.

About our Team

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Strategic Engagement and Policy Branch, The Strategic Engagement and Policy Branch is responsible for strategic messaging and engagement with domestic, trilateral and other international partners. The team also develops strategic international policy advice aligned to Australia’s sovereign strategic priorities for Australia’s nuclear-powered submarine program. Safeguards and Non-Proliferation Branch, The Safeguards and Non-Proliferation Branch is responsible for developing policy advice on safeguards and non-proliferation issues, and supports the implementation of a safeguards approach. Our work is fast-paced and covers a broad range of subject matters. The work combines strategic, policy, legal and technical issues.

Our Ideal Candidate

We are a dynamic organization seeking employees who are agile, innovative and energised by high-paced work. We are seeking highly motivated and collaborative minded people who will have the opportunity to contribute to a once in a lifetime program.

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

- We are a dynamic organisation seeking employees who are agile, innovative and energised by fast-paced work.
- We are seeking highly motivated and collaboratively minded people who will have the opportunity to contribute to a multi-decadal program.
- Commitment to collaboration and teamwork, including assisting others adapt to a changing environment.
- Enthusiastic and eager to learn, with demonstrated analytical and communication skills.
- Strong written and verbal communication skills and a demonstrated understanding of Australia’s national security environment, and ability to apply these skills in a sensitive environment.
- Sound judgement, initiative, and an ability to work in ambiguous environments, as well as a demonstrated ability to manage competing priorities.
- Capable of undertaking sensitive, dynamic work and have experience in distilling information and thinking strategically in the conduct of policy development.
- Excellent stakeholder management skills and the ability to identify, anticipate, and respond to diverse stakeholders in the management of complex issues.
- We are looking for motivated and responsive people to come and join this exciting undertaking.

You will have the opportunity to shape work with Defence, other agencies, industry, Australian Government regulators, state and territory agencies and international partners.

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	Biance Selway, 02 5133 3067
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=51FC86B9-9CD6-13E3-8D42-E4

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Vacancy VN-0764371

Defence Housing Australia

Closing Date:Sunday 09 November 2025

Enabling Services

Job Title	Chief Operating Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Gungahlin ACT
Salary	-
Future Merit Locations	Gungahlin
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	Senior Executive Service Band 2
Position Number	493760
Agency Website	https://www.dha.gov.au/

Job Description

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

Defence Housing Australia (DHA) was established in 1988 following the passage of the Defence Housing Australia Act 1987 (Cth) 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-provided housing and on-base accommodation to approximately 60,000 ADF members. DHA also manages a range of construction projects, and subdivision developments that can involve complex legal and commercial structures.

To find out more about DHA, please refer to DHA.gov.au or read our latest Annual Report.

Duties

The Role

The Chief Operating Officer (COO) is an integral part of DHA senior leadership team. The COO provides leadership and advice, overseeing the Finance & Corporate Support, Governance, Communication, Human Resources and Legal business functions across the agency, influencing

the development and implementation of strategies for financial, governance, legal, and HR related outcomes.

The COO is part of DHA's Executive Group and Investment Committee and is a key engagement role across the whole of DHA's activities, building and maintaining relationships with DHA's Board and key stakeholders, including joint ministers and government agencies.

The COO leads a team of four direct reports:

- **Chief General Counsel**, responsible for leading DHA's corporate strategic and tactical legal initiatives, providing senior management with effective advice on company strategies and their implementation, managing the legal function, and obtaining and overseeing the work of external counsel.

- **Chief Governance Officer**, who provides best-practice leadership and advice, influencing the development and implementation of strategies for governance outcomes. The CGO is a key engagement role across the whole of DHA's activities, building and maintaining relationships with DHA's Board and key stakeholders, including joint ministers and government agencies. The CGO also holds the positions of Chief Security Officer, Chief Audit Executive, and Principal Officer delegate under the Public Interest Disclosure Act 2013.

- **Chief People Officer**, who delivers a range of functions, including representation on employment matters, end-to-end employee lifecycle, capability development and working to build a positive and inclusive workplace culture. The CPO leads the delivery of a range of transactional and corporate support services, ensuring that people-performance information and operational insights are accessible and meaningful to stakeholders.

- **Chief Financial Officer**, providing financial leadership, strategic advice, business insight and delivering a range of transactional and corporate support functions. This includes providing input into the development of DHA's strategy and business plans, making a strong contribution to the identification of opportunities, direction of initiatives, and shaping of activities, as well as offering insight, financial sustainability assessment, financial and investment analysis, and forecasts.

All SES roles represent the Australian Public Service (APS) and government externally to stakeholders and are characterised by a high level of accountability for outcomes. How outcomes are delivered is equally as important as the outcome. The Secretaries' Charter of Leadership Behaviours sets out the behaviours that secretaries expect of themselves, the SES, and those they want to see in leaders at all levels of the APS. The Charter focuses on behaviours that support modern systems leadership within the construct of the APS Values and Code of Conduct.

These behaviours build on the Integrated Leadership System and APS Leadership Capability Framework.

Qualifications and Experience Requirements

The COO will have:

- Demonstrated experience across a broad range of subject matter as well as specialised experience within one or more of the following disciples: Financial, HR, Legal and Compliance.
- Strong leadership and problem-solving skills/analysis and exemplify personal drive and integrity.
- Excellent communication skills and able to negotiate persuasively.
- The ability to establish and maintain effective working relationships across functions and portfolios.
- A demonstrated ability to shape strategic thinking and achieve results.
- Experience or capability to work with a board of directors.
- Developed ability to contribute to organisational leadership, including to implementing strategies building organisation capability and responsiveness, and continuous improvement activities across a range of functions.
- Demonstrated an active commitment to the APS Code of Conduct, values, leadership capabilities and performance.

Eligibility

Employment with DHA is subject to the following conditions:

- **Australian Citizenship.**
- **Security Clearance**: The occupant of this position must obtain and retain an AGSVA security clearance to the specified level.
- **Probation**: A probation period will apply to any new ongoing engagement to the Australian Public Service.

Notes

Merit Pool Creation

Applicants suitable for the role but not offered the position for the current vacancy, may be placed in a merit list or pool. If the applicant agrees, the results may be shared with other Australian Public Service (APS) agencies for filling similar roles. Applicants may be offered a future role, without the need to reapply. A merit list or pool may be used for up to 18 months. This merit list or pool may be used to fill other vacancies anywhere in Australia.

For more information, please go to APSC's website -The APS Merit Principle.

How to Apply

Applications must be submitted through Beaumont and Beaumont's online recruitment system: https://www.beaumontandbeaumont.com.au/11586

Your application should include:

- A written pitch of up to 1000 words which outline your skills and experience and how they align to the advertised role.
- An up-to-date CV

Before applying, please review the Candidate Information Pack and selection criteria. If you have further questions after reviewing the materials or if you need assistance with the application process, please contact **Jonathan Beaumont on (02) 6126 4500 or via DHA@beaumontandbeaumont.com.au.**

All enquiries will be kept in strict confidence.

Please note, applications close **11:30 PM AEDT 9 November 2025.**

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	Jonathan Beaumont, 02 6126 4500
Agency Recruitment Site	https://careers.dha.gov.au/

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

Vacancy VN-0764374

Defence Housing Australia

Closing Date:Sunday 09 November 2025

Property

Job Title	Executive General Manager Property
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Gungahlin ACT
Salary	-
Future Merit Locations	Gungahlin
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	Senior Executive Service Band 2
Position Number	493759
Agency Website	https://www.dha.gov.au/

Job Description

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

The Executive General Manager Property (EGMP) leads the Property Group (PG) which brings together critical teams (Development and Construction, Commercial, Marketing & Investors, and Leasing & Acquisitions) who play unique roles and together are responsible for ensuring DHA has the number and type of properties required to meet the needs of Defence members. This includes the way DHA brings properties in and out of the portfolio, including developments, with a focus on commercial analysis and planning.

Defence Housing Australia (DHA) was established in 1988 following the passage of the Defence Housing Australia Act 1987 (Cth) 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-provided housing and on-base accommodation to approximately 60,000 ADF members. DHA also manages a range of construction projects, and subdivision developments that can involve complex legal and commercial structures.

To find out more about DHA, please refer to DHA.gov.au or read our latest Annual Report.

Duties

The Role

The Executive General Manager Property (EGMP) leads the Property Group (PG) which brings together critical teams: Development and Construction, Commercial, Marketing & Investors, and Leasing & Acquisitions, who play unique roles and together are responsible for ensuring DHA has the number and type of properties required to meet the needs of Defence members. This includes the way DHA brings properties in and out of the portfolio, including developments, with a focus on commercial analysis and planning.

The EGMP maintains a critical focus on building a sustainable provisioning capability which can be flexible in meeting the needs of the ADF and responsive to evolving market conditions. This includes, but is not limited to, the establishment and development of strategic industry partnerships to structure flexible and varied housing arrangements nationally.

The EGMP is part of DHA’s Executive Group and Investment Committee and provides expert advice in relation to DHA’s provisioning strategy and performance, as well as insight, advice, and support to DHA’s Managing Director and the DHA Board.

The Property Group is responsible for delivering quality properties to meet Defence housing requirements and the EGPM provides strategic leadership overseeing teams responsible for the following key functions:

- **Development & Construction** – acquiring and developing property sites as well as constructing dwellings that satisfy and fulfil the requirements of DHA’s Corporate objectives and the requirements of Defence.
- **Commercial** – driving strategic and operational leadership across commercial functions, delivering insights and analysis to inform investment decisions, and embedding a culture of continuous improvement across the organisation.
- **Marketing and Investors** – leading the marketing and investor support activities for DHA, including generating leads and nurturing investors through to conversation to landlords.

- **Leasing and Acquisitions** – managing the delivery of the Approved Provisioning Schedule via new leases, lease extensions and retail acquisitions.

All SES roles represent the Australian Public Service (APS) and government externally to stakeholders and are characterised by a high level of accountability for outcomes. How outcomes are delivered is equally as important as the outcome. The Secretaries' Charter of Leadership Behaviours sets out the behaviours that secretaries expect of themselves, the SES, and those that they want to see in leaders at all levels of the APS. The Charter focuses on behaviours that support modern systems leadership within the construct of the APS Values and Code of Conduct. These behaviours build on the Integrated Leadership System and APS Leadership Capability Framework.

Qualifications and Experience Requirements

The EGMP will have:

- Proven experience in senior leadership roles with a property, real estate, or other relevant commercial focus.
- Extensive experience in commercial and/or government financial management.
- Demonstrated success in developing and implementing strategic initiatives that drive cost savings and operational efficiency whilst balancing risk.
- Strong negotiation skills and the ability to build and maintain positive, collaborative relationships with industry and stakeholders.
- Excellent leadership and team management skills, with a track record of developing high-performing teams, and ability to work as a part of a collaborative Executive Leadership Team.
- Strong results-focused delivery approach, ability to solve problems and make decisions quickly and achieve outcomes across both operational and financial ecosystems.
- Extensive experience in managing the development and implementation of programs and approaches to work in a complex, sensitive, and operationally diverse environment.
- An ability to drive broad transformational change while managing organisational risks.
- Outstanding leadership skills in a geographically dispersed context, including driving high performance and the capability of a multidisciplinary team.
- Excellent stakeholder relationship skills and experience in engaging with internal and external stakeholders at all levels to explore opportunities and solve complex problems, with the ability to represent DHA at a range of forums.
- Demonstrated conceptual thinking skills and a strategic perspective with the ability to manage competing demands and work to tight deadlines while exercising sound judgement.
- The ability to communicate effectively with all audiences, be articulate and persuasive and capable of guiding negotiations to a point of resolution in a facilitative way.
- Active commitment to the APS Code of Conduct, values, and employment principles with a high level of integrity.

Eligibility

Employment with DHA is subject to the following conditions:

- **Australian Citizenship.**
- **Security Clearance**: The occupant of this position must obtain and retain an AGSVA security clearance to the specified level.
- **Probation**: A probation period will apply to any new ongoing engagement to the Australian Public Service.

Notes

Merit Pool Creation

Applicants suitable for the role but not offered the position for the current vacancy, may be placed in a merit list or pool. If the applicant agrees, the results may be shared with other Australian Public Service (APS) agencies for filling similar roles. Applicants may be offered a future role, without the need to reapply. A merit list or pool may be used for up to 18 months. This merit list or pool may be used to fill other vacancies anywhere in Australia.

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How to Apply

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Your application should include:

- A written pitch of up to 1000 words which outline your skills and experience and how they align to the advertised role.
- An up-to-date CV

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All enquiries will be kept in strict confidence.

Please note, applications close **11:30 PM AEDT 9 November 2025.**

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To Apply

Position Contact	Jonathan Beaumont, 02 6126 4500
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0764417

Defence Housing Australia

Closing Date:Sunday 09 November 2025

Service Operations
Service Delivery Customer Service Centre

Job Title	Director of Service Operations – Customer Service Centre
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA
Salary	$152,378 - $187,494
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;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	Executive Level 2
Position Number	493668
Agency Website	https://www.dha.gov.au/

Job Description

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

Join our dynamic team as the Director of Service Operations! Lead, innovate, and make a difference in our Customer Service Centre. Apply now!

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 DHA.gov.au or read our latest Annual Report.

Duties

About your team

The Service Delivery Group is responsible for providing all housing and customer services to contractors, landlords, ADF members and their families. This includes managing DHA's housing portfolio, administering housing benefits and providing property care services to landlords.

The Service Delivery Group are responsible for supporting DHA to meet its strategic outcomes through:

- Operational delivery of tenancy, landlord and property management functions across regions.
- Administration of housing benefits in accordance with Defence policy,
- Provision of DHA's asset management function, delivery of upgrades work, Defence construction projects and contract management functions.
- Provision of operational training content for Service Delivery staff.
- Provision of specialised customer service and property management
- Provision of high-level contract management and tender support to a national panel of repairs and maintenance contractors
- Ensuring property repairs, maintenance and asset management are planned, co-ordinated and standardised.

About the role

In this role, you will be a strategic leader within the Customer Experience branch, dedicated to achieving strong operational performance outcomes for the Customer Service Centre. You will be responsible for meeting operational and financial performance targets, effective workforce planning, and ensuring all contractual requirements are fulfilled.

You will lead a geographically diverse team, ensuring that business outcomes align with corporate objectives. Through supportive coaching and performance management, you will empower your team to deliver exceptional customer service to all stakeholders. You will provide clear guidance and direction to foster a high-performing and engaged team. Building strong and honest relationships with high-profile stakeholders, based on an ethical foundation, will be a key aspect of your role.

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 (including part time arrangements)
- 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
- A dedicated Employee Assistance Program for you and your family to access in times of need
- ADF partner employment conditions when posting to a new location

For information on DHA's Employee Value Proposition, visit our website.

This is a Non-ongoing Engagement for a period of up 12 months with possibility of extension or permanency.

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 9 November 2025. Any questions?

Please contact Meagan Jaunutis, Head of Customer Experience

T: 08 8245 7807 E: Meagan.jaunutis@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	Meagan Jaunutis, 08 8245 7807
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0764428

Defence Housing Australia

Closing Date:Monday 10 November 2025

Service Operations
Service Delivery Regional Ops SA NT WA

Job Title	Property Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Katherine NT
Salary	$84,157 - $90,998
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;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	APS Level 4
Position Number	493752
Agency Website	https://www.dha.gov.au/

Job Description

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

Are you ready to embark on an exciting journey in a customer-facing role with no weekend work?

Do you dream of kickstarting your career in the Australian Public Service?

Do you thrive on making a real difference in people's lives?

If so, we have the perfect opportunity for you!

Defence Housing Australia (DHA) is on the lookout for a passionate and dedicated Property Manager. In this role, you will play a crucial part in supporting Australia's Defence personnel and their families by providing exceptional housing and housing-related services.

Join us and be a part of something truly meaningful!

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 manages the housing portfolio for DHA, including housing allocations and administration, asset and tenancy management, heritage and upgrade projects, construction, and development activities. Within this Group, the Service Operations team is responsible for contributing to property management services, including inspections and maintenance, and housing benefits for ADF members and their families.

About the role

Reporting to the Assistant Regional Operations Manager, the Property Manager (DHA Level 4) contributes to the business outcomes of their regional office by undertaking a number of property management activities, including inspections, maintenance, reporting and tenant interactions. The role coordinates with various stakeholders, ensuring that properties meet required standards and that tenants' ongoing needs are met. Additionally, it is responsible for monitoring expenses and achieving performance goals in line with relevant legislation and standards. To achieve these core outcomes, the role requires strong skills in organisation, communication, stakeholder engagement, and information analysis and interpretation. Its ability to develop business knowledge quickly and operate within a high-pressure environment are also critical to its success.

Cultural Competency

This role requires the successful candidate to possess a high level of cultural competency and an appreciation and respect for people from all walks of life.

DHA prides itself for a promoting and embracing cultural competency throughout the organisation, this involves understanding how culture shapes people's values, behaviours, and communication

styles. It goes beyond awareness. It requires the ability to build respectful relationships, communicate effectively, and work collaboratively with people from all backgrounds.

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.

This is a Non-ongoing Engagement will be for an initial period of 12 months with the possibility of extension or permanency

Note: All successful applicants are required to hold a valid Driver Licence and 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 10 November 2025.

Any questions? Please contact Amanda Dempsey - Regional Operations Manager

Amanda.DEMPSEY@dha.gov.au/ 08 8901 7106

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

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To Apply

Position Contact	Amanda Dempsey, 08 8901 7106
Agency Recruitment Site	https://careers.dha.gov.au/

Vacancy VN-0764429

Defence Housing Australia

Closing Date:Monday 10 November 2025

Service Operations
Service Delivery Regional Ops SA NT WA

Job Title	Property Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT
Salary	$84,157 - $90,998
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;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	APS Level 4
Position Number	493753
Agency Website	https://www.dha.gov.au/

Job Description

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

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Join us and be a part of something truly meaningful!

About us

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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

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About the role

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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.

This is a Non-ongoing Engagement will be for an initial period of 12 months with the possibility of extension or permanency

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

How to apply

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For further information on the position, please refer to the Candidate Information Pack through the online careers site.

Applications close: 11:55pm AEST 10 November 2025.

Any questions? Please contact Amanda Dempsey - Regional Operations Manager

Amanda.DEMPSEY@dha.gov.au/ 08 8901 7106

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

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About the Defence Housing Australia

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To Apply

Position Contact	Amanda Dempsey, 08 8901 7106
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0764525

Defence Housing Australia

Closing Date:Wednesday 12 November 2025

Service Delivery
Service Delivery Quality & Performance

Job Title	Service Quality and Performance Trainer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Berrimah NT, North Fremantle WA, Newstead QLD
Salary	$92,155 - $100,140
Future Merit Locations	Berrimah, North Fremantle, Newstead
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements including part time arrangements can be negotiated in accordance with the Enterprise Agreement
Classification	APS Level 5
Position Number	493762
Agency Website	https://www.dha.gov.au/

Job Description

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

Join DHA as a Service Quality and Performance Trainer! Enjoy a rewarding career with great benefits and opportunities for growth. Apply now!

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.

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To find out more about DHA, please refer to DHA.gov.au or read our latest Annual Report.

Duties

About your team

The Service Delivery Group is responsible for providing all housing and customer services to contractors, landlords, ADF members and their families. This includes managing DHA's housing portfolio, DHA's housing assets and providing property care services to landlords.

About the role

The SQP Trainer will be responsible for the design and delivery of training activities in geographically dispersed that support Service Delivery staff to provide standardised, high quality customer service. This role is critical in ensuring that DHA's frontline staff have access to contemporary training, ongoing support and capability development pathways.

You will work in partnership with Service Quality & Performance colleagues to ensure that Service Delivery staff have access to the support and development they need to deliver excellent results to our customers. This may include, but is not limited to, delivering induction training for new starters, refresher training for experienced staff and deploying training to support urgent changes to legislation, internal policy or DHA's operating environment.

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

This is a **Non-ongoing Engagement** for a period of up to 12 months with possibility of extension or permanency.

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
- A dedicated Employee Assistance Program for you and your family to access in times of need
- ADF partner employment conditions when posting to a new location

For information on DHA's Employee Value Proposition, visit our website.

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 Tuesday 12 November 2025. Any questions? Please contact James Warren, Service Quality and Performance Manager T: 02 4983 5353 E: james.warren@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

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To Apply

Position Contact	James Warren, 02 4983 5353
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0764361

Department of Finance

Closing Date:Sunday 09 November 2025

Shared Services
Operations and Service Management Engagement and Finance

Job Title	Financial Data Reporting Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$98,022 - $119,634
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
Office Arrangement Details	Canberra Based
Classification	APS Level 6
Position Number	2025/161
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE TEAM & BRANCH

The Service Delivery Office (SDO) is a leader in providing services to Commonwealth entities. The SDO presents a unique opportunity to be involved in developing innovative service delivery arrangements, with an approach to collaboration and sharing of resources that has the potential to add value to not only for existing customers but to set the scene for new ways of working across the Australian Public Service (APS).

The Operations & Service Management Branch is one of three branches within the Enterprise Systems and Services Division and provides a range of corporate transactional services to Commonwealth entities in areas of human resources, payroll, finance and travel and expense management. The Branch works collaboratively with its client entities on delivering services more efficiently, through streamlining processes, and increasing self-service capability, to allow staff to focus on high-value, customer service-based activities.

The Engagement & Finance team provides essential support to the division by driving strategic financial oversight, operational performance reporting, procurement and stakeholder engagement. As the division’s Finance Business Partner, the team delivers expert services in financial and procurement operations, data analytics, pricing strategy, and client cost recovery to ensure informed decisions, financial sustainability, and effective service delivery.

Duties

ABOUT THE OPPORTUNITY

The Engagement & Finance team has the opportunity for an APS 6 Financial Data Reporting Officer to join a small, supportive and high performing team. We are looking for a self-motivated and proactive team player who has proven finance business partner expertise, can manage outcomes and thrives in a fast-paced environment.

The APS 6 Financial Data Reporting Officer under general guidance from the Assistant Director of Financial Management is responsible for but not limited to:

- Managing and coordinate monthly performance data collection and data analysis
- Preparing of Quarterly Client Entity Performance Reports
- Support development of the annual review of the Cost Price Model
- Assist with audit requests related to performance reporting
- Assist team with monthly financial requirements such as journal processing, invoicing, account analysis and monthly reporting.
- Management of correspondence through group communication channels including but not limited to Outlook, Finance Teams etc
- Drive team progress by meeting objectives and milestones.
- Supervision and training of junior staff.

If you are someone who thrives on solving problems, is data analytical, enjoys working collaboratively, and is always looking for ways to improve systems and business processes this could be your next career move.

DETAILED VACANCY INFORMATION

For detailed information about this role including the job specific capabilities, please refer to the downloadable vacancy pack, which can be accessed by clicking the hyperlink at the bottom of this page.

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) 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	Caterina Costanzo, (02) 6215 2613
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0764420

Department of Home Affairs

Closing Date:Monday 10 November 2025

Customs Compliance Enforce & Target
Customs & Trade Compliance Trade Risk and Enforcement

Job Title	Analyst - Border Related Financial Crimes Unit
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW, Various locations - QLD QLD
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 5
Position Number	JR 140174
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/140174/

About our team

The Border Related Financial Crimes Unit (BRFCU) is the ABF lead responsible for identifying and investigating trade-based money laundering, illicit financial flows and the illegal movement of the physical currency. The team provides specialist capabilities to both internal and external stakeholders in support of financial crime investigations while providing high quality criminal, financial and trade intelligence to target financial crime impacting Australia's international border.

Please visit our website for more information about the Department of Home Affairs or Australian Border Force.

Our ideal candidate

- Sound critical analysis, reasoning and problem solving skills that can address complex issues
- Analytical and inquisitive mindset with a rational approach to work, whilst being impartial and having an understanding of own biases and acting objectively
- Highly developed communication skills, including good attention to detail and accuracy levels as well as the ability to communicate findings clearly and succinctly to a broad audience
- Willingness to proactively contribute to a fast paced team that works collaboratively across all aspects of the border continuum
- Effective management of stakeholder relationships including engagement with domestic and international partners
- Ability to work autonomously and with limited supervision
- Working knowledge of the import and export cargo environment, governing legislation and policies and broad knowledge of the customs compliance continuum;
- A strong appreciation of data and analytical trade craft and an ability to progressively improve the application of data as core input to the function; and
- Knowledge of the Integrated Cargo System (ICS) and relevant Customs-related systems.
- Experience in border related operations including intelligence and/or compliance
- Efficient in the use of Excel and other Microsoft Office products
- Competent user of systems to extract large data sets
- Current or previous experience in customs, law enforcement, intelligence or the financial sector is not necessary but will be highly regarded
- Experience in, or a willingness to learn, about financial crime particularly anti-money laundering AML.

Duties

- Use Departmental systems to identify instances of non-compliance with Customs-related laws
- Conduct analysis to determine nature and extent of non-compliance, linkages with criminal activities, and inform opportunities for operational activity
- Develop and maintain cargo alerts and profiles and assist internal and external stakeholders carry out operational activity
- Analyse and develop analytical products specific to criminal, financial and trade crime to support decision making and resource allocation
- Develop and maintain stakeholder relationships across the ABF, Department of Home Affairs and a range of external partners including law enforcement agencies
- Collaborate with domestic and international partners to support disruption activities through joint operational activity
- Contribute to reporting and briefing material to support compliance, taskforce and interagency commitment

Eligibility

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

The successful candidate will be required to obtain and maintain a Negative Vetting Level 1 (AGSVA) security clearance, and:

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
- Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

In certain circumstances, an Employment Suitability Clearance (ESC) may be required in addition to, or in lieu of, an Onboarding Check, which will be determined by the delegate as necessary.

Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

The Department may provide relocation assistance to eligible APS employees required to relocate. The level of assistance will vary depending on the reason for relocating and your personal circumstances. For further information please enquire with the contact officer listed in the advertisement.

Information about employment and advice on how to apply for vacancies can be obtained from the Department's website at https://www.homeaffairs.gov.au/about-us/careers.

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 Home Affairs

The Department of Home Affairs is responsible for central coordination, and strategy and policy leadership in relation to cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our sovereignty, citizenship and social cohesion. The Department implements a strategically coordinated approach to the cyber security and resilience of all Australians through the appointment of a Cyber Security Coordinator and continues to enable rapid responses to threats of foreign interference through the dedicated Counter Foreign Interference Coordinator. Additionally, the Department contributes to Australia's prosperity and unity through the management and delivery of the migration, humanitarian and refugee programs. The Department also promotes social cohesion through multicultural programs, providing settlement services and through managing and conferring citizenship. We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity

To Apply

Position Contact	Adam Staples, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/140174/

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Vacancy VN-0764486

Department of Home Affairs

Closing Date:Monday 10 November 2025

Executive Coordination
Media & Communication Media and Social Media

Job Title	Public Affairs Officer 3 - National Security and Crisis Communication
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$129,867 - $143,543
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	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	
Position Number	140000
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/140000/

DS Executive | Executive Coordination | Media & Communication | Media and Social Media

The Media and Communication Branch is responsible for centrally coordinating media enquiries and strategic communications for the department and Australian Border Force (ABF).

The branch is supported by several sections that each deliver important influence and enabling services for Portfolio Ministerial offices, senior public servants and departmental business areas. You will be joining one of the most diverse communication teams in Federal Government.

The National Security and Crisis Communication section plans and executes strategic communication and media engagement activities relating to counter-terrorism, counter foreign interference, and critical infrastructure. The team also leads Whole-of-Government communication for these policy areas, for the security of designated special events, and for responding to crises led by the Department including terrorism and cyber incidents and other unfolding disasters. This section provides the secretariat function for the Australia New Zealand Counter-Terrorism Committee's Public Information Sub-Committee.

Our ideal candidate

Public Affairs Officer 3 are responsible for ensuring that media and communication materials produced and released by the department are delivered to an exceptionally high standard. You will work closely with clients to develop and implement communication and media strategies to achieve defined objectives. The role requires a strong client focus and the ability to confidently coordinate and work with other teams across the department, the Australian Government and where applicable, states and territories.

The position requires a range of strategic communication, media liaison and issues management skills and an ability to work professionally and collegiately with key stakeholders and to build and maintain productive working relationships across the Department and with key staff in the Minister's office.

You will be responsible for managing the training, mentoring and professional support for junior staff within the team. Public Affairs Officer 3 provide support to Directors in delivering communication materials and delivering effective leadership to a team of communications professionals. There will be opportunities to develop your skills and expand your knowledge in a typically fast-paced and dynamic environment. Each day will present new challenges and you will be encouraged to use and develop new skills.

We are looking for communication professionals who enjoy working in a fast-paced and creative environment to deliver high-quality and innovative communication.

You will have a strong client focus and the ability to confidently coordinate and work with other teams. You will be a passionate and creative team member who enjoys and works well with others and can operate with autonomy where appropriate. You are a proactive relationship-builder and initiative-taker, with a creative mind and exercise sound professional judgement across all areas of your work.

Duties

- Manage the strategic communication and public engagement requirements of clients, including developing communication and media content that will meet defined objectives
- Lead the development of communication activities such as online content, media opportunities, media management strategies, written products, photography and publications
- Work closely with key stakeholders across the department, the Australian Government and states and territories to achieve outcomes
- Assist with crisis communication responsibilities, including participating in an on call roster
- Manage and mentor junior staff within a small team.

Additional information

Required qualifications

- Qualifications in communications, marketing, public relations and/or journalism or extensive experience in a communication, public relations and/or journalism role.

Desirable skills

- This role works across strategic communications, media and crisis communication, so broad communication experience, including in a media facing role and a demonstrated understanding of the environment, practices, processes and protocols is required
- Ability to work to tight deadlines, while juggling multiple demands and operating sensitively in a complex and highly visible environment
- Highly developed communication skills, including the ability to liaise widely and develop productive working relationships at all levels
- Proven ability to exercise sound judgement and discretion, and to work quickly and independently, with excellent attention to detail and coordination skills
- Experience developing highly capable, motivated, and performance-focused team members
- Ability to manage relationships between the Department and Ministers' Offices
- High level of professional and managerial judgement in responding to complex operational issues
- Ability to liaise and negotiate with all levels of senior management to promote quality outcomes for the department, Portfolio and Government.

Eligibility

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

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance, and:

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
- Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

In certain circumstances, an Employment Suitability Clearance (ESC) may be required in addition to, or in lieu of, an Onboarding Check, which will be determined by the delegate as necessary.

Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

The Department may provide relocation assistance to eligible APS employees required to relocate. The level of assistance will vary depending on the reason for relocating and your personal circumstances. For further information please enquire with the contact officer listed in the advertisement.

Information about employment and advice on how to apply for vacancies can be obtained from the Department's website at https://www.homeaffairs.gov.au/about-us/careers.

Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation proof of vaccination will be required. If a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable time period, they may not be offered that 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 Department of Home Affairs

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and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity

To Apply

Position Contact	Tracy Heffernan, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/140000/

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Vacancy VN-0764469

Department of the House of Representatives

Closing Date:Sunday 16 November 2025

Table Office Legislation and Records

Job Title	Inquiries Assistant
Job Type	Full-Time, Ongoing
Location	Capital Hill ACT
Salary	$74,930 - $80,497
Future Merit Locations	Capital Hill
Office Arrangement	On Site
Office Arrangement Details	Onsite with the possibility to flexible working arrangements if required.
Classification	APS Level 3
Position Number	2301
Agency Website	https://www.aph.gov.au/About_Parliament/Employment/Depa

Job Description *https://candidate.aurion.cloud/dohr/production/*

The Department of the House of Representatives is seeking enthusiastic and motivated applications from those interested in directly supporting the work of the House of Representatives and members of Parliament at Parliament House in Canberra.

The Inquiries Assistant is an ongoing role that works within the Table Office of the Department of The House of Representatives. The Table Office is responsible for providing procedural advice and administrative services to support the operations of the House of Representatives, Federation Chamber and some domestic committees.

The Table Office provides advice and support to the Speaker, ministers, members and their staff, the department's executive and staff on procedural and chamber-related administrative matters. It also publishes certain chamber documents and processes and makes available legislation and documents presented in the House and Federation Chamber as well as contributing to training for departmental staff and parliamentary outreach services.

About the role

The occupant will be the first point of contact for queries from Members of Parliament, their staff, departmental officers, the media and members of the public. The Inquiries Assistant will maintain in good order the archives basement which holds original records of the House and the documents storage area which holds stock of documents and bills presented. The occupant will monitor proceedings in the House and anticipate and prepare certain messages to the Senate as required.

Duties

The Inquiries Assistant will:

1. Undertake and coordinate general administrative support for the Table Office including folioing/boxing and storage of Votes and Proceedings and other documents in the Documents and Archive Stores.
2. Utilise various databases to manage document storage and retrieval and respond to inquiries from Members of Parliament, their staff, departmental officers, the media and members of the public.
3. Prepare distribution of bills and other documents including proof reading as required.
4. Provide assistance with preparation of messages to the Senate and delivery of Chamber documents to Ministers' offices as required.
5. Maintain and assist in the development of databases including receipt and control of documents under embargo from external agencies.
6. From time to time provide administrative assistance to the Petitions Committee secretariat.

Eligibility

Selection criteria

The successful candidate will demonstrate:

1. Administrative skills and the ability to organise and prioritise work
2. Proven ability to work effectively in a small team, in particular, take responsibility for their own area of work, show initiative in assisting others, work cooperatively and share knowledge
3. Ability to communicate effectively with, and handle a variety of inquiries from, Members of Parliament, senior staff and members of the public
4. Knowledge of the workings of the Parliament and the functions of the Department of the House of Representatives, or an ability to acquire this knowledge quickly
5. Ability to use a range of ICT applications

Notes

Notes: The Parliamentary Service employee assigned to these duties will be required to

work extended hours up to and beyond the sitting of the House, such as early starts from 7am to finish of up to 8pm.

Flex time (or overtime) will apply accordingly.

They will be required to participate in job sharing arrangements to avoid fatigue.

They will also be required to undertake some lifting and may be required to rotate to other areas of the Department.

Eligibility

The successful candidate will be required to obtain and maintain a Baseline Security Clearance. Maintenance of a security clearance at this level is essential to the role, and failure to maintain a security clearance at this level may result in termination of employment.

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

About the Department of the House of Representatives

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

To Apply

Position Contact	James Ati, 02 62774802
Agency Recruitment Site	https://candidate.aurion.cloud/dohr/production/

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Vacancy VN-0764372

Department of the Treasury

Closing Date:Sunday 09 November 2025

Markets Group
Australian Government Actuary Data Analytics and Actuarial Policy

Job Title	APS6 Actuarial Senior Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$101,799 - $123,328
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements can be flexible in consultation with manager and operational requirements.
Classification	APS Level 6
Position Number	33-2025
Agency Website	www.treasury.gov.au

Job Description

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

An exciting opportunity has arisen for an Actuarial Senior Analyst with strong client management and demonstrated modelling skills to join the AGA at the APS6 classification.

This role is an important part of a collaborative and supportive team that provides critical actuarial leadership to ensure the sound development and application of actuarial models across a wide range of government programs. As an APS6, you will be responsible for developing and mentoring junior actuaries to explore new ideas and challenge different viewpoints.

You will apply your actuarial and statistical skills and contribute your own expertise to achieve outcomes that provide insights to government programs and inform policy advice that can anticipate improvements for the Australian population.

You will be a key member of a team that supports the design, development and application of actuarial analysis and advice to government across a diverse range of programs. The AGA develops and maintain a wide range of actuarial models, from traditional actuarial models to microsimulation models informed by machine learning and analysis encouraging the exploration of diverse views and harnessing the benefits of such views. An opportunity exists within the AGA to work with our senior actuaries and analysts, contributing to the development of innovative solutions requiring highly complex data analytics.

Duties

It is highly desirable for candidates to have an actuarial degree major with demonstrated and substantive progress through the actuarial exams, preferably to the level of Associate of the Institute of Actuaries of Australia (AIAA) or Fellow of the Institute of Actuaries of Australia (FIAA). When applying for the position, you will be required to upload your academic transcript of the actuarial degree you studied. It is also desirable for candidates to possess:

- Experience working with complex data sets, GLMs, machine learning, and microsimulation modelling.
- Relevant experience with modelling of tax debt, military compensation schemes, and the social security system.
- Strong SAS and/or R skills.
- Strong conceptual, analytical and data visualisation skills.
- Client service skills including project and stakeholder management.
- Strong communication and interpersonal skills.

Eligibility

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

Notes

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

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

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

To Apply

Position Contact	Helen Guo, 6263 1489
Agency Recruitment Site	https://treasury.gov.au/the-department/recruitment-and-careers

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Vacancy VN-0764515

Department of the Treasury

Closing Date:Wednesday 12 November 2025

Corporate Division
Information Services Branch

Job Title	EL1, Digital Workspaces Team Lead
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$132,786 - $152,319
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements can be flexible in consultation with manager and operational requirements.
Classification	Executive Level 1
Position Number	34-2025
Agency Website	www.treasury.gov.au

Job Description

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

The Digital Workspaces Team Lead is a critical leadership and technical role within the Integration Unit of the Information Services Branch (ISB), reporting to the Director of Integration.

This position demands exceptional capability to lead, deliver, and innovate in a high-pressure environment where priorities shift rapidly, visibility is high, and expectations are uncompromising. You will:

- Be responsible for the department's SharePoint Online tenancy, Power Platform solutions, and Microsoft Identity Manager (MIM) application.
- Combine strategic leadership with hands-on technical development, ensuring platforms are secure, scalable, and aligned with business needs.
- Lead and mentor a small, high-performing team,
- Manage resource allocation to deliver complex projects and maintain business-as-usual operations.
- Oversee the administration, governance, and development of SharePoint Online, govern the Power Platform, and manage Microsoft Identity Manager.
- Be working closely with the Information Management team, you will implement our approved information architecture and ensure compliance with security, governance, and other relevant standards.
- Build strong relationships with senior stakeholders across ISB and the wider department, you will communicate complex technical concepts clearly and persuasively, influencing decisions and driving adoption of digital collaboration technologies.

Success means delivering projects on time and within scope, maintaining high stakeholder confidence in digital platforms, and driving continuous improvement and innovation through business-as-usual activities. You will lead a resilient team that thrives under pressure and consistently achieves exceptional outcomes.

Duties

Desirable Qualifications / Experience

- Proven experience in designing, administering, and managing a SharePoint Online environment, with the ability to transition seamlessly between technical and management tasks.
- Strong practical experience in PowerShell scripting, including the use of the PnP module for automation and advanced configuration.
- Demonstrated knowledge and experience in establishing and implementing governance frameworks for Microsoft Power Platform solutions.
- Relevant MIM experience will be highly regarded.
- Demonstrated ability to efficiently manage a team and prioritise a support ticket queue, ensuring timely resolution of issues.
- In-depth knowledge of SharePoint Online functionality, enabling effective diagnosis and resolution of user issues, alongside proactive measures to enhance system performance and user experience.
- Ability to convey technical information in user-friendly language, provide concise updates, and develop training packages tailored to end-user needs.
- Experience in communicating effectively with senior executives, ensuring clarity and professionalism in all interactions will be highly regarded.

Eligibility

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

Notes

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To Apply

Position Contact	James Chudleigh, 0457 121 572
Agency Recruitment Site	https://treasury.gov.au/the-department/recruitment-and-careers

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Vacancy VN-0764327

Director of Public Prosecutions

Closing Date:Sunday 09 November 2025

Enabling Services Group

Job Title	Finance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW, Melbourne VIC
Salary	$75,119 - $83,101
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 work arrangements including work from home arrangements will be considered on a case-by case-basis.
Classification	APS Level 4
Position Number	25_60
Agency Website	

Job Description

https://cdppcareers.nga.net.au/cp/

The Office of the Director of Public Prosecutions (Cth) (CDPP) are seeking enthusiastic and motivated Finance Officers to join their Financial Operations team.

Your ability to implement and adapt to change is instrumental in supporting the Financial Operations team in its drive for continuous improvement and the delivery of best practice procure to pay processing, generating and sending invoices to customers and managing and reconciling purchasing card transactions.

This role provides a unique opportunity to oversee how financial resources are managed in a Commonwealth setting.

We are seeking individuals with:

- Attention to detail to ensure accuracy in financial records and compliance with regulations and policies;
- Experience in interpreting financial data and producing reports;
- The ability to to identify issues, use sound judgement, and find solutions to financial hurdles; competing priorities, and dynamic environments effectively;
- Knowledge of the Public Governance, Performance and Accountability (PGPA Act) 2013 and experience using Tech 1, Expense 8 and the Microsoft Office Suite.

Duties

- Providing accurate accounts payable and receivable services;
- Processing of vendor invoices, customer invoices and credit notes;
- Monitoring of accounts receivable, accounts payable and travel mailboxes;
- Extending support across to team with Treasury related tasks as required but not limited to cash management by ensuring sufficient funds are available for Accounts Payable and Payroll pay runs, coordinating drawdowns of appropriation, processing Section 74 (s74) receipts transfers to the Official Public Account (OPA), daily bank/AMI file uploads and processing overseas payments;
- Analysing the AR aging report and debtors reconciliation including but not limited to, following up on the outstanding accounts;
- Displaying excellent customer service skills whilst communicating with vendors and external stakeholders via phone and email assisting with accurate and timely payments;
- Administering travel processes, from lounge membership renewals, setting up travel profiles in CTM Portal (Corporate Travel Management) and Cessations;
- Updating and/or creating supporting materials, guidance and tools to support effective administration of CDPP travel finance;
- Guiding and assisting the CDPP staff with expense acquittals and processing applications for new/renewed credit card, cancellations, and changes, to ensure compliance with policy and procedures set out by the agency;
- Reporting on end of month accruals and compliance as required;
- Assisting in driving process improvements through the adoption of best practices and the maintenance/development of standard operating procedures (SOPs);

- Complying with all CDPP work, health and safety policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct; and
- Providing advice and subject matter expertise consistent with Accounting Standards, PGPA Act Authority Instructions (AAI) and CDPP policy and procedures.

Eligibility

- The ability to obtain and maintain **Baseline AGSVA security clearance** is required
- **Australian Citizenship**

Notes

Desirable:

- Experience using Tech 1, Expense 8 and the Microsoft Office Suite.

No matter where you work with us, you'll have access to:

- unique and challenging work;
- professional development opportunities;
- generous leave entitlements with additional paid time off during the Christmas close-down period;
- clear and transparent salary progression, and scheduled salary increases;
- 15.4% superannuation;
- flexible working arrangements that promote work-life balance;
- a $295 annual wellbeing allowance; and
- free and confidential 24/7 counselling through our Employee Assistance Program (EAP), available for staff and their family members.

Please refer to Candidate Information Pack for details.

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

To Apply

Position Contact	Helen Armstrong, 0437 906 948
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0764485

Federal Circuit and Family Court of Australia

Closing Date:Wednesday 12 November 2025

Federal Circuit and Family Court of Australia
Court and Tribunal Services

Job Title	Client Service Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
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	This role is predominately on-site with an ad hoc working from home arrangement subject to operational requirements
Classification	APS Level 4
Position Number	0887-10-25
Agency Website	https://www.fcfcoa.gov.au/

Job Description

https://fcajobs.nga.net.au/?jati=41C85219-FEC0-749D-6C6A-E44ED0404E46

The Court and Tribunal Services Team is a pivotal part of the Court's operational structure with broad responsibility across both general federal and family jurisdictions for enquiries management, filed document management, Deputy Registrar Support in Family Law and providing services directly to the judiciary.

This position is for a Client Service Officer (CSO) role in the Sydney Federal Circuit and Family Court of Australia Family Law Registry. CSO's must be flexible in their approach to work and be willing to learn and adapt to new procedures. CSO's may also fulfil a training, coaching and mentoring role and are responsible for monitoring and assisting staff on a daily basis with enquiries of a more complex nature.

Duties

- provide information and advice relating to court services, procedures, processes and forms as well as external options to clients to assist them to resolve their enquiries and issues.
- progress cases by providing administrative services in accordance with court processes, including document lodgement, enquiries management, Registrar support and receiving and reconciling court fees and charges.
- assist in the management of complex cases through the case management system.
- work independently within defined rules to apply legislation, guidelines and court processes.
- identify issues and contribute to the resolution of problems.
- schedule and prioritise matters for hearing and other interventions to achieve the earliest possible resolution.
- liaise with a range of internal and external stakeholders including Judge's chambers, Registrars and their support staff, managers, legal practitioners, community organisations and other service providers to assist the resolution of cases.
- coach employees, identify training needs and provide quality assurance.
- collate, analyse and produce reports as required, and
- assist Registrars as required.

Eligibility

Selection Criteria

1. A demonstrated record of success in the provision of service to clients involving working directly with the general public and a demonstrated understanding of and commitment to providing client focused services in a high-volume environment.
2. A demonstrated high level of organisational, analytical and problem-solving skills, the ability to use initiative and work independently and the ability to prioritise work to meet deadlines.
3. A demonstrated ability to work well in a team, foster a positive team environment and demonstrated experience coaching and training colleagues (or related experience) .
4. A demonstrated capacity to communicate effectively both orally and in writing with people from a wide range of backgrounds, including clients, other staff members, the judiciary and senior management. This will include a proven ability to manage stressful and/or conflict situations in a professional manner, on a continual basis.
5. A demonstrated ability to contribute to and support change in the workplace including a strong ability to identify opportunities for process improvement. and quickly acquire a sound working knowledge of court procedures, guidelines and policies.

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

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, LGBTIQA+ 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.

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

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

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	Michelle Thornley, michelle.thornley@fcfcoa.gov.au
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=41C85219-FEC0-749D-6C6A-E44ED040

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Vacancy VN-0764504

Federal Circuit and Family Court of Australia

Closing Date:Wednesday 12 November 2025

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

Job Title	Deputy Associate to Judge Manousaridis
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	$75,002 - $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	On Site
Classification	APS Level 4
Position Number	0900-10-25
Agency Website	https://www.fcfcoa.gov.au/

Job Description

https://fcajobs.nga.net.au/?jati=1551E3C3-DFFF-9038-EB54-E44F08FB08B6

Purpose of Position

The Deputy Associate is part of a small team who assists 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

- Assist in the conduct of Court proceedings, including the transcription of orders, ensuring the orderly conduct of matters and general Courtroom management.
- 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.
- Undertake legal research as required by the Judge, including identifying relevant legislation, summarising key legal authorities and preparation and maintenance of legal research materials.
- 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.
- 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.
- 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.

- Assist with the general operation of chambers; and
- Other duties, as required.

Other Information

Please note: This position is for a Deputy Associate role in the chambers of a Judge who hears only General Federal Law matters and not Family Law.

Eligibility

Qualifications

It is mandatory that candidates have completed (or near completed) a qualification in law with a strong academic record.

Selection Criteria

1. 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.
2. Ability to undertake legal research (including on-line research) and prepare reports and written correspondence.
3. Demonstrated organisational skills, including the ability to manage priorities, meet deadlines and work effectively under pressure in a team environment.
4. Demonstrated high-level keyboard skills and ability to use relevant software applications including Microsoft Office applications and the Internet.
5. The ability to adapt to changing situations and priorities and participate in collective work practices.
6. The ability to travel on circuits.

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

Notes

Eligibility

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Diversity and Inclusion

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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

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To Apply

Position Contact	Dylan Collingwood, (02) 9184 5056
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=1551E3C3-DFFF-9038-EB54-E44F08FB0

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Vacancy VN-0764480

Future Fund Management Agency

Closing Date:Tuesday 11 November 2025

Job Title	Manager - Investment Implementation
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Three days on site (must include Tuesdays and Wednesdays) and two days work from home
Classification	APS Level 6
Position Number	job requisition id JR100258
Agency Website	www.futurefund.gov.au

Job Description

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

We’re seeking a Manager, Implementation to join our Investment Operations function in a role that sits at the heart of turning investment decisions into reality.

As part of the Implementation team—a specialist unit positioned upstream of Portfolio Operations, Investment Compliance, and Performance & Analytics—you’ll play a critical role in coordinating and executing investment transaction implementations across the Agency’s diverse investment programme.

This is a hands-on role, deeply involved in the details of transaction workflows. You’ll work closely with the Agency’s investment sector teams and other key internal stakeholders, as well as external partners including the custodian and third-party asset managers. Your focus will be on ensuring every transaction is operationally ready and executed with accuracy, timeliness, and full alignment to governance standards from an Investment Operations perspective. If you thrive in a dynamic environment and enjoy being “in the weeds” of investment implementation, this is an opportunity to make a real impact.

Duties

In this role, you will take ownership of investment transaction implementations from an Investment Operations perspective, coordinating activities across multiple asset classes to ensure operational precision and compliance with established operational standards. You will apply your deep operational expertise to review and interpret investment legal documentation—such as IMAs,

LPAs, side letters, and subscription agreements—identifying requirements and negotiating outcomes that safeguard the Agency's interests.

Your responsibilities will span pre-implementation activities, including asset manager operational due diligence and the design or application of processes that mitigate risk, as well as managing the transaction pipeline and leading regular stakeholder preparedness meetings. You will provide advice and guidance on operational considerations and coordinate in-specie transfers of assets across public and private market investments, ensuring these complex transitions are executed seamlessly. Additionally, you will facilitate the onboarding of new asset managers and confirm custodian readiness to enable smooth transaction execution.

Collaboration is central to this role, requiring close engagement with Investments, Legal, Accounting, Tax, Enterprise Risk, and other Investment Operations teams to deliver outcomes within the scope of operational responsibilities.

Eligibility

You will bring tertiary qualifications in Accounting, Finance, Business, or Commerce, with post-graduate studies or professional accreditations highly regarded. With more than 10 years of experience in investment operations within institutional asset management or funds management environments, you have developed deep expertise in transaction implementation across public and private markets. Your strength lies in applying an operational lens to complex investment transactions—interpreting legal documentation, identifying requirements, and translating investment concepts into practical operational solutions. You combine technical rigor with exceptional organisational skills, enabling you to manage multiple concurrent workflows with precision while remaining resilient and adaptable in a fast-changing environment. Strong communication and stakeholder engagement skills allow you to build trust and collaboration across internal teams, leadership, and external partners. Most importantly, you bring a genuine passion for investment operations and a commitment to advancing the Future Fund's purpose of investing for the benefit of future generations of Australians.

Please note this opportunity is open to Australian Citizens only.

Notes

About the Future Fund Management Agency

The Future Fund is Australia's sovereign wealth fund, investing for the benefit of future generations of Australians. The Future Fund Board of Guardians, supported by the Future Fund Management Agency, invests the assets of 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	Grace Foley, +61 3 8656 6400
Agency Recruitment Site	https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

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Vacancy VN-0764548

Future Fund Management Agency

Closing Date:Thursday 06 November 2025

Job Title	Senior Executive Assistant to Chief Executive Officer
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 5
Position Number	JR100259
Agency Website	www.futurefund.gov.au

Job Description

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

Duties

Provides high-level executive support to the Chief Executive Officer, ensuring the smooth and efficient operation of the CEO Office. This role is responsible for managing a wide range of administrative and strategic support tasks, often operating independently with minimal supervision. Success in this role requires exceptional judgement, discretion, and the ability to engage empathetically with stakeholders across all levels of the Agency.

Operating in a fast-paced environment, the Senior Executive Assistant must be proactive, resourceful, and adaptable, often working under tight deadlines while maintaining a professional and approachable manner. The role demands strong coordination skills, the ability to anticipate the CEO's needs, and a commitment to delivering high-quality outcomes.

Working closely with the Director, CEO Office and other members of the CEO Office, the Senior Executive Assistant plays a key role in supporting the CEO's objectives and broader Agency priorities. This includes managing complex scheduling, preparing briefing materials, coordinating communications, and facilitating joined-up collaboration across business units to reinforce the Agency's strategic cohesion and culture.

Key Responsibilities

Support the CEO's Activities

• Manage appointments and priorities for the CEO, ensuring coordination of daily activities, meetings, briefing materials, workflow, travel, calls, and functions.

• Oversee the CEO's email inbox, identifying items for action, developing prioritisation processes, and maintaining appropriate filing systems.

• Prepare and edit correspondence, presentations, reports, and documents in a concise and professional manner, aligned with the Agency's branding framework.

• Ensure documents are appropriately stored and maintained in the electronic document management system (e.g., Objective).

• Coordinate domestic and international travel and accommodation for the CEO, including preparation of all supporting information.

• Collaborate with the Director, CEO Office and other team members to ensure the efficient operation of the CEO Office and its supporting functions.

• Review and improve existing systems and processes to enhance effectiveness and responsiveness.

Assist with the Management of Key Relationships

• Develop and maintain effective relationships with key internal and external stakeholders, including senior contacts across government and industry.

• Support the preparation and coordination of correspondence and engagement materials.

• Build a strong understanding of the CEO's key relationships and strategic priorities to support effective engagement.

Play a Leadership Role for the Executive Support Team

• Act as a role model and source of counsel for the Executive Support Team, leading the development of standards, training, coordination, and process improvement.

• Promote a culture of openness and continuous improvement through the constructive sharing of ideas.

• Role model the Agency’s vision, values, and culture in all interactions and activities.

Eligibility

Qualifications

• Formal studies in Business Administration or related work experience preferred but not essential.

Knowledge and Experience

• Extensive experience working as an executive assistant to C level executives, preferably in the finance or investment industry.

• Familiarity with online collaboration tools (MS Teams, Skype, Zoom).

• Advanced user of Microsoft Outlook and Word. Good knowledge of common software packages including Microsoft 365 (PowerPoint, Excel, Visio) and document management tools (Objective is preferred).

• Knowledge of Board paper management tools (Diligent is preferred).

• Experience at dealing with busy senior people.

• The ability to manage multiple competing priorities and manage time effectively.

• Proven experience to adapt in a fluid and ever-changing environment.

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-0764566

Great Barrier Reef Marine Park Authority

Closing Date:Wednesday 19 November 2025

Major Projects Science for Management

Job Title	Project Manager Business Analysis
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD, Cairns QLD, Canberra ACT
Salary	$94,563 - $106,775
Future Merit Locations	Townsville, Cairns, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	APS Level 6
Position Number	510
Agency Website	

Job Description

The Great Barrier Reef Marine Park Authority (the Reef Authority) is a Commonwealth non-corporate entity, and a statutory agency established by the Great Barrier Reef Marine Park Act 1975 (Marine Park Act), reporting to the Minister for the Environment and Water. Our objective is the long-term protection, ecologically sustainable use, understanding and enjoyment of the Great Barrier Reef for all Australians and the international community through the care and development of the Marine Park.

Managing a reef roughly the size of Italy demands many skills and talents, so you don't have to be a marine biologist to contribute to our mission. From finance to marketing roles, we have a team almost as diverse as the ecosystem we protect. Our commitment and dedication to the Great Barrier Reef and the Australian public have a long-lasting impact, and we are looking for individuals who can bring their unique skills, experience, and knowledge to our high-performing and inclusive organisation.

The Position

We are looking for an experienced professional to provide business analysis, project management, and program support services to assist teams deliver activities to protect the Great Barrier Reef Marine Park into the future. The position supports the Science for Management section’s delivery against the Reef Authority’s Corporate Plan, including in relation to the Reef 2050 Integrated Monitoring and Reporting Program and decision support systems.

A key part of the role is to define business requirements and develop solutions that contribute to effective strategic and operational planning and implementation. The role also provides program/project coordination and tracking (including finances, risk, document control, standards) and governance group secretariat services. The position works with internal and external delivery partners to ensure appropriate contract management, record keeping and reporting.

About You

- You are a natural problem solver known for being adaptable and seeing things through.
- You enjoy analysing information and have strengths in both process-orientated and strategic thinking.
- You are experienced in relationship and stakeholder management and have natural discretion and tact.
- You are an effective communicator who recognises the ideas and contributions of others.
- You are highly organised, have an eye for detail, and don’t get flustered under pressure or when faced with competing priorities.

Duties

- Determine business requirements, and design optimised business processes for activities, programs and technology systems, including through analysis of risks, opportunities, and benefits, determination of business impact, and stakeholder engagement.
- Prepare documentation including business cases, use cases, requirement specifications (business, user, functional, and resource), scoping documents, business analysis reports, and proposals.
- Provide advice on effective and sustainable business solutions tailored to the needs of the Reef Authority, including articulating complex information into simple, audience-appropriate messaging.
- Develop and manage projects and contracts, including tracking of progress, risks and finances, and work collaboratively with internal teams and external partners to deliver outcomes.
- Coordinate and deliver program support services (particularly for the Reef 2050 Integrated Monitoring and Reporting Program) by providing secretariat functions, meeting coordination, collation and quality assurance of documents, as well as preparation of correspondence, briefs, meeting papers and minutes.

Eligibility

Essential requirements

- Demonstrated project management / business analyst services experience and knowledge.

Desirable qualifications or equivalent experience

- Experience engaging effectively with internal and external stakeholders across multiple levels.
- Capability in gathering and documenting requirements, conducting risk assessments, and developing business processes and proposals.
- Familiarity with contexts where programs/projects/systems relate to the collection, management and use of data (e.g. Digital Information and Communication Technology (ICT) projects, government program implementation, management of protected areas).

Applicants must:

- be an Australian citizen at time of applying for position.
- be able to obtain and maintain a Baseline security clearance, failure to do so will result in termination of employment.
- be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.

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 Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Chloe Schauble, 0467159 617
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0764573

Great Barrier Reef Marine Park Authority

Closing Date:Wednesday 19 November 2025

Marine Park Operations Environmental Assessment and Protection

Job Title	Assistant Director Science, Government and Ports
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD
Salary	$117,323 - $128,590
Future Merit Locations	Cairns, Townsville
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	Executive Level 1
Position Number	355
Agency Website	

Job Description *https://www2.gbrmpa.gov.au/careers*

The Great Barrier Reef Marine Park Authority (the Reef Authority) is a Commonwealth non-corporate entity, and a statutory agency established by the Great Barrier Reef Marine Park Act 1975 (Marine Park Act), reporting to the Minister for the Environment and Water. Our objective is the long-term protection, ecologically sustainable use, understanding and enjoyment of the Great Barrier Reef for all Australians and the international community through the care and development of the Marine Park.

Managing a reef roughly the size of Italy demands many skills and talents, so you don't have to be a marine biologist to contribute to our mission. From finance to marketing roles, we have a team almost as diverse as the ecosystem we protect. Our commitment and dedication to the Great Barrier Reef and the Australian public have a long-lasting impact, and we are looking for individuals who can bring their unique skills, experience, and knowledge to our high-performing and inclusive organisation.

The Position

We are seeking an executive professional to join our team working to protect the Marine Park whilst providing for a range of user experiences varying from major projects and tourism activities to research and reef restoration and adaptation activities. The position is responsible for leading a team undertaking environmental impact assessments for proposed activities in and adjacent to the Great Barrier Reef Marine Park by administering the permissions system.

About You

- You have strategic vision and are able to motivate and inspire others.
- You are a leader who sets the pace through your actions and expectations.
- You thrive under pressure, have an eye for detail and don’t get flustered when faced with competing priorities.
- You are an effective communicator who recognises the ideas and contributions of others.
- You value collaboration and the need for engagement to achieve effective outcomes.

Duties

- Manage the operations of a permissions program including the development, implementation and evaluation of annual operating plans and the associated management of resources.
- Lead a team conducting complex environmental assessments for permissions within the Great Barrier Reef Marine Park including the provision of technical guidance for the team and the development of staff competencies required to meet strategic objectives.
- Interpret and apply legislation and exercise delegations as required.
- Report and provide high-level advice and recommendations to Senior Management and stakeholders on permissions related issues.

- Liaise, consult and negotiate with stakeholders relating to permissions, including representing the Authority to build and nurture internal and external relationships to enhance business outcomes such as participation in project/working groups as required.

Eligibility

The successful candidate will have tertiary qualifications in a relevant discipline, or a minimum of five-year's relevant experience.

To be eligible for employment ,candidates must be an Australian citizen at the time of application.

The position requires a Baseline security clearance. Successful candidates will be required to obtain and maintain a clearance at this level.

The successful candidate will be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service.

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About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Julia Chandler, 0447 682 764
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0764457

National Library of Australia

Closing Date:Wednesday 12 November 2025

Collection Collection Care

Job Title	APS 6 - Program Manager, Collection Care
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$95,375 - $105,910
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	Office arrangement to be discussed with the successful candidate
Classification	APS Level 6
Position Number	106099
Agency Website	

Job Description

nla.nga.net.au/cp/

As a world leading library, the National Library of Australia offers an innovative and collaborative workplace where exceptional team players and technical specialists can flourish. As part of the Library's team, you will help support organisational reform, working collaboratively with your team to shape the Library's future.

Duties

The Library is seeking to fill an ongoing **Program Manager - Collection Care APS 6** role in the Collection Care Section of the Collection Branch.

In this role you will work across a wide spectrum of conservation and preservation priorities including, new acquisitions, digitisation, exhibitions, and loans, preventive conservation and an annual prioritised collection treatment programme. You will be part of the specialist Collection Care team caring for the Library's large collection that includes, but is not limited to manuscripts, books, textiles and costumes, framed works, maps, globes, sculptures, photographs and audio-visual material.

This role forms part of the Collection Care management team and has management oversight of our Conservator cohort. You will also be part of the preventive conservation program which includes working with the Library's Capital Works and Facilities and Security and Collection Storage teams to ensure the safety of the collection during building works.

We are looking for someone who is keen to increase their breadth of preservation exposure and responsibility. Someone who is curious, adaptable and eager to work across a diverse collection and stakeholder group. A confident communicator who is looking to participate in projects aimed at creative problem solving and exploring new ways of working.

To succeed in this role, you will have:

- Experience in communicating conservation principles to a range of different stakeholders internal and external to the Library.
- Qualifications or equivalent experience in Cultural Materials Conservation (including but not limited to book and paper), Art, Humanities, Social Sciences or Cultural Heritage
- Demonstrated experience working with and overseeing the care of heritage collections.

Given the nature of the activities undertaken, the role must be conducted on-site and has manual handling responsibilities. As a result, permanent or long-term working from home arrangements are not available. Other ways of working flexibly including part-time hours can be considered.

A merit pool may be established from this recruitment activity which may be used to fill similar vacancies at the Library.

Eligibility

Applicants should be Australian citizens to be eligible for APS employment.

The preferred applicants will be required to successfully undergo a police record check and must be willing to disclose all relevant and required information.

Notes

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

About the National Library of Australia

To Apply

Position Contact	Tania Riviere, (02) 6262 1349
Agency Recruitment Site	nla.nga.net.au/cp/

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Vacancy VN-0764529

National Library of Australia

Closing Date:Sunday 16 November 2025

Collaboration Trove Community Services

Job Title	Program Manager, Digitisation on Demand
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$95,375 - $105,910
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	Office arrangement to be discussed with the successful candidate
Classification	APS Level 6
Position Number	106043
Agency Website	

Job Description

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

As a world leading library, the National Library of Australia offers an innovative and collaborative workplace where exceptional team players and technical specialists can flourish. As part of the Library's team, you will help support organisational reform, working collaboratively with your team to shape the Library's future.

Duties

The Library is seeking to fill an ongoing **Program Manager, Digitisation on Demand APS 6** role in the Trove Community Services Section of the Collaboration Branch.

Working with limited direction, the Program Manager will provide operational guidance and leadership to the Digitisation on Demand team, set team priorities, and work to build team capability. Additionally, as the successful candidate you will collaborate closely with the Assistant Director, Digitisation on Demand in implementing new initiatives and infrastructure changes.

We are looking for someone interested in creating a lasting impact with a committed team. Our ideal candidate will be experienced in working with diverse stakeholders, excel in customer relationship management, and will demonstrate lateral thinking and responsiveness to change. If you are interested in facilitating public access to the Library's unique collections and working with a small team, this is for you.

To succeed in this role you will have:

- Experience working with digital service delivery systems, CRM, or library/records management systems.
- Demonstrated ability to manage projects of a technical and specialised nature.
- Demonstrated experience and customer service and relationship management.

Eligibility

Applicants should be Australian citizens to be eligible for APS employment.

The preferred applicants will be required to successfully undergo a police record check and must be willing to disclose all relevant and required information.

Notes

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

About the National Library of Australia

To Apply

Position Contact	Alex Beeston, 02 6262 1066
Agency Recruitment Site	https://nla.nga.net.au/cp

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Vacancy VN-0764389

Sport Integrity Australia

Closing Date:Monday 10 November 2025

Strategy, International Policy, and Corporate
Corporate Finance and Procurement

Job Title	Finance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Fyshwick ACT
Salary	$94,199 - $102,269
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 5
Position Number	0064_1025
Agency Website	www.sportintegrity.gov.au

Job Description

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

The Team:

The Finance team is responsible for overseeing all financial functions of the agency. Financial Accounting specifically handles the maintenance of accurate financial records and the preparation of financial statements for Sports Integrity Australia, ensuring compliance with relevant accounting standards and regulatory requirements.

The Role:

The Finance Officer provides assistance with the day-to-day management of Sport Integrity's financial accounting function with a high degree of accuracy and within required timeframes.

Duties

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

- accurate completion of day-to-day and end-of-month processes to meet internal and external financial reporting timeframes utilising systems such as SAP FMIS, Concur and Microsoft Excel;
- preparation of journals;
- undertake key reconciliations such as payroll, balance sheet and cashflow;
- assisting in the preparation and lodgement of the annual Fringe Benefits Tax Return and monthly Business Activity Statement to meet taxation obligations;
- liaising with internal and external stakeholders including other Commonwealth agencies including the Department of Finance, regarding issues arising from day-to-day finance operations;
- assisting with the preparation of the annual financial statements;
- assisting with the preparation of responses to Questions on Notice (QoNs) and other regular and ad-hoc external reporting requirements;
- assist with responding to internal and external audits and maintaining appropriate risk management relevant to finance operations;
- identify and interpret relevant legislation, work practices, procedures and policies and apply these to the work area;
- work collaboratively and operate as an effective team member and provide constructive feedback; and
- assist the wider Finance team including management accounting and budgets as required.

Eligibility

Selection Criteria

- demonstrated experience in a finance officer or similar role;
- undertake work with a high level of accuracy and attention to detail within specified timeframes;

- possess well developed communication, and stakeholder engagement skills, and a demonstrated ability to work collaboratively with a range of people;
- willingness to take responsibility for learning and development goals and confidently assist others in their understanding of financial accounting;
- ability to effectively manage changing and competing priorities; and
- exercise sound judgement, discretion, and integrity including the ability to maintain confidentiality and privacy.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the agency delegate has agreed, in writing. The successful applicant will be required to obtain and maintain a Baseline Vetting Security Clearance and Working with Vulnerable People Card and may be required to undergo a medical assessment. Sport Integrity Australia staff must comply with security (physical, personnel and IT) security controls and mandatory training.

Conflict of Interest

Employees of Sport Integrity Australia must remain independent from Government and sport in its operational decisions and activities to comply with Article 20.5.1 of the World Anti-Doping Code (WADC) 2021. If you are currently involved in the management or operations of any sporting organisation (such as an International Federation, National Federation, Major Event Organisation, National Olympic Committee or National Paralympic Committee), or government department with responsibility for sport or anti-doping, you should seek advice from Sport Integrity Australia Recruitment before applying for Sport Integrity Australia roles.

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 Sport Integrity Australia

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

To Apply

Position Contact	Rochelle Janssen, 6222 4236
Agency Recruitment Site	https://sportintegrity.nga.net.au/cp/

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Vacancy VN-0764562

Sport Integrity Australia

Closing Date:Sunday 16 November 2025

Strategy, International Policy, and Corporate
Corporate Human Resources

Job Title	Director, Human Resources
Job Type	Full-Time, Ongoing
Location	Fyshwick ACT
Salary	$137,562 - $165,995
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	Executive Level 2
Position Number	0067_1025
Agency Website	www.sportintegrity.gov.au

Job Description

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

The Team:

The Human Resources team manages the payroll, recruitment and induction of new staff, as well as educating staff on policy and entitlements under the enterprise agreement. The team provides advice on performance management, employee relations, culture, WHS and learning and development.

The Role:

The Director Human Resources is responsible for the leadership, strategic management and organisation wide delivery of the full suite of HR functions and plays a key role in driving a positive and values-based workplace culture.

Duties

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

- Developing and maintaining strategically aligned and fit for purpose workforce strategies and initiatives for Sport Integrity Australia
- Developing policy that aligns workforce management with Sport Integrity's strategic direction
- Initiating and delivering key innovations, business improvements and workforce programs to build Sport Integrity's culture, capability and compliance
- Being a trusted advisor on people, culture and other human resource matters
- Providing expert advice in relation to industrial relations for Sport Integrity including the development and application of the agency Enterprise Agreement
- Preparation of a range of reports, briefs, and correspondence, including but not limited to the Annual Report, Ministerial/Senate Estimate Briefs, and questions on notice
- Ensuring agency and team compliance with relevant HR legislation (eg Public Service Act 1999, the Fair Work Act 2009 etc) and government standards and guidelines and that confidentially is maintained

Eligibility

Selection Criteria

1. Proven ability to develop, advise, mentor and lead a HR team and make a positive leadership contribution across the agency
2. Extensive knowledge of relevant legislation/guidelines and ability to provide technical expertise
3. Demonstrated ability to interpret and apply judgement to resolve complex and sensitive issues
4. Experience in and passion for developing workforce culture and capability
5. Demonstrated ability to effectively collaborate with internal and external stakeholders
6. Demonstrated ability to lead and deliver complex projects and programs, and apply change management principles
7. *Desirable: Experience with a variety of HR functions and relevant qualifications and/or AHRI membership would be highly regarded.*

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the agency delegate has agreed, in writing. The successful applicant will be required to obtain and maintain a Baseline Vetting Security Clearance and Working with Vulnerable People Card and may be required to undergo a medical assessment. Sport Integrity Australia staff must comply with security (physical, personnel and IT) security controls and mandatory training.

Conflict of Interest

Employees of Sport Integrity Australia must remain independent from Government and sport in its operational decisions and activities to comply with Article 20.5.1 of the World Anti-Doping Code (WADC) 2021. If you are currently involved in the management or operations of any sporting organisation (such as an International Federation, National Federation, Major Event Organisation, National Olympic Committee or National Paralympic Committee), or government department with responsibility for sport or anti-doping, you should seek advice from Sport Integrity Australia Recruitment before applying for Sport Integrity Australia roles.

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 Sport Integrity Australia

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

To Apply

Position Contact	Ali Halpin, 0436 021 827
Agency Recruitment Site	https://sportintegrity.nga.net.au/cp/

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Agriculture, Water and the Environment

Vacancy VN-0764382

Department of Agriculture, Fisheries and Forestry

Closing Date:Sunday 16 November 2025

Job Title	Chairperson of Wine Australia
Job Type	Part-Time, Non-Ongoing
Location	Various locations - ACT ACT, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - WA WA, Various locations - SA SA, Various locations - NT NT, Various locations - TAS TAS
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - QLD, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - SA, Various locations - NT, Various locations - TAS
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	Statutory Appointment
Position Number	2025/3551
Agency Website	https://www.agriculture.gov.au

Job Description

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

Applications are sought for the part-time position of Chairperson of Wine Australia for a term of up to three years.

Australian wine is a unique, high-quality valued added product, enjoyed in over 100 markets around the world. We are looking for a leader with significant board experience to oversee Wine Australia, with the opportunity to build on the reputation of Australian wine as a global leader.

Wine Australia is the Australian grape and wine sector’s statutory body for research, innovation and adoption, marketing, and regulation.

Wine Australia helps to foster and encourage profitable, resilient and sustainable Australian winegrape and wine businesses by investing in research and innovation (R&I), building markets, disseminating market information and knowledge, encouraging adoption and ensuring compliance through our regulatory functions.

For further information about Wine Australia, please visit www.wineaustralia.com.

Duties

Role of the Chairperson

The Wine Australia Chairperson has primary responsibility for steering Wine Australia toward fulfilling its responsibilities and stimulating positive board dynamics. The role of the Chairperson is to:

• ensure compliance with statutory obligations

• ensure that investment in RD&E is undertaken in accordance with government and industry priorities for RD&E and other policy directions as well as ensuring that investments provide value to industry

• consult and communicate with government, industry representative organisations and other stakeholders

• foster a strategic and collaborative approach to Wine Australia’s activities that links to broader objectives for the agriculture sector

• maintain strong governance practices with high levels of transparency, regular reviews, including periodic review of the board’s functioning and performance

• participate in the Council of Rural RDCs Chairs meetings and work collaboratively with other RDCs.

Eligibility

Skills and experience

To lead one of Australia’s most prominent agricultural research, marketing and regulatory bodies, applicants should demonstrate highly developed experience and capability in:

• leadership

• setting strategic business direction

• business acumen

• communication and consultation skills

• board experience

• appreciation of governance practices

• understanding of government

• knowledge and/or experience in Australia's grape growing and wine making industry.

Note: A person who is a member of the executive of Wine Australia's representative organisation must not be appointed. If nominated, that person must resign from the position at the representative organisation before appointment is possible.

Current remuneration is $87,940 per year (as determined by the Australian Government Remuneration Tribunal). The Chairperson is a statutory office. It is important that you understand the responsibilities and liabilities as a director holding public office.

Notes

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Vanessa Jolly, Directors Australia, 0408 450 281
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0764511

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 19 November 2025

Biosecurity Plant and Science Services
Science & Surveillance Northern Australia Quarantine Strategy

Job Title	Assistant Director - Botany - NAQS
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	$124,861 - $134,295
Future Merit Locations	Darwin
Office Arrangement	Flexible
Office Arrangement Details	subject to negotiation
Classification	Executive Level 1
Position Number	2025/3561
Agency Website	https://www.agriculture.gov.au

Job Description

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

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

The Northern Australia Quarantine Strategy (NAQS) Plant Surveillance section is part of the Science and Surveillance Group and delivers early detection plant surveillance (including associated diagnostics) and capacity building across northern Australia working closely with the Queensland, Northern Territory and Western Australian governments, industry, communities and Indigenous Rangers. The section also supports the national plant surveillance network and assists with offshore surveillance and capacity building activities in the Asia-Pacific region

Duties

The Job

Key duties of the role will include but are not limited to:

- assisting with the operational planning of NAQS plant health survey design and delivery,
- managing NAQS staff to deliver on program outcomes,
- providing field surveillance and botanical diagnostics for weeds and hosts with potential agricultural and/or environmental impacts. A focus on the early detection of new weeds or hosts in northern Australia would be beneficial
- managing data acquired through field survey activities and contributing to the timely preparation of reports,
- contributing to the development of NAQS plant health surveillance policy including the revision of target lists,
- liaising and collaborating with key stakeholders including government and industry Traditional Owners and Indigenous Ranger groups
- effectively communicating biosecurity related information to a range of audiences.

Eligibility

What we are looking for

Knowledge and experience

The successful applicant will have:

- Experience leading a small team.
- Knowledge in plant identification skills and experience, including specimen collection and identification of native and introduced species.
- Knowledge of the impacts of tropical and environmental weeds and an understanding of plant biosecurity threats in northern Australia would be well regarded.
- An understanding of planning, delivery, reporting and data management related to field work or surveillance design.
- A demonstrated capacity to communicate effectively with diverse stakeholder groups which may include government representatives, farmers, traditional owners, ranger groups and other landholders.
- An understanding or the ability to develop an understanding of the policy framework that supports northern biosecurity risk management.
- Experience applying Work Health and Safety principles in office and field-based contexts, particularly in regional and remote areas.

Notes

Mandatory qualifications

A tertiary qualification in the area of biological science, environmental science or agriculture and demonstrated relevant experience

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Callum Fletcher, 0423453577
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0764526

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 12 November 2025

Plant and Live Animal Exports, Animal Welfare and Regulation
Plant Exports Branch Assessment Services Exports

Job Title	Export Assessment Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Melbourne VIC, Perth WA, Sydney NSW
Salary	$77,728 - $84,619
Future Merit Locations	Adelaide, Brisbane, Melbourne, Perth, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 4
Position Number	2025/3627
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Plant and Live Animal Exports, Animal Welfare and Regulation Division supports Australian agriculture industries and the government through development of animal welfare policy for export and domestic issues; management of policy, operations and certification for the export of live animals, animal reproductive material, plants, and plant products; management of the government priority to phase out live sheep exports; and we foster regulatory stewardship across export related functions.

The Plant Export Operations Branch (PEOB) facilitates trade and market access through the development of technical operational phytosanitary export inspection and certification policies. The branch does this by developing and implementing policies and guidance materials that ensure Australian horticulture, grain and other plant-based exports meet Australia's export legislation, international obligations and importing country conditions. The branch has a key role in advancing Australia's market access priorities by actively engaging in overseas market access negotiations. The branch works with all participants in the export pathway to continuously improve the export framework and ensure expert advice and support is available to the horticulture and grain export industries. In addition, the branch administers the development and training of authorised officers to conduct inspections.

Assessment Services Exports manages the assessment and issuance of export permits and associated certification under the Export Control Act 2020 for a range of food and plant related commodities. Assessment Services Exports staff are office based and have daily interactions with external clients such as brokers, agents or exporters either in person, by telephone and/or online. Assessment Services Exports staff utilise several departmental systems and databases to carry out their duties.

Duties

The Job

The duties will include but not limited to the following:

- Assess and review requests for export permits for a range of agricultural products using departmental systems, ensuring compliance with legislative and regulatory requirements.
- Provide outstanding client service at the front counter, delivering assistance and support directly in the office. Front counter service currently operates from 8:00am to 5:00pm in Melbourne, and 8:00am to 4:00pm in other locations.
- Respond to client inquiries via the department’s contact numbers including the 1800 number and email, managing issues and resolving complaints professionally to ensure a positive client experience.
- Work effectively within a team environment, developing and maintaining productive working relationships to achieve business objectives.
- Seek guidance from supervisors and other subject matter experts on complex or technical issues as required.
- Perform a range of administrative tasks and contribute feedback to improve processes and service delivery.

Please note:

- Employees will be required to work 7.5 hours per day within the department’s span of hours (6:30am to 6:30pm, Monday to Friday) to meet operational requirements.
- Hybrid working arrangements are available once probation and required competence levels are achieved, balanced with in office requirements to support front counter and span of hours coverage.
- Employees may be required to work overtime or perform restriction duties, including on weekends and public holidays. Payment for these duties will be in accordance with the provisions of the relevant Enterprise Agreement. Overtime and restriction allowances are payable for work performed outside standard hours, including weekends and public holidays.

Eligibility

What we are looking for

Knowledge and experience

- Understanding or the ability to gain an understanding of the Australian agricultural export supply chain, including relevant legislation, regulation, and systems.
- Demonstrated experience in client or customer service.
- Experience in reviewing and/or assessing information sources, including complex data sets, and using that information to make sound decisions.

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	Jahn Giolitto, 0434 568 168
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0764537

Department of Agriculture, Fisheries and Forestry

Closing Date:Thursday 13 November 2025

Biosecurity Plant and Science Services
Science & Surveillance Torres Strait and Field Operations NAQS

Job Title	Biosecurity Officer
Job Type	Part-Time, Non-Ongoing
Location	Badu Island QLD, Thursday Island QLD
Salary	$68,946 - $77,125
Future Merit Locations	Badu Island, Thursday Island
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 3
Position Number	2025/3618
Agency Website	https://www.agriculture.gov.au

Job Description

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

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

Who we are

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

The Torres Strait and Field Operations section manage the Northern Australia Quarantine Strategy (NAQS) activities in the Torres Strait and Northern Peninsula Area of Cape York. This includes the clearance of traditional and commercial vessels, aircraft, passenger and crew, cargo as well as monitoring and response programs, pest surveillance activities and public awareness.

Duties

The Job

Under supervision, the main duties of a Biosecurity Officer may include, but are not limited to:

- Liaise with customers and clients both internally and externally.
- Undertake field work including assisting scientific staff as required, plant surveillance and insect trapping.
- Assist with equipment, vehicle check as required.
- Use computer applications to analyse, maintain and update data.
- Prepare reports, collect statistical data and submit within specific timeframes.
- Assist defined activities under agreement with other Commonwealth agencies and perform other duties as directed.
- Demonstrate sound moral and ethical principles across all areas of work.
- Undertake duties in line with work instructions and always maintain biosecurity and personal Integrity.
- Ensure activities are performed without interference or undue influence from those being regulated or those who have a vested interest.
- Ability to manage change and maintain focus on strategic objectives

Eligibility

The successful applicants will have:

- Knowledge of the environment in which the Northern Australian Quarantine Strategy operates.
- Proven ability and experience in working part of a team and have a sound understanding of WH&S issues.
- Demonstrated knowledge and understanding of the APS Values and Code of Conduct.
- Experience in, or capacity to deliver, biosecurity inspection services in accordance with applicable legislative and administrative requirements.
- Demonstrated ability and experience in managing conflict
- Demonstrated experience in modelling the highest standards of ethical behaviour expected of government employees and model behaviour consistent with the Public Service Act 1999 and the Australian Public Service (APS) Values and Code of Conduct.

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.

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	Harold Matthew, 0472 822 343
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0764532

Administrative Review Tribunal

Closing Date:Thursday 13 November 2025

Corporate Services
Enterprise Technology Group Platforms

Job Title	Senior Technical Specialist, System Resilience
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Melbourne VIC, Canberra ACT, Perth WA, Hobart TAS, Darwin NT, Adelaide SA
Salary	$117,665 - $138,493
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	Hybrid, Flexible
Classification	Executive Level 1
Position Number	42582
Agency Website	https://www.art.gov.au/

Job Description

https://www.art.gov.au/about-us/careers

Are you looking for a role that provides meaningful and diverse work and offers genuine career growth? If so, the Administrative Review Tribunal is the place for you!

The Administrative Review Tribunal (ART) is currently seeking application for a Senior Technical Specialist, System Resilience, to join the Information Technology team, internally known as the Enterprise Technology Group (ETG).

This full-time ongoing hybrid role can be located in Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Sydney or Perth.

About the opportunity

Senior Technical Specialist, System Resilience, reporting to the Director of Platforms, this role will manage the program of work related to ICT Resilience. This is an exciting opportunity to provide leadership across the planning, implementation and continuous improvement of the organisation’s resilience framework and guarantee continuous availability in a modern hybrid ICT environment.

This role work as part of the Enterprise Technology Group (ETG), Platforms branch whose primary purpose is the successful implementation and delivery of ICT strategy and operations to achieve the ART's strategic objectives, demonstrating definitive benefits realisation in an effective and efficient manner.

The Senior Technical Specialist, System Resilience will lead a small team not only to support the development and maintenance of the ART ICT Resilience strategy, but also to provide authoritative advice and guidance to ETG Directors, stakeholders, product, and operations teams.

About the Tribunal:

The Administrative Review Tribunal plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws.

We believe in providing our employees with a work environment that is supportive and rewarding. Our culture is one that welcomes all and we embrace flexibility and diversity. We believe our people are our most valuable asset and we work to support the skills, knowledge and capability of our staff.

You can learn more about the Tribunal on our website.

What we offer:

We believe the little extras can make a big difference in supporting your success and some of our great incentives include:

- flexible working options and remote working to support you with your commitments outside of work.
- competitive salary including generous superannuation employer contribution of 15.4%
- salary packaging options
- supportive career development opportunities
- access to holistic health and wellbeing programs including Fitness Passport which provides discount to 350+ gyms, free annual influenza vaccinations and free eye tests
- generous leave allowances including Christmas to New Year office closure with no deduction from your leave balance
- employee Assistance Program for you and your family
- positive and inclusive culture.

Read our Enterprise Agreement for more information about our terms and conditions of employment.

Duties

- **Leadership:** Provide leadership, direction, advice, and support to cross functional teams responsible for ICT products and services, as a subject matter expert in the relevant product area. Lead the development of key strategic and business plans. Promote positive behaviours, leading by example and taking a proactive approach to staff development, training and career progression. Support and mentor others in the development of skills and capability.
- **Service stability:** Manage service stability by providing technical advice including the priority of system changes and updates, encompassing relevant supporting technology. Work collaboratively with the product, service and business teams to implement agreed programs of works following decision-making, including providing training to colleagues to ensure appropriate support and maintenance of implemented systems.
- **Operational management:** Manage the provision and operational continuity of specialist technology-based services to meet defined organisational needs, including design, operation, control, maintenance, and effective use of technology services. Ensure technology risks are identified, documented, and advice is provided on resolving these risks and/or implementing ongoing mitigation strategies, to ensure they meet current and planned business needs.
- **Technical advice and policy:** Provide authoritative and definitive expert advice and guidance on technology implementation and risk identification within solutions and architecture/s. Develop and maintain policies, standards, and processes that effect the provision of technology systems and services, ensuring they are fit for purpose. Provide technical advice on business proposals covering technology cost, opportunity, risk, issues, and implications.
- **Delivery and improvement management:** Provide designs for new and potentially disruptive approaches to performing business activities through enabling technology.

Maintain the security, confidentiality, integrity, availability and accountability of ART's systems and information assets.
- **Stakeholder management:** Support engagement with stakeholders to manage relationships and establish priority, strategic relevance, and delivery of business initiatives, ensuring technical competence and positive user/customer centric experiences.
- **Security management:** Implement and maintain secure solutions by ensuring compliance with ART cyber and information security requirements, maintaining compliance and controls assurance and working cooperatively with the ART Security team to ensure compliance.

About you:

To be successful you will have:

- A proactive and flexible approach, including the ability to contribute to high priority work across the Platforms products area as needed.
- Well-developed knowledge and understanding of systems resilience in modern environments and the ability to propose innovation and improvements.
- Well-developed interpersonal skills including the ability to work collaboratively, develop and maintain positive working relationships with internal and external stakeholders.
- The ability to communicate complex information clearly and succinctly, both orally and in written material.
- Critical thinking and problem-solving skills.
- Supervisory experience and experience working with senior stakeholders.

Eligibility

Essential:

- The Tribunal requires Australian Citizenship as a condition of engagement.
- All employees are required to undertake an Australian Federal Police Check and a Health Assessment.
- Security Clearance - Have or be eligible to achieve a Baseline Security Clearance.

Desirable:

- Relevant tertiary qualifications or experience relevant to the key responsibilities of the role.
- Academic qualification (degree, postgraduate) in technology and/or aligned qualifications (e.g. CIAM, CIMP)
- Vocational certification in modern technologies (e.g. cloud, software, platforms)
- Vocational certification in software development methodologies (e.g. Agile, Scrum, XP, SAFe).
- Vocational certification in modern design and governance frameworks (e.g. ITIL, COBIT).

More information about this position, the scope of the role, duties and required capabilities and experience, is contained within the Position Description, which is linked below and available on our Career Opportunities page.

Please submit a CV (of no more than 4 pages) and cover letter (of no more than 2 pages) addressing how your experience matches the capabilities and experience of role, referring to the Position Description.

Notes

NO AGENCIES PLEASE

We are a Circle Back Initiative Employer and commit to responding to every applicant.

Please note a merit pool may be created to fill future like vacancies. Suitable candidates on this merit pool may be contacted in relation to identical or similar non-ongoing and ongoing roles in the Tribunal, or the broader APS, within 18 months from the original advertised date in gazettal.

The Administrative Review Tribunal is an Equal Opportunities employer committed to providing an inclusive workplace that embraces diversity and inclusion for all employees. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander descent, culturally and linguistically diverse backgrounds, all genders, LGBTQI+ community and mature age people. If you have any support or access requirements, we encourage you to advise us if invited to interview.

Please contact the Talent team on (02) 9276 5443 or recruitment@art.gov.au should you require assistance with accessing our website or with lodging your 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 Administrative Review Tribunal

The ART plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws. The ART can take a fresh look at decisions made by Australian Government ministers, departments and agencies – and, in limited circumstances, decisions made by state government and non-government bodies. It also can review decisions made under Norfolk Island laws. The ART comprises members, the independent statutory appointees who hear review applications, and staff, who provide services to support applicants and the review process, as well as the Tribunal's daily operations. You can learn more about the ART here: https://www.art.gov.au/.

To Apply

Position Contact	Massimo Cannavo, 08 8128 8115
Agency Recruitment Site	https://www.art.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0764563

Administrative Review Tribunal

Closing Date:Thursday 13 November 2025

Corporate Services
Enterprise Technology Group Platforms

Job Title	Senior Technical Specialist, Identity & Access Management (IDAM)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Melbourne VIC, Canberra ACT, Perth WA, Hobart TAS, Darwin NT, Adelaide SA
Salary	$117,665 - $138,493
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, Hybrid
Classification	Executive Level 1
Position Number	41202
Agency Website	https://www.art.gov.au/

Job Description

https://www.art.gov.au/about-us/careers

Are you looking for a role that provides meaningful and diverse work and offers genuine career growth? If so, the Administrative Review Tribunal is the place for you!

The Administrative Review Tribunal (ART) is currently seeking application for a Senior Technical Specialist, Identity & Access Management (IDAM), to join the Information Technology team, internally known as the Enterprise Technology Group (ETG).

This full-time ongoing hybrid role can be located in Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Sydney or Perth.

About the opportunity

Senior Technical Specialist, IDAM, reporting to the Director of Platforms, this role will manage the program of work related to our IDAM. This is an exciting opportunity to provide leadership across the planning, implementation and continuous improvement of the IDAM framework, contributing to the development and delivery of high value organisational priorities.

This role work as part of the Enterprise Technology Group (ETG), Platforms branch whose primary purpose is the successful implementation and delivery of ICT strategy and operations to achieve the ART's strategic objectives, demonstrating definitive benefits realisation in an effective and efficient manner. Working closely with other ETG Assistant Directors, you will have the opportunity to contribute to ETG initiatives to enhance ART technology services and improve user experience and security posture.

The Senior Technical Specialist, IDAM will lead a small team not only to support the development and maintenance of ART IDAM but also to provide authoritative advice and guidance to ETG Directors, stakeholders, product teams and operations.

About the Tribunal:

The Administrative Review Tribunal plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws.

We believe in providing our employees with a work environment that is supportive and rewarding. Our culture is one that welcomes all and we embrace flexibility and diversity. We believe our people are our most valuable asset and we work to support the skills, knowledge and capability of our staff.

You can learn more about the Tribunal on our website.

What we offer:

We believe the little extras can make a big difference in supporting your success and some of our great incentives include:

- flexible working options and remote working to support you with your commitments outside of work.
- competitive salary including generous superannuation employer contribution of 15.4%
- salary packaging options
- supportive career development opportunities
- access to holistic health and wellbeing programs including Fitness Passport which provides discount to 350+ gyms, free annual influenza vaccinations and free eye tests
- generous leave allowances including Christmas to New Year office closure with no deduction from your leave balance
- employee Assistance Program for you and your family
- positive and inclusive culture.

Read our Enterprise Agreement for more information about our terms and conditions of employment.

Duties

- **Leadership:** Provide leadership, direction, advice, and support to cross functional teams responsible for ICT products and services, as a subject matter expert in the relevant product area. Lead the development of key strategic and business plans. Promote positive behaviours, leading by example and taking a proactive approach to staff development, training and career progression. Support and mentor others in the development of skills and capability.
- **Service stability:** Manage service stability by providing technical advice including the priority of system changes and updates, encompassing relevant supporting technology. Work collaboratively with the product, service and business teams to implement agreed programs of works following decision-making, including providing training to colleagues to ensure appropriate support and maintenance of implemented systems.
- **Operational management:** Manage the provision and operational continuity of specialist technology-based services to meet defined organisational needs, including design, operation, control, maintenance, and effective use of technology services. Ensure technology risks are identified, documented, and advice is provided on resolving these risks and/or ongoing mitigation strategies, to ensure they meet current and planned business needs.
- **Technical advice and policy:** Provide authoritative and definitive expert advice and guidance on technology implementation and risk identification within solutions and architecture/s. Develop and maintain policies, standards, and processes that effect the provision of technology systems and services, ensuring they are fit for purpose. Provide technical advice on business proposals covering technology cost, opportunity, risk, issues, and implications.

- **Delivery and improvement management:** Provide designs for new and potentially disruptive approaches to performing business activities through enabling technology. Maintain the security, confidentiality, integrity, availability and accountability of ART's systems and information assets.
- **Stakeholder management:** Support engagement with stakeholders to manage relationships and establish priority, strategic relevance, and delivery of business initiatives, ensuring technical competence and positive user/customer centric experiences.
- **Security management:** Implement/maintain secure solutions by ensuring compliance with ART cyber and information security requirements, maintaining compliance and controls assurance and working cooperatively with the ART Security team to ensure compliance.

About you:

To be successful you will have:

- A proactive and flexible approach, including the ability to contribute to high priority work across the Platforms products area as needed.
- Well-developed knowledge and understanding of systems resilience in modern environments and the ability to propose innovation and improvements.
- Well-developed interpersonal skills including the ability to work collaboratively, develop and maintain positive working relationships with internal and external stakeholders.
- The ability to communicate complex information clearly and succinctly, both orally and in written material.
- Critical thinking and problem-solving skills.
- Supervisory experience and experience working with senior stakeholders.

Eligibility

Essential:

- The Tribunal requires Australian Citizenship as a condition of engagement.
- All employees are required to undertake an Australian Federal Police Check and a Health Assessment.
- Security Clearance - Have or be eligible to achieve a Baseline Security Clearance.

Desirable:

- Relevant tertiary qualifications or experience relevant to the key responsibilities of the role.
- Academic qualification (degree, postgraduate) in technology and/or aligned qualifications (e.g. CIAM, CIMP)
- Vocational certification in modern technologies (e.g. cloud, software, platforms)
- Vocational certification in software development methodologies (e.g. Agile, Scrum, XP, SAFe).
- Vocational certification in modern design and governance frameworks (e.g. ITIL, COBIT).

More information about this position, the scope of the role, duties and required capabilities and experience, is contained within the Position Description, which is linked below and available on our Career Opportunities page.

Please submit a CV (of no more than 4 pages) and cover letter (of no more than 2 pages) addressing how your experience matches the capabilities and experience of role, referring to the Position Description.

Notes

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Please note a merit pool may be created to fill future like vacancies. Suitable candidates on this merit pool may be contacted in relation to identical or similar non-ongoing and ongoing roles in the Tribunal, or the broader APS, within 18 months from the original advertised date in gazettal.

The Administrative Review Tribunal is an Equal Opportunities employer committed to providing an inclusive workplace that embraces diversity and inclusion for all employees. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander descent, culturally and linguistically diverse backgrounds, all genders, LGBTQI+ community and mature age people. If you have any support or access requirements, we encourage you to advise us if invited to interview.

Please contact the Talent team on (02) 9276 5443 or recruitment@art.gov.au should you require assistance with accessing our website or with lodging your 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 Administrative Review Tribunal

The ART plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws. The ART can take a fresh look at decisions made by Australian Government ministers, departments and agencies – and, in limited circumstances, decisions made by state government and non-government bodies. It also can review decisions made under Norfolk Island laws. The ART comprises members, the independent statutory appointees who hear review applications, and staff, who provide services to support applicants and the review process, as well as the Tribunal's daily operations. You can learn more about the ART here: https://www.art.gov.au/.

To Apply

Position Contact	Massimo Cannavo, 08 8128 8115
Agency Recruitment Site	https://www.art.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0764567

Administrative Review Tribunal

Closing Date:Wednesday 12 November 2025

Tribunal Operations
Case Management Registrars

Job Title	Deputy Registrar
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Sydney NSW, Perth WA
Salary	$117,665 - $138,493
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	Hybrid, Flexible
Classification	Executive Level 1
Position Number	Various
Agency Website	https://www.art.gov.au/

Job Description

https://www.art.gov.au/about-us/careers

Are you looking for a role that provides meaningful and diverse work and offers genuine career growth? If so, the Administrative Review Tribunal is the place for you!

The Administrative Review Tribunal (ART) is currently seeking applications for multiple **Deputy Registrars** to join the Case Management branch.

These full-time hybrid positions can be located in Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Sydney and Perth. These positions are available primarily on an ongoing basis however non-ongoing can also be considered.

About the opportunity:

Reporting to the EL2 Registrar Lead, Deputy Registrars exercise delegated powers and manage cases of varying complexity. As a Deputy Registrar you may assist with the design and implementation of targeted case management strategies for particular caseloads, lead or contribute to national quality improvement projects, or where appropriate, manage the workloads and performance of other registrars.

The Registrars team is responsible for managing applications for review (cases) from lodgement through to finalisation, or readiness for hearing by Tribunal members. Registrars at various APS levels exercise functions or powers related to the management of cases as authorised by the President of the Tribunal or the ART Act.

About the Tribunal:

The Administrative Review Tribunal plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws.

We believe in providing our employees with a work environment that is supportive and rewarding. Our culture is one that welcomes all and we embrace flexibility and diversity. We believe our people are our most valuable asset and we work to support the skills, knowledge and capability of our staff.

You can learn more about the Tribunal on the ART website.

What we offer:

- flexible working options and remote working to support you with your commitments outside of work.
- competitive salary including generous superannuation employer contribution of 15.4%
- salary packaging options
- supportive career development opportunities
- access to holistic health and wellbeing programs support including Fitness Passport which provides discount to 350+ gyms, free annual influenza vaccinations and free eye tests
- generous leave allowances including Christmas to New Year office closure with no deduction from your leave balance
- employee Assistance Program for you and your family
- positive and inclusive culture.

Read our Enterprise Agreement for more information about our terms and conditions of employment.

Duties

- **Service Delivery:** Undertake pre-constitution functions related to the management and resolution of cases including conducting Tribunal case events, ensuring consistent, accessible, timely and high-quality services to external and internal users. Implement effective case management and/or dispute resolution strategies consistent with the needs of users and the Tribunal's statutory objectives. Manage and resolve cases of varying complexities. Maintain knowledge of best practice, including trauma-informed practices, in providing services to people with disability and vulnerable people.
- **Operational Advice:** Provide day-to-day operational advice and guidance to registrars and other staff on case management issues. Identify and actively manage risks, escalating as appropriate.
- **Stakeholder Engagement:** Develop and maintain productive and collaborative relationships with internal and external stakeholders to support the achievement of the Tribunal's statutory objectives and to facilitate the work of the Case Management Branch. Liaise with parties to ensure efficient progression of cases.
- **Innovation and Change:** Assist to identify innovative solutions and implement new or improved processes and case management practices to enhance the Tribunal's capacity for providing high quality and accessible services to users. Foster a culture of embracing change and continuous improvement.

About you:

To be successful you will have:

- Demonstrated ability to work as a member of a team in a culture of collaboration, and model standards of behaviour in line with APS Values, APS Employment Principles and APS Code of Conduct.
- Demonstrated ability to identify opportunities for improvement, and to promote a positive approach to dealing with uncertainty and ambiguity during substantial organisational change.
- Strong communication skills, including the ability to communicate information clearly, make persuasive recommendations, and adapt to the needs of different audiences.
- Demonstrated ability to exercise sound judgment and analytical and problem solving skills, including the ability to interpret and apply legislation.

- Proven capacity to deliver results and effective outcomes, develop creative solutions and to manage risks appropriately.
- Demonstrated capacity to establish and maintain productive relationships with a variety of stakeholders, work collaboratively to achieve outcomes, and negotiate successfully.
- Demonstrated knowledge and understanding, or the ability to quickly acquire knowledge and understanding, of the Tribunal's legislative and policy context, particularly in relation to the delivery of case management services to diverse users.

Eligibility

Essential:

- The Tribunal requires Australian Citizenship as a condition of engagement.
- All employees are required to undertake an Australian Federal Police Check and a Health Assessment.
- Security Clearance - have or be eligible to achieve a Baseline Security Clearance.
- A degree from a university, or an educational qualification of a similar standing, in the field of law, or
- An educational qualification, or training and experience, related to dispute resolution, or
- Experience related to one or more functions or powers of the Tribunal

Desirable

- Accreditation as a mediator under the Australian Mediator and Dispute Resolution Accreditation Standards, or equivalent experience in conducting dispute resolution processes in a high-volume dispute or complaint setting.

More information about this position, the scope of the role, duties and required capabilities and experience, is contained within the Position Description, which is linked below and available on our Career Opportunities page.

Please submit a CV (of no more than 4 pages) and cover letter (of no more than 2 pages) addressing how your experience matches the capabilities and experience of role, referring to the Position Description.

Notes

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Please note a merit pool may be created to fill future like vacancies. Suitable candidates on this merit pool may be contacted in relation to identical or similar non-ongoing and ongoing roles in the Tribunal, or the broader APS, within 18 months from the original advertised date in gazettal.

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Please contact the Talent team on (02) 9276 5443 or recruitment@art.gov.au should you require assistance with accessing our website or with lodging your 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 Administrative Review Tribunal

The ART plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws. The ART can take a fresh look at decisions made by Australian Government ministers, departments and agencies – and, in limited circumstances, decisions made by state government and non-government bodies. It also can review decisions made under Norfolk Island laws. The ART comprises members, the independent statutory appointees who hear review applications, and staff, who provide services to support applicants and the review process, as well as the Tribunal's daily operations. You can learn more about the ART here: https://www.art.gov.au/.

To Apply

Position Contact	Chelsey Hamilton, (02) 6243 4648
Agency Recruitment Site	https://www.art.gov.au/about-us/careers

Attorney-General's

Vacancy VN-0764572

Administrative Review Tribunal

Closing Date:Thursday 13 November 2025

Corporate Services
Enterprise Technology Group CMS Products

Job Title	System Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Adelaide SA, Brisbane QLD, Hobart TAS, Perth WA, Darwin NT
Salary	$85,755 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Hybrid, Flexible
Classification	APS Level 5
Position Number	40379, 43111
Agency Website	https://www.art.gov.au/

Job Description

https://www.art.gov.au/about-us/careers

The Administrative Review Tribunal (ART) is currently seeking applications for **two System Analysts**, to join the Information Technology team, internally known as the Enterprise Technology Group (ETG).

This full-time ongoing hybrid role can be in Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Sydney or Perth.

Reporting to Case Management System (CMS) Product Lead, the System Analyst role is to provide application support to ART end-users and contribute to the testing and implementation of system changes.

This role is part of multiple product and service teams, and is responsible for the support, maintenance and configuration of ART Case Management and business applications / systems. You will provide 1st and 2nd level support and assistance to end-users across business applications. You will also complete daily / weekly tasks enabling the support and maintenance of the systems.

About the Tribunal:

The Administrative Review Tribunal plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws.

We believe in providing our employees with a work environment that is supportive and rewarding. Our culture is one that welcomes all and we embrace flexibility and diversity. We believe our people are our most valuable asset and we work to support the skills, knowledge and capability of our staff.

You can learn more about the Tribunal on the ART website.

What we offer:

We believe the little extras can make a big difference in supporting your success and some of our great incentives include:

- flexible working options, including flexi-time and remote working to support you with your commitments outside of work.
- competitive salary including generous superannuation employer contribution of 15.4%
- salary packaging options
- supportive career development opportunities
- access to holistic health and wellbeing programs including Fitness Passport which provides discount to 350+ gyms, free annual influenza vaccinations and free eye tests
- generous leave allowances including Christmas to New Year office closure with no deduction from your leave balance and options to purchase leave.
- Employee Assistance Program for you and your family
- positive and inclusive culture.

Read our Enterprise Agreement for more information about our terms and conditions of employment.

Duties

- **Service delivery:** Provide quality and responsive 1st and 2nd level support to members and staff of the ART across case management systems and related business application systems. Undertake routine maintenance of critical business application systems, including backups, server updates, and monitoring of system logs.
- **Management support:** Support the product teams and users in monitoring and managing the workload and output of the team against business priorities and known user concerns. Serve as an escalation point for complex enquiries, including compliance with policies and best practices using the ITSM framework.
- **Stakeholder management:** Foster effective and productive working relationships with internal and external ART stakeholders. Liaise with external service providers in relation to support arrangements and problem resolution as required. Collaborate with stakeholders to design and implement solutions and upgrades to business application systems,

requirements gathering, business analysis, and planning and coordination of system testing. Assist in the training of new or less experienced colleagues.
- **Technical development:** Assist product and services teams in the development of reports, automation scripts, DB monitoring and upgrades, and managing templates.

To be successful in this role you will have:

- Experience providing 1st and 2nd level application support for business applications, and documenting related processes
- Excellent customer service and communication skills to be able to communicate complex information clearly and succinctly
- Well-developed interpersonal skills including the ability to work collaboratively, develop and maintain positive working relationships with internal and external stakeholders
- A basic understanding of the system development lifecycle (SDLC), database systems and knowledge of SQL
- Using Jira, Confluence and ServiceNow
- Supporting bespoke case management systems

Eligibility

Essential:

- The Tribunal requires Australian Citizenship as a condition of engagement.
- All employees are required to undertake an Australian Federal Police Check and a Health Assessment.
- Security Clearance - Have or be eligible to achieve a Baseline Security Clearance.

Desirable:

- Degree or post graduate qualifications in information, technology, management and/or related disciplines
- Vocational certification in modern information, communication and technology approaches including Agile, Scrum, SAFe, ITIL, TOGAF, COBIT, PRINCE2/PMBOK

More information about this position, the scope of the role, duties and required capabilities and experience, is contained within the Position Description, which is linked below and available on our Career Opportunities page.

Please submit a CV (of no more than 4 pages) and cover letter (of no more than 2 pages) addressing how your experience matches the capabilities and experience of role, referring to the Position Description.

Notes

NO AGENCIES PLEASE

We are a Circle Back Initiative Employer and commit to responding to every applicant.

Please note a merit pool may be created to fill future like vacancies. Suitable candidates on this merit pool may be contacted in relation to identical or similar non-ongoing and ongoing roles in the Tribunal, or the broader APS, within 18 months from the original advertised date in gazettal.

The Administrative Review Tribunal is an Equal Opportunities employer committed to providing an inclusive workplace that embraces diversity and inclusion for all employees. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander descent, culturally and linguistically diverse backgrounds, all genders, LGBTQI+ community and mature age people. If you have any support or access requirements, we encourage you to advise us if invited to interview.

Please contact the Talent team on (02) 9276 5443 or recruitment@art.gov.au
should you require assistance with accessing our website or with lodging your 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 Administrative Review Tribunal

The ART plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws. The ART can take a fresh look at decisions made by Australian Government ministers, departments and agencies – and, in limited circumstances, decisions made by state government and non-government bodies. It also can review decisions made under Norfolk Island laws. The ART comprises members, the independent statutory appointees who hear review applications, and staff, who provide services to support applicants and the review process, as well as the Tribunal's daily operations. You can learn more about the ART here: https://www.art.gov.au/.

To Apply

Position Contact	Tashi Arnold, 03 9454 6198
Agency Recruitment Site	https://www.art.gov.au/about-us/careers

Attorney-General's

Vacancy VN-0764577

Administrative Review Tribunal

Closing Date:Wednesday 12 November 2025

Tribunal Operations
Case Management Registrars

Job Title	Assistant Registrar
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Sydney NSW, Perth WA
Salary	$94,563 - $106,394
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	Hybrid, Flexible
Classification	APS Level 6
Position Number	Various
Agency Website	https://www.art.gov.au/

Job Description

https://www.art.gov.au/about-us/careers

Are you looking for a role that provides meaningful and diverse work and offers genuine career growth? If so, the Administrative Review Tribunal is the place for you!

The Administrative Review Tribunal (ART) is currently seeking applications for multiple **Assistant Registrars** to join the Case Management branch.

These full-time ongoing hybrid positions can be located in Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Sydney and Perth. These positions are available primarily on an ongoing basis however non-ongoing can also be considered.

About the opportunity:

Reporting to the EL1 Deputy Registrar, Assistant Registrars work closely with other Registrars in the exercise of the ART's statutory powers and functions. As an Assistant Registrar you will undertake case management activities including giving directions, orders and decisions, undertaking Tribunal case events as required, and responding to enquiries from stakeholders.

The Registrars team is responsible for managing applications for review (cases) from lodgement through to finalisation, or readiness for hearing by Tribunal members. Registrars at various APS levels exercise functions or powers related to the management of cases as authorised by the President of the Tribunal or the ART Act.

About the Tribunal:

The Administrative Review Tribunal plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws.

We believe in providing our employees with a work environment that is supportive and rewarding. Our culture is one that welcomes all and we embrace flexibility and diversity. We believe our people are our most valuable asset and we work to support the skills, knowledge and capability of our staff.

You can learn more about the Tribunal on our website.

What we offer:

We believe the little extras can make a big difference in supporting your success and some of our great incentives include:

- flexible working options, including flexi-time and remote working to support you with your commitments outside of work.
- competitive salary including generous superannuation employer contribution of 15.4%
- salary packaging options
- supportive career development opportunities
- access to holistic health and wellbeing programs support including Fitness Passport which provides discount to 350+ gyms, free annual influenza vaccinations and free eye tests
- generous leave allowances including Christmas to New Year office closure with no deduction from your leave balance
- employee Assistance Program for you and your family
- positive and inclusive culture.

Read our Enterprise Agreement for more information about our terms and conditions of employment.

Duties

- **Service Delivery:** Assist Registrars and Deputy Registrars to undertake pre-constitution functions related to the management and resolution of cases, ensuring consistent, accessible, timely and high-quality services to external and internal users. Support effective case management and/or dispute resolution strategies consistent with the needs of users and the Tribunal's statutory objectives. Maintain knowledge of best practice, including trauma-informed practices, in providing services to people with disability and vulnerable people.
- **Knowledge and Advice:** Maintain an advanced working knowledge of applicable legislation and policy frameworks, operations, and practices of the ART's caseloads. Provide day-to-day advice and guidance to Tribunal staff and users on case management issues. Identify and actively manage risks, escalating as appropriate.
- **Stakeholder Engagement:** Maintain productive and collaborative relationships with a broad range of internal and external stakeholders to support the achievement of the Tribunal's statutory objectives and to facilitate the work of the Case Management Branch. Liaise with parties to ensure efficient progression of cases.
- **Innovation and Change:** Assist to identify innovative solutions and implement new or improved processes and case management practices to enhance the Tribunal's capacity for providing high quality and accessible services to users. Foster a culture of embracing change and continuous improvement.

About you

To be successful you will have:

- Demonstrated ability to work as a member of a team in a culture of collaboration, and model standards of behaviour in line with APS Values, APS Employment Principles and APS Code of Conduct.
- Highly developed communication skills, including the ability to communicate complex information and concepts clearly and adapt to the needs of different audiences.
- Well-developed analytical and problem-solving skills, including the ability to interpret and apply legislation within the context of issues, cases and processes.
- Highly developed interpersonal skills with the capacity to maintain productive relationships with a variety of stakeholders and to work collaboratively to achieve outcomes.
- Demonstrated knowledge and understanding, or the ability to quickly acquire knowledge and understanding, of the Tribunal's legislative and policy context, particularly in relation to the delivery of case management services to diverse users.

Eligibility

Essential:

- The Tribunal requires Australian Citizenship as a condition of engagement.
- All employees are required to undertake an Australian Federal Police Check and a Health Assessment.
- Security Clearance - have or be eligible to achieve a Baseline Security Clearance.

Qualifications/Experience:

- A degree from a university, or an educational qualification of a similar standing, in the field of law, or
- An educational qualification, or training and experience, related to dispute resolution, or
- Experience related to one or more functions or powers of the Tribunal

More information about this position, the scope of the role, duties and required capabilities and experience, is contained within the Position Description, which is linked below and available on our Career Opportunities page.

Your application should consist of a CV (of no more than 4 pages) and a statement (of no more than 2 pages) that clearly answers the following three questions under three distinct headings:

1. Do you have a degree or qualification in the field of law? If yes, please describe.
2. Do you have relevant work experience (e.g. experience related to one of the ART's jurisdictions; experience related to one of the functions or powers of the Tribunal; experience applying legislation to sets of facts to draw conclusions)? If yes, please describe.
3. Why have you applied for this position?

Notes

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Please contact the Talent team on (02) 9276 5443 or recruitment@art.gov.au should you require assistance with accessing our website or with lodging your 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 Administrative Review Tribunal

The ART plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws. The ART can take a fresh look at decisions made by Australian Government ministers, departments and agencies – and, in limited circumstances, decisions made by state government and non-government bodies. It also can review decisions made under Norfolk Island laws. The ART comprises members, the independent statutory appointees who hear review applications, and staff, who provide services to support applicants and the review process, as well as the Tribunal's daily operations. You can learn more about the ART here: https://www.art.gov.au/.

To Apply

Position Contact	Chelsey Hamilton, (02) 6243 4648
Agency Recruitment Site	https://www.art.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0764427

Attorney-General's Department

Closing Date:Sunday 09 November 2025

People and Strategy
Human Resorces Workforce Strategy and Capability

Job Title	Workforce Data Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD
Salary	$86,464 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - VIC, Various locations - QLD
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	APS Level 5
Position Number	0341/25_ES/PSD-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=746238CE-2D49-33CF-2BDA-E44E1BCF5750

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

Duties

Employment Opportunity

The Attorney-General's Department's Workforce Planning & Reporting team delivers centralised workforce data, reporting and analysis to support evidence-based decision making across the department.

Our goal is to improve data quality, consistency and visibility, enabling our leaders to make faster and more informed workforce decisions. We play a key role across the APS in the accuracy and visualisation of analytics and are continually improving and automating our reporting processes.

As a Workforce Data Analyst (APS5), you will deliver workforce metrics, reports and insights that support departmental and APS-wide requirements. You will work with colleagues across HR, Information Division and Data & Behavioural Insights to develop meaningful data products and visualisations that support AGD's strategic priorities -- including workforce planning, gender pay gap reporting and parliamentary requests.

As of a small and supportive team, you will work with limited direction to deliver timely, accurate and insightful workforce reporting. This role is ideal for someone who enjoys working with data, refining processes and finding practical ways to turn information into insights.

How you can make a difference

You'll have the opportunity to help shape how workforce data is used, visualised and understood across the department. In this role, you will:

- develop, test and maintain workforce reports and dashboards using systems such as Aurion, Power BI and our Learning Management System
- produce a range of regular and ad hoc workforce reports, including headcount, turnover, diversity and APS-wide reporting
- analyse workforce data to inform workforce planning and business partnering activities
- present complex data in clear, engaging written, visual and verbal formats
- support continuous improvement and automation of reporting processes
- participate in data communities of practice and cross-agency collaboration.

Our ideal candidate will be analytical, collaborative and takes pride in producing high quality work and solving problems through data. You will bring:

- experience analysing and reporting on data using Microsoft Excel and Power BI
- knowledge of, or the ability to quickly learn, HR information systems such as Aurion
- excellent attention to detail and the ability to plan, prioritise and deliver work to deadlines
- strong communication skills and the ability to explain data clearly to non-technical audiences
- initiative and sound judgement when managing sensitive or complex issues
- a commitment to collaboration, continuous improvement and maintaining data integrity.

Eligibility

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

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

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

Notes

A merit pool of suitable applicants may be created from this process, and will be active for 18 months after the date of this gazettal.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please speak contact HR Assist at hr.assist@ag.gov.au or 02 6141 6111 (Option 2).

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

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

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

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

To Apply

Position Contact	Natasha Meston, (03) 8637 7965
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=746238CE-2D49-33CF-2BDA-E44E1B

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Australian Criminal Intelligence Commission (ACIC)

Closing Date:Sunday 09 November 2025

Chief Operating Officer
Corporate, Governance and Communication Finance and Enterprise Support

Job Title	Assistant Director, Procurement and Contract Management
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD
Salary	$117,662 - $141,853
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	To be negotiated
Classification	Executive Level 1
Position Number	6270_10/25_CGC
Agency Website	https://www.acic.gov.au/

Job Description

https://www.acic.gov.au/about-us/careers

The Assistant Director Procurement and Contract Management supports the Commission's contract management and procurement functions, including the provision of specialist knowledge in the management and development of the Commonwealth's purchasing systems, reporting, policies and procedures.

Duties

- Manage larger, more complex procurements in compliance with the Commonwealth Procurement Framework, to meet the needs of the relevant projects, particularly the value for money of goods and services
- Provide advice regarding Contract Management
- Identify and seek out solutions to improve on current processes
- Various procurement related reporting requirements (internal and external to the Agency)

Your skills and capabilities

We invite applications from people with the following experience, skills and attributes:

- Demonstrated experience in large-scale procurements and contracts management
- Demonstrated supervisory and leadership skills including the ability to provide support and direction to a small team and build capability
- Strong liaison, interpersonal and negotiation skills, including the ability to influence stakeholders through strong verbal and written communication skills
- Well-developed analytical skills and proven ability to use a positive and proactive approach to problem solving
- Excellent organisational and time management skills – to a project management standard
- Proactively identify and implement process and system improvements where appropriate

Desirable skills and experience

- Sound knowledge of the Australian Government financial and procurement framework, principles, policies and practices
- Cert IV or higher in Government Procurement
- Professional memberships such as Chartered Institute of Procurement and Supply membership, highly desirable

Eligibility

- **Citizenship** – To be eligible for employment with the ACIC, applicants must be an Australian citizen.
- **Security Clearance** - The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain a minimum Negative Vetting 1 security clearance.
- **Pre-Employment Screening** – All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC.

Notes

The ACIC is committed to diversity and inclusion. We celebrate and champion diversity to ensure we reflect the community we serve, and pride ourselves on our vibrant culture. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, neurodiverse, mature aged employees and carers.

More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our website.

About the Australian Criminal Intelligence Commission (ACIC)

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. Our vision is an Australia hostile to criminal exploitation. We work with our national and international partners to conduct investigations and collect intelligence to combat serious and organised crime, cybercrime and national security threats. We develop and maintain national information and intelligence sharing services and systems for use by state, territory and Commonwealth law enforcement agencies. We also deliver nationwide background checking services to support employment or entitlement decisions to keep the Australian

community safe. The ACIC Board provides strategic direction to the ACIC and represents Commonwealth, state and territory law enforcement and other regulatory agencies. Our purpose is to protect Australia from criminal threats through coordinating a strategic response and collecting, assessing and disseminating intelligence and policing information.

To Apply

Position Contact	Maree, 0439 134 920
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0764313

Australian Federal Police

Closing Date:Friday 07 November 2025

Job Title	Investigative Assistant
Job Type	Full-Time, Non-Ongoing
Location	Brisbane QLD, Cairns QLD, Thursday Island QLD
Salary	$62,263 - $72,339
Future Merit Locations	Brisbane, Thursday Island, Cairns
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 2
Position Number	15415
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15415/

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

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

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

- Six weeks (30 days) of paid annual leave per year
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Applications are sought from suitably qualified applicants wishing to be considered for the role of Investigative Assistant, Northern Command (Cairns, Thursday Island or Brisbane).

Investigative Assistants are professional unsworn members of the AFP who provide an important support capability to operational areas by providing sworn members with additional capacity to undertake investigative duties, reduce their administrative workload, and focus on operational outcomes.

As a Team Member in the AFP you will be required to contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments. It is expected that the successful applicant will deliver on the core responsibilities and meet any requirements of the position as outlined below.

What will you do?

Investigative Assistants contribute to the efficiency and effectiveness of operational area outcomes by undertaking a range of administrative, corporate, and operational activities. The primary role and responsibilities of Investigative Assistants within operational teams are as follows:

- **Operational Support Tasks** including research, external enquiries, transcriptions, rostering arrangements, Major Incident Room (MIR) support, data entry, paper/electronic brief preparation, scanning/photocopying and court preparation;
- **Utilisation of electronic Police databases** including the interrogation, input, collation and retrieval of data to support operational activity - e.g. case creation, linking, auditing of team cases, and assistance with case finalisation;
- **Performance Reporting and Quality Assurance Processes** including data quality reviews, management and dissemination of operational activity reports, operational and corporate compliance reports, and liaison with Corporate Services teams;
- **Administrative Support Tasks** including management of team assets and equipment, management of interpreters, hospitality requests, event management, undertaking secretariat duties, and maintenance of phone/contact lists;
- **Corporate Support Tasks** including procurement, financial administration, asset auditing, travel arrangements, organisational charts, liaison with contractors, fleet maintenance, and assistance with onboarding new members/secondees; and
- **Management of Property and Exhibits** including data entry, continuity of exhibits during forensic procedures, assistance with the return of property, destruction of property, liaison with Forensics and the Property & Exhibits team.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Strong interpersonal skills and the ability to liaise effectively at all levels internally and externally;
- Efficient and effective time management skills, attention to detail and the ability to prioritise work tasks;
- Sound written and verbal communication skills;
- The ability to work calmly and effectively in a fast-paced and dynamic operational environment;
- Intermediate to advanced level skills in Microsoft Office applications.
- Must be comfortable working in sensitive or confronting environments (e.g. child exploitation, serious organised crime)

Desirable Requirements

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

- The ability to apply confidentiality, judgement and initiative; and
- A strong understanding of the need for integrity, disclosure and mandatory reporting.
- Experience in a government or law enforcement agency will be highly regarded.

Notes

- This is an AFP Band 2 level position and works under the AFP Operations Working Pattern.
- This role attracts a composite allowance in recognition of expanded working hours, normal patterns of attendance and shift patterns (such as afternoon shifts, weekends and Designated Public Holidays) that are required under the Operations working pattern. In accordance with the AFP Enterprise Agreement, an employee who is required to work in accordance with the Operations working pattern will receive a Core Composite of 22% in addition to their base salary, which will count as salary for superannuation. The Commissioner has the authority to remove a composite from a role.
- There are 3 positions located in Cairns, Thursday Island and Brisbane, where the successful applicant is expected to be located. External applicants required to relocate will be responsible for their own relocation costs.
- These positions support the AFP's regional engagement strategy and are funded through the Pacific Solution. We strongly encourage applications from individuals residing in North Queensland and Torres Strait Islander communities, as local knowledge and community connection are highly valued.
- Given expected high volume of applications, only applicants who progress post interview phase will be eligible for feedback on outcome.
- This is a non-ongoing position for 24 months.
- AFP employees will receive a 4% increase to their base salary effective from 9 December 2025

Commitment to Diversity and Inclusion

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

About the Australian Federal Police

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

To Apply

Position Contact	Nicholas McKenzie,, 02 5126 3965,
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15415/

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Attorney-General's

Vacancy VN-0764478

Australian Federal Police

Closing Date:Tuesday 11 November 2025

Job Title	Team Leader - People Services
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$118,673 - $127,101
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible & Hybrid work arrangements considered
Classification	Executive Level 1
Position Number	15411
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15411/

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Applications are sought from suitably qualified candidates wishing to be considered for the role of Team Leader – People Services.

People Services sits within the AFP's People Command and provides people-related services to enable operational readiness. Within the People Services remit is Industrial Relations, Performance Management, People Policy, Executive Services, People Centre and Workplace Issues and Complaints Resolution. People Services aims to deliver a positive and holistic customer experience to ensure the AFP is a step ahead.

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

You will also be required to contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and AFP Governance Instruments.

What will you do?

- Lead and mentor to drive team performance, supported through clear direction, goal setting, health and wellbeing of individuals, and career development.
- Build and maintain strong relationships with internal and external stakeholders and actively pursue opportunities for cooperation, strategic alliances, and information sharing.
- Model behaviours to promote a workplace culture that aligns with AFP strategy, leadership philosophy and core values.
- Share information on priorities, challenges and opportunities, ensuring the delivery of priorities and outcomes.
- Apply contemporary business improvement and change management knowledge, to drive innovation, enhance service delivery outcomes and facilitate effective change.
- Work with the leadership cohort to deliver on strategic priorities.

Eligibility

The ideal candidate will:

- have leadership experience and the ability to manage priorities to respond effectively in an agile and sensitive operating environment,
- show astute judgement, a strong focus on results and the ability to build organisational capability,
- be forward thinking and self-motivated,
- have a positive, proactive and pragmatic approach; and
- have empathy whilst staying objective and allowing process and policy to inform my decision-making.

Essential Requirements:

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Demonstrated leadership skills, proven experience demonstrating exceptional stakeholder relationships and demonstrated ability to navigate complex environments and respond swiftly and calmly to priorities.

Desirable Requirements:

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

- Tertiary qualifications in a relevant field
- Experience working in one or more of the abovementioned People Services streams; Industrial Relations, Performance Management, People Policy, Executive Services and Workplaces Issues and Complaints Resolution.

Notes

- This position is an AFP Band 7
- This position is based in Canberra. Successful applicants may negotiate a flexible working arrangement in accordance with AFP policy.
- The advertised position is assigned to the Support Working Pattern in accordance with the AFP Enterprise Agreement.
- At the AFP we value the different perspectives, approaches and lived experiences of our people, and recognise that our collective intelligence and diversity is what makes us stronger. As such, we encourage applications from people from all walks of life, including people from culturally and linguistically diverse backgrounds, First Nations people, women, the LGBTQIA+ community and people with disability.

About the Australian Federal Police

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

To Apply

Position Contact	Beth Hogan, 02 5126 3929
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15411/

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Attorney-General's

Vacancy VN-0764497

Australian Federal Police

Closing Date:Wednesday 12 November 2025

Job Title	Criminal Intelligence Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$107,559 - $127,101
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 6;Executive Level 1
Position Number	15443
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15443/

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

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

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

- Six weeks (30 days) of paid annual leave per year
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%

- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Intelligence is integral to AFP criminal investigations in Australia and abroad. AFP Intelligence provides a consolidated picture of transnational serious organised crime and national security threats, contributes to identifying priorities, and informs decision making.

Criminal Intelligence Analysts are senior intelligence practitioners who work within intelligence teams in close partnership with investigators to achieve tangible outcomes against Australian and international criminal threats.

Criminal Intelligence Analysts lead the complex analysis of collected and collated information to produce and disseminate intelligence which influences organisational decision-making at all levels.

Criminal Intelligence Analysts communicate effectively and with influence with a range of stakeholders to achieve intelligence and operational outcomes. The appointee will be provided professional development opportunities and in turn be expected to guide and mentor junior members.

Criminal Intelligence Analysts contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and AFP Governance Instruments.

What will you do?

As a Criminal Intelligence Analyst you will:

- Identify, interpret, and evaluate information to conduct assessments that deliver on a specified user requirement.
- Use critical thinking skills to analyse information.

- Confidently articulate complex matters clearly and concisely in a manner appropriate to the audience.
- Build and sustain relationships internally and externally, proactively identify opportunities of mutual benefit, and anticipate and be responsive to internal and external client needs.
- Coach and/or mentor developing AFP intelligence practitioners.
- Maintain your knowledge and understanding of the intelligence environment, and relevant Commonwealth legislation.
- Demonstrate self-awareness and a commitment to personal development.
- Apply your proven record of ethical behaviour and demonstrated commitment to AFP Values in the workplace.

Eligibility

Essential Requirements

- A willingness to obtain a minimum Negative Vetting 2 (NV2) security clearance and for some roles, Top Secret Privileged Access (TS-PA).
- Applicants must be Australian citizens at the time of application.
- Formal tertiary or vocational qualification in intelligence, criminology, criminal justice or analytical/research fields.

Additionally, applicants must demonstrate:

- A proven ability to apply an in-depth understanding of intelligence analysis to produce high-level intelligence products and services for applicable stakeholders
- A proven ability to communicate effectively and with influence, both written and orally.
- Advanced research and analytical skills, including the application of Structured Analytical Techniques.
- A demonstrated ability to coach and mentor others.

Desirable Requirements

- At least five years of intelligence experience in a government or commercial environment.
- Law enforcement or national security intelligence experience will be highly regarded.

Notes

- This role is located in Canberra and applicants are expected to be based in Canberra.
- Positions may be filled at the Band 6 to 7 level, within the Intelligence Broadband 6-7, depending upon the skills and experience of the successful candidate.
- This role attracts a composite allowance in recognition of expanded working hours, normal patterns of attendance and shift patterns (such as afternoon shifts, weekends and Designated Public Holidays) that are required under the Operations working pattern. In

accordance with the AFP Enterprise Agreement, an employee who is required to work in accordance with the Operations working pattern will receive a Core Composite of 22% in addition to their base salary, which will count as salary for superannuation. The Commissioner has the authority to remove a composite from a role.
- AFP employees will receive a 4% increase to their base salary effective from 9 December 2025

Commitment to Diversity and Inclusion

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

About the Australian Federal Police

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

To Apply

Position Contact	Jeremy, 02 5126 3905
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15443/

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Attorney-General's

Vacancy VN-0764406

Fair Work Commission

Closing Date:Sunday 09 November 2025

Pay Equity & Awards Team / Regulated Workers Standards Team
Labour Standards Support

Job Title	Research Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Sydney NSW
Salary	$89,645 - $95,005
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	Commission staff have access to hybrid working arrangements where they can work a combination of in the office and from home.
Classification	APS Level 5
Position Number	3220, 3248
Agency Website	https://www.fwc.gov.au/about-us/careers

Job Description

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

We are seeking Research Officers who have relevant experience to join either our Pay Equity and Awards team or our Regulated Worker Standards team within our Labour Standards Support Branch.

As a Research Officer you use your knowledge of the federal workplace relations system, including the *Fair Work Act 2009*, to research and provide assistance to the Senior Research Officer and team in drafting documents such as briefing notes, maintaining records, collating reports and managing documentation and workflows through the Commission's record management, filing and reporting systems.

Research Officers:

- In the **Pay Equity and Awards** team work as part of a team providing direct support to Expert Panels and Full Benches overseeing Pay Equity (equal remuneration and work value), Community and Care sector and Award related matters before the Fair Work Commission (Commission).
- In the **Regulated Worker Standards** team work as part of a team providing direct support to Fair Work Commission Expert Panels and Full Benches overseeing the setting of minimum standards orders for regulated workers and businesses and road transport contractual chain orders under Part 3A and 3B of the *Fair Work Act 2009* (Cth).

Duties

- Undertake research and analysis on complex, workplace relations issues (including issues in relation to gender pay equity and the Care and Community Sector, regulated workers and the road transport industry) and prepare reports and other written material to support the work of Expert Panels and Full Benches.
- Undertake administrative tasks supporting the work of the tribunal in relation to modern awards and regulated worker minimum standards, including updating awards or (once made) standards, publishing material on the Commission’s website, dealing with enquiries to team inboxes and sending subscriber emails.
- Draft and proofread documents such as briefing notes, web materials, information materials, determinations, and correspondence. This may include proofreading and reviewing of documents drafted by other team members, as directed by the Senior Research officer.
- Use the organisation’s record management, filing and reporting systems and the Modern Awards Pay Database to maintain records, manage documentation, manage workflow and collate reports.
- Assist in the development of team policies and procedures in line with requests from Members and the Commission’s business objectives.
- Perform other duties as directed by the Senior Research Officer, Assistant Directors, Director, and/or the Executive Director, Labour Standards Support.

Eligibility

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

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

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

Notes

This recruitment process is being used to fill both ongoing and non-ongoing positions.

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

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

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

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

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

To Apply

Position Contact	TrudyJones, (03) 8656 4731
Agency Recruitment Site	https://fwc.bigredsky.com/page.php?pageID=106

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Attorney-General’s

Vacancy VN-0764498

Federal Court of Australia

Closing Date:Wednesday 12 November 2025

Corporate Services

Job Title	Senior Property Officer
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	$115,443 - $125,832
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	Hybrid
Classification	Executive Level 1
Position Number	0883-10-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

Position Overview

The position of Senior Property Officer is responsible to the assistant Director Property for the delivery of the FCA Entity’s national property management initiatives. The purpose of the role is to assist with the development and application of policies, procedures and practices that are aligned with the Courts and Corporate Service’s Corporate Plan and are consistent with Commonwealth legislation and Australian property industry standards.

The position will also deliver the Entity's national property initiatives with respect to facilities and asset management, contract management, sustainability and minor works as required (Entity’s property related capital works program).

Duties

Major Activities

The Senior Property Officer is responsible for leading the facilities, asset and minor works across Australia to deliver the following outcomes:

- Providing assistance to the Assistant Director of Property in the provision of strategic property, facilities and accommodation advice
- Participate in the development, implementation, and maintenance of policy, systems and procedures facilities management and minor works activities of the FCA Entity;
- Managing contractors, consultants and other property industry professionals in the provision of service to the FCA Entity;
- Drive sustainability initiatives being accountable for the Courts Sustainability Management Plan
- Work across multiple stakeholders to develop the Courts understanding of its emissions footprint and to work with the Courts Property Services Provider to improve emissions reporting and implementation of emission reduction initiatives.
- Oversight and drive the delivery of minor works and initiatives aligned with the FCA Entities sustainability strategy and drive sustainability practice awareness.
- Minor Works management of building construction, fit out alterations and relocations including related contracts as required for the delivery of the Entity's national capital works program;
- Consulting, negotiating and networking with senior managers, the judiciary and general staff of the organisation, and externally with property professionals, consultants and other government agencies on property and accommodation matters;
- Preparation and review of minor works briefs for architects and services consultants;
- Preparation and review of project and contract documentation for facilities and minor works;
- Management of Property Operating budgets including drafting budget, oversight of accruals, and expenditure;
- Oversee a team of three direct reports (2 x Property Officer and Minor Works Officer);
- Contract management of the Courts Property Service Provider (PSP) appointed by the Commonwealth to deliver Property and Leasing Services; and
- Coordinate and manage the transition in activities of the PSP including the preparation of documentation needed to facilitate such transitional arrangements – Currently underway.

Eligibility

Selection Criteria

Intending applicants must obtain the Position Information Package before submitting an application. This details the responsibilities of applicants in applying for this position.

To be considered for the role, all applicants must provide a written response, as part of their application, addressing the following criteria:

- Experience and understanding of Property and Facilities Management incorporating:

1. Property management;
2. Commonwealth Sustainability requirements;
3. Asset and lifecycle management;
4. Capital works management;
5. Scope of Works development;
6. Procurement processes of facilities and minor works vendors;

7. Coordination of property related professional disciplines;
8. Contract management; and
9. Knowledge and appreciation of the Commonwealth's environmental management policies.

- Demonstrated sense of timeliness and an ability to balance competing priorities, maintain high work standards and meet deadlines.
- Demonstrated client service background and the ability to develop strong relationships with internal and external stakeholders.
- Well developed written and oral communication skills, including negotiation and representational skills, together with an ability to prepare comprehensive business cases, technical reports and briefing material.
- An appreciation of, and a proven ability to participate in, an accrual accounting and Government budgetary environment.
- Demonstrated experience in managing a small team of staff.
- Strong knowledge of and commitment to the principles of industrial democracy, equal employment opportunity, work health and safety, and privacy.

Formal Qualifications

Degree and/or 5 years’ experience in a relevant field e.g. Property/Facilities Management.

Notes

How to Apply

To apply for this position please click on the “apply now” button on the Federal Court website (www.fedcourt.gov.au)

To be considered you will need to upload a comprehensive statement of claims against the selection criteria and attach an up-to-date resume.

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, LGBTIQA+ 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 Court of Australia

The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the Federal Court of Australia Act 1976, the Federal Circuit and Family Court of Australia Act 2021 and the Native Title Act 1993, constitute a single Statutory Agency for the purposes of the Public Service Act 1999. Employees are engaged to work in support of the following courts or tribunal: • Federal Court of Australia, • Federal Circuit and Family Court of Australia, and • National Native Title Tribunal. Employees are covered by the Federal Court of Australia Enterprise Agreement 2024-2027. The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

To Apply

Position Contact	Andrew Heath, 02 8099 8496
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Attorney-General's

Vacancy VN-0764426

National Anti-Corruption Commission

Closing Date:Monday 10 November 2025

Evaluation Brach Intake and Triage

Job Title	Senior Intake and Triage Officer (2 positions available)
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	$94,563 - $106,769
Future Merit Locations	Brisbane, Canberra, Melbourne, Perth, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 6
Position Number	107_10/25_PN
Agency Website	https://nacc.gov.au/

Job Description

https://nacc.nga.net.au/

About the National Anti-Corruption Commission

The NACC enhances integrity in the Commonwealth public sector by deterring, detecting, and preventing corrupt conduct involving Commonwealth public officials. It does this through education, monitoring, investigation, reporting and referral.

Working with us

This is an exciting time to join the NACC. As we enter our second year of operation, we are looking for outstanding individuals to embed robust systems and processes, deliver exciting and diverse projects and demonstrate innovation and commitment to integrity in the public service.

NACC staff work in a complex and dynamic setting where exceptional judgement and an ability to achieve results is critical.

Successful candidates will have the ability to cooperate in a team environment, as well as work independently, adhere to established processes, contribute to process improvement, and perform successfully across corporate and operational functions.

Duties

The Evaluation Branch of the NACC has two opportunities for immediate filing in the Intake and Triage team. A merit list will be established to fill vacancies arising in the next 18 months.

Duties of the roles align with the APS Work Level Standards and are relevant to the Integrated Leadership System. The key activities for each role are set out below.

The NACC is a small agency. In addition to the duties listed for each role, you may occasionally be asked to undertake tasks that are outside your usual span of responsibilities. Supporting one another in this way provides opportunities for exposure across the agency and is an integral part of the NACC's positive workplace culture.

Senior Intake and Triage Officer

As an APS6 Senior Intake and Triage Officer, the successful applicants will:

• be responsible for workload and workflow management for a team of Intake and Triage Officers.

• provide feedback to the Intake and Triage Officers to ensure consistent delivery of services to the public.

• undertake risk and evidence-based decision making in relation to complex referrals including preparing recommendations.

• assist in managing change and continuous improvement.

• undertake quality assurance in accordance with an established framework to monitor and report on quality to the Director and Assistant Director.

• Other duties as required.

The successful applicants will also demonstrate:

• Experience in workload and workflow management of others, including allocation, risk management

• The ability to support the development of the others with training, feedback and building team capability.

• Experience working in environments that experience a high volume of workload, while working in line with established priorities, practices, and methodologies to deliver quality outcomes.

• An ability to contribute to the day-to-day operational effectiveness of a team function and work with colleagues to ensure processes and standard operating procedures remain current and relevant.

• An understanding of the Act and an appreciation of the anti-corruption concepts relevant to the Act (or the ability to attain such knowledge quickly).

Eligibility

Employment with the NACC is subject to the following conditions:

Citizenship – applicants must be an Australian Citizen.

Security clearance – this is a Designated Security Assessment Position. The occupant of this position will be required to undergo and maintain a security clearance to Negative Vetting 1.

Suitability assessment - the NACC must be satisfied that successful applicants are of suitable character. They must undergo a rigorous pre-employment suitability screening process that can be intrusive in nature including (but is not limited to) detailed background, character, employment, police and financial checks.

Probation - a probation period will apply to a new ongoing engagement in the Australian Public Service.

We encourage applications from the Australian community including Aboriginal and Torres Strait Islander people, people of all ages, people from culturally and linguistically diverse backgrounds, and people with a disability.

Notes

We offer attractive rewards and benefits to eligible employees, including:

• competitive rates of pay and 15.4% superannuation.

• generous paid parental leave for primary and secondary caregivers.

• an additional 3 days paid leave between Christmas and New Year.

• flexible working arrangements such as part-time work, flexible work hours, and technology to support working from home and similar arrangements.

• an option to purchase additional leave, up to 4 weeks per year.

• access to salary sacrificing, and

• access to studies assistance.

The NACC provides a service allowance of $1,972 per annum (pro-rata for part-time) to non-SES employees which acknowledges the special requirements of working at the NACC. This includes the need for high-level personal security assessments, the intrusion associated with notifying private financial and social interests and the necessity to engage in practices to prevent targeting by unlawful elements.

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 Anti-Corruption Commission

The National Anti-Corruption Commission (NACC) is an independent Commonwealth agency that commenced in 2023. The NACC mission is to enhance integrity in the Commonwealth public sector by deterring, detecting and preventing corrupt conduct involving Commonwealth public officials through education, monitoring, investigation, reporting and referral.

To Apply

Position Contact	Rachel, (03) 9393 8944
Agency Recruitment Site	https://nacc.nga.net.au/

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

Defence

Vacancy VN-0762570

Department of Defence

Closing Date:Sunday 09 November 2025

Capability Acquisition and Sustainment Group
Land Systems

Job Title	Project Controller
Job Type	Full-Time, Ongoing
Location	Southbank VIC
Salary	$120,303 - $135,701
Future Merit Locations	Southbank
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	CASG/06952/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=64855DBF-F5B6-0E3C-9EC0-E431EE418EF7

Duties

The Role

Land Systems Division is seeking an experienced and passionate Project Controller to join a growing team.

As an EL1 Project Controller, you will contribute to a multi-disciplinary team, delivering Australian Defence Force systems at the leading edge of Defence capability. Under broad direction, you will manage staff undertaking complex project planning, scheduling, and reporting and control activities. With comprehensive knowledge of project controls, you will oversee the development, implementation and compliance of policies in this discipline.

Responsibilities include developing project control policies and procedures aligned with Capability Acquisitions and Sustainment Group requirements, advising practitioners across the Division, coaching and mentoring staff in scheduling, cost and risk management.

You will lead a team to achieve business outcomes, drive continuous improvement and communicate expected results. The role involves conducting assurance activities, advising senior officers and engaging stakeholders to develop effective practices and methodologies.

About our Team

Land Systems Division's (LSD) mission is to acquire and support capability that enables the ADF to generate and sustain deployable Land power for an integrated force, in peace and war. We aim to be agile, innovative and outcomes-focussed as we collaborate closely with the Services and industry to deliver the latest equipment to maximise ADF performance.

Our teams work in a dynamic, fast-paced and supportive environment that delivers complex projects. We provide professional and timely support to senior leadership and capability delivery teams. We have insight into a broad range of LSD activities and strategic initiatives, providing an ideal foundation for future career progression within Defence.

LSD is dedicated to providing staff with an inclusive and healthy work-life environment, and we will invest in your ongoing professional development to ensure your work with us is deeply rewarding.

Our Ideal Candidate

The right person for this role will be an experienced and committed project controls professional who is able to provide highly complex project controls planning, scheduling and control expertise, within an integrated workforce in support of a high-performing team to achieve results.

Experienced across project controls, you will use initiative to make informed decisions, apply sound judgement, and proactively identify and resolve problems. You will have excellent communication and collaboration skills to shape stakeholder expectations and respond to emerging requirements. Your agility and adaptability will enable you to effectively shift priorities as the demand arises, while applying emotional intelligence to foster team resilience.

As a leader, you will be expected to support and motivate your team to come together and excel to achieve strategic organisational objectives, while nurturing an agile workforce. You will be committed to continuing your own self-development, and pursuing ongoing career development for yourself and your team.

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	John Rouvalis, 03 8567 4809
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=64855DBF-F5B6-0E3C-9EC0-E4

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Defence

Vacancy VN-0763686

Department of Defence

Closing Date:Monday 10 November 2025

Naval Shipbuilding and Sustainment Group
Naval Shipbuilding Sustainment Enterprise Headquarters

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT, Osborne SA
Salary	$86,887 - $93,066
Future Merit Locations	Brindabella Business Park, Osborne
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	NSSG/06923/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=3CD966E5-590E-9EE2-690E-E448FB0765F1

Duties

The Role

Do you want to be a key contributor to Australia’s Defence maritime capability?

We have an exciting opportunity for an APS 5 Project Support Officer to join our team within the Continuous Naval Shipbuilding & Sustainment (CNSS) branch. As an APS5 Project Support Officer, you will be responsible for working under broad direction to support complex project activities, provide technical and policy advice, and contribute to strategic planning and project management. You will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. Strong stakeholder engagement and communication skills are essential, with a focus on building relationships, anticipating needs, and delivering outcomes aligned with Defence objectives.

The key responsibilities of the role are:

- Contribute to the development, implementation, and continuous improvement of project planning, performance processes, governance frameworks, and assurance activities in line with legislative, policy, and regulatory requirements.
- Assist with providing operational and administrative support across a range of project activities, including coordination, documentation, reporting, and preparation of briefs and submissions for senior stakeholders and government consideration.
- Monitor and analyse project performance, identify risks and opportunities, and develop strategies or adjustments to ensure outcomes are achieved.
- Work collaboratively, operate as an effective team member and provide constructive feedback.
- Apply established project management methodologies and professional practices to deliver complex projects and support decision-making through problem solving and the assessment of alternative actions.
- Collaborate effectively within teams and with stakeholders by fostering relationships, understanding expectations, providing constructive.

About our Team

The maritime industrial base needed for the Government's Shipbuilding and Sustainment program, now and into the future, needs to be fit-for-purpose and appropriately resourced. The Continuous Naval Shipbuilding and Sustainment (CNSS) Branch supports DEPSEC NSS's in their role as the Capability Manager for maritime industrial uplift via CNSS and supports the generation of the right conditions to uplift the current maritime industrial base so it can deliver on the CNSS program.

We do this by coordinating the development of the CNSS Key Enablers, implementing the Industrial Cornerstone outlined in the Naval Shipbuilding and Sustainment Plan.

The CNSS Key Enablers include:

- Industry
- Workforce
- Infrastructure
- Security
- Innovation

Our Ideal Candidate

You are a strong team player with a desire to contribute to a positive, inclusive and high performing team culture. You demonstrate excellent attention to detail, and have a genuine can-do attitude.

Critical to the success of this role, our ideal candidate will:

- Be an agile operator with an ability to pivot at short notice, and enjoy operating in a fast-paced
- environment.
- Possess highly developed strong interpersonal communication, negotiation and stakeholder
- engagement skills with the ability to influence others to achieve tasks and business objectives.
- Possess strong ability to manage yourself to deliver required outputs, and support a team of
- integrated professionals to achieve results.
- Demonstrate a strong ability to review and analyse documents for accuracy and completeness.
- Possess the ability to manage and support project processes to ensure compliance with legislative
- and regulatory frameworks, and Government probity related principles.
- Demonstrate highly developed written communication skills and have experience in drafting high-level
- Key documents (project reports, plans, processes, briefing materials, ministerial correspondence).

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	Daniel Slater, 02 5108 7015
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3CD966E5-590E-9EE2-690E-E4

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Defence

Vacancy VN-0763960

Department of Defence

Closing Date:Thursday 06 November 2025

Defence Science and Technology Group Research Technology and Operations
Research Technology and Operations

Job Title	Discipline Leader Ground Test & Evaluation
Job Type	Full-Time, Ongoing
Location	Eagle Farm QLD
Salary	$139,681 - $167,659
Future Merit Locations	Eagle Farm
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	DSTG/08221/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A320557C-52E8-8CE8-83B7-E44B88A168F8

Duties

The Role

Reporting to the Group Leader Hypersonics and Research Engineering (RE) Operations, and operating from the DSTG Eagle Farm, the Discipline Leader Ground Test & Evaluation (GLGTE) will lead a team of professional engineers, technicians and tradespeople working in support of various key Defence programs. They will use their expertise in the leadership and management of technical teams in complex multi-stakeholder settings to ensure successful project execution.

The role requires an in-depth knowledge of applied ground test and evaluation equipment and techniques applicable to aerospace hardware, and an understanding of the assembly and integration processes relevant to experimental flight test vehicles.

Under limited guidance, the role has the following key requirements:

- Lead and manage the RE technical team operating from DSTG Eagle Farm;
- Plan and implement resourcing arrangements in support of various Defence projects;
- Provide subject matter expertise on ground test and evaluation techniques and equipment, and payload assembly/integration methods applicable to aerospace hardware;
- Manage the RE Eagle Farm operating budget;
- Ensure laboratories and workshops are at a high state of operational readiness and have capabilities that can meet current and emerging needs;
- Maintain highly effective working relationships with a variety of stakeholders.

About our Team

Research Technology and Operations Division (RTO) delivers specialist capabilities to Defence Innovation Science and Technology (IS&T). RTO comprises a professional workforce of engineers, technicians, computational scientists and other staff who provide a wide range of highly specialised and unique research capability and innovative solutions delivering advanced research platforms for Defence, national security and the wider IS&T ecosystem. RTO capabilities accelerate and protect Defence's science and technology advances and promote a collaborative, compliant, safe and healthy workplace.

RTO's work areas include:

- Emerging digital science capabilities, including computational and data intensive science, research data and information and laboratory and experimental systems.
- Scientific computing including the development and acquisition of a world-class secure High Performance Computing (HPC) capability for advance modelling and simulation.
- Nationally recognised, unique and novel research engineering capabilities.
- Development and implementation of the Outstanding Research Infrastructure Powering Innovation pillar, a major component of the More Together: Defence Science and Technology Strategy 2030.
- Defence innovation, science and technology compliance, assurance and sovereignty through complex research safety, research security, workforce capability and talent and scientific resource management.

RTO also provides specialised research enabling capabilities to other groups and services with Defence, the Australian Intelligence community, our allies and/or our partners in industry and academia. Research Engineering provide professional and advanced manufacturing to Defence to enable delivery of products, prototypes and models for research, development and experimentation. RE fuses talented professional engineering and technical staff with world’s best design software and cutting edge fabrication capabilities.

Our Ideal Candidate

You will bring to the role an ability to build a dynamic and collaborative culture where people are encouraged to innovate and let their technical and professional skills shine. You will be an excellent communicator and consult closely with the integrated IS&T team so that they remain aware of their mission and focused on the achievement of results.

The nature of research and development work requires a preparedness to undertake work on novel technology and processes where solutions to challenges are actively being determined. The DLGTE must foster associated mindsets of resilience, growth, creativeness and agility, but as well apply structure and business processes to ensure laboratories; workshops and complex equipment are operated professionally. You must be an advocate of mechanisms such as engineering authority, process control, quality management and WHS compliance.

Eligibility

Security Clearance:

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

Mandatory Qualifications

The S&T6/EL2 Discipline Leader 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

Division 31 – Biological Sciences

3199 Other Biological Sciences

Division 34 – Chemical Sciences

3403 Macromolecular & Materials Chemistry

Division 40 – Engineering

4001 Aerospace Engineering

4015 Maritime Engineering

4016 Materials Engineering

4017 Mechanical Engineering

4099 Other Engineering

Division 46 – Information & Computing Sciences

4602 Artificial Intelligence

Division 49 – Mathematical Sciences

4901 Applied Mathematics

Division 51 – Physical Sciences

5103 Classical Physics

5104 Condensed Matter Physics

Notes

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To Apply

Position Contact	Jeff Abell, 07 3564 4319
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A320557C-52E8-8CE8-83B7-E4

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Department of Defence

Closing Date:Sunday 09 November 2025

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Workforce Planning Team Leader
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra
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/08177/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=7E210CB9-5B91-A192-B335-E44C40021CF9

Duties

The Role

The APS 6 Workforce Planning Team Lead is a critical role within the Internal Workforce function that is responsible for managing workflow as it relates to Naval Shipbuilding and Sustainment (NSSG), Australian Defence Force (ADF), Workforce planning and management. They will lead collaboration with

Division/Branch level Workforce Managers as well as colleagues within NSSG Internal Workforce branch to ensure military workforce equities are represented as part of the NSSG Integrated Workforce picture. This position will provide workforce data analysis capability and enable effective information to be presented based on data that addresses ADF workforce risks and opportunities.

The role requires potential to work as a core and consistent member of the small ADF workforce team inside NSSG Internal Workforce Branch. They must be able to quickly develop a comprehensive understanding of ADF workforce framework.

About our Team

The NSSG Integrated Workforce Directorate is an exciting and dynamic organisation that plays a crucial role in delivering the workforce strategy that underpins Australia's national naval shipbuilding and sustainment priorities. The Directorate provides highly valued advice, insights and strategies to the Deputy Secretary and NSSG Principals to shape and drive NSSG's workforce strategy. Defence is focussed on providing a dynamic and contemporary employment package that meets the needs of the modern workforce. As an APS Defence employee, you will enjoy rewarding work, collaborating with great people internally and across Industry, and considerable opportunities to expand your career horizons. Our commitment to investing in and growing our people through professional development, mobility and learning means there is a great career waiting for you. What will you bring?

Our Ideal Candidate

The ideal candidate will need to exemplify:

- Demonstrated ability to quickly develop a comprehensive understanding of integrated workforce frameworks (including ADF, APS, Above the Line Contractor and ADF Reserves).
- Demonstrated ability to work in Human Resource (HR) data systems and programs including Manpower Analysis Planning Software (MAPS), PMKeys, and Excel is desirable.
- Passion for solving problems using data analysis and information as a foundation for recommending solutions with strong attention to detail.
- Demonstrated ability to influence and collaborate with stakeholders at all levels to achieve best-fit organisational solutions.
- Demonstrated interpersonal, written and communication skills, including relationship building, resilience and adaptability and tailoring your approach when targeting audiences.
- Demonstrated ability to adapt and reprioritise work in accordance with changing priorities to meet deadlines.
- Proven ability to link strategic workforce intent and guidance to local NSSG initiatives and action.
- Provide understanding and advice on specific workforce management and planning activities including workforce design, demand, supply and gap analysis, strategies and risks.
- The ability to take initiative, and work effectively both independently and as part of an integrated workforce team to achieve Defence and NSSG outcomes.

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	CMDR Emily Curtis, 02 5130 4412
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7E210CB9-5B91-A192-B335-E4

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Defence

Vacancy VN-0764153

Department of Defence

Closing Date:Sunday 09 November 2025

NAVY
Fleet Command

Job Title	Information Security Analyst
Job Type	Full-Time, Ongoing
Location	Garden Island NSW
Salary	$86,887 - $93,066
Future Merit Locations	Garden Island
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	NAVY/08283/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=5EA50DC9-8C32-7841-63D4-E44C40A9A334

Duties

The Role

As a Systems Administrator/Information Security Analyst, you will work with the Systems Team to engage diverse stakeholders and undertake the day-to-day administration and improvement of the ICT systems and network to ensure peak performance, appropriate security and maximum uptime across the Maritime Warfare Centre's environment.

Duties include:

- Administering, maintaining, and supporting ICT infrastructure;
- Supporting risk assessments, applying security policies, reporting and mitigating cyber incidents;
- Assisting with ICT security, disaster recovery, business continuity;
- Providing ICT user support; and
- Developing and maintaining server and systems configuration documentation, diagrams, policy documentation, and standard operating 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 Maritime Warfare Centre is custodian for the Royal Australian Navy’s data on weapon firings, underwater signature measurement and expert analytic products essential to decision makers and the warfighting community. The Centre's Systems Team provides critical infrastructure, information management services and systems support, enabling the provision of the Centre's information product. The Systems Team provides a working environment that offers challenging work, flexibility to be innovative, talented colleagues, and the guidance and support that that you need to succeed.

Our Ideal Candidate

In addition to the essential and desired criteria, our ideal candidate will possess:

- Strong written and verbal communication skills;
- Ability to work under limited guidance; manage tasks and gather specialist advice when needed; and
- Solid foundational troubleshooting skills; ability to follow diagnostic procedures and conduct or propose remediation steps.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Jacob Goodridge, 02 9359 1526
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5EA50DC9-8C32-7841-63D4-E4

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Defence

Vacancy VN-0764178

Department of Defence

Closing Date:Sunday 07 December 2025

Joint Capabilities Group
Cyber Operations Division

Job Title	Senior Spectrum Planning Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$120,303 - $135,701
Future Merit Locations	Canberra
Office Arrangement	Work From Home;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	JCG/08343/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=806A6CDD-02A9-56BE-E743-E44C788F7F91

Duties

The Role

As the successful candidate, you will work in a team of engineers and technical officers to provide Defence stakeholders with spectrum engineering advice and work to shape the policies, & procedures of spectrum management as a growing capability within Defence.

You will participate in domestic and international spectrum matters of strategic interest to Defence, working with other government agencies and foreign military partners.

You will provide support to a diverse Defence stakeholder community and external clients to manage spectrum risk for capability acquisition, and providing engineering support to Defence exercises and activities including a growing electronic warfare community.

Occasional planned domestic travel is required. There are opportunities for international travel for candidates displaying interest in particular work. Flexible (partial week) working from home arrangements exist.

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 successful applicant will work in a team of fellow spectrum engineers and specialists that manage the use of the radiofrequency spectrum by Defence at a regulatory and strategic level, and providing operational spectrum support to the Australian Defence Force.

The team consists of experienced Engineers and Technical professionals that over the years have gained experience in managing spectrum for Defence systems.

Our Ideal Candidate

- Experience with modelling/simulating systems. A background in Physics, Mathematics, Software Engineering or Telecom/Communications Engineering is preferred.
- Have the ability to ‘think on their feet’ and respond to a dynamic and changing environment positively.
- Effective problem solving, deductive reasoning skills and capacity to think strategically and develop plans and processes to enhance business outcomes.
- Experience in application of communications engineering knowledge. and experience to identify risks in planning, decision-making and priority setting.

- Skills to build and sustain positive relationships, actively participate in team work. and motivate and mentor developing engineers.
- Have a positive attitude to learning, and an ability to pick up complex skills quickly.
- Excellent communication and customer engagement skills.
- High-level organisational skills, self-drive and initiative with the ability to influence others to achieve tasks and business objectives.
- Skills to manage workflows, resources, of a small team including detailing measurable milestones and expected outcomes.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

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

Notes

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To Apply

Position Contact	Mark Elsegood, 02 5130 1767
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=806A6CDD-02A9-56BE-E743-E4

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Defence

Vacancy VN-0764231

Department of Defence

Closing Date:Monday 10 November 2025

Defence People Group
Military Personnel Division

Job Title	Transition Support Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$86,887 - $93,066
Future Merit Locations	Melbourne
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	DPG/08352/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=8923F551-64E4-F7DC-66D6-E44D2CB8840A

Duties

The Role

The Joint Transition Authority (JTA) Transition Service Delivery (TSD) team are seeking to fill a future vacancy of Transition Support Officer in Melbourne.

The Transition Support Officer facilitates delivery of the needs based Defence Force Transition Program.

The Transition Support Officer will be part of a team of APS, ADF and contracted staff who provide support to transitioning ADF members and their families.

Responsibilities include conducting transition planning and support sessions, working predominantly with members with complex needs. Liaison with key stakeholders including Command, ADF members and families is a key duty of the position.

The Transition Support Officer will participate in the delivery of local ADF Member and Family Transition Seminars (face to face) and contribute to the virtual offerings. This includes the delivery of presentations. The position reports to the Transition Centre OIC at Defence Plaza Melbourne.

Due to the nature of the role, onsite attendance is required.

About our Team

The Joint Transition Authority Transition Service Delivery team administers the Defence Force Transition Program, designed to support members and their families plan for civilian life after leaving Defence.

Participation in the transition process is mandatory for all ADF members regardless of the reason for leaving. The Defence Force Transition Program provides access to specialist advice, paid leave and training to support members and their families in their transition to civilian life. Access to the needs based programs is supported by a Transition Support Officer.

Our Ideal Candidate

Our Ideal Candidate displays the following:

- Demonstrated experience in complex case management, life/career coaching or similar, inclusive of case note writing
- A proven ability to effectively communicate in writing and verbally, both in person and using digital platforms
- Ability to present and demonstrated experience in public speaking
- Willingness to undertake further training as required
- Willingness to travel when required
- Demonstrated experience leading and mentoring teams would be highly regarded

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	Kate Cox, 02 6192 7569
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8923F551-64E4-F7DC-66D6-E4

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Defence

Vacancy VN-0764244

Department of Defence

Closing Date:Sunday 09 November 2025

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

Job Title	Mechanical Lead
Job Type	Full-Time, Ongoing
Location	Osborne SA
Salary	$120,303 - $135,701
Future Merit Locations	Osborne
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	NSSG/08400/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=00D76C9E-805D-7747-5556-E44D2E845659

Duties

The Role

The key responsibilities of the Mechanical Systems Engineering Lead are:

- Design, development, construction or modification, and testing of mechanical systems, including HVAC, fluid systems, propulsion and steering.
- Lead teams to evaluate performance during testing and trials.
- Analyse equipment to establish operating data.
- Plan and supervise integration of mechanical systems and equipment.
- Lead surveillance activities during construction to confirm the design intent, requirements and regulations are met.
- Provide technical assessments and evaluations in accordance with the ship specification and advise on equipment and system problems that arise during construction, testing and trials.
- Review design drawings and ship specifications.
- Assist with reviewing and drafting work item specifications, Engineering Change Proposals (ECPs).
- Work collaboratively, communicate effectively with internal and external stakeholders and influence the work of teams.

About our Team

Naval Construction Branch (NCB) is accountable for the assurance of ship construction, set-to work and transit of vessels constructed at the Osborne Naval Shipyard and Henderson precinct. NCB is furthering continuous naval shipbuilding and growing sovereign capability by overseeing the construction to ensure quality and standards are met, storing lessons learnt and developing standard shipbuilding procedures for construction. NCB will oversee the construction of many different Navy vessels including Offshore Patrol Vessels, Hunter Class Frigates, Young Endeavour, Evolved Cape Class and Pacific Patrol Boats. Working at NCB will enable you to be at the grassroots of continuous naval shipbuilding, where you are part of a working shipyard, being able to see and contribute to the vessels delivered and used in service by Navy. NCB currently has highly skilled and diverse shipbuilding experience, which will be shared to grow your hands-on construction knowledge. You will work alongside Navy personnel, internal project management officers and Prime contractors.

Our Ideal Candidate

To succeed in this role you must have personal drive and integrity with the ability to:

- Build a collaborative team environment that provides services and outcomes consistent with the organizations operating model with a focus on achieving business objectives.
- Lead the development and implementation of strategic initiatives that support the organisational operating model.
- Influence the strategic focus of the organization through effective leadership.
- Set high standards of performance by defining and delegating clear levels of responsibility and accountability.
- Support the NCB leadership team by monitoring and effectively reporting the progress of assigned tasking in a timely manner.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

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

This engineering position may require the individual to be able to meet the requirements of Chartered Professional Engineer (Engineers Australia), Registered Professional Engineer (Professionals Australia) or Fellow/Member of Royal Institution of Naval Architects or demonstrated the ability to obtain such status within 12 months.

Notes

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

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To Apply

Position Contact	Peter Poulsen, 08 8131 9475
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=00D76C9E-805D-7747-5556-E44

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Defence

Vacancy VN-0764245

Department of Defence

Closing Date:Monday 10 November 2025

Security and Estate Group
Service Delivery Division

Job Title	Defence Travel Service Systems Administrator
Job Type	Full-Time, Ongoing
Location	Townsville QLD
Salary	$95,187 - $108,734
Future Merit Locations	Townsville
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	SEG/08329/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=AE268EF4-7C4A-C65B-12A4-E44D2EE8A579

Duties

The Role

As the APS6 Level Defence Travel Services (DTS) Systems Administrator, you will lead a small team of technical staff, who perform systems administration and management tasks.

You will work closely with DTS' Business Improvement and TRAX Support team. Further, you will be an enthusiastic and collaborative member of DTS' leadership team.

In this role, you will:

- Oversee DTS' systems from a technical perspective and ensure they are compliant with policy.
- Work with Outsourced Service Providers to sustain and enhance DTS' systems.
- Provide detailed systems administration and management, and policy advice regarding maintaining and improving the systems.
- Develop and edit moderately complex reports and automations in IBM Cognos.
- Review Java code and recommend/make improvements.
- Develop and maintain strong working relationships with Defence's ICT Groups, and liaise with them about planning for and resolving complex systems issues; and
- Lead DTS' ICT change management to maintain the continuity of systems capability.

About our Team

Defence Travel Services (DTS) administers domestic travel for Australian Defence Force (ADF) personnel in support of: training and courses, crew change, domestic short-term postings, discharges, and conditions of service leave. Further, DTS administers travel for new APS graduates, ADF recruits and Reserve Recruits. DTS also administers various types of international travel for Defence personnel.

DTS staff use TRAX, which is a bespoke travel management system, to administer most of the travel. Customers complete a Travel Request smart-form, obtain approval and then digitally submit it into TRAX.

IBM Cognos is integrated with TRAX and provides almost real-time reporting, which supports management of workloads and tasks. Cognos also provides a number of automations and a Travel Tracker portal, which enables customers to check the progress of their travel request and access itineraries, etc.

DTS also, has a number of Robotic Process Automations that interact with TRAX and perform high volume repetitive tasks.

Our Ideal Candidate

You are someone who:

- Can interpret and provide advice on government and corporate ICT policy and procedures.
- Has systems administration and management experience and completed applicable training/courses.
- Can successfully lead ICT change management activities.
- Is able to develop and edit reports in IBM Cognos and/or review Java code and recommend/make improvements.
- Is well organised, can manage competing priorities, work independently, as well as collaborating effectively in a fast-paced environment.
- Solves problems and enjoys learning and being challenged.
- Tailors communications according to the audience's level of knowledge, skills and experience.
- Builds and sustains effective working relationships with team members, other colleagues, industry partners and other key stakeholders.
- Proven ability to provide advice and specialist guidance for best use of systems and for sustaining and improving systems performance and stability.
- Can manage a small team, build its capability, and set work priorities and manage workflows.

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	Carl Fitchett, 0407 939 651
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AE268EF4-7C4A-C65B-12A4-E4

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Defence

Vacancy VN-0764253

Department of Defence

Closing Date:Sunday 09 November 2025

Security and Estate Group
Infrastructure Division

Job Title	Estate Property Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$95,187 - $108,734
Future Merit Locations	Brindabella Business Park
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	SEG/08405/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=C491C4B2-7DA4-5F50-6CCE-E44D6651E57A

Duties

The Role

As an APS 6 Estate Property Officer, you will work under broad direction to manage and deliver real property activities that support Defence capability nationally. You will engage broadly with stakeholders across the enterprise, other government agencies and with commercial partners to solve complex problems and proactively manage estate equities for Property Management Branch. You will conduct your work within relevant legislative and policy frameworks, and will guide senior decision making with data and evidence based recommendations. Your work will help to shape the future of the Defence estate, aligned to the National Defence Strategy. You may have supervisory responsibilities and will actively contribute to fostering a positive workplace culture. You will be provided professional development opportunities and be offered the opportunity for an exciting and rewarding career. There are multiple APS 6 Property Officer roles available within the Property Management Branch.

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 to ensure transparency in our mandated reporting. Members of our team are passionate about improving the working

environment for Defence personnel and enjoy the challenge of working in a fast paced, challenging and rewarding environment.

Property Officers work across a range of functions that include Leasing; Licencing for Civil use of the Defence Estate; Contract Management; Procurement; Project Management; Strategic Planning and Financial Management. These functions are performed across the Defence estate nationally and in a number of overseas locations. Our functions are undertaken in accordance with the Public Governance Performance and Accountability Act 2013; Lands Acquisition Act 1989; Commonwealth Procurement Rules; Commonwealth Property Management Framework; and the Energy Efficiency in Government Operations Policy. We also work in collaboration with the Department of Finance, and our contracted Whole of Australian Government property service providers.

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 in the market. We pride ourselves on creating a professional environment that enables skills uplift and career advancement opportunities.

Our Ideal Candidate

- You will have experience providing detailed estate property, professional and policy advice in relation to complex work and contribute to strategic planning.
- You will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures.
- You will have strong interpersonal, organisational and communication skills with the ability to build and sustain effective working relationships.
- You will work autonomously and as part of a team, having responsibility for the achievement of outcomes for your work area.
- You may lead a team or have supervisory responsibilities and be accountable to set work priorities and manage workflows.
- You are expected to be capable of developing workforce capability and improving business process.

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

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To Apply

Position Contact	Catherine Hudson, 0419 484 791
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C491C4B2-7DA4-5F50-6CCE-E4

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Defence

Vacancy VN-0764254

Department of Defence

Closing Date:Sunday 09 November 2025

Security and Estate Group
Infrastructure Division

Job Title	Estate Property Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$86,887 - $93,066
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site;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	SEG/08411/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=1979622A-A948-2E48-C018-E44D66859C7F

Duties

The Role

As an APS 5 Estate Property Officer you will, under limited direction, perform and deliver real property activities that support Defence capability nationally. You will conduct your work within relevant legislative and policy frameworks. You will be accountable for organising your workflow and making independent decisions relating to your area of responsibility. Your work will help to shape the future of the Defence estate, aligned to the National Defence Strategy. You will have considerable level of stakeholder engagement and will liaise with stakeholders to identify, respond and provide advice on issues to achieve work unit and Defence outcomes. You will be provided professional development opportunities and be offered the opportunity for an exciting and rewarding career. There are multiple APS5 Property Officer roles available within the Property Management Branch.

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 to ensure transparency in our

mandated reporting. Members of our team are passionate about improving the working environment for Defence personnel and enjoy the challenge of working in a fast paced, challenging and rewarding environment.

Property Officers work across a range of functions that include Leasing; Licencing for Civil use of the Defence Estate; Contract Management; Procurement; Project Management; Strategic Planning and Financial Management. These functions are performed across the Defence estate nationally and in a number of overseas locations. Our functions are undertaken in accordance with the Public Governance Performance and Accountability Act 2013; Lands Acquisition Act 1989; Commonwealth Procurement Rules; Commonwealth Property Management Framework; and the Energy Efficiency in Government Operations Policy. We also work in collaboration with the Department of Finance, and our contracted Whole of Australian Government property service providers. 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 in the market. We pride ourselves on creating a professional environment that enables skills uplift and career advancement opportunities.

Our Ideal Candidate

- You will deliver a range of property related outcomes in accordance with relevant legislation, policy and procedures.
- You will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures.
- You will prepare briefs, reports and other correspondence.
- You will have strong interpersonal, organisational and communication skills with the ability to build and sustain effective working relationships.
- You will work autonomously and as part of a team, having accountability for the achievement of outcomes for your work.

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	Catherine Hudson, 0419 484 791
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1979622A-A948-2E48-C018-E44

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Defence

Vacancy VN-0764255

Department of Defence

Closing Date:Monday 10 November 2025

Capability Acquisition and Sustainment Group
Air Defence & Space Systems Division

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$95,187 - $108,734
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/08361/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=83303E43-3316-71F8-4F3C-E44D6683B717

Duties

The Role

The Project Support Officer (PSO) provides administrative support to the whole of SATCOMSPO, reducing administrative burden from the SPO executives and project and sustainment teams so that they can focus on the delivery and sustainment of SATCOM capability.

The PSO requires in depth knowledge of business administration and operations to support critical tasking, management of SPO information and capture of corporate knowledge.

They provide detailed advice and support to the SPO in the areas of travel, training, workforce, procurement and policy. The PSO supports the Business Operations Manager in the design and implementation of processes and procedures to drive efficiency and manage workflow.

About our Team

Satellite Communication Systems Program Office (SATCOMSPO), within the Space Systems Branch, acquires and sustains satellite communications capability and is a trusted advisor of SATCOM systems for the Australian Defence Force (ADF).

SATCOMSPO comprises of professionals from various disciplines including project management, engineering, commercial, and logistics. This multi-disciplinary team is composed of highly skilled and motivated APS, ADF and contracted personnel.

The team works from Brindabella Park offices in Canberra and maintains close collaboration with other parts of Defence and other Government Agencies. This role forms part of the SATCOMSPO Business Management Unit consisting of: Business Operations, Governance, Project Controls and Export Controls professionals who provide cross-functional support to the SPO.

Our Ideal Candidate

Our ideal candidate has excellent communication and stakeholder management skills to provide support to SPO personnel and executives, and to negotiate on best outcomes for the SPO.

They will have the drive and initiative to identify areas for improvement, and be able to anticipate the needs of the SPO and executives.

As part of this role you will be responsible for the following activities:

- Ensure the SPO has well managed information and is proactive and responsive in its approach to tasking.
- Coordinate administrative activities and determine appropriate courses of action to meet stakeholder needs.
- Build strong professional relationships and negotiate with stakeholders on complex issues to achieve outcomes for the SPO.
- Identify and interpret relevant legislation and policies that align with SPO requirements and apply these to the work area.
- Take the initiative to progress work to meet business objectives and deadlines.
- Develop and implement procedural documentation.

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	Derek MacLean, 02 5109 5694
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=83303E43-3316-71F8-4F3C-E44

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Defence

Vacancy VN-0764265

Department of Defence

Closing Date:Sunday 09 November 2025

Defence People Group
Joint Support Services

Job Title	Social Worker
Job Type	Full-Time, Ongoing
Location	East Sale VIC, Hmas Cerberus VIC, Wagga Wagga NSW
Salary	$95,187 - $108,734
Future Merit Locations	Hmas Cerberus, East Sale, Wagga Wagga
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	DPG/08079/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=CACB8D22-742E-0AF0-979E-E44D68184130

Duties

The Role

The APS 6 Social Worker is responsible for providing support to all vulnerable persons engaging in the reporting and investigation process through the Military Police. The Social Worker provides an opening for the victim/survivor to discuss any concerns they may have regarding the investigative process, as well as conducting needs assessment that may be related to their psychosocial or health needs. The Social Worker also identifies risks and provides short-term therapeutic interventions. The APS 6 Social Worker role will be based at an ADF initial training facility in support of Royal Commission into Defence and Veteran Suicide (RCDVS) Recommendation 2.

In addition, this role will be responsible:

- Working directly with victims to empower informed decisions and provide support
- Prioritising victim safety and wellbeing
- Providing specialised advice to investigators
- Working collaboratively with investigators conducting sexual offence investigations
- Providing specialised training for the unit
- Conducting stakeholder engagement and debriefing of investigators
- Contributing to policy development, quality assurance and internal research projects

About our Team

- The Sexual Offence Response Team (SORT) is a multi-disciplinary investigation capability comprising of an Australian Defence Force Investigators (ADFI) and Social Workers.
- The SORT is implementing the principles of Trauma Informed Care Framework and victim centric approach when conducting sexual offence investigations. This method is expected to improve outcomes for the victims of sexual offences, the investigative process and to preserve the capability of the Australian Defence Organisation.
- The SORT approach in dealing with sexual offences investigations is to incorporate best practices that relate to victims care and recovery, as well as achieving best evidence from people impacted by trauma or highly vulnerable people.
- The SORT team provides support directly to all Joint Military Police Stations (JMPS) around Australia, or any other areas of operations where the ADF exists.

Our Ideal Candidate

The Sexual Offence Response Team (SORT) is focused on supporting the victim/survivor, minimising harm, and mitigating additional secondary trauma during an investigation. The successful candidate requires an advanced understanding of the trauma informed care framework and the principle of person centricity, which is critical to Defence’s harm minimisation efforts.

In addition, the successful candidate will:

- Have a well-developed understanding of the impacts of trauma;
- Have a minimum two years post-qualifying practice experience working directly with individuals who have experienced trauma associated with sexual assault or similar experience in a trauma support setting.
- Conduct practice that is trauma informed, person centric and strengths based.
- Possess the ability to work within the constraints of prescribed policies and guidelines.
- Be willing and able to conduct travel, which may be interstate and at times international.
- Current Drivers Licence.
- Current State of Territory Working with Vulnerable People/Children check.
- Be willing and able to contribute to after hours support for initial reporting by vulnerable individuals.

The office locations for these 3 position are;

HMAS Cerberus – Victoria, RAAF Base Wagga Wagga – NSW, RAAF Base East Sale – Victoria

For a successful applicant outside of these locations, relocation assistance may be provided in accordance with policy.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

Eligibility for membership with the Australian Association of Social Workers (AASW)

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	Tamara Telley, 02 6246 8142
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CACB8D22-742E-0AF0-979E-E4

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Defence

Vacancy VN-0764279

Department of Defence

Closing Date:Sunday 09 November 2025

ARMY
ADFHQ-Office of Chief of Army

Job Title	Business Support Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$86,887 - $93,066
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 5
Position Number	ARMY/08420/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=3CC8EDCA-BB74-7E27-CB20-E44D68598CE9

Duties

The Role

The APS 5 Business Support Officer is responsible for the effective and efficient management of the Office of Director General Defence Landworthiness (DG DLw). The role requires a comprehensive awareness of Branch activities, projects and programs to forward plan specific business support requirements.

The APS 5 Business Support Officer will:

- Manage the overall operation of the work area including the executive email, electronic diary, document production, office services function and travel and budget administration.
- Utilise available information to prepare briefing packs, reports and papers for DG engagements.
- Liaise with stakeholders and visitors of all levels, building good working relationships and providing a point of contact for assistance and general enquiries.
- Actively monitor organisational information, guidance or policy for updates and change that may affect the administrative functions of the Executive.
- Evaluate changes and use common sense to solve problems that may be challenging yet broadly similar to previous situations and research solutions.
- Maintain records management systems in line with Defence policies and procedures.
- Build and sustain relationships in order to work collaboratively within the work area and other areas.

About our Team

The DG DLw leads Landworthiness Branch which is responsible to the Defence Landworthiness Authority (Chief of Army) for the assurance of Land capabilities. The Branch consists of five directorates being: Workplace Health & Safety – Army, Engineering – Army, Army Seaworthiness Support, Landworthiness Investigations & Support, and the Land Test & Evaluation Agency. The Office of DG DLw is located in Russell Offices, Canberra.

Our Ideal Candidate

Our ideal candidate will be an experienced administrative professional who possesses the following:

- Strong interpersonal skills with the ability to communicate clearly.
- Excellent time management skills and an ability to prioritise competing requirements in a highly dynamic environment.
- A demonstrated ability to build effective relationships with stakeholders.
- A willingness to work independently and collaboratively as part of a high performing team.
- A demonstrated ability to maintain confidentiality and handle sensitive information with discretion.

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	Sarah Warner, 02 8222 9106
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3CC8EDCA-BB74-7E27-CB20-E

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Defence

Vacancy VN-0764303

Department of Defence

Closing Date:Sunday 09 November 2025

ARMY
ADFHQ - Office of Chief of Army

Job Title	Compliance Assessment Officer
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	$86,887 - $93,066
Future Merit Locations	Darwin
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	ARMY/08357/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=6BBE67EA-5BAE-29FD-9796-E44DA16BA5FD

Duties

The Role

Army Compliance and Assurance Unit (ACAU) is looking for an Assurance Assessor to work closely with an integrated team of specialists and become a Subject Matter Expert (SME) for assurance activities.

The Assurance Streams, which are open for recruitment in Darwin, are:

- Personnel and Business (P&B),
- Supply Chain (SC),
- Workplace Health and Safety (WHS), or
- Security (SY).

Some key duties of this role include, but are not limited to:

- Continual review and development of assurance processes for the respective stream to ensure compliance,
- Participate on assurance activities to ensure compliance with technical regulation,
- Support unit corrective action remediation and reporting within the identified process for non-compliance,
- Assist with all compliance and assurance activities and reporting on findings,
- Provide compliance and assurance analysis and performance measurement, detail audit findings and recommendations for improvement of Army's governance. Provide advice to stakeholders on compliance policies and regulations,
- Work collaboratively in a team based environment, actively participating in and contributing to team meetings and exchange information to support the work area and team objectives. Provide administrative support to the unit including facility and asset management,
- Interpret and comply with legislative, policy and regulatory frameworks.

About our Team

ACAU is an Army unit to provide compliance and assurance to the Chief of Army. The unit, consisting of full time and part time uniformed members as well as APS SMEs, provide guidance and direction for all areas of governance. The team is extremely supportive and experienced in compliance and assurance activities, working collaboratively with both internal and external stakeholders to deliver good governance across Army.

Our Ideal Candidate

The successful candidate will have an understanding of and a proven ability to apply compliance and assurance techniques within either the SC, WHS, SY or P&B management functions. They are accountable to have and maintain a well-developed understanding of compliance to relevant legislative frameworks, government decision-making and Army's mission and policy requirements.

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

- Previous compliance and audit experience,
- Sound written and verbal communication skills,
- Experience in understanding and implementing government policy,
- Analytical skills, including sound judgement and the ability to interpret legislation, policy, procedures and data to form evidence-based recommendations,
- The ability to interpret legislation and complex matters then communicate in a clear and easy to understand manner,
- Ability to use data and other supporting evidence when making decisions relating to assurance activities and to provide this in a written format to both internal and external stakeholders,
- Ability to build positive, collaborative working relationships with a wide range of internal and external stakeholders.

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	Sheree Power, 07 4446 1278
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6BBE67EA-5BAE-29FD-9796-E4

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Defence

Vacancy VN-0764304

Department of Defence

Closing Date:Sunday 09 November 2025

Joint Capabilities Group
Chief of Joint Capabilities

Job Title	JCG Honours & Awards Manager
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$120,303 - $135,701
Future Merit Locations	Russell
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	JCG/08440/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=09EB8835-8368-A6AD-8749-E44DA17F93B2

Duties

The Role

The Honours and Awards Manager is responsible for providing Honours and Awards advice and staffing and supporting JCG submissions for Enterprise level awards nominations. This position also manages and coordinates the Joint Staff Honours Board (JSHB) on behalf of all non-Service Groups.

As JCG grows in remit, size and demand, JCG will need to increase its ability to properly recognise its personnel to ensure it can maintain an exemplary work environment. This will require further development of Honours and Awards structures within JCG to support more pathways for formal and informal recognition. This strategic outlook has not been explored due to the level of staff work required to maintain minimum viable capability (MVC).

About our Team

Headquarters JCG provides high-level support to the Group Head, the Chief of Joint Capabilities (CJC), by directing and coordinating Group operations across a range of functions. Headquarters JCG works closely with the Functional Commands within JCG and with other Groups and Services to contribute to JCG and Defence outcomes.

This position supports the wellbeing, retention, recognition and support to JCG personnel and Enterprise directions such as the Royal Commission into Defence and Veterans Suicide Implementation. JCG's Service-like end-state includes the force generation of space and cyber capabilities and logistics effects. As such, recruitment and retention of these critical workforces are fundamental to delivery of Defence's mission effects. With CJC's People-first Command philosophy, this position is required to manage and deliver retention and recognition efforts and CJC intent. To achieve mission and intent, JCG will need to develop commensurate awards for the Space and Cyber Domains, this work is yet to commence due to current resourcing constraints. Therefore it is anticipated that the successful applicant will pursue this requirement once they commence with JCG.

Our Ideal Candidate

Must have ability to multi-task, prioritise effectively, and meet crucial deadlines. Able to work independently and within in a team, strong written and verbal skills, managing correspondence and dealing with a wide variety of diverse stakeholders. Discretion and confidentiality is imperative in such a position, given the handling of sensitive information related to nominees and recipients. Interpersonal skills is also of utmost importance, having the ability to build and maintain relationships with various stakeholders.

This position is the only full time position within JCG that manages Honours and Awards for the Group. Timely and developed submissions supports strong morale and recognition in the Group. Additionally, since this position manages the JSHB on behalf of all Groups, supporting the morale and recognition across the Enterprise, without this position the Enterprise risks fundamental inputs to retention of its personnel. With the recent release of the Senate inquiry into Defence Honours and Awards, there will be heavy scrutiny of Defence's adherence to policies and clear and transparent approaches. This position will lead this work on behalf of JCG and other Groups through the JSHB.

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	CMDR Andrea Argirdes, 02 5130 6353 / 0417 825 457
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=09EB8835-8368-A6AD-8749-E44

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Defence

Vacancy VN-0764305

Department of Defence

Closing Date:Sunday 09 November 2025

Defence People Group
Military Personnel Division

Job Title	Data Analyst
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$86,887 - $93,066
Future Merit Locations	Brindabella Business Park
Office Arrangement	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/08452/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A121128C-A39C-9882-EF22-E44DA1FD26CD

Duties

The Role

The Data Analyst is accountable under broad direction to undertake complex procedural, operational, administrative and business support activities within an integrated workforce. They will work within a framework of legislation, established principles, work practices and procedures in accordance with Defences mission and business objectives. A Data Analyst will use their initiative and experience to research, analyse, plan, review and adjust priorities and work activities to assist in the delivery of a range of complex and interrelated procedural, operational, administrative, and business support functions across Defence. They will undertake objective, systematic analysis and draw accurate conclusions based on evidence providing detailed technical, professional, and procedural advice.

- Consolidate and analyse data and information, and contribute to the preparation of written submissions, briefs, inquiry outcomes, corporate reports, minutes and other correspondence for Defence and external stakeholders.
- Undertake statistical analysis and contribute to the preparation of technical reports and data dashboards.
- Prioritise and progress work to meet business objectives, recommend solutions for issues impacting on the achievement of desired outcomes and seek advice and guidance on more complex issues.
- Be accountable for accurate completion of work within time critical deadlines to support the delivery of procedural, operational, administrative, and business support activities across Defence.

- Ability to maintain and troubleshoot reports and dashboards in PowerBi to provide insights and meet reporting requirements.
- Conduct data quality checks to ensure data is accurate and reliable.
- Identify and interpret relevant legislation, work practices, procedures and policies and apply these to the work area.
- Build and sustain relationships with internal and external stakeholders, Defence personnel and team members.

About our Team

The Joint Transition Authority (JTA) offers a broad range of programs and services to prepare Defence members and families to manage all stages of transition.

The JTA works to promote integration, synchronisation and assurance of transition policy and practice across whole-of-government to build a simpler and more connected transition system. The JTA is seeking an engaged and motivated individual to join the Data team as a Data Analyst. Our ideal candidate will have a well-developed understanding of data management, reporting processes. The Data Analyst team is responsible for the collection and analysis of data, consolidating, and synthesising feedback of data collected through Defence HR systems, the ADF Post Transition Survey, workforce reports all which deliver the statistical reporting to JTA. Information is prepared for dissemination of data and analytics to a broad range of stakeholders to improve Post Transition outcomes for ADF Members through assurance activities and improved service delivery. This is integral to the evaluation and improvement of transition support for ADF members.

Our Ideal Candidate

- Australian Citizen with the ability to obtain and maintain a Negative Vetting 1 Clearance.
- Advanced skills in Microsoft Office - specifically Excel and Word.
- Experience with Power BI.
- Exceptional levels of attention to detail.
- Experience in research, data analysis and/or reporting.
- Capable of working with a wide variety of internal and external stakeholders.
- Highly organised and proven ability working to tight deadlines.
- Analytical and problem-solving ability.
- Effective writing and presentation skills.
- High degree of integrity and confidentiality.

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	Isabella Gelonese, 02 6249 0864
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A121128C-A39C-9882-EF22-E4

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Defence

Vacancy VN-0764307

Department of Defence

Closing Date:Thursday 13 November 2025

Air Force Headquarters
History and Heritage Branch - Air Force

Job Title	Air Force Historian
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$139,681 - $167,659
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	AF/08470/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=81C1A881-BDA8-081C-E53A-E44DA281C0FC

Duties

The Role

As the Air Force Historian, you will be responsible for managing the Air Force History Program under the Director General History and Heritage – Air Force (DGHH-AF), guiding APS and Reservists, and providing mentorship to emerging historians. You will deliver high-level Air Force history advice to the Director General History and Heritage – Air Force, oversee strategic tasks, set priorities, manage workflows, and coordinate high level responses to requests for information. Your role includes managing the historical application of doctrine and education, ensuring proper governance, and staff supervision.

You will lead the RAAF's Australian War Memorial (AWM) Liaison Officer, and maintain strong relationships and networks with stakeholders such as the Office of the Chief of Air Force (OCAF), Air Force Headquarters (AFHQ), the AWM, and academic and other agencies with an active interest in military aviation history, is essential. You will identify policy gaps, ensure best practices are followed, produce high quality research, and recommend solutions to strategic risks requiring an historical perspective. This role requires exceptional leadership, communication, and strategic thinking skills.

The position is based in Canberra due to accessibility of official records and key stakeholders. Hybrid work, alternating between the office and working from home, is an option.

About our Team

History and Heritage – Air Force is a diverse team providing high-quality history and heritage advice and support to senior Air Force and other Defence leaders, including CAF and CDF. Comprised of RAAF Reservists and APS staff, the Branch manages programs such as: the Air Force History and Heritage Manual, Aircraft Heritage Assessments, the RAAF Static Display Aircraft fleet, the RAAF Museum and various RAAF Aviation Heritage Centres, RAAF history training and education, collection and preservation of records and artefacts, investigation of reported historical RAAF aircraft wreckage sites and Air Force's missing, and a RAAF History publishing program.

The RAAF History and Heritage team works closely with internal and external stakeholders, including the Australian War Memorial, to identify policy gaps, the application of best practices, and contribute to the preservation and promotion of RAAF history and heritage. The Branch collaborates effectively to deliver research, reports and recommendations that address strategic risks and opportunities, in support of Air Force's strategic capability, culture and engagement objectives.

Our Ideal Candidate

The ideal candidate for the role will have extensive professional and/or academic experience in military history, education, policy and governance, and have worked with a wide range of stakeholders to develop strategic level organisational policy and guidance on history issues, preferably within a Government agency. Excellent communication (written and oral) and stakeholder engagement skills will also be required to support engagement with senior leadership and colleagues across Air Force and wider Defence. An ability to manage a busy workload and priorities accordingly is highly desirable, as is a strong and demonstrated understanding of the strategic environment within which Defence, and Air Force in particular, operates.

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	AIRCDRE Robert Lawson, 02 5109 6445
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=81C1A881-BDA8-081C-E53A-E4

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Defence

Vacancy VN-0764311

Department of Defence

Closing Date:Monday 10 November 2025

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	SUAS Systems Engineer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	$95,187 - $108,734
Future Merit Locations	Brisbane
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/08344/25
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=A6756D56-393B-DD25-4DC1-E44DA28B0359*

Duties

The Role

The UASPO Systems Engineer will be a key member of the Small Uncrewed Aircraft System (SUAS) Engineering Team, reporting to the SUAS Engineering Manager. This role is responsible for supporting the acquisition and sustainment of SUAS capabilities through the application of Defence engineering and oversight frameworks.

Key responsibilities include:

- Conducting engineering activities in accordance with the Army Aviation Systems Branch Engineering Management System and the UASPO Engineering Handbook.
- Reviewing and developing engineering documentation to support UAS products across acquisition and sustainment phases.
- Supporting project and quality management activities.
- Monitoring engineering performance and contributing to continuous improvement initiatives.
- Undertaking administrative tasks, including the preparation of briefs and correspondence, and engaging with internal and external stakeholders.
- Providing support to the Chief Engineer, Engineering Managers, and the broader UASPO program as required.

The successful candidate will demonstrate alignment with Defence values and behaviours, and will be capable of working independently and collaboratively within a multidisciplinary team. Strong communication, collaboration, and stakeholder engagement skills are essential.

Security and Export Control Requirements: This position requires access to technology controlled under the International Traffic in Arms Regulations (ITAR)—a United States (US) law governing defence articles, technical data, and services. Access restrictions may apply based on current or previous citizenships and permanent residency status. Defence may be able to apply workforce exemptions; however, applicants will be required to disclose all current and former citizenships and residencies to determine eligibility and ensure compliance with international obligations.

About our Team

The Uncrewed Aircraft Systems Program Office (UASPO) is a component of the Army Aviation Systems Branch (AASB), within the Joint Aviation Systems Division (JASD) of the Capability Acquisition and Sustainment Group (CASG). The Program Office comprises a Business Management Unit (BMU) and three recently restructured teams: one dedicated to future capability development, and two focused on the delivery and sustainment of Tactical and Small Uncrewed Aircraft Systems (UAS) programs.

UASPO is a trusted delivery partner, consistently achieving agreed capability outcomes for the Capability Manager while ensuring value for money. The Program Office maintains strong, collaborative relationships with both Defence and Industry stakeholders, which are central to its success. The majority of the UASPO workforce is based in Brisbane.

Our Ideal Candidate

The ideal candidate will demonstrate the ability to operate under broad direction to deliver complex engineering and oversight activities within a multidisciplinary, integrated workforce. They will be accountable for maintaining a strong understanding of Defence engineering and oversight frameworks and applying this knowledge to achieve high-quality outcomes.

The successful candidate will possess highly developed written and verbal communication skills, exceptional attention to detail, and the ability to collaborate effectively with key aviation stakeholders.

To be successful in this role, you will bring:

- Demonstrated experience in engineering and oversight systems within a Defence or similarly complex environment.
- Strong analytical and problem-solving skills, with a focus on issue resolution.
- Excellent communication, negotiation, and stakeholder engagement capabilities.
- Proven ability to identify, assess, and mitigate risks associated with engineering and oversight activities.
- Expertise in providing policy advice and technical guidance within your area of specialisation.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This engineering position requires a Bachelor of Engineering from an Australian institution, or a qualification

gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a

Professional Engineer.

Notes

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

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To Apply

Position Contact	Vlad Cvetinovic, 07 3903 6931
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A6756D56-393B-DD25-4DC1-E4

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Defence

Vacancy VN-0764314

Department of Defence

Closing Date:Thursday 13 November 2025

Security and Estate Group
Service Delivery Division

Job Title	Service Delivery Team Leader
Job Type	Full-Time, Ongoing
Location	Fremantle WA, Hmas Cerberus VIC, Potts Point NSW, Richmond NSW, Townsville QLD
Salary	$86,887 - $93,066
Future Merit Locations	Fremantle, Hmas Cerberus, Potts Point, Richmond, Townsville
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	SEG/08339/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=D3EE44FC-A5E3-3F24-981A-E44DA2269664

Duties

The Role

We have APS5 Service Delivery Team Leader (SDTL) vacancies in Customer Service Centres located Crib Point (Vic), Fremantle (WA), Potts Point (NSW) and Richmond (NSW).

Are you ready to lead with purpose and impact? We're looking for leaders who:

- Build strong relationships and foster collaboration across diverse teams and stakeholders.
- Drive outcomes through proactive problem-solving, accountability, and a focus on continuous improvement.
- Lead with integrity and courage, navigating complexity and change with resilience and clarity.
- Empower others by creating a positive, inclusive culture that supports performance, development, and innovation.
- Thrive in high-tempo environments, balancing strategic priorities with operational delivery across a geographically dispersed team.
- Champion Defence's mission, bringing commitment, curiosity, and a service mindset to everything they do.

As a Team Leader, you will lead a team of Service Delivery Officers (SDOs) who support Level 1 helpdesk customer queries by phone, email with limited face-to-fae. Customers include current and former ADF members and their families, Reservists, APS staff, industry and the general public.

You will coach and support your team, setting clear goals for growth, and manage performance. You will provide pastoral care, promote staff well-being and personal development. You will create a respectful, inclusive workplace where your team can thrive.

As part of the leadership team, you will be responsible for your team delivering high quality service in a fat-paced, changing environment. To do this, you will proactively work under limited direction to manage daily operations, organise workflows and make decisions within your area. You will provide quality advice based on legislation, policy, and procedures.

Key Responsibilities

- Lead and support a team of Service Delivery Officers to deliver customer-centric service across multiple channels.
- Analyse individual and team performance, give timely, tailored feedback, and set clear development goals to help your team succeed.
- Demonstrate critical thinking by considering policy, processes, legislation to make fair, informed decisions.
- Investigate issues, analyse data and information, recommend improvements and solutions to continuously enhance service delivery.
- Engage with internal and external stakeholders to support service delivery, resolve issues and achieve outcomes.
- Contribute to continuous improvement and professional development.

We need motivated leaders who are capable in making a real impact. If you’re committed to helping people achieve their full potential, and energised by improving how team works and support customers, we encourage you to apply.

Site Responsibilities

The Crib Point, Richmond and Potts Point Team Leaders supervise teams in multiple locations. They must be available to travel and work across these locations as required. Refer to Annexure 1 – DLLSC locations for a list of our Customer Service Centre sites. Please note: team reporting lines are subject to change with consultation based on organisational requirements.

About our Team

We’re part of the Security and Estate Group (SEG) - the team that develops and maintains Defence’s estate and delivers essential services and security across the organisation.

Our Customer Service Centres are part of the Defence Customer Service Network, supporting a wide range of Level 1 customer queries. These are everyday questions like pay, travel, and entitlements, which we resolve using clear guidance, system tools, and escalation pathways.

We play a key role in supporting Defence capability by delivering seamless, reliable services that allow our customers - including ADF members, APS staff, and contractors - to focus on their mission.

We’re a high-tempo, growth-oriented team that values collaboration, accountability, continuous learning and improvement. One of the best parts of the role is the variety - no two days are the same. You’ll take on new challenges, contribute to meaningful work, and be part of a team that’s always adapting and progressing.

If you are looking for your next leadership opportunity, you’ll find a place here where your ideas are valued, your growth is supported, and your work makes a real difference.

Our Ideal Candidate

We are proud of our positive, collaborative and supportive workplace culture. We value teamwork, respect, and inclusion - and we’re looking for leaders to contribute to the culture we’ve built together.

We’re seeking capable, motivated leaders who bring experience, energy, and a commitment in helping others succeed.

We are looking for leaders who can:

- Lead, support and mentoring teams in a fast-paced service delivery environment. Understands how their work connects to broader organisational goals and helps their team understand priorities.
- Use strong communication, organisation and negotiation skills to build trust and influence positive outcomes.
- Work respectively and effectively with a wide range of stakeholders including ADF and Defence personnel, contractors and APS stakeholders.
- Think critically to proactively identify issues and offer solutions, contributing to continuous improvements in service delivery and ways of working.
- Understand and apply policies, legislation and procedures to deliver practical, people-centric outcomes.

- Anticipates stakeholder needs and proactively takes steps to meet expectations.
- Plan ahead, manage competing priorities, and adapt quickly during change. Supports others through challenges.
- Show resilience and accountability, taking ownership for quality, timeliness and delivery of results.
- Commits to ongoing learning, including on-the-job training and building and maintain product knowledge and customer service skills.
- Self-drive travel between different sites and locations will be required; candidates will need a current Driver's License.

If this sounds like you, you do not need previous APS experience to apply. If you are looking for a role where no two days are the same, engage with the Contact Officer to discuss further.

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.

About the Department of Defence

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To Apply

Position Contact	Joe Paice, 03 9200 1097
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D3EE44FC-A5E3-3F24-981A-E4

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

Vacancy VN-0764315

Department of Defence

Closing Date:Thursday 13 November 2025

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Contract Manager - International Agreements
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT, Nowra NSW
Salary	$120,303 - $135,701
Future Merit Locations	Brindabella Business Park, Nowra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	CASG/06934/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=BD721D6E-91B2-9382-FE86-E44DA32ABEA4

Duties

The Role

The Romeo Enterprise Office EL 1 International Agreements Manager will manage a variety of United States Government agreements, including Foreign Military Sales cases, Cooperative Memorandum of Understanding and Capability Assurance Program - Project Arrangement that have acquired and supported the MH-60R Program. These arrangements continue to evolve over an extended period, responding to the dynamic strategic environment.

The REO International Agreements Manager will lead a small team to deliver critical commercial and procurement outcomes and undertake both local and international contract management activities. The REO EL 1 International Agreements Manager will be accountable under broad direction to perform and achieve complex to very complex international agreement / contract

management work within an integrated workforce across multiple time zones and dispersed geographical locations.

The REO International Agreements Manager will work alongside the Product and Project Managers and with the REO Business Operations Manager, contribute to budget and program finance performance management cycles that span both acquisition and sustainment. You will provide leadership and guidance to the REO team, supporting the development of best-practice commercial strategies, preparing high-quality documentation, and ensuring compliance with applicable Defence commercial and procurement policy frameworks.

Through this role, you will directly shape the effective delivery of maritime aviation capability, safeguard Australia’s investment in the MH-60R fleet, and strengthen the partnerships that are critical to Australia’s long-term National Defence Strategy.

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 Romeo Enterprise Office ensures both the mission readiness and airworthiness of the Royal Australian

Navy’s MH-60R Seahawk Romeo helicopter fleet and the safety of its aviators and aircraft maintenance

staff through the provision of support services via Foreign Military Sales agreements with the US

Government, and International and Australian Industry Partners.

The successful applicant will join a diverse team made up of APS, ADF, US Navy and contractors, all

driven to ensure the availability of the RAN’s MH-60R Seahawk Romeo Helicopter fleet and the safety of its

aviators and aircraft maintenance staff is delivered under a cost effective and financially compliant

framework.

Our Ideal Candidate

You are a commercially skilled EL 1 with contemporary experience in Foreign Military Sales, cooperative programs and traditional ASDEFCON contracting methodologies, and a proven record in capability acquisition and sustainment that delivers critical Defence outcomes. You are recognised for your strong financial and commercial acumen, able to translate complex data into clear advice, and navigate US export control requirements with assurance.

Equally important are your personal attributes. You are resilient and adaptable, able to manage the challenges of working within a culturally different environment and adjusting to varied workplace norms and expectations. You demonstrate flexibility in approach, patience in negotiation and collaboration, and persistence in balancing competing priorities across two Defence organisations with different systems and processes. You build trust through respectful communication, cultural awareness and professional integrity, and you thrive in a joint, high-tempo setting where outcomes rely on teamwork, diplomacy and shared commitment.

Our Ideal Candidate will be a strategic thinker to achieve outcomes. Agile in embedding a mature program management culture. Accountable for ongoing self-improvement, professional development, and supporting staff to achieve their career goals. Responsible to initiate, develop, and co-ordinate international relationships with broad range of internal and external stakeholders across the acquisition and sustainment environment.

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	Darren Tickner, 02 4449 3385
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BD721D6E-91B2-9382-FE86-E4

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Defence

Vacancy VN-0764333

Department of Defence

Closing Date:Monday 10 November 2025

Defence Science and Technology Group
Platforms

Job Title	Explosive Ordnance Technology Officer
Job Type	Full-Time, Ongoing
Location	Fishermans Bend VIC
Salary	$79,176 - $108,734
Future Merit Locations	Fishermans Bend
Office Arrangement	Work From Home;On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	
Position Number	DSTG/08398/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=CFE75546-C5AF-7F18-AA14-E44DA5197C1A

Duties

The Role

The Explosive Ordnance Technology Officer (ETO) plays a crucial role in ensuring the safety of our team during explosive trials in Platforms Division of DSTG. Safety is our top priority, the ETO will be responsible for the management and safe use of explosive ordnance (EO) within the platform survivability groups. The successful candidate will be provided guidance and support to develop skills and experience necessary to become a qualified DSTG Firing Officer (FO). DSTG FOs are authorized to handle and deploy explosive ordnance, and operate firing systems for field-based firing activities at the Underwater Explosive Test Facility (UETF) and the Armour Test Facility (ATF), and other Defence establishments.

The successful candidate will be expected to:

- Have and/or develop explosives handling competencies, knowledge and expertise through formal training, education and work experience.
- When authorised, perform firings including: intentional functioning of detonators, high explosive charges, pyrotechnic devices, gas guns and propellant charges. Undertake the setup and preparation of firing systems and explosive charges as well as the documentation of firing records and other safety management systems.
- Take responsibility for the safe management of EO activities such as EO ordering, safe storage, handling, inspection, accounting, life management and disposal.
- Manage and maintain EO related equipment and ensure compliance with relevant regulations, policy and the DSTG Explosive Safety Management System (XMS).
- Take responsibility for interactions and liaise with Defence and other maintenance services to ensure the continued operational readiness of the UETF/ATF test site capability.
- Actively participate in the planning, risk assessments and reporting of platform survivability trials for Defence.
- Assist in the management of instrumentation and data acquisition systems, including the calibration and maintenance of instrumentation hardware, sensors and transducers for measuring pressure, acceleration, velocity, and strain during explosives events.
- Ability to collate data, analyse, interpret and report in written and verbal formats to a range of audiences

About our Team

The Technology Officer will be part of the Vehicle Survivability (VS) and the Naval Platform Survivability (NPS) groups within Platforms Division in DSTG and based in Melbourne.

Staff in VS and NPS groups manage, develop and use a range of capabilities (UETF, ATF) on behalf of the Department of Defence. The UETF and the ATF are state-of-the-art facilities for research activities into the vulnerability of Defence maritime and land platforms. Staff also undertakes EO activities at other Defence sites as required.

Staff in NPS and VS undertake research and testing to provide scientific advice to Navy and Army on the blast, shock and protection performance and survivability of submarines, ships, armoured vehicles and other platforms subjected to explosive effects.

Our Ideal Candidate

As an S&T3-4 Explosive Ordnance Technology Officer, you will be required to demonstrate a range of skills. To succeed in this role and to achieve the required outcomes for Defence, you must be able to demonstrate the following:

- Experience and a willingness to develop knowledge and expertise in explosives and related technologies.
- Ability to uphold the highest level of professionalism; to ensure controls are in place for the safety of themselves and all associated staff, contractors and any members of the public during a firing activity.
- Technical knowledge and experience in working with instrumentation and data acquisition systems, sensors and transducers, calibrations systems, and relevant data review techniques.
- Ability to analyse -interpret data and report in written and verbal formats
- Ability to work independently and as part of a multi-disciplinary team and an ability to cultivate strong relationships with a diverse range of stakeholders.
- Ability to work onsite at DSTG Fishermans Bend as well as travel to regional Victoria for EO trials held throughout the year.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

The S&T4/APS6 Technologist/Technician Platform Systems position may require:

• Academic qualifications in one or more of the following related fields of research; or

• Relevant skills and work experience.

Ref 1297.0 ANZSRC Fields of Research 2020

Division 40 – Engineering

4001 Aerospace Engineering

4015 Maritime Engineering

4016 Materials Engineering

4017 Mechanical Engineering

4099 Other Engineering

Division 51 – Physical Sciences

5103 Classical Physics

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	Kris Johannessen, 03 8534 7136
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CFE75546-C5AF-7F18-AA14-E4

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Defence

Vacancy VN-0764341

Department of Defence

Closing Date:Thursday 13 November 2025

Security and Estate Group
Service Delivery Division

Job Title	Service Delivery Manager
Job Type	Full-Time, Ongoing
Location	Potts Point NSW, Richmond NSW
Salary	$95,187 - $108,734
Future Merit Locations	Potts Point, Richmond
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	SEG/08219/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=25A6BDEE-993C-AD80-0963-E44DA5AC4771

Duties

The Role

We are looking for leaders who:

- **Forge strong partnerships** and lead collaboration across diverse teams, stakeholders, and locations to deliver integrated, customer-focused services.
- **Drive strategic outcomes** through proactive problem-solving, sound judgement, and a commitment to continuous improvement and innovation.
- **Lead with integrity and influence,** navigating complexity and change with resilience, clarity, and a focus on long-term impact.
- **Empower and develop others,** cultivating a high-performance, inclusive culture that supports capability growth, wellbeing, and professional development.
- **Operate effectively in high-tempo environments,** balancing strategic priorities with operational delivery across geographically dispersed teams and evolving service channels.

As a Service Delivery Manager, you will lead customer service teams to deliver high-quality support across phone, email, and limited face-to-face channels. You will manage people, performance, and service quality in a fast-paced, dynamic environment.

You will coach and develop staff, set clear goals, and provide regular feedback. You will foster a respectful, inclusive workplace that supports wellbeing and growth. You will drive continuous improvement and fostering a culture of collaboration, accountability, and innovation. You will make informed decisions using policy, legislation, and procedures.

You will oversee daily operations, organise workflows, and resolve issues under limited direction. You will analyse data, identify risks, and recommend improvements. You will collaborate with stakeholders to drive outcomes and enhance service delivery.

Your leadership will directly impact the experience of Defence customers, including ADF members, families, Reservists, APS staff, industry, and the public. You will contribute to strategic outcomes and continuous improvement across a geographically dispersed team.

Key Responsibilities:

- Lead and support Service Delivery Officers to deliver consistent, high-quality service across multiple customer channels.
- Evaluate and optimise performance, provide tailored feedback, and set clear expectations and development goals to build capability and drive results.
- Proactively drive fair and consistent people management practices, promoting wellbeing, inclusion and professional growth.
- Enable resource planning, cross-skilling, and learning initiatives to build a flexible and agile work-force.
- Positively lead through change, balancing competing priorities. Empower teams to navigate through uncertainty and adapt with resilience, clarity and empathy.
- Build and sustain strong, productive relationships and champion collaboration across teams, stakeholders and sites.
- Uplift analysis of data and customer feedback to identify trends, opportunities and risks. Advocate service and customer experience enhancements to drive continuous improvement.
- Make informed decisions using policy, legislation and procedures with integrity, courage, and critical thinking.
- Champion Defence’s mission with commitment, curiosity, and a service mindset, balancing strategic priorities with operational delivery.
- This role requires independent travelling between sites, and therefore the successful candidate must have a current driver's license.

Site Responsibilities:

Service Delivery Managers supervise teams in multiple locations. They must be available to travel and work across these locations as required. Refer to Annexure 1 - DLSSC locations for a site list.

Please note: Team Reporting lines are subject to change with consultation based on organisational requirements.

About our Team

We are a part of the Security and Estate Group (SEG) — the team that develops and maintains Defence's estate and delivers essential services and security across the organisation. Our Customer Service Centres are part of the Defence Customer Service Network, supporting a wide range of Level 1 customer queries. These are everyday questions such as pay, travel, and entitlements, which we resolve using clear guidance, system tools, and escalation pathways.

We play a key role in supporting Defence capability by delivering seamless, reliable services that allow our customers — including ADF members, APS staff, and contractors — to focus on their mission. We are a high-tempo, growth-oriented team that values collaboration, accountability, continuous learning and improvement. One of the best parts of the role is the variety — no two days are the same.

You'll take on new challenges, contribute to meaningful work, and be part of a team that's always adapting and progressing. If you are looking for your next leadership opportunity, you'll find a place here where your ideas are valued, your growth is supported, and your work makes a real difference.

Our Ideal Candidate

We are proud of our positive, collaborative and supportive workplace culture. We value teamwork, respect, and inclusion — and we are looking for leaders to contribute to the culture we've built together.

We are looking for leaders who can:

- Lead, coach and empower teams to deliver high-quality service in a fast-paced, complex service delivery environment, aligning team efforts with broader organisational priorities.
- Communicate with influence, using advanced negotiation and coordination skills to build trust and drive strategic outcomes.
- Engage respectfully and effectively with diverse stakeholders, including senior Defence personnel, contractors, and APS colleagues, to support service excellence.
- Apply critical thinking to identify emerging issues, analyse root causes, and implement sustainable service delivery improvements.
- Interpret and apply legislation, policy and procedures to deliver consistent, people-focused decisions and advice.
- Anticipate stakeholder needs, proactively manage expectations, and contribute to long-term relationship management.
- Lead through change, balancing competing priorities and supporting teams with resilience, clarity and adaptability.

- Take ownership of results, ensuring accountability for service quality, timeliness and continuous improvement.
- Champion ongoing learning and development, fostering a culture of capability growth and maintaining expert product and service knowledge.
- Travel independently between sites as required to support dispersed teams and operational needs.

If this sounds like you, you do not need previous APS experience to apply. If you are looking for a role where no two days are the same, engage with the Contact Officer to discuss further.

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	Jason Bell, 03 8326 0980
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=25A6BDEE-993C-AD80-0963-E4

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Defence

Vacancy VN-0764346

Department of Defence

Closing Date:Sunday 23 November 2025

NAVY
Fleet Command

Job Title	Logistic Compliance Officer
Job Type	Full-Time, Ongoing
Location	Waverton NSW
Salary	$86,887 - $93,066
Future Merit Locations	Waverton
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	NAVY/08508/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=58111C4E-8B3E-6974-74D6-E44DA62DCE67

Duties

The Role

Fleet Logistics Division (FLD) is looking for a Compliance Officer to work closely with an integrated team of logistics specialists and become the Subject Matter Expert (SME) for logistics policy, supporting the units attached to HMAS Waterhen.

Some key duties of this role include, but not limited to:

- Continual review and development of unit processes to ensure compliance.
- Manage audits on processes to ensure compliance with technical regulation.
- Analyse compliance and assurance outputs and prepare detailed reports with recommendations on audit results.
- Support unit remediation and reporting with identified process non-compliance.

- Assist with all C&A progressive stocktaking activities and reporting to support of Defence-wide stocktaking programs.
- Provide compliance and assurance, analysis, performance measurement, reporting and improvement of Navy's Supply Chain & Logistics processes and systems to ensure the effective and efficient use of Navy's logistics resources.
- Provide advice to stakeholders on logistics compliance policies and regulations.

About our Team

Fleet Logistics Division (FLD) is a team of Maritime Logistics (ML) Officers and Subject Matter Expert providing guidance and direction for all areas of ML across Fleet Command. This includes governance oversight and logistics assurance. The team is extremely supportive and experienced in compliance and assurance guidance, working collaboratively with each other across all the Forces to achieve results.

Our Ideal Candidate

- Previous logistic experience.
- Previous compliance and audit experience.
- Good written and verbal communication skills.
- Experience in understanding and implementing government policy.
- Demonstrated analytical skills, including sound judgement and the ability to interpret legislation, policy, procedures and data to form evidence-based recommendations.
- The ability to interpret legislation and complex matters then communicate in a simple, clear easy to understand manner.
- Demonstrated ability to use data and other supporting evidence when making decisions relating to investigations and to provide this in a written format to both internal and external stakeholders.
- The ability to build positive, collaborative working relationships with a wide range of internal and external stakeholders.

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	Graham Ruthenberg, 08 7971 5960
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=58111C4E-8B3E-6974-74D6-E4

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Defence

Vacancy VN-0764347

Department of Defence

Closing Date:Monday 03 November 2025

Australian Defence force HeadQuarters
Vice Chief of Defence Force Group

Job Title	Threat and Context Team Lead
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	$120,303 - $135,701
Future Merit Locations	Fairbairn
Office Arrangement	Flexible
Office Arrangement Details	Extensions may be granted in exceptional circumstances only. Applicants requesting an extension must contact the Contact Officer 24 hours prior
Classification	Executive Level 1
Position Number	ADFHQ/08447/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=7A2B23D1-E91A-4D7D-D68B-E44DA5C5C58B

Duties

The Role

The EL 1 Threat and Context Team Lead is responsible for leading the TACT capability, which provides a joint common experimental environment, scenario development and adversary replication for Joint Defence Experimentation. This ensures strategy-led and threat-informed consistency in Defence experimentation, supporting the delivery of evidence-based analysis for force design and integration. They will lead a small team to deliver outcomes for the Joint Experimentation Directorate (JED) and will contribute to broader events under the Adaptive Adversary Team (AAT) Framework.

The TACT Lead will:

- Lead the development and maintenance of the TACT, ensuring it provides a robust and adaptable environment for Joint experimentation and analytical efforts.
- Ensure scenarios and events are nested within the broader strategic context of the Joint Experimentation Program, maintaining alignment with Defence strategic objectives and endorsed force design scenarios.
- Support by developing and providing relevant experimentation products and materials.

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

TACT is responsible for the development and delivery of the Threat and Context capability at JED - through Force Integration Division and the Joint Warfare Development Branch, JED supports the Vice Chief of the Defence Force and other sponsors in delivering the annual program of Defence experimentation events. The TACT ensure strategic alignment and coherence across Defence experimentation by designing, managing, and delivering realistic, evidence-based scenarios and vignettes. The TACT supports war gaming and other experimental activities by providing adversary modelling, red teaming, and contextual inputs that reflect current and future operational environments.

The team fosters collaboration across Defence and external agencies, ensuring integration with broader capability development efforts. Through leadership, innovation, and governance, the TACT enhances the quality and relevance of experimentation outputs, contributing directly to the evolution of joint warfighting concepts and future force design. TACT is critical in maintaining a robust, adaptable, and strategically aligned experimentation environment that supports Defence’s preparedness and capability development objectives.

Our Ideal Candidate

The ideal candidate for the EL 1 TACT Lead is a strategic thinker with demonstrated leadership experience in joint operational environments. They possess advanced research, analysis, and joint planning skills, and formal qualifications in Operations Analysis will be highly regarded. With a strong background in Defence experimentation, force analysis, or war-gaming, they bring a deep understanding of warfighting concepts and future force development.

The candidate excels in stakeholder engagement, thrives in collaborative environments, and is adept at delivering high-quality, evidence-based products. They are skilled in scenario development, red teaming, and adversary modelling, ensuring strategic alignment and realism in experimentation. They are experienced in leading multidisciplinary teams, fostering a culture of collaboration, innovation, and continuous improvement.

Eligibility

Security Clearance:

Prior to commencement, successful applicants will be required to undergo a psychological assessment and an extensive security clearance process. As a Positive Vetting clearance is

required, applicants must be Australian Citizens; be able to account for their personal background for their whole life; and be able to demonstrate suitability to work in a high security intelligence environment.

Notes

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	Sarah King, 02 6265 1218
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7A2B23D1-E91A-4D7D-D68B-E4

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Defence

Vacancy VN-0764354

Department of Defence

Closing Date:Thursday 13 November 2025

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Logistics Assurance Officer
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	$86,887 - $93,066
Future Merit Locations	Enoggera
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	CASG/08473/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=5C31A8EE-CF96-B30C-5F6C-E44DA40397EE

Duties

The Role

The APS 5 Logistic Governance and Assurance Officer will work within the CHSPO Business Management Unit and is responsible to the Logistic Governance and Assurance Manager for the delivery of logistical governance and assurance activities for CHUSPO. The role will require the successful candidate to work within a framework of legislation, Commonwealth policies, work practices and procedures in accordance with Defence's mission and business objectives. The successful candidate will engage in moderately complex problem solving, issues management and may coordinate internal and external stakeholder engagement. They will have a wide range of opportunities to develop their skills in a highly supportive environment.

The duties of an APS5 Logistics Assurance Officer occupation in Defence include the following:

- Prepare, perform and monitor compliance, assurance, and audit activities on SPO business units and assets.
- Through interpretation and compliance with legislation, regulatory frameworks and Department policy achieve organisational objectives and the provision of advice to SPO business units.
- Through collaboration establish and sustain effective relationships with the SPO community and key stakeholders.
- Analyse compliance and assurance outputs and prepare detailed reports with recommendations on audit results.

- Develop responses to correspondence; prepare briefs and reports for management.

This role has been identified as requiring access to International Traffic in Arms Regulations (ITAR) controlled technology. The ITAR is United States (US) law, which regulates Defence articles, including technical data, and defence services on the United States Munitions List. Access restrictions may apply based on currently held/previously held citizenship, as well as current permanent residency. Defence may be able to utilise workforce exemptions to mitigate these restrictions, which generally requires that applicants provide details of all current citizenships and permanent residencies, as well as previously held citizenships. Defence collects these details to confirm an applicant's eligibility for the role and to maintain compliance with international obligations.

About our Team

The Business Management Unit is responsible for the delivery of Corporate Services and in conjunction with Branch, People and Workforce Management functions across the Program Office. We are accountable for the delivery of and coordination of corporate support services across our multiple work locations. Corporate Services performed by the BMU comprise Logistics Governance and Assurance, and Business Governance and Assurance (which is further broken down into the areas of Information and Records Management, internal Financial Management, Workforce Management, Security, WHS & Risk Management).

Our Ideal Candidate

Our ideal candidate has experience in:

- Integrated Logistics Support (ILS).
- Knowledge of Defence logistics operations, including distribution, maintenance, security, and equipment management.
- Ability to conduct internal audits, stocktake, and producing complex reports using Defence Logistic Information Systems.
- Understanding or ability to understand Defence logistics legislation and policy frameworks governing stocktaking and inventory control.
- Experience in applying compliance standards to ensure accurate asset accountability, audit readiness, and operational transparency.
- Ability to interpret and implement Defence instructions, procedural documents, and governance requirements to support logistics assurance and continuous improvement.

To achieve high quality outcomes, the following attributes and skills will be key to the role:

Adaptability, resilience and flexibility, Strong written, interpersonal and verbal communications skills, ability to work effectively both independently and as part of multi-disciplinary teams, strong stakeholder engagement skills, excellent attention to detail and strong collaboration skills.

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	Lisa Waldon, 07 3903 6429
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5C31A8EE-CF96-B30C-5F6C-E4

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Defence

Vacancy VN-0764357

Department of Defence

Closing Date:Thursday 13 November 2025

NAVY
Deputy Chief of Navy

Job Title	Navy Psychologist
Job Type	Full-Time, Non-Ongoing
Location	Potts Point NSW
Salary	$95,187 - $108,734
Future Merit Locations	Potts Point
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/08477/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=AB032C36-F882-26B6-DB4E-E44DA786F3C9

Duties

The Role

This is a civilian (non-uniformed) role, as part of the Australian Public Service (APS) workforce within Navy.

Our psychologists have a diverse organisational and operational psychology role, in support of Navy members on Navy Establishments. We work as part of a broader psychology team of professionals, including psychology assistants, work closely with other health professionals, and command teams.

In this role, you will be a part of the Navy Psychology East section, providing psychological support to Navy members and contributing directly to Navy's capability and national security. The services delivered by an APS 6 Psychologist include referrals from Command for advice, referrals from Navy members for work-related support, mental health training delivery, operational mental health screening, critical incident mental health support and organisational interventions.

This is a non-ongoing role until October 2026.

About our Team

The Navy Psychology East section is located at HMAS Kuttabul (Potts Point) on the beautiful Sydney Harbour close to the CBD and Royal Botanic Garden.

Our team consists of a Senior Psychologist, two APS 6 Psychologists, uniformed Navy Psychologists, and a Psychology Assistant. The team works together to achieve a high standard of psychology service provision, liaising regularly with command elements, health providers and other wellbeing stakeholders.

The section provides the full scope of Navy Psychology Services to Navy Fleet Units and the Garrison Shore Establishments in the Sydney area.

Our Ideal Candidate

We are looking for a highly motivated individual who is seeking variety in their professional career, able to work with reasonable autonomy, has a willingness to learn, and who is passionate about supporting Navy personnel to perform at their best in order to successfully fulfil Navy’s Mission.

They will be capable of performing a range of psychology services including psychological assessments, training delivery and development, report writing, brief psychological intervention, critical incident management mental health support, and stakeholder engagement.

They will be drawn to working in the operational, occupational and clinical space, be able to adapt to a changing environment to match operational tempo, and be able to provide advice on complex and sensitive issues taking into account conflicting needs.

Finally, they must be able to build and sustain effective working relationships with team members and actively participate in teamwork and group activities.

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

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To Apply

Position Contact	Belinda Radnidge, 02 6155 9043
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AB032C36-F882-26B6-DB4E-E4

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Defence

Vacancy VN-0764358

Department of Defence

Closing Date:Thursday 13 November 2025

Joint Capabilities Group
Chief of Joint Capabilities

Job Title	JCG Registry Clerk
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$79,176 - $86,438
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 4
Position Number	JCG/08489/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=78592156-C291-6E41-A4DA-E44DDDBF519F

Duties

The Role

Are you ready to contribute to a high-profile Defence environment supporting senior leadership?

The APS 4 Registry and Filing Officer role offers a unique opportunity to work within a dynamic and integrated team supporting Headquarters Joint Capabilities Group (HQJCG), including the Office of Chief Joint Capabilities (OCJC) and the Office of Deputy Chief Joint Capabilities (ODCJC).

As the Registry and Filing Officer, you will be responsible for managing official correspondence and document workflows, ensuring timely and accurate receipt, allocation, tracking, actioning and dispatch. You will oversee HQJCG mailboxes and contribute to the smooth operation of records and information management processes.

Working under limited direction, you will apply your knowledge of relevant legislative frameworks to interpret and comply with information management requirements. You will make decisions within your area of responsibility and seek guidance on more complex matters when needed.

This role is ideal for someone who thrives in a collaborative environment, values attention to detail, and is committed to supporting organisational objectives through effective records and correspondence management.

About our Team

Headquarters Joint Capabilities Group (HQJCG) provides strategic support to the Group Head, Chief Joint Capabilities (CJC), and the Deputy Chief Joint Capabilities (DCJC). The team plays a key role in directing and coordinating Group operations across a broad range of functions. HQJCG works closely with JCG's Functional Commands and collaborates with other Groups and Services across Defence to deliver outcomes that support both JCG and Defence-wide objectives.

The Registry and Coordination team operates within HQJCG and reports to the APS 6 Coordination Manager. This team is responsible for delivering high-quality administrative coordination and support to the Offices of CJC and DCJC, working closely with other HQJCG teams and the broader JCG network.

The HQJCG team includes a diverse range of functions, such as:

- Offices of CJC and DCJC.
- Ministerial and Parliamentary Directorate.
- Governance Directorate.
- Workforce and Culture Directorate.
- Media and Communications.
- Web Management.
- Legal Support Important.

Note: This role is primarily based at our Russell office. We are committed to supporting flexible working arrangements and are happy to discuss options that balance operational requirements with individual needs.

Our Ideal Candidate

We are looking for someone who is enthusiastic about making a meaningful contribution, eager to grow professionally, and understands the importance of clear and effective communication.

You will be a motivated self-starter who demonstrates professionalism and works confidently both independently and as part of a collaborative team. You will bring a strong work ethic, attention to detail, and a high level of personal drive. Your ability to comprehend complex information and communicate with influence will be key to your success in this role.

To be successful in this role, you will ideally have:

- Previous experience in an Information and Records Management role.
- Experience using records management systems such as Objective (Objective Work Group Coordinator experience preferred) and PDMS.
- A current Baseline security clearance and eligibility to obtain an NV1 security clearance.

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	Vanessa Tierney, 02 6265 2574
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=78592156-C291-6E41-A4DA-E44

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Defence

Vacancy VN-0764366

Department of Defence

Closing Date:Thursday 13 November 2025

Security and Estate Group
Service Delivery Division

Job Title	Service Delivery Support Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Hobart TAS, Cooma NSW
Salary	$79,176 - $86,438
Future Merit Locations	Hobart, Cooma
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 4
Position Number	SEG/08437/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=127828DC-6642-AC72-12F3-E44DDEED7085

Duties

The Role

We have exciting opportunities for APS 4 Service Delivery Support Officers (SDSO) who can support a national team to deliver excellent service delivery outcomes, and have the skills, or ability to quickly develop the skills, to provide product knowledge and support to APS 3 Service Delivery Officers (SDOs).

This Service Delivery Support Officer position contributes to the delivery of high-quality client services within the DCAM team, supporting Defence personnel and stakeholders through consistent, responsive, and professional engagement.

This role is suited to individuals who demonstrate initiative, sound judgement, and a commitment to Defence values. Applicants should be comfortable working in a fast-paced environment, supporting peers, and contributing to team outcomes with professionalism and integrity.

About our Team

Defence’s primary mission is to protect Australia and its national interests, promote security and stability in the world and support the Australian community as directed by the Government. The Customer Service Network comprises contact centres, email and face-to-face customer services, archives, travel and publishing.

We enable Defence personnel to achieve their mission through delivery of excellent customer services through our phone, email and face-to-face access channels. One of the best things about our team is the variety of our work; every day is different, with new puzzles to solve and interesting work crossing our desks.

Our Ideal Candidate

The successful candidate will be a team-orientated and customer service focused individual.

To be successful in the role, you will have:

- A passion for customer service.
- A commitment to learning new skills and participation in activities to build and maintain customer service skills, systems knowledge and product understanding.
- Ability to communicate with internal and external customers across various channels, including face-to-face, email and phone queries.
- Ability to work collaboratively and actively participate in group activities, both in person and remotely via platforms such as Skype or Teams technology.
- Initiative to resolve customer enquiries through accurate interpretation of internal knowledge articles, policy and procedures.
- Be comfortable working in an environment where you are required to meet Key Performance Indicators and contact centre metrics as part of the service centre environment.

In turn, we will:

- Provide a competitive salary that increases over time as part of the Defence Enterprise Collective Agreement and performance progression processes.
- Support your future by contributing 15.4% superannuation, well above the national mandate of 12%.
- Provide flexible working policies including: work hours, work days, full and part time employment options with a standard full time working week of 37.5 hours and a minimum of 20 hours for part time employees.
- Offer a diverse range of funded development opportunities that will help you grow professionally.
- Provide generous leave opportunities including annual leave, sick and carers leave, one additional day per year as part of the Defence Enterprise Collective Agreement and access to additional leave over the end of year reduced activity period (also referred to as Christmas stand down).
- Access to a number of Health, Wellbeing, Diversity and Inclusion networks.

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	Jennifer Sims, 02 6453 4505
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=127828DC-6642-AC72-12F3-E44

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Defence

Vacancy VN-0764367

Department of Defence

Closing Date:Friday 31 October 2025

Joint Capabilities Group
Cyber Operations Division

Job Title	Cyber Incident Response Coordinator
Job Type	Full-Time, Ongoing
Location	Harman ACT
Salary	$79,176 - $93,066
Future Merit Locations	Harman
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	JCG/08455/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=9CCA9A0F-DC0A-A44E-29E8-E44DDE73A641

Duties

The Role

As an APS 4/5 within Cyber Incident Response and Co-ordination (CIRC) capability, you are responsible for performing analytical and co-ordination elements of Cyber Security Incident Response within the Defence Security Operations Centre (DSOC).

Duties include:

- Apply appropriate governance, policy and legislative frameworks to triage reported cyber security incidents, and undertake appropriate actions through the application of incident response tradecraft.
- Responsible for understanding the business impact as a result of cyber security incidents to inform the risk to Defence assets.
- Responsible for the communication and reporting of cyber security incidents that includes effective internal and external stakeholder engagement.
- Building a working knowledge of, and compliance with, legislative frameworks, government decision-making processes, risk assessments, and Defence’s mission and policy requirements.
- Manage work take-on and prioritisation within a high-tempo operational environment.

- Engage in problem solving, issues management, and coordination activities, to support the effective management of reported security incidents.
- Proactively engage with continuous improvement of processes, operating procedures and work instructions, within the DSOC information management tool.

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

DSOC is the strategic centre for Cyber Security Operations within Defence. DSOC provides mission focused services across the Defence enterprise through a range of Cyber Security Operations functions. The team have access to contemporary tools, training, and support to enable high quality achievement, responsive, and dynamic outcomes in support of Defence and its mission.

DSOC is a collaborative and agile team, committed to providing opportunity for professional development whilst also contributing to key strategic outcomes. DSOC consists of a diverse workforce of complementary skillsets, inclusive of APS, ADF, and contractors. We routinely engages with a wide range of stakeholders across the Department, Whole-of-Government, and Defence Industry, to identify new opportunities for improvement and collaboration.

Our Ideal Candidate

Our ideal candidate will:

- Have demonstrated experience in one or more of;

Cyber Security Incident Response processes/tradecraft;

Government security risk management;

Cyber security compliance, or related fields;

- Possess solid communication skills with the demonstrated ability to tailor and adapt communication to suit a variety of stakeholder requirements;
- Have a good understanding risk, and demonstrated application of incident response frameworks, governance, or workflows;
- Be responsible in accurately completing work; actively seek guidance; and, show sound judgement to appropriately escalate as required;
- Possession of a well-rounded ability to think critically, be inquisitive, whilst diligently and pragmatically driving at results and comprehensive analytical skills;

- Demonstrated ability to build and sustain relationships with various stakeholders.

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	Yevanne Ho, 02 5131 0960
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9CCA9A0F-DC0A-A44E-29E8-E4

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Defence

Vacancy VN-0764377

Department of Defence

Closing Date:Wednesday 05 November 2025

Defence Science and Technology Group
Research Technology and Operations

Job Title	Leader Electronics Fabrication
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	$120,303 - $135,701
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	
Position Number	DSTG/08426/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=40C8CD53-464C-31B1-171E-E44DE0325767

Duties

The Role

DST Group have a position available within Research Technology and Operations (RTO) Division, Research Engineering (RE) branch. We are looking for a Discipline Lead for our Electronic Fabrication discipline in South Australia. The Discipline Leader will be responsible for the leadership of technicians and technical professionals delivering an advanced capability to DST. They will use their specialised expertise to apply and develop innovative research engineering techniques to ensure that DST remains at the forefront of research and development.

The leader is required to manage the safety and quality requirements of the team and are accountable to plan and manage a range of human, financial and physical resources including a modern dynamic electronics manufacturing facility consisting of:

- Semi-automated surface mount assembly equipment.
- A range of supporting electronic manufacturing capabilities.
- A fully automated surface mount assembly line including automatic stencil printer, advance pick-and-place machine and reflow oven.

The Leader - Electronic Fabrication will be expected to apply their knowledge and experience in Electronic manufacturing technologies to lead the development of Electronic Manufacturing

Capability across Research Engineering to produce Prototype and Engineered electronic products that directly contribute to wider research activities within DSTG as well as the wider defence community and other governmental departments.

They will provide oversight to their domain of expertise, with the following key responsibilities:

- Accountable for managing allocated resources, setting work area priorities, managing workflows, developing strategies and evaluating business outcomes.
- Accountable for accurate completion of work within timeframes and quality requirements, share own expertise with others and guide and mentor less experienced employees.
- Oversee and manage scientific developments and the application of resources to meet defence's strategic needs.
- Manage the enhancement of capabilities, information, knowledge and the transition of staff skills to meet project needs.
- Apply expertise in a specialised field of science and a broad understanding of the domain knowledge to lead and undertake research activities.
- Understand application of work to the operational environment to provide advice to senior management and stakeholders.
- Facilitate appropriate direction for the team by clearly communicating goals and objectives.
- Liaise and negotiate with stakeholders to recognise their priorities and develop solutions to meet their needs and expectations.
- Diagnose a range of science and technology issues from a defence and scientific perspective and implement solutions.
- Interpret and translate information between clients, collaborators, customers, Australian Defence Force personnel, senior management and scientific teams to align strategic goals and project outcomes.

About our Team

Research Technology and Operations (RTO) Division has a workforce of engineers, technicians, computer scientists and other professional staff who deliver a wide range of highly specialised research capabilities and innovative solutions which underpin the operational capability of DST.

RTO's work areas undertake a broad, on demand and dynamic array of functions to keep DST at the forefront of research and development.

RTO's work areas include:

- Scientific computing and DST's eResearch strategy.
- Development and acquisition of a world-class secure High Performance Computing (HPC) Capability for advanced modelling and simulation.
- Nationally recognised and unique research engineering capabilities.
- Specialised research safety, resource management and security services to assure sovereign S&T capabilities for Defence; and,
- Development and implementation of DST's research infrastructure strategy.

Research Engineering (RE) branch provides integrated, multi-disciplined, leading edge, rapid response and innovative scientific engineering capability to the Defence S&T program. RE provides professional and advanced manufacturing to DST to enable delivery of products, prototypes and models for research, development and experimentation. RE fuses talented professional engineering and technical staff with world's best design software and cutting edge fabrication capabilities. Through design, fabrication and prototyping, RE facilitates the transition of applied research to industry for production of military capability.

RE is dedicated to collaborating closely with DSTG researchers while providing valuable support to Defence and National Security operations and provides capabilities across six functional areas: Electronic and Software Engineering; Electronic Fabrication; Micro and Nano Engineering; Mechanical Fabrication; Mechanical Engineering; and Scientific Applied Imaging. Certified to the IOS9001 Quality Management System, RE provides consistent fit for purpose engineering solutions and the application of best business practices.

Our Ideal Candidate

We are seeking applicants who have a technical background in electronic manufacturing. The right person will have an in depth understanding and appreciation for the intricacies of electronic manufacturing and fabrication. They will ideally be formally qualified in an aligned technical trade or academic discipline or will have significant practical experience.

They will have experience leading teams and managing projects with an emphasis on delivery of quality outcomes whilst ensuring safe work practices are maintained. The leader will provide support and guidance to the team to ensure they are sensitive to Defence strategic direction and equipped to excel in their capabilities.

Eligibility

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.

Ref 1297.0 ANZSRC Fields of Research 2020

Division 31 – Biological Sciences

3199 Other Biological Sciences

Division 34 – Chemical Sciences

3403 Macromolecular & Materials Chemistry

Division 40 – Engineering

4001 Aerospace Engineering

4015 Maritime Engineering

4016 Materials Engineering

4017 Mechanical Engineering

4099 Other Engineering

Division 46 – Information & Computing Sciences

4602 Artificial Intelligence

Division 49 – Mathematical Sciences

4901 Applied Mathematics

Division 51 – Physical Sciences

5103 Classical Physics

5104 Condensed Matter Physics

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	Shyam Mehta, 08 8393 4657
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=40C8CD53-464C-31B1-171E-E4

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Defence

Vacancy VN-0764380

Department of Defence

Closing Date:Thursday 13 November 2025

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Integrated Logistics Support Practitioner
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	$86,887 - $93,066
Future Merit Locations	Enoggera
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	CASG/08516/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=5B8E4432-A9EA-25D8-8570-E44DE0A6B2E0

Duties

The Role

Within the Logistics Management function an APS 5 Integrated Logistics Support Practitioner is accountable under limited direction to perform and achieve complex logistics inventory and asset management within an integrated workforce. They are accountable to have and maintain a well developed understanding of and compliance to relevant legislative frameworks, government decision-making and Defence's mission and policy requirements.

An APS 5 Integrated Logistics Support Practitioner will be accountable for organising their workflow and making independent decisions relating to their area of responsibility. They will interpret and provide advice within the Logistics Management function area based on legislation, policy and procedures. They will undertake technical research and analysis, conduct reviews, assessment and perform procedural, clerical and administrative support work to achieve results.

The APS 5 Integrated Logistics Support Practitioner may coordinate and contribute to the work of a team consistent to a work plan and provide advice and assistance on methods of task completion to team members. They may be a team coach or supervise a team and be accountable to set work priorities, allocate work, and manage workflows and performance. They are expected to be capable of reviewing and developing the quality of work undertaken by others and identifying opportunities for on-the-job training within a work unit.

The APS 5 Integrated Logistics Support Practitioner may be required to engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

This role has been identified as requiring access to International Traffic in Arms Regulations (ITAR) controlled technology. The ITAR is United States (US) law which regulates Defence articles, including technical data, and defence services on the United States Munitions List. Access restrictions may apply on the basis of currently held/previously held citizenship, as well as current permanent residency. Defence may be able to utilise workforce exemptions to mitigate these restrictions, which generally requires that applicants provide details of all current citizenships and permanent residencies, as well as previously held citizenships. Defence collects these details to confirm an applicant's eligibility for the role and to maintain compliance with international obligations.

About our Team

The Cargo Helicopter Systems Program Office (CHSPO) delivers acquisition and through-life support for the CH-47F Chinook Helicopter. The Program Office is made up of the Cargo Helicopter Management Unit (CHMU) and the Business Management Unit (BMU). CHSPO is based in Brisbane with small detachments in Oakey, Townsville and the USA. CHSPO supports career development through a comprehensive professional development program, encouraging employees to build both leadership and technical skills, and harnesses continuous improvement ideas and innovations.

Our Ideal Candidate

Our ideal candidate has recent experience in Integrated Logistics Support (ILS). Also experience in the use of logistics systems to maintain accurate logistic architecture and configurations to facilitate effective and efficient ILS support.

Experience in managing Defence procurement activities with a strong focus on compliance, transparency, and achieving value for money outcomes. Skilled in engaging and managing diverse stakeholders across Defence and industry, ensuring alignment with strategic objectives and operational requirements.

Proficient in applying procurement policy, conducting market analysis, and evaluating supplier performance to support informed decision-making and optimise resource utilisation.

To be successful in and role, you will have excellent communication skills, the ability to negotiate to achieve desired outcomes with a wide range of stakeholders and the ability to work well in a team environment.

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	Richard Miller, 07 3253 8878
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5B8E4432-A9EA-25D8-8570-E4

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Defence

Vacancy VN-0764400

Department of Defence

Closing Date:Thursday 13 November 2025

ADFHQ - Office of Chief of Army
ADFHQ - Office of Chief of Army

Job Title	Administration Officer Sensitive and Strategic Issues Management Army
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$95,187 - $108,734
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ARMY/07490/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=BBDEACBB-AFC0-39E2-1DFF-E44E192E2EBE

Duties

The Role

Key duties for the position include:

- Triage and manage responses to Inspector-General of the Australian Defence Force enquiries.
- Support the preparation of Senate Estimates briefs.
- Coordinate returns for Fit and Proper Person Checks.
- Support the development and review of policies and directives.

- Provide support across the different functional areas of the Directorate of Sensitive and Strategic Issues Management - Army (this includes Incident Management and Legal teams).

Key attributes and skills:

- Teamwork
- Adaptable
- Interpersonal relationship skills
- Written communication skills
- Verbal communication skills
- Critical analysis of information
- Information management

About our Team

The APS 6 Administration Officer will work with a team of four Lieutenant Colonels (O5) within the Sensitive and Strategic Issues Management - Army team within Army Headquarters. The team is responsible for managing complex personnel matters and complaints with internal and external organisations.

Our Ideal Candidate

The ideal candidate has strong communication and computer skills, able to integrate within a team environment and undertake tasks independently.

The individual is able to apply critical thinking, adaptable to changing tasks and able to prioritise.

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	LTCOL Tony Venables, 02 5130 3471
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BBDEACBB-AFC0-39E2-1DFF-E

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Defence

Vacancy VN-0764403

Department of Defence

Closing Date:Thursday 06 November 2025

ARMY
Special Operations Command

Job Title	SASR COMMSO
Job Type	Full-Time, Ongoing
Location	Swanbourne WA
Salary	$95,187 - $108,734
Future Merit Locations	Swanbourne
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/08364/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=69F05652-92E8-7478-AD48-E44E19B90406

Duties

The Role

The COMMSO within SASR establishes and manages physical security measures to ensure that the unit is able to maintain certification of classified communications means and be capable of receiving COMINT, which is critical to the conduct of operations within the unit and across the Command.

The COMMSO will be required to conduct training and receive qualifications commensurate with the role. Prior experience as a COMMSO or D/COMMSO would be highly favourable along with a deep understanding of Defence Protective Security Measures and 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

You will be working within a high performance team in a predominately office based environment. The team are mainly highly experienced uniformed members with a mix of APS staff to support their operations.

The work of the COMMSO will require the successful candidate to communicate, engage with stakeholders and lead the management of security measures to enable continued operations within the work environment.

Our Ideal Candidate

Our ideal candidate demonstrates the ability to learn quickly, be relentless in their pursuit of excellence and have the ability to work independently as a subject matter expert within their field.

The COMMSO will have a strong grasp and understanding of the Defence Protective Security Measures and is meticulous in ensuring that security requirements are met to enable operational tasks.

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	Andrew Nguyen, 07 3510 0818
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=69F05652-92E8-7478-AD48-E44

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Defence

Vacancy VN-0764407

Department of Defence

Closing Date:Thursday 13 November 2025

Capability Acquisition and Sustainment Group
Air Defence & Space Systems Division

Job Title	Executive Administrative Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$86,887 - $93,066
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	CASG/08542/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=1C335565-34C1-250E-EDC2-E44E19F467C1

Duties

The Role

Air Defence Systems (ADS) Branch within the Capability Acquisition and Sustainment Group (CASG) is looking for an energetic, self-motivated, task focused individual who can communicate clearly and with confidence to people of all levels of the Branch. This role will interact and engage professionally with diverse stakeholders, a high level of customer focus and communication skills are required.

To be successful in this role you will:

- Provide administrative support to Branch Executive Support Team
- Management of Branch calendar invitations
- Effective objective record keeping of mailboxes
- Supporting with tasking duties
- Supporting with EA duties
- Assistance with Work, Health & Safety (WHS) matters and reporting
- Management of WHS registers for WHS incidents, First Aid Officers, WHS Inductions
- Maintain ADS Branch asset register
- Contribution to Workforce reporting
- MSP/Contractor POC for onboarding all contractors
- Preparation of Acting Minutes and Workforce Forms
- Coordination of staff onboarding and offboarding

About our Team

The recently announced 2023 Defence Strategic Review stated that Defence must deliver a layered Integrated Air and Missile Defence (IAMD) operational capability urgently which means there are exciting opportunities to work on this critically important defence capability. As an integral part of the Air Defence Systems Branch, you will be working with a highly motivated team of people who are committed to delivering this multi-billion dollar capability to the Australian Defence Force.

If you enjoy flexible working conditions and embody the APS values of impartiality, commitment, accountability, respectfulness and ethics we have career opportunities for you.

Our Ideal Candidate

Our ideal candidate will:

- Possess the ability to work independently and with limited supervision, as well as the capacity to use your initiative and solve problems
- Have well developed task management and organisational skills, applying judgement to ensure that all queries and tasks are appropriately addressed in a timely manner
- Act in a manner that advances the reputation of ADS Branch as professional, responsive, outcomes oriented and discreet
- Be flexible, motivated and resourceful
- Have strong communication skills and administrative experience

- Possess interpersonal skills and be capable of working with a wide variety of stakeholders across a number of projects and products
- Have a high level of computer literacy

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	Jessica Gay, 02 6246 8473
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1C335565-34C1-250E-EDC2-E4

Defence

Vacancy VN-0764409

Department of Defence

Closing Date:Thursday 13 November 2025

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Logistic Governance and Assurance Team
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	$95,187 - $108,734
Future Merit Locations	Enoggera
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/08517/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=AA53CE46-1FA3-43A8-7E97-E44E1A0F96BC

Duties

The Role

The Logistic Governance and Assurance Team Leader is accountable under limited direction to perform and achieve complex logistics governance and assurance work within an integrated workforce.

The incumbent is the subject matter expert being accountable for compliance with a detailed knowledge of legislative frameworks, government decision-making and Defence’s mission and policy requirements.

An APS 6 Logistic Governance and Assurance Team Leader will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. They will provide detailed logistics governance technical, professional and policy advice in relation to complex work and contribute to strategic planning, program and project management and policy development.

The APS 6 Logistic Governance and Assurance Team Leader is accountable to lead a team, set work priorities, manage workflow and resources. They will build team capacity through coaching and feedback and will review and develop the quality of work undertaken by others within a work unit. They will exercise the associated people and financial responsibilities to achieve work unit outcomes.

An APS 6 Logistic Governance and Assurance Manager will have considerable level of stakeholder engagement and will liaise with stakeholders in relation to complex issues. They will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

This role has been identified as requiring access to International Traffic in Arms Regulations (ITAR) controlled technology. The ITAR is United States (US) law which regulates Defence articles, including technical data, and defence services on the United States Munitions List. Access restrictions may apply on the basis of currently held/previously held citizenship, as well as current permanent residency. Defence may be able to utilise workforce exemptions to mitigate these restrictions, which generally requires that applicants provide details of all current citizenships and permanent residencies, as well as previously held citizenships. Defence collects these details to confirm an applicant's eligibility for the role and to maintain compliance with international obligations.

About our Team

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This position resides within the BMU (CHSPO) however also provides support to the Uncrewed Aircraft Systems Program Office (UASPO). UASPO is a newly formed SPO and is based in Brisbane, with detachments located in Canberra, Adelaide and Melbourne.

Our Ideal Candidate

We are seeking an individual with experience in working within a complex integrated environment, utilising their experience and knowledge to ensure continued compliance with logistics governance and assurance programs.

- Ideally you will have excellent negotiation, issue resolution and relationship management skills.
- You will be required to consult and liaise with stakeholders across CASG, wider Defence organisation and industry to develop and implement strategies for logistics governance and assurance activities.
- You will be proactive in identifying assurance requirements and improvements with limited guidance delivering positive outcomes.
- Defence Stocktaking Logistics Legislation and Framework.
- In-depth understanding of Defence logistics legislation and policy frameworks governing stocktaking and inventory control.
- Experienced in applying compliance standards to ensure accurate asset accountability, audit readiness, and operational transparency.
- Skilled in interpreting and implementing Defence instructions, procedural documents, and governance requirements to support logistics assurance and continuous improvement will be highly regarded.

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	Lisa Waldon, 07 3903 6429
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AA53CE46-1FA3-43A8-7E97-E4

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Defence

Vacancy VN-0764414

Department of Defence

Closing Date:Thursday 13 November 2025

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Repairable Item Manager
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	$95,187 - $108,734
Future Merit Locations	Enoggera
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/08522/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=C6CFEA2C-AC6C-41C1-4DFD-E44E1B015F6D

Duties

The Role

The APS 6 Repairable Item Manager (RIM) is accountable under limited direction to perform and achieve complex materiel logistics inventory and asset management work within CHSPO. They are accountable to have and maintain a well-developed understanding of and compliance to logistics and procurement legislative frameworks, government decision-making and Defence's mission and policy requirements.

An APS 6 RIM Manager will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. They will provide detailed logistics inventory and asset management in relation to complex work and contribute to strategic planning, program and project management and policy development.

They will be responsible for forecasting future requirements related to inventory and asset management for common items across the Army Aviation Systems Branch (AASB). It will be required that they actively plan, manage and monitor expenditure and commitment for Repairable Items, Inventory and Support and Test Equipment using mandated Defence Procurement and logistics tools.

This role has been identified as requiring access to International Traffic in Arms Regulations (ITAR) controlled technology. The ITAR is United States (US) law which regulates Defence articles, including technical data, and defence services on the United States Munitions List. Access restrictions may apply on the basis of currently held/previously held citizenship, as well as current permanent residency. Defence may be able to utilise workforce exemptions to mitigate these restrictions, which generally requires that applicants provide details of all current citizenships and permanent residencies, as well as previously held citizenships. Defence collects these details to confirm an applicant’s eligibility for the role and to maintain compliance with international obligations.

About our Team

The Cargo Helicopter Systems Program Office (CHSPO) delivers acquisition and through-life support for the CH-47F Chinook Helicopter. The Program Office is made up of the Cargo Helicopter Management Unit (CHMU) and the Business Management Unit (BMU). CHSPO is based in Brisbane with small detachments in Oakey, Townsville and the USA. CHSPO supports career development through a comprehensive professional development program, encouraging employees to build both leadership and technical skills, and harnesses continuous improvement ideas and innovations.

Our Ideal Candidate

Our ideal candidate has experience in Integrated Logistics Support (ILS).

- Experience in managing Defence procurement activities with a strong focus on compliance, transparency, and achieving value for money outcomes. Skilled in engaging and managing diverse stakeholders across Defence and industry, ensuring alignment with strategic objectives and operational requirements.
- Proficient in applying procurement policy, conducting market analysis, and evaluating supplier performance to support informed decision-making and optimise resource utilisation.
- Proficient in using AIMS to manage both consumable and repairable components of Defence inventory.

To be successful in this role, you will be required to develop and manage a Repairable Item Management Plan to include Maintenance Managed Items (MMI) Overhaul Scheduling (OH) / Throw Away (TA) Scheduling, as governed by the Technical Management Publication (TMP). They will be required to analyse supply chain data and resolve problems using expertise and recommend alternative courses of actions and draft responses to complex correspondence, briefs and reports.

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.

About the Department of Defence

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To Apply

Position Contact	Richard Miller, 07 3253 8878
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C6CFEA2C-AC6C-41C1-4DFD-E

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

Defence

Vacancy VN-0764422

Department of Defence

Closing Date:Thursday 13 November 2025

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

Job Title	Business Accounting Manager
Job Type	Full-Time, Ongoing
Location	Osborne SA
Salary	$120,303 - $135,701
Future Merit Locations	Osborne
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	NSSG/08336/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=280A9BED-16F3-D2F0-D59E-E44E1C4F33E4

Duties

The Role

We are seeking a skilled financial and project management professional to lead financial operations at the Waterfront in support of the Naval Construction Branch (NCB). This leadership role is responsible for delivering accurate financial reporting, budget development, variance analysis, and compliance with Defence financial policy. You will manage procurement processes, provide expert financial advice, and ensure operational and project outcomes are achieved within scope and timeframes.

You will lead a high-performing team, setting clear expectations, managing performance, and driving continuous improvement. The role also involves establishing financial objectives, identifying risks and opportunities, and aligning financial activities with strategic goals.

This is an opportunity to contribute to a high-profile Defence program, ensuring financial integrity and supporting informed decision-making across the organisation.

About our Team

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

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

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

NCB currently has highly skilled and diverse shipbuilding experience which will be shared to grow your hands-on construction knowledge. You will work alongside Navy personnel, internal project management officers and Prime contractors. The opportunity for technical staff to undertake industry placement is also available.

Our Ideal Candidate

The ideal candidate is a proactive and experienced financial professional with strong project management capabilities.

We are seeking the following key qualities, skills and knowledge:

- Completion of relevant accounting or business/project management qualification;
- Experience in accounting or business/financial management of a major project (turnover of $20 million or more), including budgeting, forecasting, reporting, and administering financial compliance.
- Demonstrated ability to lead and manage teams to meet tight deadlines.

- Demonstrated ability to think critically, set clear objectives, and contribute to business improvement strategies.
- Personal drive to actively support a team-based performance-focused culture and have a shared responsibility for achievement of team goals and objectives.
- Highly developed written and verbal communication and stakeholder engagement skills, including ability to convey technical information to stakeholders at various levels and across organisations.
- Demonstrate sound judgement, have attention to detail, and the ability to manage competing priorities across financial and business deliverables.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Melissa Rogers, 08 8227 4085
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=280A9BED-16F3-D2F0-D59E-E4

Defence

Vacancy VN-0764430

Department of Defence

Closing Date:Thursday 13 November 2025

Defence People Group
Reserve & Cadet Support

Job Title	Strategic Engagement Officer and Plans and Project Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$95,187 - $108,734
Future Merit Locations	Brindabella Business Park
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	DPG/08179/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=F23BD3A3-D908-6A13-DF4B-E44E1CECA493

Duties

The Role

Both roles assist the EL1 Assistant Director in leading ADF Reserves and Employer Support's (ADFRES) strategic framework and ensuring its activities contribute to Reserve and Cadet Support Division goals to enhance the capacity of ADF Reserves to contribute to ADF capability.

The Plans and Project Officer is directly accountable for leading the development of the annual prioritisation plan for ADFRES outreach as well as the growth and development of the Supportive Employer Program.

The role also leads the development of the directorate-wide program performance monitoring and evaluation to ensure desired outcomes are met and undertakes research and policy support

through contributing to development of analysis and advice on improvement initiatives. This role will also have oversight of the Prince of Wales Award Scheme.

The Strategic Engagement Officer is directly accountable for developing and managing ADFRES' Strategic Stakeholder Engagement and Communication strategy. This encompasses oversight and management of the suites of ADFRES communication products, including but not limited to, social media and websites, handbooks and presentations. This role will also be responsible for managing the evaluation and performance measures for ADFRES stakeholder and communication activities.

About our Team

Reserve and Cadet Support Division delivers a range of capabilities and services including ADF Cadets, Defence Youth and ADFRES, in order to contribute to Defence capability and preparedness. ADFRES provides direct support to ADF Reservists, their employers and the community.

The Directorate comprises four teams: National Priorities and Planning (NPP); Regional Engagement (RE); Employer Support and Service Protection (ESSP); and Policy and International Engagement (P&IE).

Our Ideal Candidate

The ideal candidate will:

- Demonstrate initiative in preparing work plans, detailing measurable milestones and expected outcomes, identifying risks and determining appropriate courses of action to meet Defence objectives.
- Research, develop and implement procedural, operational, administrative and business support documentation consistent with business requirements.
- Deliver accurate completion of work, developing strategies and evaluating business outcomes and continuous improvement.
- Apply the skills, knowledge and experience to provide advice and services for complex procedural, operational, administrative and business support activities.
- Work collaboratively, build and sustain effective relationships with internal and external stakeholders to achieve business outcomes.

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

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To Apply

Position Contact	Karen Harriss, 02 5109 8959
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F23BD3A3-D908-6A13-DF4B-E4

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Defence

Vacancy VN-0764431

Department of Defence

Closing Date:Monday 10 November 2025

Naval Shipbuilding and Sustainment Group
Naval Shipbuilding and Sustainment Group

Job Title	Committees and Governance Manager
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$120,303 - $135,701
Future Merit Locations	Russell
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	NSSG/08563/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=AB295BE3-CBCC-F6A8-C6EE-E44E1CEBF341

Duties

The Role

As the Manager – Committees and Deputy Secretary Support, you will lead a small, high-performing team within the Office of the Deputy Secretary, Naval Shipbuilding and Sustainment Group (NSSG) — a

strategy-led organisation driving Australia's sovereign maritime capability and long-term shipbuilding objectives.

This is a critical supporting role within the Office, providing direct assistance to the Deputy Secretary, NSSG, and ensuring the effective coordination of governance and committee-related activities across the Group. The position is central to maintaining the strategic alignment, efficiency, and quality of NSSG's engagement with Defence's most senior decision-making forums.

Reporting to the Chief Strategy and Engagement Division, you will oversee the preparation and delivery of high-quality documentation, briefings, and executive papers for Defence Tier 1 Committees. You will provide strategic coordination and advice to ensure NSSG's contributions reflect the Group's priorities, support effective decision-making, and reinforce Defence's enterprise objectives.

As a leader, you will demonstrate strong strategic awareness, sound judgement, and the ability to drive high performance in a complex, fast-paced environment. You will communicate with influence, foster collaboration, and exercise initiative to achieve outcomes that align with the Deputy Secretary's intent and the Group's strategic direction.

You will be responsible for:

- Leading a high-performing team to deliver timely, accurate, and strategically aligned committee and executive support functions.
- Overseeing the coordination and preparation of NSSG contributions to Defence Tier 1 Committees and other senior governance forums.
- Liaising across NSSG, Defence, and external stakeholders to ensure consistency and alignment with Defence's strategic and governance priorities.
- Exercising sound judgement and initiative to identify issues, propose solutions, and drive improvements in processes and outputs.
- Building and maintaining strong relationships across the Group and Defence enterprise, promoting collaboration and professionalism.
- Supporting the Deputy Secretary's office in upholding high standards of executive coordination, governance, and strategic communication.

About our Team

You will join a Canberra-based, fast-paced, and collaborative team that provides strategic and administrative support to the Deputy Secretary, NSSG. The team is committed to excellence, integrity, and responsiveness, operating at the intersection of governance, strategy, and executive engagement. There are opportunities for growth across functions as priorities evolve, offering variety and scope to develop your skills within the broader NSSG enterprise.

Our Ideal Candidate

Our ideal candidate will be an experienced and motivated professional with demonstrated expertise in governance, executive coordination, or strategic policy support. You will thrive in a strategy-led organisation, bringing energy, initiative, and the ability to anticipate the needs of senior executives.

We are seeking a leader who:

- Is highly organised, proactive, and able to manage competing priorities in a dynamic environment.
- Communicates effectively with influence and professionalism across all levels, including with senior Defence executives.
- Demonstrates a strong work ethic, attention to detail, and commitment to high-quality outcomes.
- Can operate under broad direction and provide considered advice and recommendations to inform executive decision-making.

- Works collaboratively with others, adapting to change and fostering a culture of teamwork and performance excellence

If you are passionate about contributing to Australia's sovereign shipbuilding and sustainment enterprise and are ready to play a key role in supporting the Deputy Secretary of a strategy-driven, high-performing Group, we encourage you to apply.

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	Sharmilla Korman, 0409 020 900
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AB295BE3-CBCC-F6A8-C6EE-E

Defence

Vacancy VN-0764503

Department of Defence

Closing Date:Wednesday 12 November 2025

Inspector-General of the Australian Defence Force
Office of the Inspector-General of the Australian Defence Force

Job Title	Audit Program Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$86,887 - $93,066
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 5
Position Number	IGADF/08627/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=207EE7BE-9DCC-E1A1-C9D8-E44F0A419A37

Duties

The Role

Your role:

- Perform complex tasks and activities, including, but not limited to, drafting military justice audit programs and assisting in development of annual audit schedules.
- Contribute to the preparation and maintenance of comprehensive audit planning documentation and information, including calendars and Objective file structures.
- Liaise effectively with internal and external stakeholders to facilitate and support audit planning requirements.
- Provide administrative support to the Operations team across all aspects of the audit cycle. Coordinate the processing of military justice surveys to ensure data integrity and timely delivery.
- Work to agreed priorities and outcomes that support the delivery of procedural, operational, administrative and business support activities across Defence.

- Accountable to respond to complex operational, procedural, administrative and business support related enquiries and apply the skills, knowledge and experience necessary to provide advice and services.
- Identify and interpret relevant legislation, work practices, procedures and policies and apply these to the work area.
- Explain and apply the operational, technical and resources requirements of an activity and assist in the coordination, delivery and reporting of that activity. Work collaboratively, operate as an effective team member, and provide constructive feedback.
- Build and sustain relationships with team members, stakeholders, and actively participate in teamwork and group activities.
- Progress work to meet business objectives, recommend solutions for issues impacting on the achievement of desired outcomes and seek advice and guidance on more complex issues.

The position is on site - Based in Canberra.

Working from home options - i.e. 2 days at home and 3 days in the office.

About our Team

The Office of the Inspector-General of the Australian Defence Force (IGADF) has an exciting opportunity for a motivated and professional candidate to join the Directorate of Military Justice Performance and Review (DMJPR).The DMJPR assists the IGADF to provide the Chief of Defence Force with a mechanism for audit and review of the military justice system, independent of the ordinary chain of command, by conducting performance reviews of the military justice system, including internal audits, in accordance with section 110C of the Defence Act 1903. This position provides critical support in the planning and coordination of IGADF military justice audits conducted across Defence units throughout Australia.

Our Ideal Candidate

Our ideal candidate:

- Well-developed verbal and written communication skills, with the ability to convey information clearly and effectively to a range of stakeholders.
- Superior organisational skills, with proven ability to manage priorities, adhere to deadlines, and perform optimally under pressure.
- Strong attention to detail, ensuring accuracy and quality in all tasks undertaken.
- Proficient in the use of Microsoft Excel, Word and PowerPoint, with demonstrated experience in leveraging these tools to support business objectives.
- Advanced stakeholder engagement skills, with a track record of building and maintaining productive relationships.
- Exemplary character and background to work in an integrity and oversight organisation.
- Demonstrated experience in handling discreet, sensitive matters and maintaining confidentiality at all times.

- Ability to work collaboratively and effectively as part of a small, high preforming team.

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	Allisha Kelly, 02 5109 7791
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=207EE7BE-9DCC-E1A1-C9D8-E

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Education

Vacancy VN-0764547

Department of Education

Closing Date:Thursday 20 November 2025

Teaching and Learning
Teacher Workforce Schools USI Strategic Policy

Job Title	Assistant Director, Schools USI Strategic Policy
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Hobart TAS, Melbourne VIC, Adelaide SA
Salary	$125,220 - $138,394
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	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	Executive Level 1
Position Number	25/0568
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

https://www.education.gov.au/about-department/work-us

As an Assistant Director in the Schools USI Strategic Policy Team, you will have the opportunity to support implementation of a national unique student identifier (USI) for the schools sector. The schools USI will be a key foundation to unlocking powerful insights on students' learning journeys across the country in a way that is not currently possible. The initiative will support teaching, learning and student wellbeing, provide for more efficient administration and facilitate research to inform policy development.

Duties

Responsibilities of the Assistant Director, Schools USI Strategic Policy Team will include:

- Applying strategic thinking and analytical skills to develop insightful policy advice that supports the implementation of the schools Unique Student Identifier (USI) initiative.
- Conducting research and analysis to inform policy positions, ensuring alignment with broader education and government objectives.
- Collaborating effectively with a wide range of internal stakeholders to coordinate policy development and implementation activities.
- Engaging with external stakeholders, including state and territory education authorities, legal counsel, and other Australian Government departments, to support policy advice, privacy impact assessment, communications and regulations development associated with implementation of the schools USI.
- Lead the development of diverse and high-quality written policy communication products.
- Fostering an inclusive and positive team culture, providing leadership, and supporting team members to enhance their capability, professional development and contribute to a high performing team.

Eligibility

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

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

Notes

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

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

To Apply

Position Contact	Eloise Rothwell, (02) 6240 2656
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education

Vacancy VN-0764370

National Gallery of Australia

Closing Date:Friday 07 November 2025

Registration
Artistic Programs Chief Operating Officer

Job Title	Registration Officer, Assistant Packer
Job Type	Part-Time, Non-Ongoing
Location	Parkes ACT
Salary	$67,130 - $73,013
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	On-site
Classification	APS Level 3
Position Number	7227
Agency Website	https://nga.gov.au

Job Description

www.nga.gov.au

OVERVIEW OF THE ROLE

This role will see you as part of a small team engaged in providing assistance in the packing and preparation of works for the Sharing the National Collection partnership program by undertaking the handling, transport, storage, packing, location control and documentation of the National Gallery's art collection.

Our successful candidate will have a level of physical fitness required to handle and move a wide range of works of art which includes correct manual handling techniques and procedures. They will have demonstrated ability to use hand tools and basic carpentry shills packing and preparing works for transport and storage under the guidance and direction of the Senior Registration Officer (Packing).

This is a part-time, non-ongoing employment opportunity available within the Registration Department with the opportunity to become full-time after 12 months.

Duties

WHAT WILL YOU DO?

In accordance with the APS 3 work level standards, you will:

- Prepare works of art for storage and transit in accordance with the Gallery's best practice procedures under the guidance and supervision of the Senior Registration Officer (Packing). Assist in the preventive maintenance of the National Gallery's collection by undertaking improved packing/repacking programs for works of art.

- Assist in scheduling the packing and transport of works of art for storage, loan and exhibition. Engage and consult with internal stakeholders for packing requirements in accordance with the Gallery's collection policy.

- Maintain artwork movement information on the Collection Management System (CMS) and ensure that all information is accurate and kept up to date in a timely manner.

- Ensure the workstations, art packing and loading dock areas are maintained in a clean and orderly manner. Assist with the maintenance of packing tools and machinery and restocking of supplies.

- Ensure that all work is carried out in accordance with Work Health and Safety guidelines.

Eligibility

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

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

ADDITIONAL INFORMATION: Qualifications, Certifications and Registration

Role specific mandatory qualifications certification and/or registrations include:

- Current Driver's Licence
- Experience and/or the ability to be trained in installing works of art in a variety of media is highly desirable.
- Forklift and/or elevated work platform licences desirable but not mandatory

Notes

HOW TO APPLY

To apply for this role please go to the National Gallery's Careers portal.

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

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

About the National Gallery of Australia

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

To Apply

Position Contact	Tedd Nugent, 02 6240 6496
Agency Recruitment Site	www.nga.gov.au

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Education

Vacancy VN-0764509

Tertiary Education Quality and Standards Agency

Closing Date:Sunday 16 November 2025

People and Capability

Job Title	Director People & Capability
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$141,896 - $170,329
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	Hybrid and Flexible work options available
Classification	Executive Level 2
Position Number	19105
Agency Website	www.teqsa.gov.au

Job Description

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

The **Director People & Capability** works with the executive team to facilitate a positive, inclusive and performance-based work culture, that aligns with TEQSA's strategy and values.

The **Director People & Capability** is responsible for both strategic and operational human resource (HR) management and works as a strategic business partner with TEQSA's executive team and leadership group.

Duties

As **Director People & Capability,** you will be responsible and accountable for:

- Developing strategic policy that aligns people management with TEQSA's strategic goals, including guiding capability uplift across TEQSA, ensuring adequate resourcing to achieve objectives, and shaping workforce planning.
- Developing and maintaining workforce development and resourcing plans.

- Providing strategic and operational advice on a range of HR management issues.
- Overseeing the Work Health and Safety (WHS) function and promoting a strong safety culture.
- Managing the industrial relations portfolio including the Enterprise Agreement and payroll functions.
- Preparing a range of reports, briefs and correspondence, including coordination of all HR reporting.
- Ensuring the agency complies with all relevant legal and policy frameworks relating to employment and people management.
- Working in partnership with internal and external key stakeholders, in particular: Accountable Authority, Executive Leadership Team, Staff Consultative Committee, Australian Public Service Commission, Department of Education, Skills and Employment.
- Ensuring continuous improvement of business processes is planned and delivered across all areas of functional responsibility.
- Leading the People and Capability Team to deliver strategic HR services.

Our ideal candidate

TEQSA is looking for a high-performing Director who is passionate about contributing to the excellence of the People & Capability function and the Australian higher education sector. Our ideal candidate will have:

1. Demonstrated ability to lead a high performing team delivering HR enabling functions, including a commitment, and ability to build staff capability, develop competence and promote well-being.
2. Understanding of best practice HR management and proven ability to apply resources to effectively and efficiently identify and manage risks proportionately and make clear, well reasoned and timely decisions in a fast-paced and changing environment.
3. High-level HR skills with a detailed understanding of employment and industrial relations frameworks and demonstrated experience in driving organisational development and cultural change programs in a complex environment.
4. Demonstrated ability to identify opportunities for improvement and well-developed project management capability.
5. Demonstrated ability to facilitate effective management of change in a dynamic environment as well as supporting managers across the business to manage change.
6. Ability to effectively engage and collaborate with diverse stakeholders and build enduring partnerships.
7. Demonstrated experience in providing high-quality advice and written reports to senior management.
8. Demonstrated commitment to promoting diversity, modelling the APS Values and APS Employment Principles and promoting compliance with the APS Code of Conduct.

Qualifications and experience

1. Extensive experience in Human Resources within a complex people management environment, preferably within the Australian Public Service.
2. Qualification in Human Resources Management or another relevant discipline is highly desirable.

Eligibility

The successful applicant must:

- be an Australian citizen.
- be able to 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 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	Cathy Daly, 0402 070 041
Agency Recruitment Site	https://teqsa.bigredsky.com/page.php?

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

Vacancy VN-0764381

Clean Energy Regulator

Closing Date:Sunday 09 November 2025

Scheme Operations
National Greenhouse and Energy Reporting and Safeguard Unit & Certificate Registry

Job Title	Assistant Manager - Unit & Certificate Registry
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$121,724 - $138,463
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation.
Classification	Executive Level 1
Position Number	CER 093/25
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

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

About the Branch

The branch administers the National Greenhouse and Energy Reporting scheme, the Safeguard Mechanism and will administer the Product Guarantee of Origin scheme when it commences in the second half of 2025. It supports the growth of a deep and liquid carbon market through the management of the Australian National Registry of Emissions Units (ANREU) and development of the Unit and Certificate Registry.

The branch aims to:

- ensure the efficient and effective administration of our schemes while working collaboratively across the agency to maximise the benefits of the new structure
- implement continuous improvements to our guidance, advice, information and systems and processes to reduce regulatory burden and administrative cost
- ensure compliance with scheme requirements by taking a risk-based approach to:
    - encouraging voluntary compliance, and
    - strengthening our response to non-compliance.
- ensure greenhouse and energy data is accurate and accessible and meets data users' needs
- build and maintain an agile, capable, engaged and accountable workforce.

The branch is comprised of 5 sections, each with their own section business plans that demonstrate how they will contribute to divisional and branch priorities:

- National Greenhouse and Energy Reporting Obligation Management
- National Greenhouse and Energy Reporting Report Assessment and Publication
- Safeguard Mechanism
- Unit and Certificate Registry
- Product Guarantee of Origin.

About the Section

The Unit & Certificate Registry section supports the development and administration of the agency's new Unit and Certificate Registry. It achieves this through ensuring system design meets business, legislative and market requirements, administering accounts, providing user support, maintaining system integrity through effective risk management, and managing internal and external registry reporting obligations.

Duties

- Lead a small team to ensure the effective administration of the CER's Unit and Certificate Registry in support of the CER's schemes, including the Safeguard Mechanism, ACCU Scheme, Guarantee of Origin Scheme and Nature Repair Market
- Support the progressive onboarding of unit and certificate types in the Registry by providing subject matter expertise into system design, development and testing, and the development and implementation of stand operating procedures and work instructions
- Lead the preparation of complex briefing material and analytical reports related to the Unit and Certificate Register
- Undertake compliance monitoring activities and recommend appropriate regulatory responses
- Oversee the maintenance of internal data dashboards and data tools and processes for the continuous monitoring of operational trends and risks to system and market integrity
- Develop and maintain internal and external relationships, lead the preparation and publication of registry guidance material, respond to external enquiries, and provide technical support to internal and external users of the registry
- Provide advice, including interpreting and, policy and procedures to complex situations
- Demonstrate an ability to evaluate and analyse complex information and data, apply legislation, research skills, effective decision-making skills and the ability to solve problems.

Qualifications/Experience

Qualifications in law, economics, IT or data disciplines, or experience in a customer service or a regulatory environment, are highly desirable.

Eligibility

The *Public Service Act 1999* requires all people joining the Australian Public Service to be Australian citizens.

We will conduct a number of pre-employment checks before we offer you employment. It is a condition of employment with the Clean Energy Regulator that you are able to obtain and maintain a security clearance at a baseline level. If you are offered a role and do not already hold a security clearance at or above this level, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this clearance.

Notes

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

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

To Apply

Position Contact	David O'Toole, 02 6159 3588
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Environment and Energy

Vacancy VN-0764385

Clean Energy Regulator

Closing Date:Sunday 09 November 2025

Scheme Support
Carbon Markets Various

Job Title	Senior Analysts/Senior Policy Officers - Carbon Markets
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$98,905 - $112,596
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation.
Classification	APS Level 6
Position Number	CER 094/25
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

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

About the Branch

Facilitating vibrant carbon markets is a key plank in Australia achieving net zero emissions by 2050. The agency delivers a range of important policy initiatives to grow Australia’s regulated carbon markets and certify the integrity of low emissions production for international and domestic markets. These include supporting market interoperability with our new Unit and Certificate Registry, the Guarantee of Origin Scheme, implementing a new carbon unit for use by Australia’s largest emitters and the reformed Safeguard Mechanism.

The role of the Carbon Markets Branch is to provide authoritative, evidence-based insights on economic carbon markets to support effective outcomes for the schemes the CER administers, and to provide strategic policy analysis and support for the agency, particularly for the Guarantee of Origin scheme.

The branch objectives are to:

- Provide economic, market and policy advice, support, or action on complex scheme implementation.
- Influence the design of potential new schemes or policies to ensure they are market friendly as well as workable and enforceable.
- Increase confidence in the carbon and renewable energy markets by highlighting the market opportunity of our schemes including understanding the international context.

About the Section

- **Environmental Markets and Analysis section**: Delivers authoritative, evidence-based insights on Australia's environmental markets, specifically the ACCU and Nature Repair Market Schemes, develop high quality and informed strategic briefs for CER's Board and undertake research and analysis on industrial decarbonisation and the Safeguard Mechanism, and transition to a net zero economy.
- **Renewable Energy Markets Analysis section**: Delivers authoritative, evidence-based insights on renewable electricity markets, particularly existing and forthcoming schemes in the electricity sector such as the Renewable Energy Target and the Guarantee of Origin for renewable energy.
- **Strategic Policy Analysis section**: Progressing the Guarantee of Origin policy and stakeholder engagement, steward the carbon markets integrity working group, coordinate CER input and advice on whole-of-government briefings on environmental markets, renewable electricity and other CER schemes, and provide analysis on strategic/cross cutting policies, such as carbon accounting policy.

About the Roles

Are you a curious and analytical thinker with a passion for uncovering insights that drive impactful decision?

Join the Carbon Market branch as a Senior Analyst or Senior Policy Officer!

We are seeking experienced professionals to contribute to and provide insights into the CER's schemes. These roles involve managing the delivery of high-quality briefings, reports and

publications, and providing strategic advice on policy and market issues to senior executives. You will collaborate with internal stakeholders to ensure products and analysis meet their needs, while also supervising and developing team members.

Depending on the specific position, as a Senior Analyst you will analyse market data and supply-demand dynamics to identify issues and support reporting on scheme trends and impacts. As a Senior Policy Officer, you will develop expertise in the Guarantee of Origin scheme, support its launch and expansion, and provide insights with Australia’s decarbonisation and carbon accounting policies.

If you're enthusiastic, adaptable, and ready to contribute to meaningful work, we’d love to hear from you!

Duties

Under limited direction, both **Senior Analysts and Senior Policy Officers** will:

- Manage and co-ordinate the delivery of briefings, reports and publications to schedule and to a high-quality standard.
- Provide well researched and considered advice, reports and presentations on strategic cross cutting policy matters, energy and carbon market issues and drivers to senior executives within the agency.
- Work with internal clients across the agency to ensure that products and analysis meet their needs.
- Supervise and develop team members and build team capacity through coaching, sharing knowledge, performance feedback and encouraging career development.

In addition to the above duties, a **Senior Analyst** will:

- Identify market issues and developments by analysing data and supply and demand dynamics to assist in the establishment of functioning markets.
- Support managers to report on scheme trends and drivers and their impact on the agency’s operations and the broader policy context.

As a **Senior Policy Officer** role, additional duties will include:

- Develop knowledge on Guarantee of Origin scheme policy and support operational teams with scheme launch and expansion through provision of advice, engagement with policy agencies, and research on stakeholder trends and project pipelines.
- Research, analyse and provide insights on Australia’s decarbonisation and carbon accounting policies and their interactions.

Qualifications/Experience

The ideal candidate for the Senior Analyst and Senior Policy Officer roles will demonstrate:

- Well-developed written and verbal communication skills
- Ability to build and maintain effective working relationships with colleagues and external stakeholders
- Strong data analysis skills, including advanced proficiency in Microsoft Excel
- Capacity to take ownership of complex issues and apply effective problem-solving skills
- Tertiary qualifications in finance, economics, mathematics, engineering or related field with a focus on markets or commerce are desirable
- Experience in climate change, renewable energy and industrial decarbonisation policy issues are desirable
- Knowledge of domestic or international carbon markets and renewable energy markets would be highly regarded.

Eligibility

The *Public Service Act 1999* requires all people joining the Australian Public Service to be Australian citizens.

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Notes

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About the Clean Energy Regulator

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To Apply

Position Contact	Georgina Prasad, 02 6159 3269
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Finance

Vacancy VN-0764553

Independent Parliamentary Expenses Authority

Closing Date:Sunday 09 November 2025

Corporate Branch

Job Title	Assistant Director - Human Resources Manager
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$124,395 - $150,642
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	Working from home arrangements available
Classification	Executive Level 1
Position Number	9010022
Agency Website	https://www.ipea.gov.au/about-ipea

Job Description

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

Are you passionate about driving strategic HR outcomes in a dynamic government environment, and ready for the challenge of leading all aspects of a small agency HR function? The HR team at the Independent Parliamentary Expenses Authority (IPEA) supports and fosters an inclusive high-performing workforce through expert advice and services across general HR queries, employment conditions, payroll, recruitment, performance management, Work Health and Safety (WHS), and HR strategy development and implementation.

In close collaboration with the Director, Corporate, and the Chief Operating Officer, our team plays a pivotal role in delivering exceptional corporate services that enables IPEA to meet its objectives.

We are looking for someone who can use their ability to navigate complex government structures and understand the impact on HR operations. You'll build lasting relationships and gain leadership exposure with the satisfaction of making a tangible impact on individuals' careers within our great culture.

Duties

This position is suited to a HR professional who has experience in a range of HR disciplines and now seeks an opportunity to lead all aspects of a small agency HR function.

An exceptional candidate will have experience across all aspects of HR; however, candidates who can demonstrate experience across a suite of functions and a willingness to broaden their skill base should consider applying. Qualifications in HR and/or membership of a relevant professional association with a commitment to ongoing professional development are not essential but will be highly regarded.

- lead and manage a high-performing HR team with a broad remit across strategic and operational functions, including fostering team capability through coaching, mentoring, performance feedback, conflict resolution, and career development planning
- lead the design, implementation, and continuous improvement of HR policies and procedures that support agency growth and strategic direction
- ensure HR practices align with the APS employment framework, including the Public Service Act 1999, Fair Work Act 2009, and other relevant legislation
- provide expert, timely, and discreet advice on complex employee relations matters, including conditions of employment, entitlements, and workplace disputes
- prepare high-quality written materials such as business cases, executive briefs and submissions to senior leadership
- coordinate and prepare HR input for internal and external reporting obligations, including, Annual Report Corporate Plan, Parliamentary Questions on Notice, Senate Estimates briefings, APS Employee Census and Census Action Plans, APS Agency Survey and APS Remuneration Survey
- ensure data integrity, timely submission, and alignment with agency and APS-wide reporting requirements
- provide Secretariat support to IPEA's WHS and Consultative Committee
- manage and lead the effective delivery of payroll include liaison with the payroll provider to ensure satisfactory compliance in accordance with IPEA's Enterprise Agreement (EA) and employment frameworks.

The APS Work Level Standards provide five key characteristics about the broad job requirements and operating context for each classification level. IPEA are seeking candidates who possess the following job specific skills:

- Leadership and accountability
- Management diversity and span
- Stakeholder management
- Job context and environment
- Independence and decision-making

For further information regarding these key characteristics review the candidate information pack on the Independent Parliamentary Expenses Authority website

Eligibility

This is a designated security assessed position. The successful applicant will be required to have or obtain and maintain a security assessment at the Baseline level.

Notes

Application

Your application should include:

- A 750-word pitch with clear examples of how you meet the key responsibilities as well as the characteristics outlined in the ‘our ideal candidate’ section
- A resume of no more than three (3) pages
- Personal Particulars form

You will be assessed against how your work-related qualities (skills, capabilities, personal qualities, experience and qualifications) align with the Australian Public Service Work Level Standards and key responsibilities for this role. Detailed information on the work level standards can be found here.

Consideration should also be given to the APS Code of Conduct and the APS Values which can be found on the Australian Public Service Commission website here.

Written referee reports may be requested if you are shortlisted to interview stage.

Submission

Your completed Personal Particulars Form, found on the how to apply section on the IPEA website along with your pitch a ipearecruit@ipea.gov.au.

Please ensure you include the contact details of two referees as part of your Personal Particulars Form.

If you have trouble submitting your application, please contact IPEA's Recruitment Team at: ipearecruit@ipea.gov.au or on (02) 6215 3470.

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 Independent Parliamentary Expenses Authority

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

To Apply

Position Contact	Justine Rathmell, 02 6215 3908
Agency Recruitment Site	https://www.ipea.gov.au/about-ipea/employment

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Foreign Affairs and Trade

Vacancy VN-0764263

Department of Foreign Affairs and Trade

Closing Date:Sunday 09 November 2025

Job Title	APS4 and 5 Executive Assistants including Affirmative Measures (Multiple Vacancies)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$81,349 - $95,854
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;Flexible
Office Arrangement Details	Flexible / Onsite
Classification	APS Level 4;APS Level 5
Position Number	Several
Agency Website	

Job Description

https://dfatcareers.nga.net.au/cp/

Applications close 11:30pm ADST Sunday 9 November 2025

The opportunities

The department is seeking motivated and proactive individuals to provide high-level administrative and executive support to senior executive service (SES) officers and their respective teams.

There are various positions available throughout the department. These are critical roles that offer a challenging and rewarding experience with exposure to government decision-makers. You will have the opportunity to showcase your skills and further develop your career. Successful officers may be expected to provide support to multiple senior executive staff.

We welcome candidates from government and non-government backgrounds, who can add value by using their initiative and judgement to recognise issues, develop solutions and anticipate and respond to the needs of our senior executive officers. The initial vacancies to be filled from this process are based in Canberra. This process may be used to fill roles in other locations in Australia and overseas.

Our ideal candidates

Our ideal candidates will be interested in developing or furthering their abilities to become an experienced administration professional. As an executive assistant within the department, you will be expected to carry out your daily duties under limited direction. You will be required to provide administrative support to the department's senior executive cohort.

The executive assistant roles call for individuals who are highly organised, personable, flexible and agile. You will need to be comfortable conversing and interacting with a range of internal and external stakeholders. You will possess a proven ability to think on your feet and proactively find solutions to issues as and when they arise.

Candidates should:

- have excellent interpersonal skills. You will be able to interact positively with a wide variety of stakeholders,
- be approachable and build and sustain positive relationships with stakeholders,
- be highly organised, adept at managing multiple diaries and competing and changing priorities,
- thrive in a high-volume environment and be comfortable working with limited direction and supervision,
- handle sensitive information with tact and discretion, maintain confidentiality and adhere to the APS Code of Conduct and values.

Duties

APS Level 4 Executive Assistants

Executive Assistants at the APS4 level will:

- work collaboratively across the branch and with other executive support staff,
- manage the office and diary of at least one SES Band 1 (or equivalent),
- manage and prioritise emails, calendar and appointments, and associated briefing requests,
- coordinate meeting briefs, papers, minutes and correspondence, including task tracking to ensure tasks are completed according to priority and deadlines,
- manage office systems and records using Microsoft Office, SAP, Parliamentary Document Management System (PDMS) and Electronic Document Record Management Systems (EDRMS),
- organise domestic and international travel, including visa applications, travel itineraries and financial reconciliations,
- operate with discretion and good judgement in managing the flow of work and visitors,
- be committed to contributing positively to a workplace culture that values diversity and inclusivity.

APS Level 5 Executive Assistants

Executive Assistants at the APS5 level will:

- work collaboratively across the branch or division and with other executive support staff,
- strategically manage the office and diary of at least one SES Band 2 (or equivalent),
- be the first point of contact for the SES, and provide clear, timely and effective communication and coordination, receive and respond to phone calls, emails and general correspondence,
- coordinate and prepare meeting briefs, papers, minutes and correspondence, including task tracking to ensure tasks are completed according to priority and deadlines,
- manage office systems and records using Microsoft Office, SAP, PDMS and EDRMS (electronic file management systems),
- undertake research and analysis to support project and administration or coordination tasks.
- arrange domestic and international travel, including visa applications, travel itineraries and financial reconciliations,
- operate with discretion and good judgement in managing the flow of work and visitors for your SES,
- be committed to contributing positively to a workplace culture that values diversity and inclusivity.

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) unless the Agency Head has agreed otherwise, in writing.

Depending on the role into which you are placed, you may also be required to obtain and maintain a Working with Vulnerable People/Children registration (or equivalent).

The department requires the successful candidate to obtain and maintain a Negative Vetting 2 level security clearance unless the position to be filled has been designated as a higher classification. Loss of a security clearance at any time may lead to termination of employment. In some instances, employees may be able to commence in the department on a Temporary Access arrangement prior to their security clearance being finalised.

Please note, if you are shortlisted for interview, you will be notified via email. Two days following notification that you have been selected for interview, the department will request referee reports from your nominated referee(s).

Refer to the Applicant Information Pack for more information.

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.

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 Foreign Affairs and Trade

To Apply

Position Contact	dfat.careers@dfat.gov.au, N/A
Agency Recruitment Site	https://dfatcareers.nga.net.au/cp/

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Health

Vacancy VN-0764243

Aged Care Quality and Safety Commission

Closing Date:Sunday 09 November 2025

Corporate
Enterprise Portfolio Management Office

Job Title	Portfolio Coordinator - Enterprise Portfolio Management Office
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Perth WA, Brisbane QLD
Salary	$86,204 - $93,226
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 office arrangements are approved on a case by case basis.
Classification	APS Level 5
Position Number	876_10/25
Agency Website	

Job Description

https://www.agedcarequality.gov.au/careers-commission

The EPMO serves as a centralised portfolio, program and project hub promoting best practices to create efficiencies and streamline processes to improve effectives in realising of benefits, in line with the Commission's strategic objectives. The EPMO is comprised of four service areas:

Governance:

Development and maintenance of Program, Project and Change Governance and management of templates, frameworks, artefacts, tools, reporting and forums.

Change, Communications & Learning:

Provides visibility of enterprise changes and uplifting program/project change management skills within the Commission. The team is also involved in developing EPMO communication content and learning products to increase adoption and knowledge of project and change management practices within the Commission.

Data & Quality Assurance:

The provision of Quality Assurance (QA), audit services and data analysis to ensure program, project and change data quality and to interpret and present data to inform enterprise-wide decision-making, prioritisation, risk and change management and benefits realisation. The QA

team is responsible for reviewing projects as they progress through the different stages in the project lifecycle. They play a critical role in ensuring that projects, programs, and portfolios adhere to the standards and guidelines established by the EPMO.

Resourcing:

Coordinate and ensures sufficient availability and allocation of project resources based on skills required as well as maintaining a consistent approach to program/project contract management.

Objectives

The EPMO Objectives include:

- Prioritisation, optimal resource allocation and impact for effort
- Disciplined enterprise-wide program, project and change governance and management
- Management and mitigation of program, project and change risks
- Standardised enterprise-wide reporting to ensure consistent monitoring and management of all strategically important program, projects and change
- Visibility of change activities
- Improved capability in program, project and change management, embedding learning and continuous improvement
- Alignment of program, project and change efforts with benefits realisation

Duties

About the Role

The portfolio coordinator ensures the smooth operation and ongoing activities of the Enterprise Portfolio Management Office (EPMO).

This role will be the first point of contact for all operations and support governance under the guidance of the Assistant Director, EPMO. Additionally, you will support people management, organisational socialisation and recruitment.

Act as a secretariat for the Project and Change Management Committee, team meetings and other governance forums. Providing support to the Director, EPMO in overseeing travel and accommodation, TechOne financials, and other vendor or external stakeholders. This includes liaising with the administrative teams to ensure all logistical arrangements are set to day-to-day check-ins with team members to ensure they are meeting their deliverables and milestones.

Manage the administrative tasks such as meeting arrangements, writing minutes, create and manage SharePoint filing structure, maintain records management, communication and change support, maintenance of the EPMO SharePoint site, and management of shared inboxes.

Position Duties

- Reporting to the Director, EPMO, this role provides portfolio, program and project administration support, including preparation and distribution for procurement documentation and coordination of executive briefs, budget estimate briefs etc.
- Manage decisions and actions, resource planning, including contract renewals and procurement.
- Identify and implement process improvements, lead small projects within the portfolio.
- Manage portfolio budget, risks, issues and dependencies and provide support for project team members within EPMO.
- Prepare papers for governance and other working groups including steering committees, project boards, project reporting for executive groups, and contribute to the EPMO, maintaining stakeholder and vendor relationships to ensure with PPM Tool software are met.
- Assist business areas with the project governance framework and processes.
- Contribute to critical knowledge management activities including project management training and dissemination workshops.
- Prepare meeting agendas and other ad-hoc meetings, maintain action item and decision logs, monitor and maintain the project governance and leadership team mailbox and calendar.

Eligibility

To be successful in this role you will need to demonstrate the following:

- Experience in a similar portfolio support role (preferably worked in an EPMO environment)
- Coordinating meetings, committees and working groups including production of agendas, minutes and managing records.
- Strong written communication skills. Excellent level of written English, strong presentation and analytical skills.
- Development and maintenance of stakeholder relationships.
- Experience as a team player able to work with minimum supervision in a fast-paced environment and willing to help.
- Administration of SharePoint/MS Teams.
- Experience with Microsoft Office products to an advanced level in particular MS Word, Excel, PowerPoint, SharePoint and other Microsoft packages.
- Ability to identify opportunities for continuous improvement to achieve quality outcomes.
- Business management or experience within an EPMO/PMO environment.
- Highly motivated, detail oriented, and organised.
- Experience planning and delivering activities on time and within budget.
- Experience working within the public sector and/or a regulatory environment.

Notes

- Salary offered will be between $86,204 - $93,226 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.
- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps

- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

In your application, please provide a statement of claims against the position eligibility requirements (selection criteria) in no more than **600-words,** including what strengths you would bring to the role, and a copy of your CV.

Please complete the application and submit by **11:30PM Sunday 9 November 2025 AEDT**.

Please contact our recruitment team on **(02) 9633 3262** or recruitment@agedcarequality.gov.au for assistance with accessing our website or with lodging your application.

Specific questions about the roles can be directed to Rohan Dyster by emailing rohan.dyster@agedcarequality.gov.au with Position title in the subject line.

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 Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. We work to improve the lives of older people by maintaining the integrity of the aged care system. As the single independent regulator of Australian Government aged care services, we offer a variety of interesting and challenging jobs across most capital cities. It is an exciting time to join the Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to safeguard and protect older Australians receiving aged care services.

To Apply

Position Contact	Rohan Dyster, NA
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0764393

Aged Care Quality and Safety Commission

Closing Date:Friday 07 November 2025

Complaints Commissioner Division
Serious Incident Response Scheme (SIRS) Provider Performance and Insights (PPI) Provider Performance and Insights

Job Title	Senior Program Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA, Hobart TAS, Brisbane QLD, Perth WA
Salary	$96,503 - $108,869
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	Work from Home & Office
Classification	APS Level 6
Position Number	940_10/25
Agency Website	

Job Description

https://agedcarequalitycareers.nga.net.au/?jati=7939B784-0C51-7288-34C1-E44DE15A5F7F

The APS 6 Senior Program Officers (multiple) within the SIRS PPI branch works in close partnership with the Directors and Assistant Directors to support the Assistant Commissioner, SIRS PPI, to deliver the selected areas of the program.

The Senior Program Officers will be contributing to the delivery the SIRS PPI program through the Analytics and Insights, Engagement and Sector Capability, and SIRS PPI Form Redesign teams, to enable and implement strengthened engagement with the SIRS reporting provider sector, targeted insights reporting, form redesign and analytics capability.

Duties

- Build and maintain engagement with internal and external stakeholders.
- Provide support to the working group and sub-working groups, including progressing action items related to program aims and objectives.
- Assist with the management of critical and sensitive issues to deliver consistent strategic and quality messaging related to project aims and objectives, and in line with current policies.

- Identify and respond appropriately to program risks, including escalation of risks to Assistant Director and Director as required.
- Ensure effective and accurate data capture to enable risk modelling and analysis of trends.
- Coordinating and managing data and analytics project activities, consulting stakeholders and internal teams to define requirements and deliver outcomes.
- Present data in clear, consistent, and accessible formats, including dashboards, reports, briefing papers, and visualisations tailored to audience needs.
- Contribute to program evaluation, continuous improvement and innovation.
- Work constructively as a member of a team, including sharing of information to build the capacity of other staff to undertake their roles.
- Adhere to the APS Values and Code of Conduct.

Eligibility

- Think critically - assess the implications of Commission, Government and Sector changes that may impact the SIRS PPI program and develop cogent insights to inform policy and program advice.
- Shows judgement and intelligence - undertakes objective, systematic analysis and draws accurate conclusions based on evidence and recognises the links between interconnected issues.
- Communicates clearly – confidently presents messages in a clear, concise and articulate manner. Focuses on key points and uses appropriate, unambiguous language. Selects the most appropriate medium for conveying information and structures written and oral communication to ensure clarity.
- Deliver outcomes - work in a fast-paced environment with ambiguity. Candidates need to demonstrate self-motivation, initiative and the willingness and ability to lead and drive initiatives.
- Excellent relationship management skills – be comfortable with collaboration and be able to work with people with different perspectives to achieve outcomes.
- Risk – Demonstrated strategic, planning, analytical and problem-solving skills, including the ability to assess and manage risk.

Notes

In addition to the above key capabilities, to be eligible for this position you must:

- be an Australian citizen. For more information, please visit www.apsc.gov.au/citizenship-aps
- satisfy a National Coordinated Criminal History Check

Position Notes

- Non-ongoing opportunities will be offered for a specified term. Opportunities will be offered for varying periods up to 12 months with the possibility of extension to a maximum of 24 months.
- Merit Pool may be established through this selection process which may be used to fill this or future similar vacancies. Only candidates who hold Australian citizenship can apply.
- Successful candidates must be willing to undertake a pre-employment screening.

About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. We work to improve the lives of older people by maintaining the integrity of the aged care system. As the single independent regulator of Australian Government aged care services, we offer a variety of interesting and challenging jobs across most capital cities. It is an exciting time to join the Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to safeguard and protect older Australians receiving aged care services.

To Apply

Position Contact	Aged Care Quality and Safety Commission Recruitment Team, (02) 9633 3262
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=7939B784-0C51-7288-34

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Health

Vacancy VN-0764394

Aged Care Quality and Safety Commission

Closing Date:Friday 07 November 2025

Complaints Commissioner Division
Serious Incident Response Scheme (SIRS) Provider Performance and Insights (PPI) Provider Performance and Insights

Job Title	Assistant Director, Provider Performance and Insights
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA
Salary	$118,588 - $135,251
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	Work from Home & Office
Classification	Executive Level 1
Position Number	937_10/25
Agency Website	

Job Description

https://agedcarequalitycareers.nga.net.au/?jati=3277AC6A-784B-995B-6D32-E44DE132A707

The EL1 Assistant Directors (multiple) within the SIRS PPI branch works in close partnership with the SIRS PPI Directors to support the Assistant Commissioner, SIRS PPI, to deliver the program of works.

The EL1 Assistant Directors (multiple) will implement and deliver the SIRS PPI program through the Analytics and Insights, Engagement and Sector Capability, and SIRS PPI Form Redesign teams, to enable strengthened engagement with the SIRS reporting provider sector, targeted insights reporting, form redesign and analytics capability.

Duties

- Lead the delivery of program activities of work for their SIRS PPI team.
- Work collaboratively with key stakeholders on the delivery of program activities.
- Work constructively with internal and external stakeholders on program activities.
- Design and deliver the of evaluation of program activities.
- Ensure effective and accurate data capture to enable risk modelling and analysis of trends.
- Manages and coordinates the successful development of data and information products to support program activities.
- Undertakes objective, systematic analysis and draws accurate conclusions based on evidence.
- Identify and respond appropriately to risks and issues.
- Contribute to continuous improvement and innovation.

- Provide leadership and build the capacity of staff to undertake their roles efficiently and professionally and to meet expected standards of service and quality.
- Adhere to the APS Values and Code of Conduct.

Eligibility

- Navigate strategic context - understand the environmental and broader policy landscape, assist in identifying opportunities, distilling key issues and anticipating priorities.
- Think critically - assess the implications of Commission, Government and Sector changes that may impact the SIRS program and assist in developing cogent insights to inform policy and program advice.
- Communication – have excellent written and verbal communication skills. Candidates should have the capability to analyse information and data inputs, distil key messages and adapt delivery in an engaging and creative manner to influence varied audiences.
- Provide expert advice - actively participate in a high performing team, respond flexibly to changing demands; provide subject matter expertise to achieve outcomes.
- Deliver outcomes - work in a fast-paced environment with ambiguity. Candidates need to demonstrate self-motivation, initiative and the willingness and ability to drive initiatives.
- Excellent relationship management skills – be comfortable with collaboration and be able to work with people with different perspectives to achieve outcomes.
- Leadership – be proactive, innovative and inclusive. The candidate will demonstrate their ability to be innovative, collaborative and use a risk and evidence-based approach to manage complex matters.
- Risk – Demonstrated strategic, planning, analytical and problem-solving skills, including the ability to assess and manage risk.

Notes

In addition to the above key capabilities, to be eligible for this position you must:

- be an Australian citizen. For more information, please visit www.apsc.gov.au/citizenship-aps
- satisfy a National Coordinated Criminal History Check

Position Notes

- Non-ongoing opportunities will be offered for a specified term. Opportunities will be offered for varying periods up to 12 months with the possibility of extension to a maximum of 24 months.
- Merit Pool may be established through this selection process which may be used to fill this or future similar vacancies. Only candidates who hold Australian citizenship can apply.
- Successful candidates must be willing to undertake a pre-employment screening.

About the Aged Care Quality and Safety Commission

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To Apply

Position Contact	Aged Care Quality and Safety Commission Recruitment Team, (02) 9633 3262
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=3277AC6A-784B-995B-6

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Health

Vacancy VN-0764397

Aged Care Quality and Safety Commission

Closing Date:Friday 07 November 2025

Complaints Commissioner Division
Serious Incident Response Scheme (SIRS) Provider Performance and Insights (PPI) Provider Performance and Insights

Job Title	Director, Provider Performance and Insights
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Hobart TAS, Adelaide SA, Brisbane QLD, Perth WA
Salary	$141,487 - $167,513
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	Work from Home & Office
Classification	Executive Level 2
Position Number	942_10/25
Agency Website	

Job Description

https://agedcarequalitycareers.nga.net.au/?jati=054BF8E4-E0BF-5B56-5448-E44DE1B80AB5

The EL2 Directors (multiple) within the SIRS PPI branch work in close partnership to support the Assistant Commissioner SIRS PPI, to deliver the selected areas of the program.

The Directors will each lead a small team across either Analytics and Insights, Engagement and Sector Capability, and SIRS Form Redesign. Together the teams will engage with areas across the Commission and the sector to deliver on aspects of the program.

Duties

- Undertake effective planning and coordinating of activities to successfully deliver program outcomes.
- Work closely with the Assistant Commissioner SIRS PPI to identify program priorities.
- Align project delivery and planning to the broader program objectives and delivery approach.
- Day-to-day leadership and management of program initiatives and operational deliverables.
- Monitor and track progress, risks, issues and dependencies, and provide regular reports to the Assistant Commissioner SIRS PPI, working group and working sub-groups, governing forums and key stakeholders.
- Manage risks and issues including mitigation and escalation activities where required.
- Lead data-driven initiatives and effectively communicate data analytics and findings.
- Drive improvements in data and intelligence capability across the SIRS, including the use of data, information and intelligence in decision making.
- Ensure effective and accurate data capture to enable risk modelling and analysis of trends.
- Undertakes objective, critical analysis and distils the core issues.
- Develop content and coordinate stakeholder engagement activities to ensure adequate input is maintained across the Commission.
- Build strong relationships and effective communications with key internal and external stakeholders.
- Support the Assistant Commissioner SIRS PPI to maintain and develop workforce capability and capacity.
- Adhere to the APS Values and Code of Conduct.

Eligibility

- Navigate strategic context - understand the environmental and broader policy landscape, identify opportunities, distil key issues and determine priorities.
- Think critically - assess the implications of Commission, Government and Sector changes that may impact the SIRS program and develop cogent insights to inform policy and program advice.
- Communication – have excellent written skills to develop program content and briefs. In addition to advanced verbal communication skills for presentation and public speaking in open forums and with providers.
- Analyse information - candidates should have the capability to analyse information and data inputs, distil key messages and adapt delivery in an engaging and creative manner to influence varied audiences.
- Lead teams and provide expert advice - lead and build high performing teams, provide strategic direction; allocate resources effectively and respond flexibly to changing demands; provide subject matter expertise to achieve outcomes.
- Deliver outcomes - work in a fast-paced environment with ambiguity. Candidates need to demonstrate self-motivation, initiative and the willingness and ability to lead and drive initiatives.

- Excellent relationship management skills – be comfortable with collaboration and be able to work with people with different perspectives to achieve outcomes.
- Leadership – be proactive, innovative and inclusive. The successful candidate will have the ability to lead, develop and inspire staff within their section to work effectively across organisational boundaries to achieve results. This candidate must demonstrate their ability to be innovative, collaborative and use a risk and evidence-based approach to manage complex matters including managing under performance where required.
- Risk – demonstrated strategic, planning, analytical and problem-solving skills, including the ability to assess and manage risk.
- Financial Accountabilities – as per approved project budgets and financial delegations.
- People Accountabilities – this role includes responsibilities for formal staff supervision.

Notes

In addition to the above key capabilities, to be eligible for this position you must:

- be an Australian citizen. For more information, please visit www.apsc.gov.au/citizenship-aps
- satisfy a National Coordinated Criminal History Check

Position Notes

- Non-ongoing opportunities will be offered for a specified term. Opportunities will be offered for varying periods up to 12 months with the possibility of extension to a maximum of 24 months.
- Merit Pool may be established through this selection process which may be used to fill this or future similar vacancies. Only candidates who hold Australian citizenship can apply.
- Successful candidates must be willing to undertake a pre-employment screening.

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To Apply

Position Contact	Aged Care Quality and Safety Commission Recruitment Team, (02) 9633 3262
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=054BF8E4-E0BF-5B56-5

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

Vacancy VN-0764399

Aged Care Quality and Safety Commission

Closing Date:Wednesday 12 November 2025

ACQSC Sector Capability and Regulatory Strategy
SCRSD Data Analytics and Intelligence Data, Analytics and Intelligence

Job Title	Data Governance Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Sydney NSW, Perth WA, Darwin NT
Salary	$96,503 - $108,869
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	Work from Home or On Site
Classification	APS Level 6
Position Number	20051756, 20051757
Agency Website	

Job Description

https://agedcarequalitycareers.nga.net.au/?jati=E64EA122-AC96-4924-B7EF-E44DE449AF8F

About the Team

The Data, Analytics and Intelligence (DAI) Group supports the Aged Care Quality and Safety Commission's role as the national regulator through high-value intelligence, analysis and data. The Group manages and analyses data from the aged care sector and regulatory activities to identify risks, monitor performance and inform responsive regulatory decisions.

DAI's vision is to deliver timely, accurate and actionable insights that empower the Commission to manage risk and ensure older Australians receive the quality of care they deserve.

About the Role

The Data Governance Officer is responsible for coordinating and implementing effective data management and governance practices across the Commission. The role works closely with business areas and data stewards to ensure data is trusted, secure, and accessible for operational and strategic initiatives.

Working under limited direction, the position applies specialist expertise and sound judgement to enhance data quality, compliance and accessibility, supporting the Commission’s data maturity and strategic priorities.

Duties

Reporting to the Assistant Director, your main responsibilities will be:

- Contribute to the development and implementation of the Commission’s Data Management Framework and associated governance activities.
- Lead engagement across the organisation to embed best practice data management and identify opportunities for improvement.
- Develop and maintain artefacts, tools, and documentation supporting data governance and data quality.
- Provide guidance and input on policies and procedures that strengthen data stewardship, integrity and compliance.
- Engage with stakeholders to ensure accuracy, quality and accessibility of data and metadata.
- Promote data literacy across the Commission through documentation, training materials and user support.
- Support the ongoing improvement of data management maturity and alignment with corporate and strategic objectives.

Eligibility

- Strong understanding of data governance and management principles, frameworks and methodologies.
- Experience with data cataloguing, metadata management and facilitating data discovery.
- Strategic thinking and sound judgement with an ability to align work to organisational goals.
- Proven ability to deliver high-quality outcomes, manage competing priorities and adapt to change.
- Collaborative approach to building productive working relationships and promoting a positive team culture.
- Excellent communication skills with the ability to convey complex information clearly and persuasively.
- Upholds APS Values and demonstrates initiative, accountability and integrity.

- Baseline security clearance (or ability to obtain one).

Notes

- Salary offered will be between $96,503 - $108,869 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.
- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.
- Successful candidates must be willing to undertake a pre-employment screening

In your application, please provide a statement of claims against the position eligibility requirements (selection criteria) in no more than 600 words, including what strengths you would bring to the role, and a copy of your CV.

You are encouraged to refer to the STAR model in the APSC Cracking the Code when preparing your response to the one-page pitch in your application. Where relevant, please also consider the Integrated Leadership System (ILS) APS6 profile with your response.

Please complete the application and submit by **Wednesday 12 November 2025 and 11:30 PM AEDT.**

Please contact our recruitment team on (02) 9633 3262 or recruitment@agedcarequality.gov.au for assistance with accessing our website or with lodging your application.

Specific questions about the roles can be directed to Adam Walsh by emailing adam.walsh@agedcarequality.gov.au with Position title in the subject line.

Diversity and Inclusion

The Commission is committed to fostering a workplace with flexible work arrangements to support a diverse, respectful and inclusive culture for all staff.

The Commission recognises the richness of Aboriginal and Torres Strait Islander cultures and is committed to the implementation of our Reconciliation Action Plan. The Commission values the unique knowledge and experience of Aboriginal and Torres Strait Islander employees which strengthens and supports our focus on protecting and enhancing the safety, health, wellbeing and quality of life of aged care consumers.

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

We provide reasonable adjustments such as access, equipment or other practical support at relevant stages of the recruitment process. Please email recruitment@agedcarequality.gov.au if you need any adjustments made.

Further information:

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

For more information on the Australian Public Service, please visit http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code/factsheet-4 and http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code.

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About the Aged Care Quality and Safety Commission

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To Apply

Position Contact	Adam Walsh, 02 9633 3262
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=E64EA122-AC96-4924-B

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Health

Vacancy VN-0764434

Aged Care Quality and Safety Commission

Closing Date:Sunday 09 November 2025

Corporate
Enterprise Portfolio Management Office

Job Title	Project Coordinator - Enterprise Portfolio Management Office
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW, Perth WA, Brisbane QLD
Salary	$96,503 - $108,869
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 office arrangements are approved on a case by case basis.
Classification	APS Level 6
Position Number	877_10/25
Agency Website	

Job Description

https://www.agedcarequality.gov.au/careers-commission

About the Team

The Corporate Division supports the Commission and enables staff to deliver the Commission's purpose by:

- enhancing effectiveness, efficiency and safety
- making the best use of resources and continuously improving performance
- enhancing, integrating and optimising the IT and corporate systems that support Commission staff.

The Enterprise Project Management Office (EPMO), part of the Enterprise Governance & Strategy group within the Corporate Division, supports the Commission in becoming a better regulator for older Australians through a disciplined approach to portfolio/program/project and change management, and enabling whole-of-Commission change. Working across the Commission, the EPMO provides expertise in standards, delivery, support and consultation and strategic guidance on programs and projects.

About the Role

The primary objective of the Project Co-ordinator role is to provide high quality coordination, communication, facilitation, governance, reporting and information management support to the Project Manager and the project team.

This role assists and supports the delivery of project objectives to ensure business outcomes and values are met. The role will involve continually monitoring scope, cost, schedule, and quality objectives utilising multiple delivery approaches. The role will also adhere to the business's prescribed delivery methodology, governance, and risk management frameworks

Duties

- Provides program support, ensuring activities are undertaken to enable the completion of tasks and achieve agreed outcomes on time, on budget, to quality standards and within agreed scope
- Supports planning and coordination of the program and its activities
- Coordinates meeting arrangements, reports and papers for governance and other working groups and tracks actions and decisions taken at these meetings
- Collects and analyses data related to program performance, stakeholder feedback, and other desired metrics
- Prepares regular reports, highlighting key insights and recommendations, to support decision-making and continuous improvement
- Prepares and maintains project related documentation, including sourcing, collating and quality assuring information for reporting, monitoring and evaluation purposes to contribute to achievement of the project outcomes and identification of emerging issues
- Coordinates the program risk register and monitors completion of risk actions
- Ensures implementation of policies and practices in accordance with the Project and Change Management Governance Frameworks
- Maintains the programs technology requirements, including the PPM tool, SharePoint site and other technology as required
- Other ad-hoc duties as required

Eligibility

- Project methodologies/ project environment experience, ideally 4+ years in a PMO or mature Project Environment
- Experience with Waterfall and Agile methodologies (eg Steercos, Scrum, Stand-ups, Kanban boards)
- Administration of SharePoint/MS Teams and experience with Microsoft Office products (inc MS Project) to an advanced level
- Azure DevOps/JIRA/PPM experience highly regarded

Notes

- Salary offered will be between $96,503 - $108,869 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.
- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

In your application, please provide a statement of claims against the position eligibility requirements (selection criteria) in no more than **600 words**, including what strengths you would bring to the role, and a copy of your CV.

Please complete the application and submit by **11:30PM Sunday 9 November 2025 AEDT**.

Please contact our recruitment team on **(02) 9633 3262** or recruitment@agedcarequality.gov.au for assistance with accessing our website or with lodging your application.

Specific questions about the roles can be directed to Rohan Dyster by emailing rohan.dyster@agedcarequality.gov.au with Position title in the subject line.

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	Rohan Dyster, NA
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0764454

Aged Care Quality and Safety Commission

Closing Date:Tuesday 11 November 2025

Various
Various

Job Title	Executive Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Hobart TAS, Adelaide SA, Brisbane QLD, Perth WA
Salary	$118,588 - $135,251
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	Work from Home & Office
Classification	Executive Level 1
Position Number	954_10/25
Agency Website	

Job Description

https://agedcarequalitycareers.nga.net.au/?jati=45B1A26A-6E32-3A88-AB54-E44ECD2E11FA

Are you a highly organised leader with a sharp strategic mind and a strong understanding of government operations? Do you excel in managing competing priorities, supporting executive decision-making, and building strong relationships? If so, we invite you to apply for this exciting opportunity to join our team as an EL1 Executive Officer (multiple positions).

Reporting to a Deputy Commissioner or Assistant Commissioner across various Divisions the Executive Officer provides high-level support to Commission Executive. This dynamic role involves coordinating divisional priorities, overseeing strategic projects, managing executive correspondence, and supporting workforce and budget planning.

You will act as a trusted advisor, escalate key issues with recommended solutions, and contribute to critical decision-making. With your strong leadership and communication skills, you will liaise across the organisation and externally to drive alignment, ensure timely delivery of outcomes, and represent the Executive Office with professionalism and integrity.

Duties

- Coordinate activities, workflows, and key initiatives across the Division or Branch.
- Draft high-quality briefings, reports, and presentations for senior stakeholders.
- Provide secretariat support for internal committees and meetings.
- Manage strategic business systems, risk oversight, and project tracking.
- Support workforce planning, budget monitoring, and capability development.
- Supervise and mentor the Executive Assistant to the Deputy/Assistant Commissioner.
- Represent the Executive Office and foster strong stakeholder relationships.

Eligibility

To be successful in this role, you will have:

- Proven experience working with senior executives in complex organisations.
- Exceptional written and verbal communication skills.
- Strong leadership, coordination, and stakeholder engagement abilities.
- A proactive and detail-oriented approach to problem-solving and planning.
- An understanding of public sector governance, policy, or project delivery.

Relevant qualifications in public administration, management, or a related field are desirable.

Notes

Benefits for working at the Commission

You will also be offered ongoing professional development to aid and support you in building your career with the Commission.

The Commission offers a range of generous employment conditions including:

- Competitive salaries
- Paid leave
- Health and Well-being programs
- Learning and Development Support

Position Notes:

- Salary offered will be between $118,588 - $135,251 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.
- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Merit Pool established through this selection process may be used to fill this or future ongoing vacancies.

About the Aged Care Quality and Safety Commission

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To Apply

Position Contact	Aged Care Quality and Safety Commission Recruitment Team, (02)96333262
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=45B1A26A-6E32-3A88-A

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Health

Vacancy VN-0764551

Aged Care Quality and Safety Commission

Closing Date:Friday 14 November 2025

ACQSC Sector Capability and Regulatory Strategy
SCRSD Regulatory Strategy Policy Reconsiderations

Job Title	Review Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Darwin NT
Salary	$96,503 - $108,869
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	Work from Home or On Site
Classification	APS Level 6
Position Number	20037807, 20040069,
Agency Website	

Job Description

https://agedcarequalitycareers.nga.net.au/?jati=1807665A-2278-3BE9-6CBF-E44F0ADC4EBA

About the Team

As a section of the Sector Capability and Regulatory Strategy Branch, the Reconsiderations Section contributes to the Commission’s vision for older Australians to trust and have confidence that aged care services protect and enhance their safety, health and quality of life by undertaking merits-based reconsiderations of reviewable decisions made by the Commission consistent with the principles of administrative decision-making.

About the Role

As a Review Officer you will be supporting the Commission’s legislated responsibilities in relation to reviewable regulatory and complaints decisions under the Aged Care Act 2024 and associated Rules. The section also has portfolio responsibility for the interface with the Inspector-General of Aged Care and the Commonwealth Ombudsman

Duties

- Working with Review Managers to undertake reconsiderations of complaints decisions and regulatory decisions, such as provider registration, compliance/enforcement, and banning orders, in accordance with legislation. It also includes undertaking a new resolution process for complaints if warranted.
- As required, assisting with the team's role in responding to inquiries and investigations of the Commonwealth Ombudsman.
- Demonstrating good judgement, expertise and knowledge while identifying and escalating risks to consumers, providers and the Commission.
- Working with Review Managers to balance individual priorities in order to meet legislated timeframes.
- Working constructively with consumers, providers and other stakeholders to resolve concerns in a timely manner and achieve improved consumer outcomes in line with the Commission's Regulatory Strategy.
- Engaging with specialist advice (e.g. legal and/or clinical) to inform good decision-making.
- Managing relationships with stakeholders and understanding the requirements and processes of related areas of the Commission.
- Contributing to the Division's role in continuous improvement to internal and Commission-wide processes and practices.

Eligibility

To be successful in this role you will need to demonstrate the following:

- High level complaint resolution and negotiation skills including experience in managing sensitive and complex cases.
- Demonstrated skills and experience in applying good decision-making principles.
- A highly motivated, engaged, flexible and resilient approach, including capacity to engage with a wide range of internal and external stakeholders (particularly older people, aged care providers and complainants).
- Capacity to work in a fast-paced environment with demonstrated skills in time management, working with competing priorities and ability to prioritise and manage a case load.
- Persuasive written and verbal communication skills and capacity to negotiate outcomes and resolve conflict.
- Ability to draft well-written reports and correspondence which include comprehensive and well analysed reasons for recommended decisions.
- Knowledge of relevant legislation, the Australian aged care system and its regulation is preferred.
- Knowledge of provider registration processes under the Aged Care Act is desirable, but not essential.

Notes

- Salary offered will be between $96,503 - $108,869 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.
- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Non-ongoing opportunity will be offered for a specified term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.
- Merit Pool may be established through this selection process may be used to fill this or future similar vacancies.

- Successful candidates must be willing to undertake a pre-employment screening.

In your application, please provide a statement of claims against the position eligibility requirements (selection criteria) in no more than **500-words**, including what strengths you would bring to the role, and a copy of your CV (normally three pages maximum)..

Please complete the application and submit by **Friday 14 November 2025** and **11:30 PM AEDT.**

Please contact our recruitment team on (02) 9633 3262 or recruitment@agedcarequality.gov.au for assistance with accessing our website or with lodging your application.

Specific questions about the roles can be directed to Charmaine Zwolak by emailing Charmaine.zwolak@agedcarequality.gov.au with Position title in the subject line.

Diversity and Inclusion

The Commission is committed to fostering a workplace with flexible work arrangements to support a diverse, respectful and inclusive culture for all staff.

The Commission recognises the richness of Aboriginal and Torres Strait Islander cultures and is committed to the implementation of our Reconciliation Action Plan. The Commission values the unique knowledge and experience of Aboriginal and Torres Strait Islander employees which strengthens and supports our focus on protecting and enhancing the safety, health, wellbeing and quality of life of aged care consumers.

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

We provide reasonable adjustments such as access, equipment or other practical support at releva recruitment@agedcarequality.gov.au if you need any adjustments made.

Further information:

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

For more information on the Australian Public Service, please visit and http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code.

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To Apply

Position Contact	Charmaine Zwolak, 02 9633 3262
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=1807665A-2278-3BE9-6C

Health

Vacancy VN-0764360

Australian Digital Health Agency

Closing Date:Sunday 09 November 2025

Corporate Services Division
Communications & Secretariat Branch

Job Title	Senior Communications Officer, Social Media
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$98,045 - $110,612
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	0585_10/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

Supporting the Assistant Director, Social Media, the Senior Communications Officer is responsible for the development and implementation of social media strategies and policies, and will collaborate with stakeholders across diverse business areas, to support social media growth and the priorities of the Australian Digital Health Agency.

Duties

Key success factors are social media marketing skills, attention to detail and the ability to provide expert advice and support to multiple stakeholders, including across varying government departments as required. The role requires the ability to effectively prioritise and execute deliverables in a high-pressure environment, under limited direction.

This role will follow an account management approach and work closely with the wider Communications and Marketing team, who are geographically dispersed.

Key Skills and Experience

- Proven experience developing and implementing social media strategies, tools, and materials for a variety of audiences (highly desirable).
- Tertiary qualifications or experience in communications or a related field, such as stakeholder engagement, public relations (highly desirable).
- Experience in developing creative visual content to explain concepts and messages in an accessible manner.

Eligibility

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

Notes

Our Benefits

- Ask us about our 2025-26 salary increases, annual performance reviews and superannuation employer contribution of 15.4%.
- Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life.
- Attractive Flexible Working Arrangements: All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.

Additional Information

The position maybe filled in Brisbane, Sydney or Canberra. To apply, submit your resume and a cover letter of no more than 2 pages.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Jason Kempen at jason.kempen@digitalhealth.gov.au.

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

Salary: This role offers between $98,045 to $110,612 plus 15.4% superannuation depending on skills and experience.

About the Australian Digital Health Agency

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

To Apply

Position Contact	Jason Kempen, (02)8298 2644
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0764368

Australian Digital Health Agency

Closing Date:Thursday 06 November 2025

Digital Solutions
Connected Care Conformance and Assurance

Job Title	Assistant Director, Conformance Modernisation
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT
Salary	$120,486 - $137,417
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 arrangements are available
Classification	Executive Level 1
Position Number	0590_10/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Role

The Assistant Director, Conformance Modernisation is a full-time ongoing position providing strategic and operational leadership within the Connected Care Branch. The role supports the delivery of conformance services that enable safe, secure, and interoperable digital health systems.

Reporting to the Director, the Assistant Director leads the development and implementation of conformance frameworks aligned with national standards, with a strong emphasis on HL7® FHIR®, and regulatory requirements. This includes overseeing risk-based conformance requirements and ensuring their integration into testing and assurance processes. The role also manages a multidisciplinary team and fosters collaboration across the Agency and sector to support national digital health priorities.

This is a strategic and collaborative role suited to someone with deep expertise in HL7® FHIR®, conformance, and digital health policy implementation.

Key Responsibilities

- Lead a team to deliver conformance services aligned with national priorities and program timelines.
- Develop and implement conformance frameworks and test specifications based on national standards and regulatory requirements.

- Apply structured risk assessment across legal, policy, privacy, architecture, cybersecurity, and clinical safety domains.
- Represent the section in internal and external forums to promote alignment and collaboration.
- Build and maintain effective stakeholder relationships across the Agency and the wider digital health sector.

Duties

Skills and Experience (Essential Criteria)

- Tertiary qualifications or equivalent experience in Information Technology, Computer Science, or a related field.
- Demonstrated experience in developing conformance requirements and test specifications.
- Proven ability to apply structured risk assessment across multiple domains including legal, policy, privacy, architecture, cybersecurity, and clinical safety.
- Demonstrated experience in at least one of the following disciplines: business and systems analysis, data analysis, software engineering, solution architecture, or testing.
- Strong leadership capabilities with proven experience leading multi-disciplinary teams in complex service delivery environments.
- Demonstrated experience in digital health project delivery and working knowledge of digital health standards and specifications, particularly HL7® FHIR®, is highly desirable.
- Excellent stakeholder engagement and communication skills, with the ability to represent the section in diverse forums.

Eligibility

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

Notes

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

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	Patricia Galang, patricia.galang@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0764439

Australian Digital Health Agency

Closing Date:Sunday 09 November 2025

Technology Services
Cyber Security Cyber Security Operations

Job Title	Cyber Threat Hunt Lead
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT
Salary	$98,045 - $110,612
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	Hybrid
Classification	APS Level 6
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Agency

As the steward for digitally enabling Australia’s health system, the Agency plays a key role in coordinating national engagement, delivery, and adoption of digital health to facilitate person-centred, connected healthcare. Our responsibilities span national digital health services and systems, including My Health Record, Electronic Prescriptions, and the MyHealth App.

About the Role

The Cyber Threat Hunt Lead is accountable to provide proactive security operations, investigation and hunting of known and unknown cyber security threats within the agency ICT environments as well as providing leadership and guidance on incident response activities.

What You’ll Bring

- Minimum of 4 years’ experience serving as a SOC Analyst or Incident Responder is highly desirable.
- You will have one of the following professional ICT certifications : SANS GCIH, SANS GCFA, SANS GCIA, SANS GNFA, SANS GWAPT, SANS GPEN, Offensive Security Certified Professional (OSCP), Certified Information Systems Security Professional (CISSP)
- You have an in-depth knowledge and understanding of complex Enterprise networks including routing, switching, firewalls, proxies, load balancers, networking protocols and operation of both Windows and Linux based systems.
- Demonstrate proficiency of scripting languages for example Python or PowerShell.
- Extensive experience with query languages such as Splunk Search Processing Language (SPL) and/or Kusto Query Language (KQL) in a SOC environment

Duties

Key Responsibilities

- Initiatenetwork and host-based analysis and investigation to plan and execute threat hunt missions, working with various technologies and platforms such as AWS, Azure, O365 containers
- Accountable for managing security risks appropriately by understanding the current cyber threat landscape, the different tactics commonly used by adversaries and how you would investigate, contain, and recover against their attacks; preparing and reporting risk analysis and threat findings.
- Document security gaps and control failures identified as a result of threat hunts, and provide recommendations to mitigate the associated risk.
- Partner with Cyber Security Operation Teams in performing monitoring of networks and endpoints for security events/alerts for active threats, intrusions and/or compromises.

- Ability to report and present findings and recommendations to a wide range of stakeholders including executive, business and technician audiences

Eligibility

Eligibility

Ability to obtain and maintain national police check.

Australian Citizenship is a condition of eligibility.

Ability to obtain and maintain a Neg Vet 1 security clearance with the ability to obtain and maintain a higher clearance if required by the Agency.

Notes

Our Benefits

Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life

Work From Home & Attractive Flexible Working Arrangements:All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.

Collaborative workspaceswith new technology available within central locations.

Generous leave opportunities including Parental (primary & secondary), compassionate,Aboriginal & Torres Strait Islander Leave, Cultural, Emergency Response, Defence, and Half Pay option.

Additional Information

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

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Sam Greene at sam.greene@digitalhealth.gov.au.

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

Closing Date: November 9 2025, 11:00pm

Salary: This role offers between $98,045 - $110,612 plus 15.4% superannuation. Depending on skills and experience allowances may be considered.

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

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

To Apply

Position Contact	Talent Acquisition Team, adharecruitment@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

Health

Vacancy VN-0764462

Australian Digital Health Agency

Closing Date:Tuesday 11 November 2025

CEO Division

Job Title	Executive Assistant to the Chief Executive Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$87,584 - $94,719
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 5
Position Number	0592_10/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

We are seeking an Executive Assistant to provide high quality administrative support to the CEO. The office fast-paced with sometimes competing and complex challenges.

Duties

The Executive Assistant is responsible for providing high level executive support to the CEO. They are the front door to the Office of the CEO and are responsible for communicating and building relationships with a wide variety of internal and external stakeholders. They also provide guidance to other executive assistants and business support officers.

The Executive Assistant is responsible for the following, but not limited to:

- providing high level executive support including management of the CEO’s diary and travel and assistance with corporate functions (eg HR, finance and IT matters).
- assisting in managing the inflow and outflow of documents in the office.
- proactively assisting the CEO in preparing for meetings.
- developing and maintaining internal and external relationships (including with the Agency Board Chair, Senior Executive and staff.
- supporting internal and external networks (including executive assistants and business support officers).

To be successful in this role you will have previous experience delivering high quality and reliable executive support to senior executives working within a fast paced, highly complex and confidential environment. You will demonstrate high level communication and interpersonal skills; the ability to build productive working relationships; well-developed time management, prioritisation and problem solving skills as well as attention to detail and discretion.

For all queries relating to the responsibilities of the position, please contact Leanne Chaffer at leanne.chaffer@digitalhealth.gov.au.

Eligibility

- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain national police check.
- Ability to obtain and maintain a security clearance at a level designated by the Agency on request.

Notes

Our Benefits

- Ask us about our 2025-26 salary increases, annual performance reviews and superannuation employer contribution of 15.4%.
- Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life.
- Attractive Flexible Working Arrangements: All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.

Additional Information

The position maybe filled in Brisbane, Sydney or Canberra. To apply, submit your resume and a cover letter of no more than 2 pages.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Leanne Chaffer at leanne.chaffer@digitalhealth.gov.au.

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

About the Australian Digital Health Agency

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

To Apply

Position Contact	Leanne Chaffer, 0414 887164
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0764546

Australian Digital Health Agency

Closing Date:Tuesday 25 November 2025

Corporate Services Division
Governance Branch

Job Title	Assistant Director, Investigations & Probity
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW
Salary	$120,486 - $137,417
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	Executive Level 1
Position Number	0607_10/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

Join our Integrity Unit and become a pivotal player in promoting ethical behaviours, transparency, and accountability across the Agency. The team is responsible for developing, implementing, and overseeing the Agency's Integrity Framework and leading a strengthened, best-practice, enterprise-wide approach to integrity.

Duties

As the Assistant Director Investigations and Probity, you will be at the heart of our mission to uphold the highest standards of integrity. You will lead the charge in managing crucial areas such as fraud, corruption, probity, and public interest disclosures. This is your chance to influence and build capability in the future direction of the Agency by providing operational oversight and expert investigations management to internal stakeholders.

In this dynamic role, you will conduct complex investigations, deliver insightful and professional advice on sensitive matters using your extensive knowledge of relevant government legislation and guidelines. You will champion a positive integrity culture through educational and communication initiatives and ensure that our policies and procedures align with legislative requirements. Your high-level technical knowledge will ensure accurate and timely investigative outcomes. As a trusted advisor, you'll engage with a range of stakeholders, fostering strong relationships and promoting an environment where ethical behaviour thrives.

What You'll Bring

As an integral part of our team, you'll infuse your role with expertise and strategic thinking. Your passion for integrity and accountability will drive impactful results across the Agency. We're looking for someone who can demonstrate:

- Knowledge of legislative and Australian Public Service frameworks related to fraud and corruption, public interest disclosures, and probity.
- Demonstrated practical experience relating to conducting investigations pursuant to the Australian Government Investigation Standards (AGIS) and/or Regulatory Powers (Standard Provisions) Act 2014.
- Ability to coordinate and manage the Agency's Fraud and Corruption Control Plan, conduct fraud pressure tests on program, undertake probity-related assurance activities, and implement and deliver staff training and education.
- High-level written and verbal communication skills.
- Attention to detail, and a robust record keeping and outcome focussed work ethic.

Supported by a leadership group who excels in building high-performing, cohesive, and inclusive teams, you will thrive in an environment where best practices and award-winning solutions are the norm. You'll receive feedback, coaching, mentoring, and formal development opportunities to help you succeed and grow.

Eligibility

- Ability to obtain and maintain national police check.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a Negative Vetting 1 security clearance with the ability to obtain and maintain a higher clearance if required by the Agency.
- Mandatory – Minimum Certificate IV in Government Investigations, or equivalent qualification (as required by the Australian Government Investigation Standards) or the ability to obtain the required qualification within 12 months of commencing the role.

Notes

Our Benefits

- Ask us about our 2025-26 salary increases, annual performance reviews and superannuation employer contribution of 15.4%.
- Salary packaging (also known as salary sacrifice) is available.
- Annual Christmas closedown– with no leave deduction!
- Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life.
- Work From Home & Attractive Flexible Working Arrangements: All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.

- Collaborative workspaces with new technology available within central locations.
- Generous leave opportunities including Parental (primary & secondary), compassionate, Aboriginal & Torres Strait Islander Leave, Cultural, Emergency Response, Defence, Half Pay option, and Portability of leave across most State and Federal government agencies.

Additional Information

Due to operational requirements, the Agency's preference is for a Canberra-based candidate however applications will be considered for other locations. To apply, please submit your resume and a 2 page pitch addressing the "What You'll Bring" criteria above.

The Agency strongly encourages all applicants to follow the Australian Public Service 'Cracking the Code' when writing their pitch - 3. Applying for an APS job: cracking the code | Australian Public Service Commission.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Jeffrey Beaver at jeffrey.beaver@digitalhealth.gov.au or Cameron Bray at cameron.bray@digitalhealth.gov.au.

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

Salary: This role offers between $120,486 to $137,417 plus 15.4% superannuation depending on skills and experience.

About the Australian Digital Health Agency

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

To Apply

Position Contact	Jeffrey Beaver, (02) 51342807
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0764560

Australian Digital Health Agency

Closing Date:Tuesday 25 November 2025

Corporate Services Division
Governance Bramch

Job Title	Senior Investigator, Probity & Integrity
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW
Salary	$98,045 - $110,612
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	0608_10/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

Join our Integrity Unit and become a pivotal player in promoting ethical behaviours, transparency, and accountability across the Agency. The team is responsible for developing, implementing, and overseeing the Agency's Integrity Framework and leading a strengthened, best-practice, enterprise-wide approach to integrity.

Duties

Reporting to the Assistant Director Investigations and Probity, you will assist in the operational activities of Integrity Unit and support the Agency’s investigative and probity-related assurance capability. The role includes coordinating and reporting on Agency officials’ compliance with mandatory probity and integrity training as well as identifying and actioning probity-related risks across other Agency activities. The position will also assist in delivering inward facing assessments of real or perceived conflicts of interest and support the Unit in identifying and managing complex risk profiles, also having the capability to be either an Agency probity advisor, or probity auditor.

In this dynamic role, you will conduct complex investigations, deliver insightful and professional advice on sensitive matters using your extensive knowledge of relevant government legislation and guidelines. You will champion a positive integrity culture through educational and communication initiatives and ensure that our policies and procedures align with legislative requirements. Your high-level technical knowledge will ensure accurate and timely investigative outcomes. As a trusted advisor, you'll engage with a range of stakeholders, fostering strong relationships and promoting an environment where ethical behaviour thrives.

What You’ll Bring

As an integral part of our team, you'll infuse your role with expertise and strategic thinking. Your passion for integrity and accountability will drive impactful results across the Agency. We’re looking for someone who can demonstrate:

- Knowledge and experience relating to conducting investigations pursuant to the Australian Government Investigation Standards (AGIS) and/or Regulatory Powers (Standard Provisions) Act 2014.
- Undertake probity or integrity risk assessment, recommend strategies and develop controls to manage risks.
- Make initial assessments on whether declared, or undeclared, related interests amount to a conflict of interest and advise on a management or action plan to address those risks.
- In partnership with the Assistant Director Investigations and Probity, undertake initial case assessments or investigations into suspected probity, integrity or serious non-compliance across a broad range of Agency programs and activities, and report findings.
- Contribute to integrity-related compliance and assurance activities.

Supported by a leadership group who excels in building high-performing, cohesive, and inclusive teams, you will thrive in an environment where best practices and award-winning solutions are the norm. You'll receive feedback, coaching, mentoring, and formal development opportunities to help you succeed and grow.

Eligibility

- Ability to obtain and maintain national police check.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a Negative Vetting 1 security clearance with the ability to obtain and maintain a higher clearance if required by the Agency.
- Mandatory - Certificate IV in Government Investigations, or equivalent qualification (as required by the Australian Government Investigations Standards 2022) or the ability to obtain that required qualification within 12 months of commencing the role.

Notes

Our Benefits

- Ask us about our 2025-26 salary increases, annual performance reviews and superannuation employer contribution of 15.4%.
- Salary packaging (also known as salary sacrifice) is available.
- Annual Christmas closedown– with no leave deduction!
- Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life.
- Work From Home & Attractive Flexible Working Arrangements: All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.
- Generous leave opportunities including Parental (primary & secondary), compassionate, Aboriginal & Torres Strait Islander Leave, Cultural, Emergency Response, Defence, Half Pay option, and Portability of leave across most State and Federal government agencies.

Additional Information

Due to operational requirements, the Agency’s preference is for a Canberra-based candidate however applications will be considered for other locations. To apply, please submit your resume and a 2 page pitch addressing the “What You’ll Bring” criteria above.

The Agency strongly encourages all applicants to follow the Australian Public Service ‘Cracking the Code’ when writing their pitch - 3. Applying for an APS job: cracking the code | Australian Public Service Commission

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Jeffrey Beaver at jeffrey.beaver@digitalhealth.gov.au or Cameron Bray at cameron.bray@digitalhealth.gov.au.

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

Salary: This role offers between $98,045 to $110,612 (depending on skills and experience) plus 15.4% superannuation per year.

About the Australian Digital Health Agency

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

To Apply

Position Contact	Jeffrey Beaver, (02) 5134 2807
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0764221

Australian Institute of Health and Welfare

Closing Date:Monday 03 November 2025

Primary Health, Information Standards and Communications Group My Health, Information Management and Metadata Unit, My Health Record Data section; and the Primary Healthcare Analysis and Reporting Unit

Job Title	APS6 Metadata Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$97,702 - $108,007
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 AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	APS Level 6
Position Number	133_10/025
Agency Website	

Job Description

https://aihwcareers.nga.net.au/cp/

The AIHW's APS employee census results attest to our positive and supportive workplace culture. We are an inclusive, flexible, and productive workplace where people are treated with respect and courtesy, and diverse and unique attributes are recognised and valued. Our results also show that we achieved top ten rankings in staff engagement, communication, wellbeing and SES manager scales out of 107 APS agencies.

We offer a range of benefits including:

- access to flexible working arrangements to support your work/life balance
- attractive remuneration packages including generous superannuation and leave provisions
- challenging and fulfilling work where you can use your skills and expertise
- opportunities for professional development.

We are committed to creating genuine opportunities for everyone and we welcome applications from First Nations people, people with disability, LGBTIQA+, neurodiverse people and people from diverse cultural and linguistic backgrounds.

The AIHW has offices in Canberra and Sydney and offers remote work opportunities for many roles. For more information, visit the Benefits of working for the AIHW page of our website.

Duties

The PHISC Group consists of several specialised units:

- Communications and Engagement Unit.
- Web, Publishing and Data Visualisation Unit.
- Pacific Health Information and Classifications Support Unit (PHICS).
- My Health, Information Management and Metadata Unit (MHIMM).
- Primary Health Care Data Development Unit (PHCDDU).
- Practice Incentives Program Quality Improvement Unit (PIPQI).

The MHIMM Unit plays a key role in:

- Supporting Australian Government policy to make My Health Record system data available for legitimate research and public health use.
- Facilitating effective record keeping.
- Providing library and research services.
- Enhancing AIHW's metadata capabilities.
- Managing the Metadata Online Repository (METEOR)The PHISC Group is looking for a Metadata Officer.

Under general direction you will:

- Provide advice to AIHW and external stakeholders to support the continuous quality improvement of metadata held within the AIHW Metadata Online Registry (METEOR).
- Support the secretariat for AIHW's National Health Data and Information Standards Committee (NHDISC).
- Support the ongoing administration of the METEOR platform including ServiceDesk, workgroup and user management.
- Support standards-based, best-practice, improvements to METEOR, metadata, business rules, and standard operating procedures.

Eligibility

To be eligible to apply for this vacancy, you must:

- be an Australian citizen
- undergo any required pre-employment checks, including a police records check
- obtain and maintain a valid Security Clearance if required by the institute
- a probationary period of six (6) months will apply to any new engagement to the APS.

Notes

Please submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address.

Your application must include:

1. A summary of your relevant skills and experience and explain why you would be the best person for the role. Your response should align with the position summary and selection criteria information above and must be no more than 750 words.
2. Your current CV and the names of two referees.

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 Institute of Health and Welfare

To Apply

Position Contact	Niall O'Driscoll, 02 9268 6044
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0764375

Australian Institute of Health and Welfare

Closing Date:Sunday 09 November 2025

Data Governance and Integration Group Ethics and Privacy Unit

Job Title	APS5 and APS6 Governance and Policy Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$87,110 - $108,007
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 AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	APS Level 5;APS Level 6
Position Number	138_10/25
Agency Website	

Job Description

https://aihwcareers.nga.net.au/cp/

The AIHW's APS employee census results attest to our positive and supportive workplace culture. We are an inclusive, flexible, and productive workplace where people are treated with respect and courtesy, and diverse and unique attributes are recognised and valued. Our results also show that we achieved top ten rankings in staff engagement, communication, wellbeing and SES manager scales out of 107 APS agencies.

We offer a range of benefits including:

- access to flexible working arrangements to support your work/life balance
- attractive remuneration packages including generous superannuation and leave provisions
- challenging and fulfilling work where you can use your skills and expertise
- opportunities for professional development.

We are committed to creating genuine opportunities for everyone and we welcome applications from First Nations people, people with disability, LGBTIQA+, neurodiverse people and people from diverse cultural and linguistic backgrounds.

The AIHW has offices in Canberra and Sydney and offers remote work opportunities for many roles. For more information, visit the Benefits of working for the AIHW page of our website.

Duties

The Data Governance and Integration Group (DGIG) delivers on a wide variety of important health and welfare data linkage projects and infrastructure, with the aim of achieving better outcomes and supporting informed policy decisions by Government for these sectors. The core functions of DGIG include leading the development of the Institute's strategies for acquiring, managing and integrating various data sources relating to health and community services. This furthers the AIHW's strategic goals of being trusted leaders in health and welfare data, innovative producers of data sets and a strong strategic partner.

The work of the Data Governance and Integration Group (DGIG) includes building and implementing the Institute's data integration strategies including the delivery of the National Health Data Hub; protecting the confidentiality and privacy of Institute data holdings through data governance leadership and the supporting the work of the AIHW Ethics Committee; and managing key relationships across government in support of the public sector data agenda.

The DGIG is looking for multiple motivated and high performing Governance and Policy Officers, and Project Officers, to fill vacancies in the Ethics and Privacy Unit (EPU).

The Ethics and Privacy Unit (EPU) provides support to the activities of the AIHW by:

- ensuring the Institute's compliance with the Privacy Act 1988 (Cth) and Privacy (Australian Government Agencies — Governance) APP Code 2017 obligations
- developing data governance policies, procedures, training materials, presentations and reports
- providing advice and secretariat support to the AIHW Ethics Committee, and data governance committees and forums

The EPU is looking for enthusiastic candidates to fill one APS Level 5 Governance and Policy Officer position and one APS Level 6 Governance and Policy Officer position. In these roles, you will support the Institute's privacy, ethics and/or data governance functions.

For the EPU APS 5 position, under general direction you will:

- Monitor the privacy email mailbox and respond to less complex correspondence.
- Carry out administrative work associated with privacy enquiries and reported suspected data breaches (including tracking reported incidents, maintaining accurate breach and incident registers and reviewing incident reports).

- Assist with compiling information and simple statistics for written reports on data breaches and incidents for the AIHW's Ethics Committee, Data Governance Forum, Data Governance Committee, Executive Committee and Board.
- Assist the Ethics Committee Secretariat team with administrative work, including travel and catering bookings, payments to members, annual monitoring reports and compiling meeting papers.
- Work collaboratively as part of the Unit, including contributing to unit priorities, objectives and deliverables.

For the EPU APS 6 position, under general direction you will:

- Monitor the privacy email mailbox and respond to less complex privacy enquiries and reported suspected data breaches. This will involve investigating, assessing and advising staff on suspected breaches to ensure compliance with legal and policy obligations.
- Manage the administrative work associated with privacy enquiries and reported suspected data breaches (including tracking reported incidents, liaising with staff, maintaining accurate breach and incident registers, and reviewing incident reports) and work to improve the accuracy, efficiency and utility of these procedures.
- Compile simple statistics and write reports on data breaches and incidents for the AIHW's Ethics Committee, Data Governance Forum, Data Governance Committee, Executive Committee and Board.
- Draft a range of documents (such as policies, procedures, reports and staff communications).
- Work collaboratively as part of the unit, including contributing to unit priorities, objectives and deliverables.

Eligibility

To be eligible to apply for this vacancy, you must:

- be an Australian citizen
- undergo any required pre-employment checks, including a police records check
- obtain and maintain a valid Security Clearance if required by the institute
- a probationary period of six (6) months will apply to any new engagement to the APS

Notes

Please submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address.

Your application must include:

1. A summary of your relevant skills and experience and explain why you would be the best person for the role. Your response should align with the position summary and selection criteria information above and must be no more than 800 words.
2. Your current CV and the names of two referees.

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 Institute of Health and Welfare

To Apply

Position Contact	Gemma O'Loghlin, 02 6249 5205
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0764387

Australian Institute of Health and Welfare

Closing Date:Sunday 09 November 2025

Job Title	APS5 and APS6 Project Officers and Senior Project Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$87,110 - $108,007
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 AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	APS Level 5;APS Level 6
Position Number	139_10/25
Agency Website	

Job Description

https://aihwcareers.nga.net.au/cp/

The AIHW's APS employee census results attest to our positive and supportive workplace culture. We are an inclusive, flexible, and productive workplace where people are treated with respect and courtesy, and diverse and unique attributes are recognised and valued. Our results also show that we achieved top ten rankings in staff engagement, communication, wellbeing and SES manager scales out of 107 APS agencies.

We offer a range of benefits including:

- access to flexible working arrangements to support your work/life balance
- attractive remuneration packages including generous superannuation and leave provisions
- challenging and fulfilling work where you can use your skills and expertise
- opportunities for professional development.

We are committed to creating genuine opportunities for everyone and we welcome applications from First Nations people, people with disability, LGBTIQA+, neurodiverse people and people from diverse cultural and linguistic backgrounds.

The AIHW has offices in Canberra and Sydney and offers remote work opportunities for many roles. For more information, visit the Benefits of working for the AIHW page of our website.

Duties

The Data Governance and Integration Group (DGIG) delivers on a wide variety of important health and welfare data linkage projects and infrastructure, with the aim of achieving better outcomes and supporting informed policy decisions by Government for these sectors. The core functions of DGIG include leading the development of the Institute's strategies for acquiring, managing and integrating various data sources relating to health and community services. This furthers the AIHW's strategic goals of being trusted leaders in health and welfare data, innovative producers of data sets and a strong strategic partner.

The work of the Data Governance and Integration Group (DGIG) includes: building and implementing the Institute's data integration strategies including the delivery of the National Health Data Hub; protecting the confidentiality and privacy of Institute data holdings through data governance leadership and the supporting the work of the AIHW Ethics Committee; and managing key relationships across government in support of the public sector data agenda.

The Governance, Release, Expansion and Testing Unit (GREATU) manages the National Health Data Hub (NHDH) and coordinates the AIHW's bespoke linkage program. The NHDH is a national data linkage system for health and welfare research and analysis. It comprises data on admitted patient care services (in public and some private hospitals), emergency department services and outpatient services in public hospitals for all states and territories with the exception of Western Australia and the Northern Territory.

The NHDH also includes data from the Medicare Benefits Schedule (MBS), Pharmaceutical Benefits Scheme (PBS), Repatriation Pharmaceutical Benefits Scheme (RPBS), Aged Care services data, National Death Index (NDI) and Australian Immunisation Data. Researchers can use the linkage system to explore issues such as validation of the current treatment pathways for chronic disease management and care.

The GREATU is looking for passionate and enthusiastic candidates to fill several APS Level 5 and APS Level 6 positions that broadly cover i) governance, communication and engagement activities and ii) data specification, testing and release activities.

Under general direction you will:

- Undertake key project work, including task prioritisation, collaborating with other team members and delivering outputs in accordance with milestone and quality expectations
- Maintain record management for tasks and activities

- Identify areas for improvement of the linkage system including expansion of data, reporting and overall ease of use of the linked asset.

For APS5 positions, under general direction you will:

- Liaise with data custodians to maintain and streamline the NHDH Governance Protocols.
- Coordinate the implementation of the NHDH Governance Protocols across the NHDH delivery pipeline and facilitate the appropriate storage of documentation.
- Organise and coordinate NHDH-related events such as the Data Integration Community of Practice Forum, Advisory Committee meetings and NHDH onboarding training sessions.
- Undertake communication and engagement activities such as secretariat functions, developing fact sheets and information for the NHDH website, hosting webinars, and preparing material for social media.

For APS6 positions, under general direction you will:

- Prepare data specification documents to ensure data added to the NHDH is coherent with the overarching NHDH data design and data custodian requirements.
- Develop testing plans based on data specifications and, using high levels of attention to detail, undertake testing of data to ensure approved data design is met before product releases to the NHDH, including completion of testing reports.
- Complete data release activities such as publication of data item lists, technical notes and content for user guides and data quality statements.

Eligibility

To be eligible to apply for this vacancy, you must:

- be an Australian citizen
- undergo any required pre-employment checks, including a police records check
- obtain and maintain a valid Security Clearance if required by the institute
- a probationary period of six (6) months will apply to any new engagement to the APS.

Notes

Please submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address.

Your application must include:

1. A summary of your relevant skills and experience and explain why you would be the best person for the role. Your response should align with the position summary and selection criteria information above and must be no more than 800 words.
2. Your current CV and the names of two referees.

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 Institute of Health and Welfare

To Apply

Position Contact	Gemma O'Loghlin, 02 6249 5205
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0764433

Australian Institute of Health and Welfare

Closing Date:Sunday 09 November 2025

Population Health Burden of Disease and Mortality

Job Title	EL1 Mortality Advisor
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Canberra ACT
Salary	$119,501 - $133,305
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 AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	Executive Level 1
Position Number	#137_10/25
Agency Website	

Job Description

https://aihwcareers.nga.net.au/cp/

The AIHW's APS employee census results attest to our positive and supportive workplace culture. We are an inclusive, flexible, and productive workplace where people are treated with respect and courtesy, and diverse and unique attributes are recognised and valued.

Our results also show that we achieved top ten rankings in staff engagement, communication, wellbeing and SES manager scales out of 107 APS agencies.

We offer a range of benefits including:

- access to flexible working arrangements to support your work/life balance
- attractive remuneration packages including generous superannuation and leave provisions
- challenging and fulfilling work where you can use your skills and expertise
- opportunities for professional development including study assistance

We are committed to creating genuine opportunities for everyone and we welcome applications from First Nations people(s), people with disability, LGBTIQA+, neurodiverse people and people from diverse cultural and linguistic backgrounds.

The AIHW has offices in Canberra and Sydney and offers remote work opportunities for many roles.

For more information, visit the Benefits of working for the AIHW page of our website.

Duties

The Population Health Group (PHG) has responsibility for monitoring and surveillance of chronic diseases, risk factors and the health of particular population groups and undertaking a wide range of novel and complex analyses and reporting projects, including using linked data. The PHG works closely with stakeholders to identify data and analysis needs, gaps and options for data development.

The Burden of Disease and Mortality Unit (BoDMU) provides national leadership in burden of disease analysis and is responsible for the Australian Burden of Disease Study (ABDS). Additionally, the Unit is responsible for custodianship and management of the National Mortality Database and undertakes a range of mortality analysis and reporting using this dataset. The mortality team also responds to a large number of internal and external data requests each year. The Unit works closely with a variety of internal and external stakeholders including the Department of Health, Disability and Ageing, and the Australian Bureau of Statistics.

The BoDMU is looking for a Mortality Advisor, which is a specialist technical role, focusing on delivering expert statistical advice and leadership on mortality and cause of death analyses across the AIHW and to external stakeholders. The successful candidate will have an in-depth knowledge of mortality coding practices, cause of death data and methods and application of mortality data principles.

Under general direction, you will:

- Provide technical leadership and advice to AIHW staff, senior management, and other relevant stakeholders on mortality data, analyses and methodologies.
- Provide continuous improvement in mortality data processes and methodologies contributing to the institute’s overall data capabilities.
- Identify, steer and implement improvements across the AIHW’s mortality work program including leading the AIHW’s annual mortality publications.
- Undertake complex analysis of mortality data sets using statistical software such as SAS or R. Report results to various internal and external audiences in the form of presentations, reports and publications.
- Support and advise the Unit Head on Mortality Data Custodian responsibilities including assisting with technical review and advice on mortality analyses undertaken by AIHW business units.
- Lead initiatives to build mortality analysis capabilities within the institute, including the development and management of educational materials and training programs.
- Have responsibility for enhancement and maintenance of relevant mortality data policies, user guides and guidelines.

- Lead and manage a small team of mortality analysts.
- Represent the AIHW on national and international mortality groups including the WHO-FIC Mortality Reference Group.

Eligibility

- Be an Australian citizen.
- Undergo any required pre-employment checks, including a police records check obtain and maintain a valid Security Clearance if required by the institute.
- A probationary period of six months will apply to any new engagement to the APS.

Notes

Please submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address. Your application must include:

1. A summary of your relevant skills and experience and explain why you would be the best person for the role. Your response should align with the position summary and selection criteria information above and must be no more than 750 words.
2. Your current CV and the names of two referees.

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 Institute of Health and Welfare

To Apply

Position Contact	Michelle Gourley, 02 6244 1248
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0764550

Australian Institute of Health and Welfare

Closing Date:Thursday 13 November 2025

Business and Technology Group People and Culture Unit

Job Title	APS5/6 Work Health & Safety and Inclusion Advisors
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$87,110 - $108,007
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 AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	APS Level 5;APS Level 6
Position Number	151_10/25
Agency Website	

Job Description

https://aihwcareers.nga.net.au/cp/

The AIHW's APS employee census results attest to our positive and supportive workplace culture. We are an inclusive, flexible, and productive workplace where people are treated with respect and courtesy, and diverse and unique attributes are recognised and valued. Our results also show that we achieved top ten rankings in staff engagement, communication, wellbeing and SES manager scales out of 107 APS agencies.

We offer a range of benefits including:

- access to flexible working arrangements to support your work/life balance
- attractive remuneration packages including generous superannuation and leave provisions
- challenging and fulfilling work where you can use your skills and expertise
- opportunities for professional development

We are committed to creating genuine opportunities for everyone and we welcome applications from First Nations people, people with disability, LGBTIQA+, neurodiverse people and people from diverse cultural and linguistic backgrounds.

The AIHW has offices in Canberra and Sydney and offers remote work opportunities for many roles. For more information, visit the Benefits of working for the AIHW page of our website.

Duties

The Business and Technology Group delivers the corporate functions which support the organisation by providing Human Resources (HR), finance, ICT, and accommodation services.

The Human Resources teams provide internal client service and support for workplace relations, workforce reporting, recruitment, learning and development, diversity and inclusion, work health and safety, and staff performance.

Why you'll want to join our team

In short, we are a great team! We are inclusive and vibrant, and we thrive on collaboration and fun. We work together to get the job done through sharing our knowledge, encouraging new ideas, and celebrating successes. We provide a supportive environment where you can be yourself while working on rewarding challenges and making a meaningful impact at the institute.

About you

We are seeking two enthusiastic HR professionals with experience in Work Health and Safety (WHS), injury, rehabilitation, and early intervention case management. It is also preferable, but not required, to have experience in implementing HR Diversity and Inclusion initiatives.

You will ideally have a good level of experience in providing HR advice to managers and employees, the ability to work independently with limited guidance, and enjoy working in a team environment.

The position and level offered will be based on your level of relevant experience and technical knowledge. The roles both have a small team reporting to them.

The main duties of these roles include:

- Delivering rehabilitation case management activities (non-compensable and compensable), including early intervention, and providing WHS advice to stakeholders
- Managing WH&S incident reporting and analysing data to identify, plan, and deliver new initiatives
- Reviewing different aspects of the WH&S function, including policies, procedures, and resources, to ensure continuous improvement and legislative and regulatory compliance
- Managing the promotion and administration of the AIHW's Employee Assistance Program
- Overseeing corporate WH&S roles (H&S Representatives, Harassment Contact Officers, First Aid Officers)
- Providing secretariat support to the AIHW's Health & Safety Committee (HSC) including coordinating meetings, drafting papers, taking minutes, and liaising with members
- Managing or contributing to WH&S reporting, including HSC, Executive Committee and Board reports, performance reports, and the Annual Report
- Implementing, with support, various Diversity and Inclusion initiatives across the institute, and providing support the internal diversity staff networks
- Working across the People & Facilities Unit with a view to supporting the team through engaging with, and enabling, cross-skilling as required

Eligibility

To be eligible to apply for this vacancy, you must:

- be an Australian citizen
- undergo any required pre-employment checks, including a police records check
- obtain and maintain a valid Security Clearance if required by the institute

A probationary period of six (6) months will apply to any new engagement to the APS.

Notes

Please submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address.

Your application must include:

1. A summary of your relevant skills and experience and explain why you would be the best person for the role. Your response should align with the position summary and selection criteria information above and must be no more than 750 words.
2. Your current CV and the names of two referees.

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 Institute of Health and Welfare

To Apply

Position Contact	Brianna Brinckley, 02 6249 4811
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0764125

Department of Health, Disability and Ageing

Closing Date:Thursday 06 November 2025

Information Technology Division
Cyber and Assurance Branch Enterprise Testing and Quality Assurance Section

Job Title	Data Warehouse Test Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD
Salary	$98,336 - $110,937
Future Merit Locations	Canberra, Sydney, Melbourne, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be discussed
Classification	APS Level 6
Position Number	25-ITDIV-30025
Agency Website	

Job Description

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

At the Department of Health, Disability and Ageing (the Department), we are committed to creating a flexible and adaptable workforce building the capability of our staff, improving our culture and

leadership, and investing in career opportunities. We offer an inclusive, flexible and healthy workplace with generous leave conditions and a competitive salary.

The Department is the steward of a world class health system. All our employees have a direct impact on shaping the policies and programs that lead Australia's health, disability and aged care priorities. As a departmental employee, your work will affect the lives of all Australians.

The Enterprise Testing and Quality Assurance Section, Cyber and Assurance Branch, Information Technology Division provides an enterprise testing service which is instrumental in the successful delivery of services into Production. At a minimum it is expected that all changes going into Health Production environments are assessed by the team prior to deployment and supported by the IT change process to ensure fitness for purpose.

Duties

APS Level 6 Data Warehouse Test Analyst is responsible for:

- Expertise and technical knowledge in ETL/ Data Warehouse testing.
- Work closely with Test Managers to streamline test processes, framework, and section roadmap to implement across projects/programs.
- Support Test Managers in developing Test Estimates, Test Schedule(s), Impact Analysis and resource co-ordination.
- Implement the test strategy and test plan, adhere to testing methods and standards in line with department standards.
- Prepare test signoff artefacts of test activity prior to production implementation.
- Review requirements and craft complex test cases, identify and create complex data requirements, conduct peer reviews, execute test cases using the enterprise toolset and identify and report defects on the system under test.
- Draft test artefacts and provide testing specific advice to projects as required.
- Maintain forward work plan for the section including providing estimates and resource allocations to required teams based on skills.
- Escalate risks, issues and assumptions identified during test planning, design or execution and communicate them to the Test Managers.
- Lead small teams of professional testers and/or lead projects, manage work allocation, timesheets, and performance issues.
- Work closely with Test Managers to identify any gaps in the resource skill sets or frameworks and escalate any risks/issues in advance to work out contingency plans to mitigate the risks.
- Meet objectives and progress work focusing on achieving objectives even under challenging circumstances by being adaptive, strategic, and thinking laterally to implement and promote improved work practices.
- Work under limited supervision, with a strong customer service ethos and solution focus, and deliver results in accordance with project timelines.
- Build and maintain effective working relationships with stakeholders.
- Transfer skills and knowledge to departmental staff and ensure appropriate documentation is stored in accordance with the Department's recordkeeping policy and practices.

Eligibility

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

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

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

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

To be eligible for this position applicants must hold a ISTQB Foundation Test Analyst (or equivalent/relevant practical experience).

Notes

Applications close 11:30pm AEDT

Applicants are asked to quote reference number 25-ITDIV-30025 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health, Disability and Ageing (DoHDA) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

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 Health, Disability and Ageing

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

To Apply

Position Contact	Prem Janga, 0430120811
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0764127

Department of Health, Disability and Ageing

Closing Date:Thursday 06 November 2025

Information Technology Division
Cyber and Assurance Branch Enterprise Testing and Quality Assurance Section

Job Title	Data Warehouse Test Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$120,842 - $137,823
Future Merit Locations	Canberra, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be discussed
Classification	Executive Level 1
Position Number	25-ITDIV-30025
Agency Website	

Job Description

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

At the Department of Health, Disability and Ageing (the Department), we are committed to creating a flexible and adaptable workforce building the capability of our staff, improving our culture and leadership, and investing in career opportunities. We offer an inclusive, flexible and healthy workplace with generous leave conditions and a competitive salary.

The Department is the steward of a world class health system. All our employees have a direct impact on shaping the policies and programs that lead Australia's health, disability and aged care priorities. As a departmental employee, your work will affect the lives of all Australians.

The Enterprise Testing and Quality Assurance Section, Cyber and Assurance Branch, Information Technology Division provides an enterprise testing service which is instrumental in the successful delivery of services into Production. At a minimum it is expected that all changes going into Health Production environments are assessed by the team prior to deployment and supported by the IT change process to ensure fitness for purpose.

Duties

Executive Level 1 Data Warehouse Test Manager is responsible for:

- Contributing to strategy and innovation for data warehouse testing capability to increase efficiencies in delivery of quality outcomes, and advocate for data warehouse testing and its benefits across the organisation.
- Manage end-to-end governance of data warehouse test delivery through test planning activities with stakeholders including estimates, creation of test artefacts, resource (people and environments) forward planning and dependency management.
- Coordinate the full suite of data warehouse testing as identified in the Test Strategy and post implementation production verification testing across all projects.
- Assess, design, review, execute, and report on test scripts and resulting defects, including identifying and creating complex requirements using an enterprise toolset.
- Estimate and obtain management support for the time, resources and budget required for data warehouse testing.
- Highlight risks, issues and assumptions identified during test planning, design or execution and communicate them to the Project/Delivery Manager, taking preventative action when appropriate.
- Draft and review test artefacts and provide testing specific advice to projects as required.
- Perform reviews and quality assurance checks on artefacts and products delivered by the Enterprise Testing and Quality Assurance Section and/or service providers/third parties.
- Implement best practice data warehouse testing techniques to lead multiple teams of professional testers, including management of work allocations, timesheets, and performance issues in line with department standards.
- Adhere to the Defect Management strategy to review and manage the resolution of any defects reported by the Test Team, collaborating with stakeholders to establish root cause of test defects and/or issues.
- Provide management reporting on test progress, outcomes, success rates, issues and risks to Project teams and Directors.
- Assist the Enterprise Testing and Quality Assurance section and other teams with testing activities and framework upliftment.
- Actively participate in change control of documentation, code, and environments to ensure change is delivered into production in accordance with agreed standards and timeframe with quality outcomes.
- Develop and review stakeholder communications resulting from change activities.
- Support the Test Leads in providing independent testing of all components of a project, work package or task and the resulting service.
- Responsible for final signoff of test activity prior to production implementation.
- Allocate and oversee test resources, manage daily workload, and provide direction where required.
- Manage, lead and mentor team members, ensuring performance discussions are prompt and well communicated.
- Ensure adoption of knowledge management and continuous improvement.
- Identify process improvements and assist in their implementation.
- Build and maintain effective working relationships with stakeholders, actively marketing the services that the section provides.
- Transfer skills and knowledge to departmental staff and ensure appropriate documentation is stored in accordance with the Department’s recordkeeping policy and practices

Eligibility

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

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

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

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

To be eligible for this position applicants must hold one or more of the following certificates (or equivalent/relevant practical experience)

- Degree in Information Technology
- ISTQB Foundation / Advanced Test Analyst
- ISTQB Test Manager
- ISTQB Agile Test Analyst
- Certification in Data Warehouse testing toolsets

Notes

Applications close 11:30pm AEDT

Applicants are asked to quote reference number 25-ITDIV-30025 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health, Disability and Ageing (DoHDA) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

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 Health, Disability and Ageing

The Department of Health, Disability and Ageing is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse

backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Prem Janga, 0430120811
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0764217

Department of Health, Disability and Ageing

Closing Date:Sunday 09 November 2025

Medicines Regulation Division
Prescription Medicines Authorisation Branch Application Support and Export Section

Job Title	Records Management Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$81,958 - $86,594
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 arrangements can be negotiated
Classification	APS Level 4
Position Number	25-MRDIV-20193
Agency Website	

Job Description *https://www.health.gov.au/*

Develop your APS career in a supportive team with real opportunities for growth and development!

Be a part of a team that helps bring important medicines to Australian's. In this role you'll be responsible for validating prescription medicine applications, maintaining accurate records, managing payment receipts and assisting with stakeholder enquiries. You'll also provide valuable support to senior staff, ensuring regulatory processes are compliant and stay on track.

We're looking for someone who enjoys working in a detail-focused environment, can manage competing priorities, and thrives as a part of a collaborative team. This is a great opportunity to develop your APS career while contributing to work that has a direct and positive impact on the wider community.

If this role sounds like the right fit for you, we encourage you to apply. This is an opportunity to refine your skills, learn from experienced colleagues, and be a part of a branch with real impact.

Duties

- Administrative triaging, processing and assessment of all Prescription Medicine Minor Variation applications, prior to allocation to various evaluation areas across the TGA
- Management of the receipt of minor variation dossiers, including uploads and validation into the management systems
- Management of the receipt of payments for all minor variation applications
- Maintaining records and undertaking quality assurance to ensure timely processing of all minor variation applications
- Completing other administrative tasks that are currently completed by more senior team members and thereby increasing the capacity for these senior staff members to complete more complex and strategic tasks
- Triaging enquiries from internal and external stakeholders to members of the Application Entry team
- Answering incoming phone calls and escalating them appropriately to senior team members
- Assisting with drafting responses to straightforward enquiries from internal and external stakeholders
- Working under general supervision and direction to plan and prioritise their own workload
- Completing other administrative tasks, as required, to assist the Application Support Team and the Exports team within the section.

Eligibility

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

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

Notes

- Applications close Sunday 9 November 2025 at 11:30pm AEDT.
- Applicants are asked to quote reference number 25-MRDIV-30193 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health, Disability and Ageing offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.
- This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

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

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

To Apply

Position Contact	Georgia Inczedi, (02) 5132 4708
Agency Recruitment Site	https://www.health.gov.au/

Health

Vacancy VN-0764232

Department of Health, Disability and Ageing

Closing Date:Monday 15 December 2025

Job Title	Health Technology Assessment Advisory Committee Vacancies 2025
Job Type	Part-Time, Non-Ongoing
Location	Various locations - SA SA, Various locations - WA WA, Various locations - NT NT, Various locations - NSW NSW, Various locations - TAS TAS, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - ACT 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	Hybrid
Office Arrangement Details	Hybrid
Classification	Statutory Appointment
Position Number	25-HTA-30109
Agency Website	

Job Description

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

The Department of Health,Disability and Ageing is seeking expressions of interest from suitably qualified and experienced individuals who would like to be considered for upcoming committee member vacancies on national health technology assessment (HTA) committees and sub-committees including:

• Medical Services Advisory Committee (MSAC)

• MSAC PICO Advisory Sub-Committee (PASC)

• MSAC Evaluation Sub-Committee (ESC)

• Pharmaceutical Benefits Advisory Committee (PBAC)

• PBAC Drug Utilisation Sub-Committee (DUSC)

• PBAC Economics Sub-Committee (ESC)

• PBAC Nutritional Products Working Party (NPWP)

• Medical Devices and Human Tissue Advisory Committee (MDHTAC)

• Expert Clinical Advisory Groups (ECAGs); and

• Consumer and industry member vacancies

Duties

These HTA committees provide independent expert advice to the Minister for Health and Ageing and Minister for Disability about the comparative safety, clinical effectiveness and cost effectiveness of medicines, and medical services and other medical products. The HTA Committees play an important role in ensuring our health system meets the needs of the community.

Applications for committee membership are welcome from individuals with a **broad range of medical, health economic, consumer, other HTA related and clinical expertise.** This includes (but not limited to):

1. Registered medical practitioners:

- Medical Oncology
- Haematology
- Endocrinology
- Cardiology
- Genomics and Genomic Testing
- General Practice
- Rheumatology
- Paediatric medicine
- Surgery (all sub-specialities)
- Nuclear Medicine
- Radiology
- Radiation Oncology
- Pathology (all sub-specialities)
- Epidemiology, Biostatistics, Health Economics
- Clinical Pharmacology
- Prostheses/implanted medical devices

2. Scientific and professional:

- Pharmacy
- Pharmacology
- Clinical epidemiology/pharmacoepidemiology
- Biostatistics
- Public health/Population screening
- Health data analysts

- Heath economics
- Dietetics

3. Consumer, patient and industry representation.

Eligibility
Notes

Further information on these opportunities is provided in the applicant pack attached to this job.

This contains advice on the estimated time commitment, remuneration, selection criteria and how to lodge an expression of interest. For further information please contact HTA.EOI@health.gov.au

Expressions of interest must be received by no later than 11:30 pm (AEDT) on Monday, 15 December 2025.

About the Department of Health, Disability and Ageing

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

To Apply

Position Contact	HTA.EOI@health.gov.au, HTA.EOI@health.gov.au
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0764569

Department of Health, Disability and Ageing

Closing Date:Thursday 06 November 2025

Australian Centre for Disease Control (CDC)
Various Various

Job Title	Australian Centre for Disease Control (CDC) - Various roles
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - QLD QLD, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - SA SA, Various locations - WA WA, Various locations - TAS TAS, Various locations - NT NT
Salary	$87,843 - $110,937
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 may be considered
Classification	APS Level 5;APS Level 6
Position Number	25-CDCODIV-30295
Agency Website	

Job Description

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

The independent Australian Centre for Disease Control (Australian CDC) is at the frontline of improving Australia's ability to prepare for, and respond to, public health challenges, including pandemics. Subject to the passage of legislation from 1 January 2026, the Australian CDC will be an independent technical advisory agency on public health matters and a leader in disease control, preparedness, response, and prevention. The Australian CDC will collaborate with national and international health bodies to strengthen Australia's public health infrastructure.

We are seeking high-performing, adaptable, collaborative individuals with relevant experience or qualifications to join our team. Depending on the stream, duties may include policy development, program delivery, stakeholder engagement, operational support, data analysis or planning and preparedness activities.

This is a unique opportunity to work in a newly established agency where you can contribute to building the organisational culture from the beginning. As a small agency, you will work in multi-disciplinary teams where you can gain experience across a broad range of functions.

The Australian CDC is seeking enthusiastic ongoing APS employees to join teams at the APS5 and APS6 levels across the following streams:

- Policy
- Corporate and Enabling Services
- Governance
- Scientific, Medical and Epidemiology
- Data Science
- Planning and Preparedness

These roles support the establishment of the Australian CDC and contribute to Australia’s public health capability.

Duties

These roles are available for filling at the APS Level 5 and APS Level 6. Please refer to the applicant kit for specific duties at each classification.

Corporate & Enabling Services

Successful applicants will provide specialist advice and oversight of enabling services that underpin the agency’s effectiveness. This includes corporate data management, governance, HR, ICT and procurement functions. You will contribute to integrated corporate services and infrastructure support that enable effective public health leadership. Enabling services will be delivered in-house where appropriate and through shared services arrangements with the Department. You will play a role in ensuring delivery is efficient, compliant and strategically aligned., that decisions are based on accurate information and support the broader goals of the Australian CDC.

Governance

Successful applicants will support the implementation of governance, and accountability frameworks across the Australian CDC. This includes audit, risk management and compliance activities that promote transparency and effective decision making. You will also contribute to equity focused governance, including support for external partnerships, First Nations health priorities and cross cutting committee work. By embedding strong governance practices, the agency ensures the Australian CDC operates with integrity and accountability.

Successful applicants will provide leadership and advice on governance frameworks, accountability and risk. You will lead compliance and assurance activities that support

transparency across the Australian CDC and ensure the agency meets APS and whole of government requirements.

In addition, as an APS6 you will contribute to equity and partnerships governance including external stakeholder engagement, support for First Nations health protection strategies and collaboration across governments and committees. This function plays a key part in strengthening the Australian CDC's governance culture and policy capability.

Scientific / Medical / Epidemiology

The successful applicants will provide technical expertise in communicable disease surveillance, outbreak response and epidemiological analysis. You will contribute to the development of case definitions, guidelines and strategies, ensuring public health responses are evidence-based and nationally consistent. You will also manage small projects and represent the Australian CDC in technical discussions with stakeholders, supporting national capability in disease control.

Policy

Successful applicants will support the development, prioritisation and coordination of Australian CDC policy initiatives. You will contribute to setting the strategic direction of policy work, particularly in relation to chronic disease prevention and long-term public health priorities. You will also have responsibility for supporting partnerships and equity outcomes, including collaboration with state and territory governments, committees and First Nations health protection strategies.

Additionally, as an APS6 you will also play a key role in strengthening the overall policy capability by delivering high quality advice, managing projects and mentoring junior staff members.

Data Science

Successful candidates will provide technical expertise in advanced analytics, modelling and data product development that support the Australian CDC's surveillance and public health objectives. You will contribute to the preparation, cleaning and analysis of datasets, development of visualisations, and production of insights that support surveillance and public health programs. You will lead small projects, and ensure data outputs are robust, reliable, and aligned with strategic needs. You will play a role in strengthening the Australian CDC's capacity for evidence-based policy and program design by translating complex data into insights for decision-makers.

Planning and Preparedness

These roles support the development and coordination of One Health preparedness and response initiatives across human, animal and environmental health sectors. It requires strategic thinkers with strong policy, analytical and communications skills, capable of working independently and

collaboratively in a fast-paced, cross-sectoral environment. The ideal candidate will bring experience or a strong interest in One Health, along with the ability to engage effectively with diverse stakeholders and contribute to national One Health emergency planning and response efforts.

Eligibility

Some streams will require appropriate qualifications (e.g. Data Science).

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

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

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

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

Notes

Applications close 11:30pm AEDT on **6 November 2025**.

Applicants are asked to quote reference number **25-CDCODIV-30295** to assist when making an enquiry.

Employees perform their duties at one of the Department of Health, Disability and Ageing (DoHDA) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

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 Health, Disability and Ageing

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

To Apply

Position Contact	Gail Treverrow, 02 5132 5487
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0764483

National Health and Medical Research Council

Closing Date:Monday 10 November 2025

Corporate Operations People, Property and Security

Job Title	Human Resources Business Partner
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$95,475 - $107,708
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible Working Arrangements
Classification	APS Level 6
Position Number	40-2025
Agency Website	https://www.nhmrc.gov.au/

Job Description

https://www.nhmrc.gov.au/about-us/careers

The National Health and Medical Research Council (NHMRC) is seeking an experienced HR professional to join our People, Property and Security section as a Human Resources Business Partner.

As the Human Resources Business Partner, you will support the development and delivery of key people-focused initiatives across NHMRC. This role will support and partner with managers and our employees to strengthen culture, build capability and a positive workplace. You will offer expert guidance and advice on people-related matters in performance, employee wellbeing, and compliance through proactive engagement, data-driven insights, and collaborative partnerships.

Why work with us?

What truly makes us a great place to work? It’s our highly engaging, inclusive, and supportive culture. With an outstanding 85% response rate, our staff told us they feel pride in their work (89%), are committed to our goals (92%), and value our leadership and communication. We’re leading the way in employee engagement, innovation, and wellbeing support - making NHMRC not just a workplace, but a community where people thrive. *According to our recent 2024-25 APS Census results.

Our roles come with broad responsibilities and minimal hierarchy, making it easier to get things done. You'll be part of a small, inclusive, and high-performing team with a strong, supportive culture.

We offer:

• A genuinely flexible work environment with no anchor days, empowering you to manage your time your way.

• A dynamic, diverse and supportive team across Melbourne and Canberra.

• Wellbeing programs including monthly yoga, up to 6 free counselling sessions per year, and a workplace that genuinely cares.

• Generous recreational leave, personal leave, cultural leave, parental leave and paid end of year shutdown.

• Study assistance and professional development opportunities that align with your career goals.

• Opportunities to be trusted to lead high value projects with the freedom to innovate and the support to grow.

• Strategic exposure where you can engage directly with senior leaders and contribute to decisions that shape our future direction.

Duties

Job specific duties

You will be supported by a high performing team and under limited direction, to:

• Develop and implement people projects and initiatives to support NHMRC’s priorities.

• Guide and support managers and employees with workplace matters on performance, wellbeing and Code of Conduct.

• Partner with managers to understand current and future workforce opportunities risks and priorities, creating solutions that build capability, engagement and support employee wellbeing.

• Prepare consultation materials, organise and facilitate consultation sessions with stakeholders, and effectively interpret and implement feedback received.

• Develop and implement workplace policies, procedures and guidelines.

• Respond to, build and maintain positive relationships with a diverse range of stakeholders.

• Contribute to section, branch and organisational business and strategic activities.

Core capabilities

We’re looking for a candidate who can combine solid HR experience with a collaborative, solutions focus mindset. You’ll bring:

- Practical knowledge of employment frameworks, legislation and best practice, with the ability to interpret and integrate these into practical, people-focused solutions.

- Excellent oral and written communication skills, including the ability to tailor messaging to diverse audiences and produce high-quality documentation and briefings.

- Strong collaboration and adaptability, working effectively in small teams with limited direction and flexibility across different projects.

- Adaptability and resilience under pressure, delivering high-quality outcomes on time. Strong stakeholder engagement and relationship building skills.

- Sound judgement and integrity when balancing organisational and employee needs.

- Project and change management capability, with experience in leading or supporting initiatives and applying change management principles.

- Strategic thinking and sound judgement, with a proactive approach to problem-solving and decision-making in a dynamic environment.

For more information about the role refer to the Job Description.

Eligibility

To be eligible for a position at NHMRC, you must be an Australian citizen and be able to provide evidence of this. If successful, you will also be required to obtain and maintain a Baseline security clearance and undertake a Nationally Coordinated Criminal History Check.

Notes

NHMRC is an inclusive and diverse employer that supports gender equity and diversity in leadership. We welcome and encourage applications from everyone, including People with Disability, First Nations peoples, LGBTIQA+ people, mature age people and people from Culturally and Linguistically Diverse backgrounds.

About the National Health and Medical Research Council

The National Health and Medical Research Council (NHMRC) is Australia’s leading Government agency for supporting health and medical research for the improvement of individual and population health. It does this through funding high quality research, supporting the translation of research into evidence-based practice and policy, providing guidance on responsible research practices and ethical issues, and administration of legislation governing research using human embryos. In addition, NHMRC has responsibilities in relation to implementation of the Medical Research Future Fund. NHMRC engages closely with a range of stakeholders across the health system and community to ensure that health and medical research meets the needs of the Australian community. This includes governments, researchers, biotech industries and other business leaders, medical, nursing and allied health practitioners, Aboriginal and Torres Strait Islander health and research leaders, teaching and research institutions, health services, community health organisations, consumers and carers. NHMRC’s responsibilities include engagement with the health and medical research sector and broader community to manage NHMRC’s grants system which has up to 57,000 external users and is responsible for coordinating and administering grants processes totalling more than $1.5 billion annually. NHMRC has

a workforce of around 250 staff, with most located in the Canberra office, with a smaller number in our Melbourne office. NHMRC offers attractive flexible work arrangements which allow staff to work from home. NHMRC is dedicated to championing gender equity and diversity, ensuring equal opportunities for all staff in our pursuit of excellence in health research.

To Apply

Position Contact	Fei Choi, 0417 970 873
Agency Recruitment Site	https://www.nhmrc.gov.au/about-us/careers

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Home Affairs

Vacancy VN-0764386

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Monday 03 November 2025

Enterprise Enablement
People and Business Solutions Employee Experience

Job Title	Manager, Pay and Conditions
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$123,799 - $140,935
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible arrangements discussed upon commencement
Classification	Executive Level 1
Position Number	01887
Agency Website	https://www.austrac.gov.au/

Job Description *https://austraccareers.nga.net.au/cp/*

About the opportunity

AUSTRAC is seeking to fill position Manager, Pay and Conditions to manage and uplift our Payroll Operations and HR systems. Your day will involve working closely with key stakeholders, uncovering unique, HR and payroll challenges to build solutions that deliver measurable results. You'll be leading a motivated team of payroll professionals that manage end-to-end payroll process for approximately 850 staff, ensuring our people are paid accurately and on time. As a trusted adviser, you'll develop smooth, effective processes and procedures to align with legislation and APS policy. As an influential leader, you are a multiplier, guiding a geographically dispersed team and creating an atmosphere where people feel empowered and encouraged to contribute their best ideas. Combining proven leadership and team development experience, and strong stakeholder management, you'll keep us ahead of the curve on compliance, automation, and scalable processes as AUSTRAC continues to grow.

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

What are we looking for

Applied knowledge and experience in:

- **Human Resources**

Understanding and demonstrated capability in applying human resources principles and expertise.

- **Application of legislative and other governing frameworks**

Demonstrated ability to apply comprehensive work knowledge, precedent and established legislation, policy, procedures and guidelines to situations involving a high level of complexity and sensitivity which require considerable interpretation and analysis

- **For a complete list of the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC Job listing.**

Duties

The Manager Pay and Conditions under broad direction is responsible for:

- Leading and managing a highly dedicated team of five staff to ensure the ongoing sustainability of the pay and conditions function including capability development and maintaining high levels of staff engagement and performance.
- Planning and prioritising continuous improvement to business processes, including identifying opportunities to better utilise enterprise technologies.

- In collaboration with the Manager, HRIS, ensuring HR system (Aurion) capabilities and processes are fit for purpose by identifying and providing subject matter expertise to upgrades and enhancements.
- Developing and maintaining practices and systems to enhance the client experience of AUSTRAC employees in relation to pay and conditions matters.
- Managing relationships with third parties who support AUSTRAC's human resource processes and systems.
- Continuously assessing relevant best practice and and APS wide developments, including conducting research, to guide human resource led initiatives.
- Identifying risks relevant to pay and conditions, implementing appropriate risk controls and escalating risks where appropriate.
- Providing expert conditions of employment and policy advice to the Director Employee Experience and National Manager People and Business Solutions.
- Proactively cultivating opportunities for collaboration with other business units on relevant work.
- Providing high level subject matter expertise in relation to Overseas Conditions of Service as they apply to AUSTRAC employees, including the oversight of the accurate payment of relevant allowances.
- Drafting Individual Flexibility Agreements (IFA) and providing advice on IFA matters.
- Developing and/or implementing policies, guidelines and procedures reflecting legislation and APS policy in relation to employment matters.

Eligibility

To be eligible for this role you:

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

Notes

Why AUSTRAC?

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

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

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

To Apply

Position Contact	Kate McDonald, PC_Enquiries@austrac.gov.au
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0764437

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Monday 03 November 2025

Enterprise Enablement
People and Business Solutions Employee Experience

Job Title	Manager, Pay and Conditions - Affirmative Measures Disability
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$123,799 - $140,935
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible arrangements discussed upon commencement
Classification	Executive Level 1
Position Number	01887
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

AUSTRAC is seeking to fill position Manager, Pay and Conditions to manage and uplift our Payroll Operations and HR systems. Your day will involve working closely with key stakeholders, uncovering unique, HR and payroll challenges to build solutions that deliver measurable results. You'll be leading a motivated team of payroll professionals that manage end-to-end payroll process for approximately 850 staff, ensuring our people are paid accurately and on time. As a trusted adviser, you'll develop smooth, effective processes and procedures to align with legislation and APS policy. As an influential leader, you are a multiplier, guiding a geographically dispersed team and creating an atmosphere where people feel empowered and encouraged to contribute their best ideas. Combining proven leadership and team development experience, and strong stakeholder management, you'll keep us ahead of the curve on compliance, automation, and scalable processes as AUSTRAC continues to grow.

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

What are we looking for

Applied knowledge and experience in:

- **Human Resources**

Understanding and demonstrated capability in applying human resources principles and expertise.

- **Application of legislative and other governing frameworks**

Demonstrated ability to apply comprehensive work knowledge, precedent and established legislation, policy, procedures and guidelines to situations involving a high level of complexity and sensitivity which require considerable interpretation and analysis

- **For a complete list of the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC Job listing.**

Duties

The Manager Pay and Conditions under broad direction is responsible for:

- Leading and managing a highly dedicated team of five staff to ensure the ongoing sustainability of the pay and conditions function including capability development and maintaining high levels of staff engagement and performance.
- Planning and prioritising continuous improvement to business processes, including identifying opportunities to better utilise enterprise technologies.
- In collaboration with the Manager, HRIS, ensuring HR system (Aurion) capabilities and processes are fit for purpose by identifying and providing subject matter expertise to upgrades and enhancements.
- Developing and maintaining practices and systems to enhance the client experience of AUSTRAC employees in relation to pay and conditions matters.
- Managing relationships with third parties who support AUSTRAC’s human resource processes and systems.
- Continuously assessing relevant best practice and and APS wide developments, including conducting research, to guide human resource led initiatives.
- Identifying risks relevant to pay and conditions, implementing appropriate risk controls and escalating risks where appropriate.
- Providing expert conditions of employment and policy advice to the Director Employee Experience and National Manager People and Business Solutions.
- Proactively cultivating opportunities for collaboration with other business units on relevant work.
- Providing high level subject matter expertise in relation to Overseas Conditions of Service as they apply to AUSTRAC employees, including the oversight of the accurate payment of relevant allowances.
- Drafting Individual Flexibility Agreements (IFA) and providing advice on IFA matters.
- Developing and/or implementing policies, guidelines and procedures reflecting legislation and APS policy in relation to employment matters.

Eligibility

To be eligible for this role you:

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

- Will need to obtain and maintain an ongoing Baseline Security Clearance

Notes

Why AUSTRAC?

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

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 Australian Transaction Reports and Analysis Centre (AUSTRAC)

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

To Apply

Position Contact	Kate McDonald, PC_Enquiries@austrac.gov.au
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

Home Affairs

Vacancy VN-0764438

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Monday 03 November 2025

Enterprise Enablement
People and Business Solutions Employee Experience

Job Title	Manager, Pay and Conditions - Affirmative Measures First Nations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$123,799 - $140,935
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible arrangements discussed upon commencement
Classification	Executive Level 1
Position Number	01887
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

AUSTRAC is seeking to fill position Manager, Pay and Conditions to manage and uplift our Payroll Operations and HR systems. Your day will involve working closely with key stakeholders, uncovering unique, HR and payroll challenges to build solutions that deliver measurable results. You'll be leading a motivated team of payroll professionals that manage end-to-end payroll process for approximately 850 staff, ensuring our people are paid accurately and on time. As a trusted adviser, you'll develop smooth, effective processes and procedures to align with legislation and APS policy. As an influential leader, you are a multiplier, guiding a geographically dispersed team and creating an atmosphere where people feel empowered and encouraged to contribute their best ideas. Combining proven leadership and team development experience, and strong stakeholder management, you'll keep us ahead of the curve on compliance, automation, and scalable processes as AUSTRAC continues to grow.

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

What are we looking for

Applied knowledge and experience in:

- **Human Resources**

Understanding and demonstrated capability in applying human resources principles and expertise.

- **Application of legislative and other governing frameworks**

Demonstrated ability to apply comprehensive work knowledge, precedent and established legislation, policy, procedures and guidelines to situations involving a high level of complexity and sensitivity which require considerable interpretation and analysis

- **For a complete list of the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC Job listing.**

Duties

The Manager Pay and Conditions under broad direction is responsible for:

- Leading and managing a highly dedicated team of five staff to ensure the ongoing sustainability of the pay and conditions function including capability development and maintaining high levels of staff engagement and performance.
- Planning and prioritising continuous improvement to business processes, including identifying opportunities to better utilise enterprise technologies.
- In collaboration with the Manager, HRIS, ensuring HR system (Aurion) capabilities and processes are fit for purpose by identifying and providing subject matter expertise to upgrades and enhancements.
- Developing and maintaining practices and systems to enhance the client experience of AUSTRAC employees in relation to pay and conditions matters.
- Managing relationships with third parties who support AUSTRAC’s human resource processes and systems.
- Continuously assessing relevant best practice and and APS wide developments, including conducting research, to guide human resource led initiatives.
- Identifying risks relevant to pay and conditions, implementing appropriate risk controls and escalating risks where appropriate.
- Providing expert conditions of employment and policy advice to the Director Employee Experience and National Manager People and Business Solutions.
- Proactively cultivating opportunities for collaboration with other business units on relevant work.
- Providing high level subject matter expertise in relation to Overseas Conditions of Service as they apply to AUSTRAC employees, including the oversight of the accurate payment of relevant allowances.
- Drafting Individual Flexibility Agreements (IFA) and providing advice on IFA matters.
- Developing and/or implementing policies, guidelines and procedures reflecting legislation and APS policy in relation to employment matters.

Eligibility

To be eligible for this role you:

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

Notes

Why AUSTRAC?

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

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

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

To Apply

Position Contact	Kate McDonald, PC_Enquiries@austrac.gov.au
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Industry, Science, Energy and Resources

Vacancy VN-0764405

Department of Industry, Science and Resources (DISR)

Closing Date:Tuesday 11 November 2025

Job Title	Senior Procurement and/or Contract Management Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT
Salary	$98,716 - $107,053
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;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	APS Level 6
Position Number	1936_10/25
Agency Website	https://www.industry.gov.au/

Job Description

https://careers.industry.gov.au/en/job/

About the department

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

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

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

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

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

About the team

The CIO Business and Governance team supports the CIO Division (CIOD) by developing and delivering business processes that are fit for purpose, create value, and enhance productivity. The team helps to manage and oversee the division's business activities, supporting ICT procurement, contract and vendor management, MOU/ICT services schedule management, financial compliance, reporting, and overall alignment to the department's strategic objectives.

The opportunity

If you have relevant and transferable skills and experience, we'd love to hear from you. This is a generalist role, however experience in the areas of ICT, procurement and/or contract management is preferred. The role offers candidates the opportunity to directly support and enable the success of the broader division, in an exciting and dynamic environment that combines elements of ICT operations, procurement, contract management, emerging technologies and other areas of work.

What's in it for you?

The role offers significant ongoing development opportunities, including:

- access to professional networks and communities of practice,
- the chance to engage directly with vendors within market through day-to-day procurement activities, via professional forums, conferences and other showcase events,
- ongoing structured learning and qualifications programs to hone skills, maintain competency within a constantly evolving regulatory environment, and
- to foster ongoing personal development through direct mentoring and exposure to emerging technologies and projects of national significance.

Our ideal candidate

Knowledge and experience

- Demonstrated experience working in a procurement and/or contract management function, or related field
- Demonstrated experience and the ability to lead and deliver services, particularly in an environment where innovation, emerging technologies and new ways of working are a priority

Skills and capabilities

- A demonstrated ability to deliver outcomes in a high-volume procurement/contract management practice, either in a Commonwealth Government or relatable context.
- Self-motivation, integrity and the ability to deliver outcomes both independently and in a team environment.
- Effective negotiation and communication skills with the ability to present complex information clearly to a variety of audiences.
- The ability to develop and sustain complex customer, business and stakeholder relationships.
- The ability to manage multiple competing priorities in a technical environment to deliver quality outcomes.

Duties

In this role you will:

- provide effective and timely procurement and/or contract management support to the CIO Division. This includes (but not limited to):

- Assist with planning, documentation, and publication of procurement activities via the BuyICT platform for all ICT procurement activities such as labour hire personnel, hardware, software, cloud services, data centre, telecommunications, and consultancies as required.
- Use good judgement, expertise and knowledge to ensure decisions are governed by the application of regulations, best practice principles or the department’s operating instructions and procedures
- Support and promote a customer focused, respectful and supportive workplace culture. Collaborate, develop and maintain strong relationships with a variety of business areas, clients and outsourced service partners
- Develop innovative and practical solutions to problems whilst understanding the implications for the department's objectives and stakeholders.

Eligibility

The following qualifications are desirable, however not mandatory:

- Relevant tertiary qualifications.
- Diploma or Certificate IV in Procurement and Contracting.
- To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

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

Notes

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

The department does currently offer flexible work opportunities for many roles. This vacancy is ACT - Industry House based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

The department’s Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia’s First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds

including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the LGBTIQA+ community and people with disability. The department wants to give candidates the opportunity to demonstrate their full potential during a recruitment process. We encourage candidates who require any adjustments or support as part of the recruitment process to reach out and discuss them with the job's contact officer. Candidates are also welcome to contact our Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

Position Contact	Samuel Hasse, n/a
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0764452

Department of Industry, Science and Resources (DISR)

Closing Date:Wednesday 12 November 2025

Job Title	Assistant Manager - Financial Reporting
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - SA SA, Various locations - VIC VIC
Salary	$122,235 - $129,811
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;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	Executive Level 1
Position Number	1961_10/25
Agency Website	https://www.industry.gov.au/

Job Description

https://careers.industry.gov.au/en/job/

About the department

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

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

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

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

Please see the APSC’s APS Employee Value Proposition for more information on the benefits and value of employment within the APS.

About the team

The Financial Reporting, Taxation and Treasury team within the Financial Management Branch is responsible for the department's external financial reporting obligations, taxation compliance, and cash management functions.

Our ideal candidate

This position requires a motivated individual with a positive and professional attitude, who can balance time effectively to deliver on time-critical tasks, while also contributing to process improvements.

The successful candidate will hold a bachelor's degree (or higher) in commerce or accounting and will be able to demonstrate experience and/or the capability in the following areas:

- Preparation of financial statements and audit work papers
- Preparation of financial reporting to the Department of Finance
- Ability to interpret accounting standards and write accounting position papers
- Strong written and verbal communication skills to deliver key messages across a range of stakeholders
- Ability to work under pressure and prioritise tasks to meet tight deadlines
- Ability to manage and deploy resources for the purpose of achieving business outcomes

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

Duties

Key duties of the Assistant Manager, Financial Reporting include:

- Preparation of administered or departmental financial statements.
- Preparation of monthly and annual actuals reporting to Department of Finance.
- Ledger management activities.
- Working collaboratively with key stakeholders such as ANAO, business partners and external budgets
- Providing technical accounting advice.
- Mentoring and managing a small team.

Eligibility

Tertiary qualification in Commerce/Economics/Accounting or similar. CFA, CA, CPA or equivalent qualification is highly regarded.

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

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

Notes

The department does currently offer flexible work opportunities for many roles. This vacancy is ACT - Industry House based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

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

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

recruitment process to reach out and discuss them with the job's contact officer. Candidates are also welcome to contact our Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

Position Contact	Beth Sheargold, 02 6102 9064
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0764487

Department of Industry, Science and Resources (DISR)

Closing Date:Thursday 20 November 2025

Chief Operating Officer
Property & Place

Job Title	General Manager, Property & Place
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	Office arrangements will be negotiated with the successful candidate.
Classification	Senior Executive Service Band 1
Position Number	1967_10/25
Agency Website	https://www.industry.gov.au/

Job Description

https://careers.industry.gov.au/en/job/

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

- growing innovative and competitive businesses, industries and regions
- investing in science and technology
- strengthening the resources sector.

Globally competitive industries are important contributors to Australia's economic growth and productivity. Jobs and prosperity can be secured through competitive businesses and industries and opening new markets for Australian resources. The department works closely with industry, businesses, the science community, and other stakeholders to help build a globally confident and outward looking Australian economy through supporting science and commercialisation; growing business investment and improving business capability; and simplifying doing business. For more information about the department please refer to our website www.industry.gov.au.

Duties

As a General Manager, you will:

- lead a branch that enables the department to deliver a safe, resilient, and productive workplace
- manage the department's properties and facilities to align with its priorities, ensure operations can continue in the event of emergencies or business disruptions and supports a culture of belonging
- oversee a national property portfolio of over 60 locations, managing leasing, operations, projects, facilities, net zero initiatives, and strategies for organisational efficiency
- oversee our network of seven state offices and the implementation of the department's inclusion strategy
- staff have a safe, resilient, and productive work environment.

Within the Chief Operating Officer (COO) Division, the Property and Place Branch ensures that place, people, and community are at the forefront.

Our ideal candidate will have highly developed analytical and problem-solving skills and be an excellent communicator. They will be an outstanding people leader, able to work effectively with diverse staff and a wide range of stakeholders. They will have high integrity, sound judgement, and strong organisational skills.

We are seeking a candidate with:

- a track record of leading complex, multi-stakeholder projects to successful delivery in large organisations
- outstanding stakeholder engagement and collaboration skills, with a solution-oriented mindset and ability to engender trust and respect
- experience leading, managing and mentoring staff, developing team culture and a strong focus on results
- resilience, self-motivation, and ability to manage a broad workload of competing priorities within a dynamic environment
- strong written and verbal communication skills, with the ability to communicate complex information to different audiences
- strong leadership credentials, complemented by a commitment to integrity and probity, and the ability to solve complex issues to enhance organisational efficiency and effectiveness.

Experience in leasing, facilities and financial management, property strategy, property sustainability, emergency response, or Whole-of-Australian-Government property procurement is highly valued. We encourage applications from diverse backgrounds and experiences.

Eligibility

You must be an Australian citizen and be able to obtain and maintain a Baseline security clearance.

Applications from Aboriginal and Torres Strait Islander people, people with disability and people with Cultural and Linguistic diversity are highly encouraged to apply because your diverse experiences, perspectives, and backgrounds will strengthen our service delivery, productivity, capability and innovation.

Your application must be completed online and contain:

- your current CV including the contact details of 2 referees, and
- a pitch explaining how your skills, knowledge, experience and qualifications make you the best candidate for the position.
- your pitch should contain no more than 750 words, consider the APS SES Band 1 capabilities and align to the key duties above.

Your application must not contain any classified or sensitive information. This includes in your application response CV and any other documents. The selection panel may not consider applications containing classified information.

Notes

The successful candidate will be required to establish their work base at Industry House, 10 Binara Street, Canberra, ACT 2601.

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

Interviews are expected to be held week commencing 15 December 2025.

For more information regarding this opportunity, please contact Casey Millward, Chief Operating Officer, on 6243 7530 or via email on casey.millward@industry.gov.au

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

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supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the LGBTIQA+ community and people with disability. The department wants to give candidates the opportunity to demonstrate their full potential during a recruitment process. We encourage candidates who require any adjustments or support as part of the recruitment process to reach out and discuss them with the job's contact officer. Candidates are also welcome to contact our Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

Position Contact	Casey Millward, 02 6243 7530
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0764287

Geoscience Australia

Closing Date:Sunday 16 November 2025

Corporate
Enabling Services Engagement, Commercial and Legal

Job Title	Manager, Contracts and Procurement
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	$117,669 - $133,019
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 will be considered in accordance with the Geoscience Australia Enterprise Agreement 2024–27.
Classification	Executive Level 1
Position Number	19205
Agency Website	www.ga.gov.au

Job Description

https://www.ga.gov.au/about/careers/current-vacancies

Geoscience Australia acknowledges the Traditional Custodians of Country throughout Australia and recognises the continuing connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islanders Cultures, and to elders past and present.

About us

Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation.

Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offers a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture click here.

There is even an external managed childcare centre in the same precinct (at own cost and subject to vacancies) and external managed café (at own cost).

Remuneration above the pay band may be negotiated based on the successful candidate’s skills, experience and delegate decision

Our team – Engagement, Commercial and Legal

The Manager, Contracts and Procurement reports to the Director of Engagement, Commercial and Legal section which forms part of the Enabling Services Branch within the Corporate Division.

The section combines diverse corporate enabling functions and is responsible for advising on land access (ie leases and licences including native title), procurements, and legal matters relating to bespoke activites of Geoscience Australia. Geoscience Australia is a leading science agency and responsible to deliver important policy decisions of the Commonwealth, which this role will support to achieve.

Duties

As a Manager, Contracts and Procurement, you will be instrumental in driving Geoscience Australia’s procurement function with an ICT focus, supporting compliance, capability uplift and being an amazing and supportive team leader.

Your excellent communication skills and ability to develop and maintain good working relationships will be key to promoting a positive, customer focussed culture. Your high level administrative skills will ensure that Geoscience Australia’s procurement records are up to date and accurate, and will allow you to meet organisational reporting requirements. In doing so, you will engage with the business areas and support the delivery of fit-for-purpose advice and guidance to meet the objectives of the organisation.

As Manager, Contracts and Procurement, you will supervise and manage 3 procurement officers within a larger procurement team of 10.

Working with a high degree of independence you will:

- work closely with your fellow Manager, Contracts and Procurement to deliver outcomes, allocate work between team members, develop team capabilities and support team culture.
- conduct complex procurement activities with a focus on ICT and use significant judgement to support compliance, technical advisory services, planning, approaching the market, evaluation and contract negotiations with internal and external stakeholders.
- provide expert, practical and timely procurement and contract management advice to project and operational managers.
- develop and manage stakeholder relationships and maintaining key relationships to enhance business outcomes.
- ensuring high levels of compliance with legislative, financial and administrative frameworks, in particular the Commonwealth Procurement Rules and Public Governance, Performance and Accountability Act 2013.
- support reporting requirements, such as Senate Orders, Budget Estimates, Indigenous Procurement Policy by collating the data from relevant stakeholders to support compliance with reporting obligations.
- consider and effectively manage competing priorities and strategic directions in line with organisational goals and objectives.
- supervise and manage staff and provide expert advice and assistance to team members to ensure that procurement and commercial policies and procedures are designed and applied to achieve the best possible organisational outcomes.
- support your line manager and the Executive with organisational wide priorities that relates to procurement.

To be successful in the role you will:

- Deliver procurement outcomes: Apply expertise in complex procurement activities with a focus on ICT procurements, to deliver efficient and compliant outcomes in line with CPRs, Connected Policies and PGPA Act requirements.
- Achieve results under pressure: Show initiative and leadership in managing multiple procurement activities within tight timeframes, ensuring high-quality outcomes.
- Communicate effectively: Produce clear written and verbal communications, including procurement documentation, briefings, and reports, tailored to diverse audiences such as your broader team and section, senior leaders, stakeholders, and vendors.
- Collaborate with stakeholders: Build and maintain effective relationships with internal (e.g. SESs, ELs, finance teams) and external stakeholders (e.g. vendors), valuing diverse perspectives and fostering strong partnerships.
- Demonstrate a growth mindset: Share knowledge, mentor junior staff, undertake training opportunities as both presenter and attendee, and contribute to service improvement initiatives, with a willingness to learn and adapt in a dynamic environment.
- Think strategically: Analyse complex information to make sound procurement decisions while exercising good judgment and mitigating risks.

Required skills, knowledge, experience and/or qualifications

- 7 years+ Commonwealth government procurement experience.
- Certificate IV in Government (Procurement and Contracting) is welcomed but not essential.
- Experience with ICT procurement processes (ie DTA re hardware, software, cloud, or services) is preferred.

To Apply

Please visit thecareers pageof our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, address the Required skills, knowledge, experience and/or qualifications related to the Role (above) and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Laura Shore on 0458 776 657 or email laura.shore@ga.gov.au.

To learn more about applying for roles within the Australian Public Services please review, ‘Applying for an APS job: cracking the code’.

Eligibility

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Recruitability

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information please visit the Australian Public Service Commission website.

Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677, and requesting to be connected with our Recruitment team on 02 6249 9777 in order to obtain selection documentation.

Are you unsure about applying?

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

Notes

If you require technical assistance, call Human Resources on (02) 6249 9777 or email recruitment@ga.gov.au.

A merit list/pool may be created from this process. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

About the Geoscience Australia

Geoscience Australia is an Australian Government listed entity within the Industry, Innovation and Science portfolio. Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged. We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

To Apply

Position Contact	Laura Shore, 0458 776 657
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0764384

Geoscience Australia

Closing Date:Sunday 09 November 2025

Space Division
Digital Earth Data and Systems

Job Title	Data Steward
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Symonston ACT
Salary	$97,756 - $113,155
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 will be considered in accordance with the Geoscience Australia Enterprise Agreement 2024–27.
Classification	APS Level 6
Position Number	19223
Agency Website	www.ga.gov.au

Job Description

https://www.ga.gov.au/about/careers/current-vacancies

Geoscience Australia values the lands, water and sky as we work to deepen a shared understanding of Country and Earth. We respect First Nations peoples and their enduring connection, contribution and obligations to Country. Reflecting on our shared history, we are committed to listen and learn.

About us

Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation.

Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offers a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture click here.

Our team

Outline what the name of section, branch or division is responsible for that allows the applicant to have context as to how the role fits into the purpose of the work area. Keep it brief. You may wish to link to a section of the Geoscience Australia website that informs the applicant about the work undertaken.

Duties

We're seeking a skilled data steward to join our team in managing and maintaining petabyte scale earth observation datasets. As a key member of the Data Management and Enablement team, you will be responsible for ensuring the accuracy, integrity and quality of the branches data. A primary focus will be on earth observation imagery and associated datasets and the many derived applications developed by the Digital Earth branch. Secondly, we'll extend capabilities into non-gridded data structures such as vector geometries and training data used by various machine learning processes.

In this role you will:

- Collaborate with cross-functional teams comprising of earth observation scientists and software engineers to understand their data needs and requirements
- Help the Data Management and Enablement team develop and implement data governance policies and procedures to ensure the long-term sustainability of the branch's data holdings
- Help develop plans for data migration and quality control measures to ensure data integrity, continuity and consistency across the branch's data holdings
- Collaborate with stakeholders to resolve data-related issues and provide advice on data management best practices

To be successful in the role you will:

- Work productively with diverse team members including data scientists, software and systems engineers
- Communicate effectively and constructively within a multi-disciplinary team
- Help develop and maintain documentation on data governance policies for the branch and ensure Geoscience Australia’s governance requirements are met
- Help develop, guide metadata requirements and specifications to improve data usability and trustworthiness
- Ensure compliance with data standards, metadata, naming conventions
- Help develop future sustainability plans for the lifecycle management of petabyte scale data holdings

Required skills, knowledge, experience and/or qualifications

- Strong problem-solving and analytical skills
- Excellent verbal and written communication skills
- An understanding of data governance principles, metadata standards and data quality assurance methodologies
- Experience working with large-scale datasets
- Experience in data management, data science or related fields

Eligibility

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Are you unsure about applying?

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don’t necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

To Apply

Please visit thecareers pageof our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Josh Sixsmith on (02) 6249 9257 or email joshua.sixsmith@ga.gov.au

To learn more about applying for roles within the Australian Public Services please review, ‘ Applying for an APS job: cracking the code’.

Notes

Recruitability

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information please visit the Australian Public Service Commission website.

Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677, and requesting to be connected with our Recruitment team on 02 6249 9777 in order to obtain selection documentation.

Technical Assistance

If you require technical assistance, call Human Resources on (02) 6249 9777 or email recruitment@ga.gov.au.

While the position on offer is ongoing, a merit list/pool may be created from this process to fill similar ongoing and non-ongoing roles over the next 18 months. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

About the Geoscience Australia

Geoscience Australia is an Australian Government listed entity within the Industry, Innovation and Science portfolio. Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We

apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged. We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

To Apply

Position Contact	Joshua Sixsmith, 02 6249 9257
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764541

National Archives of Australia

Closing Date:Thursday 13 November 2025

Deputy Director-General Group Property and Security

Job Title	Director, Property and Security
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	$143,026 - $154,745
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	Due to the nature of the role, you will be required to work on site in our Parkes office.
Classification	Executive Level 2
Position Number	30011
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

National Archives of Australia are seeking an experienced candidate for the role of Director - Property and Security in our Canberra office. The successful candidate will be responsible for leading a section that manages a property portfolio comprising of 13 buildings across all States and Territories. They will lead the delivery of fit-for-purpose accommodation and collection storage while providing, fostering, and developing a positive security culture to ensure National Archives maintains their protective security obligations under the Australian Government's Protective Security Policy Framework (PSPF).

The Deputy Director-General Group is responsible for shaping National Archives strategy, building organisational resilience, embracing technology, leading transformation, and lifting capability.

The Property and Security section is responsible for the management of a property portfolio comprising of 13 buildings across all States and Territories. The section delivers fit-for-purpose accommodation and collection storage and providing, fostering and developing a positive security culture to ensure National Archives maintains protective security obligations with the Australian Government's Protective Security Policy Framework (PSPF).

Duties

Under broad direction the main duties of the role include:

- Manage National Archives' property portfolio and support services, including lease and facilities management and procurement processes for a wide range of required property and security goods and services.
- Ensure consistent delivery and implementation of government security advice, excluding ICT and Cyber. This includes supporting staff in the delivery of security tasks, professional development, stakeholder engagement and raising security awareness.
- Manage and lead Business Continuity operations ensuring National Archives meets business resilience and appropriate staff understand their responsibilities in undertaking required actions.
- Manage resource requirements, including budget development and management budgets.
- Undertake engagement and relationship management with all business areas to achieve section/branch/organisation objectives such as capital works, facilities management and security response.
- Support and develop staff, fostering a high-performing, inclusive and collaborative team culture.
- Promote and apply the APS and National Archives values and contemporary people management principles and practices in diversity, workplace health and safety and participative management.
- Implement, promote and apply the National Archives' Vision, Mission and Commitments as expressed in 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 2 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	People and Culture, (02) 6212 3987
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Prime Minister and Cabinet

Vacancy VN-0764411

Aboriginal Hostels Limited

Closing Date:Monday 10 November 2025

NSW Operations
Tamworth Hostel

Job Title	Assistant Hostel Manager
Job Type	Part-Time, Ongoing
Location	Leichhardt NSW
Salary	$75,022 - $81,775
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA, Leichhardt
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 4
Position Number	5244
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

Aboriginal Hostels Limited’s (AHL) vision is to improve the quality of life and opportunities for First Nations people through their national network of hostels.

AHL hostels are like a home away from home for people needing to travel for access to services or for work and education opportunities. They provide comfortable, culturally safe and affordable accommodation, three meals a day and a welcoming environment for those who stay.

AHL is proud to be one of the largest employers of First Nations people in the Australian Public Service (APS) with First Nations employees making up approximately 50% of their workforce.

What We Offer:

• **Competitive Pay & Benefits**: $75,022 - $81,775 per annum (pro-rated for part-time). You'll receive 15.4% superannuation, and generous leave entitlements to make sure you're well looked after.

• **Job Security & Career Growth**: Enjoy stable, ongoing employment with plenty of opportunities to grow and move up within the organisation.

• **Supportive Team Environment**: You'll be part of a friendly, inclusive team where your work is valued.

• **Flexible Working Arrangements**: We understand life's demands, so we offer flexible or job-share options to suit your needs.

• **Regular salary packaging options** for vehicles, superannuation and laptops etc PLUS, ability to salary sacrifice $15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.

• **Generous Leave Entitlements** – including additional days off when a your RDO falls on a public holiday, 18 days sick/personal leave per annum, cultural and NAIDOC day leave

• **Employee Assistance Programme**: Employees, their partners, and their dependants/children will have access to a confidential, professional counselling service to assist employees to manage personal and work issues.

For further information about the role and how to apply please refer to the Vacancy Information available on our website: https://www.ahl.gov.au/work

Duties

The Role

Aboriginal Hostels Limited (AHL) is looking for a reliable and motivated Assistant Hostel Manager to join our team and help create a safe, clean, and welcoming environment at our Tony Mundine Hostel, Leichhardt, NSW. Working closely with the local community, you will support people staying in hostels and ensure residents can connect with all services they require during their stay.

Assistant Hostel Managers are responsible for the day to running of their hostels.

This is a hands-on role and will see you working closely with the team to provide a safe, clean and welcoming environment.

The Ideal Person

Great Assistant Hostel Mangers come from a wide range of backgrounds.

While experience in a similar industry is important, a successful Assistant Hostel Manager must have empathy and resilience with a calm but firm demeanour. You will be a hands-on manager, working closely with the small hostel team to provide three meals a day and ensuring the facility is clean, safe and welcoming. You will be a perfectionist, ensuring all hostel operations are meeting standards in line with guidelines and policies and continually developing your team to improve our service offering. You will be reporting to an Operations Management Team and will provide regular reports on hostel operations to the Operations Management Team and to AHL's National Office business areas as required.

People with a strong understanding of Aboriginal and Torres Strait Islander cultures, and issues affecting First Nations people are well suited to this opportunity and First Nations people are encouraged to apply.

Eligibility

• provide evidence of Australian Citizenship;

• undergo a satisfactory National Criminal History Check; (prior to engagement)

• Hold and maintain a Working with Children Check in NSW (prior to engagement).

• meet Fitness for Duty requirements; (prior to engagement)

• hold or obtain relevant qualifications.

Qualifications and Training (or ability to obtain within the first six months of employment)

• First Aid Certificate.

• Emergency Warden Training

• Food Safety Supervisor Certificate

• Training is provided by AHL where required.

Notes

How to apply

• Complete the Application Form available from our website (Work with us | Aboriginal Hostels Limited)

• Email your current Resume and completed Application Form to jobs@ahl.gov.au by 11:59pm AEST on Monday 10 November 2025.

• Please include your name and the job reference (VN-0764411) in the subject of your email

• Contact Person: Carla Wills: 0460 111 106

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 Aboriginal Hostels Limited

Our purpose is to provide culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across our network of hostels, dedicated AHL staff provide accommodation and meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support residents to meet their needs. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. Working with us will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

To Apply

Position Contact	Carla Wills, 0460 111 106
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0764514

Aboriginal Hostels Limited

Closing Date:Tuesday 11 November 2025

Frontline Services
Alice Springs Hostels

Job Title	Night Attendant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Alice Springs NT
Salary	$59,520 - $64,877
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 2
Position Number	VN-0764514
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

Join Our Team and Make a Difference!

Aboriginal Hostels Limited (AHL) is looking for reliable and motivated Night attendants to join our teams in Sid Ross, Ayiparinya and Topsy Smith Hostels, Alice Springs NT, and help create a safe, clean, and welcoming environment at our facilities and hostels.

All positions are full-time, rostered 75 hours per fortnight.

These positions are open to everyone, and at AHL we value the unique skills and perspectives each person brings. If you're looking for a position that lets you make a real difference, apply today and help us support First Nations peoples across the country.

We encourage all suitable candidates to apply as we are also looking to establish a Merit Pool to fill any future vacancies that may arise. Ongoing positions may be offered to merit pooled candidates; however non-ongoing opportunities may also be offered for up to 12 months initially with the possibility of an extension.

Merit pooled candidates may also be considered for similar positions for Full-time opportunities.

Duties

The Night Attendant position is an ongoing or non-ongoing, full-time (75 hours) per fortnight. The rostered working period consists of weeknights and weekends and includes generous shift penalties.

- Maintain the security of premises, monitor premises to preserve order and protect property.
- Monitor and authorise entrance and departure of residents, staff and visitors.
- Respond to emergencies.
- Write reports on daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorised persons, or unusual occurrences.
- Perform other general cleaning duties to ensure hostel grounds, gardens, windows, and the property are kept clean, tidy and clear for residents.

At AHL, we welcome all candidates and value the unique skills and perspectives each person brings. If you’re looking for a stable job that lets you make a real difference, apply today and help us support First Nations peoples across the country.

Eligibility

Eligibility:

- provide evidence of Australian Citizenship;
- undergo a satisfactory National Criminal History Check; (prior to engagement)
- Hold and maintain a Working with Children Check in NT (prior to engagement).
- meet Fitness for Duty requirements; (prior to engagement)
- hold or obtain relevant qualifications.

Notes

What We Offer:

- **Competitive Pay & Benefits:** $59,520 - $64,877 per annum. You’ll receive 15.4% superannuation, and generous leave entitlements to make sure you’re well looked after.
- **Remote Locality Allowance:** Employees are entitled to the payment of $6,529/annum with eligible dependants or $3,596/annum without eligible dependants.
- **Generous shift penalties** apply for work after hours, weekends and public holidays.
- **Job Security & Career Growth:** Enjoy employment with plenty of opportunities to grow and move up within the organisation.
- **Supportive Team Environment:** You’ll be part of a friendly, inclusive team where your work is valued.

- **Regular salary packaging options** for vehicles, superannuation and laptops etc PLUS, ability to salary sacrifice $15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.
- **Generous Leave Entitlements** – including additional days off when your RDO falls on a public holiday, 18 days sick/personal leave per annum, cultural and NAIDOC day leave
- **Employee Assistance Programme:** Employees, their partners, and their dependants/children will have access to a confidential, professional counselling service to assist employees to manage personal and work issues.

How to apply

Complete the **Application Form** available from our website Work with us | Aboriginal Hostels Limited

Email your **current Resume and completed Application Form** to jobs@ahl.gov.au by 11:59pm AEST on **Tuesday 11 November 2025**

Please include your name and the job reference **(VN-0764514)** in the subject of your email

Contact Person: Jesyjames Carr – 08 7950 8710

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 Aboriginal Hostels Limited

Our purpose is to provide culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across our network of hostels, dedicated AHL staff provide accommodation and meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support residents to meet their needs. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. Working with us will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

To Apply

Position Contact	Jesyjames Carr, 0448 061 407
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0764444

Department of the Prime Minister and Cabinet

Closing Date:Wednesday 12 November 2025

Defence and Veterans' Service Commission
Inquiries and Legal Inquiries

Job Title	Director, Inquiries, Defence and Veterans' Service Commission
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$147,052 - $175,016
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements will be considered
Classification	Executive Level 2
Position Number	PMC/2025/132
Agency Website	

Job Description

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

About the Defence and Veterans' Service Commission

The Defence and Veterans' Service Commission (DVSC) provides independent oversight and evidence-based advice to government on reforms to improve suicide prevention and wellbeing outcomes for serving and ex-serving Australian Defence Force (ADF) members.

The Australian Government established the DVSC as a new Non-corporate Commonwealth Entity (NCE) on 29 September 2025 in response to the key recommendation of the Final Report of the Royal Commission into Defence and Veteran Suicide.

Key functions of the DVSC include:

- monitoring, inquiring and reporting on issues relevant to suicide and suicidality for serving and ex-serving ADF members
- monitoring, inquiring and reporting on the implementation of the Government's response to the recommendations of the Defence and Veteran Suicide Royal Commission
- improving supports for serving and ex-serving ADF members
- working with coroners to understand issues contributing to Defence and veteran deaths by suicide, and
- promoting an understanding of suicide risks and wellbeing for Defence members and veterans, including through engaging with people with lived experience.

Working at the DVSC

As a new agency, the DVSC is now recruiting staff and will continue to do so over the coming year. You have an opportunity to join us now where your expertise can help influence and shape our strategy in support of the Commissioner's independent oversight of wide-ranging reforms across the Defence and veteran ecosystem now and into the future.

We are looking to recruit high performing and dedicated staff with a range of capabilities, who demonstrate integrity, independence and compassion. A key focus of the DVSC's work is the prevention of suicide and suicidality. While the DVSC has a proactive wellbeing program, applicants are encouraged to consider their personal circumstances when applying for this role. Applicants can familiarise themselves with the findings and recommendations of the Final Report of the Royal Commission into Defence and Veteran Suicide for further information.

The DVSC is an independent agency. We are currently physically located in Canberra, within the Department of the Prime Minister and Cabinet under a shared service arrangement. While we transition our employment framework, the successful candidate may be on-boarded via the Department of the Prime Minister and Cabinet and subsequently transitioned to the DVSC.

Employment with the DVSC is offered under the Public Service (Terms and Conditions of Employment) (Defence and Veterans' Service Commission) Determination 2025.

About the Role

The Director of Inquiries will lead a small team to support the Commissioner's statutory inquiry functions into matters relating to systemic reforms to improve suicide prevention and wellbeing for serving and ex-serving ADF members, and undertake the Counsel assisting role. The DVSC will conduct inquiries, including special inquiries, that may be initiated by the Commissioner or requested by the Minister. The process of conducting an inquiry may involve information-gathering, public and/or private hearings, and the preparation of inquiry reports and recommendations. As Counsel assisting, the Director may develop investigation strategies, present evidence, examine witnesses, instigate the use of coercive powers, coordinate parts of an inquiry, and make submissions.

Located in the Inquiries and Legal branch of the DVSC and reporting to the Assistant Commissioner Inquiries and Legal, the Director will lead and support the Commissioner's inquiry functions in line with agency procedures, including supporting the operation of public and private hearings, using information-gathering powers to collect and analyse evidence and data, engaging with stakeholders and witnesses, and preparing high quality documents including papers, legal notices, voluntary and compulsory information requests, correspondence, reports, and briefs.

Duties

Our Ideal Candidate

We are looking for a skilled and motivated Director of Inquiries who has substantial contemporary, relevant knowledge and experience in a relevant area of law with:

- Experience in Counsel Assisting roles, or in conducting inquiries and investigations
- Ability to quickly learn and apply the DVSC's legislation (currently Part VIIIE of the Defence Act 1903), and other legislation relevant to inquiries function
- Demonstrated ability to build and lead a high performing inquiry or investigative team
- Excellent written and verbal communication skills
- Well-developed planning and organisational skills for building capability and meeting deadlines
- Ability to work under pressure, excellent interpersonal skills and the ability to persuade, think creatively and deliver a highly professional and impartial inquiry function
- High standards of professional and personal integrity
- Ability to build and maintain effective working relationships with internal and external stakeholders, and to conduct inquiries in a professional, trauma-informed and respectful manner across diverse stakeholder groups, including with people with lived experience of suicide and suicidality.

Qualifications / Experience

The following is **required:**

- Must have a Bachelor of Laws degree (or equivalent) from a recognised Australian tertiary education provider
- Admission as a legal practitioner of the High Court or the Supreme Court of a State or Territory of Australia
- Hold, or be able to obtain, an unrestricted practicing certificate.

The following will be **highly regarded:**

- Experience in the use of coercive powers
- An investigatory or advocacy legal background.

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 the DVSC 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.
- Due to the nature of work the DVSC undertakes, some roles may require staff to obtain and maintain a WWVP registration card, as per the Working with Vulnerable People (Background Checking) Act 2011.

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	Recruitment DVSC, N/A
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0764445

Department of the Prime Minister and Cabinet

Closing Date:Wednesday 12 November 2025

Defence and Veterans' Service Commission
Inquiries and Legal Inquiries

Job Title	Assistant Director, Inquiries, Defence and Veterans' Service Commission
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$126,342 - $143,993
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered
Classification	Executive Level 1
Position Number	PMC/2025/133
Agency Website	

Job Description

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

About the Defence and Veterans' Service Commission

The Defence and Veterans' Service Commission (DVSC) provides independent oversight and evidence-based advice to government on reforms to improve suicide prevention and wellbeing outcomes for serving and ex-serving Australian Defence Force (ADF) members.

The Australian Government established the DVSC as a new Non-corporate Commonwealth Entity (NCE) on 29 September 2025 in response to the key recommendation of the Final Report of the Royal Commission into Defence and Veteran Suicide.

Key functions of the DVSC include:

- monitoring, inquiring and reporting on issues relevant to suicide and suicidality for serving and ex-serving ADF members
- monitoring, inquiring and reporting on the implementation of the Government's response to the recommendations of the Defence and Veteran Suicide Royal Commission
- improving supports for serving and ex-serving ADF members

- working with coroners to understand issues contributing to Defence and veteran deaths by suicide
- promoting an understanding of suicide risks and wellbeing for Defence members and veterans, including through engaging with people with lived experience.

Working at the DVSC

As a new agency, the DVSC is now recruiting staff and capabilities and will continue to do so over the coming year. You have an opportunity to join us now where your expertise can help influence and shape our strategy in support of the Commissioner's independent oversight of wide-ranging reforms across the Defence and veteran ecosystem.

We are looking to recruit high performing and dedicated staff with a range of capabilities, who demonstrate integrity, independence and compassion. A key focus of the DVSC's work is the prevention of suicide and suicidality. While the DVSC has a proactive wellbeing program, applicants are encouraged to consider their personal circumstances when applying for this role. Applicants can familiarise themselves with the findings and recommendations of the Final Report of the Royal Commission into Defence and Veteran Suicide for further information.

The DVSC is an independent agency. We are currently physically located in Canberra, within the Department of the Prime Minister and Cabinet under a shared service arrangement. While we transition our employment framework, the successful candidate may be on-boarded via the Department of the Prime Minister and Cabinet and subsequently transitioned to the DVSC.

Employment with the DVSC is offered under the Public Service (Terms and Conditions of Employment) (Defence and Veterans' Service Commission) Determination 2025.

About the Role

The Assistant Director, Inquiries will work as part of a small team, contributing to the Commissioner's statutory inquiry functions. The DVSC will inquire into matters relating to systemic reforms to improve suicide prevention and wellbeing for serving and ex-serving ADF members. The team will conduct inquiries, including special inquiries, that may be initiated by the Commissioner or requested by the Minister. The process of conducting an inquiry will involve information-gathering, hearings of the Commission in some cases, and the preparation of inquiry reports and recommendations.

Located in the Inquiries and Legal branch of the DVSC and reporting to the Director of Inquiries, the Assistant Director will lead and support the Commissioner's inquiry functions in line with

agency procedures, including supporting the operation of public and private hearings, using information-gathering powers to collect and analyse evidence and data, engaging with stakeholders and witnesses, and preparing high quality documents including papers, legal notices, voluntary and compulsory information requests, correspondence, reports, and briefs.

The Assistant Director will also provide leadership and guidance to staff members.

Duties

Our ideal candidate

The occupant of this role demonstrates integrity, independence and compassion while delivering the work of the Commission and:

- Experience in conducting or managing inquiries, investigations, hearings, or compliance functions involving complex, sensitive or confidential materials
- Ability to quickly learn and apply the DVSC's legislation in relation to the Commissioner's inquiries function (currently Part VIIIE of the Defence Act 1903), and other relevant legislation
- Excellent analytical, research and problem-solving skills with sound judgement in interpreting legislation, policy and evidence
- Excellent written and verbal communication skills, with the ability to produce clear, persuasive and accurate information and reports
- Ability to lead APS staff conducting and supporting sensitive inquiries, investigations, and hearings by providing guidance, direction and quality assurance
- Ability to build and maintain effective working relationships with internal and external stakeholders, managing engagements, including hearings, in a professional, trauma-informed and respectful manner
- Contribute to continuous improvements by identifying trends, developing guidance materials, and promoting best-practice across the team's activities
- Commitment to the APS Code of Conduct and APS Values and to uphold the independence and impartiality of the DVSC.

Qualifications / Experience

The following is **required:**

- Relevant professional experience and/or tertiary qualifications in one or more relevant capability areas, such as law, regulation, public policy, government investigations or similar.

The following is **highly regarded:**

At least 3 years' relevant professional experience. Relevant experience includes:

- Working within a regulatory or oversight context as an investigator or assisting with complex projects, investigations, inquiries or reviews.
- Drafting complex reports and/or crafting recommendations for improvement.

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 the DVSC 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.
- Due to the nature of work the DVSC undertakes, some roles may require staff to obtain and maintain a WWVP registration card, as per the Working with Vulnerable People (Background Checking) Act 2011.

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

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To Apply

Position Contact	Recruitment DVSC, N/A
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0764479

Department of the Prime Minister and Cabinet

Closing Date:Thursday 13 November 2025

Corporate
Defence and Veterans' Service Commission Oversight and Engagement

Job Title	Assistant Director, Stakeholder Engagement, Defence and Veterans' Service Commission
Job Type	Full-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/2025/134
Agency Website	

Job Description

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

About the Defence and Veterans' Service Commission

The Defence and Veterans' Service Commission (DVSC) provides independent oversight and evidence-based advice to government on reforms to improve suicide prevention and wellbeing outcomes for serving and ex-serving Australian Defence Force (ADF) members.

The Australian Government established the DVSC as a new Non-corporate Commonwealth Entity (NCE) on 29 September 2025 in response to the key recommendation of the Final Report of the Royal Commission into Defence and Veteran Suicide.

Key functions of the DVSC include: monitoring, inquiring and reporting on issues relevant to suicide and suicidality for serving and ex-serving ADF members; monitoring, inquiring and reporting on the implementation of the Government's response to the recommendations of the Defence and Veteran Suicide Royal Commission, improving supports for serving and ex-serving ADF members, working with coroners to understand issues contributing to Defence and veteran deaths by suicide, and promoting an understanding of suicide risks and wellbeing for Defence members and veterans, including through engaging with people with lived experience.

Working at the DVSC

As a new agency, the DVSC is now recruiting staff and will continue to do so over the coming year. You have an opportunity to join us now where your expertise can help influence and shape our strategy in support of the Commissioner's independent oversight of wide-ranging reforms across the Defence and veteran ecosystem now and into the future.

We are looking to recruit high performing and dedicated staff with a range of capabilities, who demonstrate integrity, independence and compassion. A key focus of the DVSC's work is the prevention of suicide and suicidality. While the DVSC has a proactive wellbeing program, applicants are encouraged to consider their personal circumstances when applying for this role. Applicants can familiarise themselves with the findings and recommendations of the Final Report of the Royal Commission into Defence and Veteran Suicide for further information.

The DVSC is an independent agency. We are currently physically located in Canberra, within the Department of the Prime Minister and Cabinet under a shared service arrangement. While we transition our employment framework, the successful candidate may be on-boarded via the Department of the Prime Minister and Cabinet and subsequently transitioned to the DVSC.

Employment with the DVSC is offered under the Public Service (Terms and Conditions of Employment) (Defence and Veterans' Service Commission) Determination 2025.

About the Role

We are seeking a skilled and effective Assistant Director, Stakeholder Engagement, to lead, support and facilitate the DVSC's engagement and related communication functions. The Assistant Director will work as part of a small team and will collaborate with other functional areas of the DVSC in this responsible and sensitive role. The Assistant Director's duties involve arranging opportunities to engage with organisations and individuals in the Defence and veteran ecosystem, including people with lived experience, to seek their insights and advice. The Assistant Director will also support the Commissioner's functions to promote an understanding of suicide risks and factors that can improve the wellbeing of, and improve supports for serving and ex-serving ADF members.

Located in the Oversight and Engagement branch of the DVSC, and reporting to the Director, Communications and Engagement, the Assistant Director will operate under broad direction to:

- Lead the development and delivery of stakeholder engagement activities to support the Commissioner's statutory functions,

- Engage on the work of the DVSC in a meaningful, trustworthy, and trauma informed way with Defence members, veterans and their families, ex-service organisations, and non-government and government organisations through both face-to-face and digital channels,
- Undertake policy research, prepare briefings, reports and products to inform the Commissioner's communication and engagement functions and activities,
- Manage secretariat duties for advisory forums and events,
- Lead staff and collaborate with other capability areas in the DVSC,
- Arrange, participate in and support internal and external meetings, committees and advisory groups, including maintaining professional relationships with key stakeholders,
- Undertake other duties in the Communications and Engagement team as required.

Duties

Our ideal candidate

We are looking for a motivated, organised and compassionate Assistant Director with:

- Ability to understand and appreciate the purpose of the DVSC as an independent oversight agency, and to apply this understanding to the expected duties.
- Excellent interpersonal skills, with a demonstrated ability to adjust engagement styles to respond to different audiences and subject matter in a trauma informed manner.
- Sound judgement, discretion and resilience when representing the DVSC and engaging with a broad range of stakeholders and individuals in sometimes challenging circumstances.
- Excellent written and verbal communication skills, including the ability to prepare high quality briefings, reports, correspondence, agenda papers, and communication products tailored to audience needs.
- Excellent organisational skills, with experience in managing competing priorities and meeting deadlines, in a fast-paced and varied environment.
- Commitment to the APS Code of Conduct and APS Values, and to upholding the DVSC's independence, impartiality and professionalism.
- Capability to appropriately engage with and communicate content around Defence and veteran suicide and suicidality.
- Excellent leadership skills, with the ability to foster a high performing, safe and supportive workplace for staff and colleagues, including the ability to work collaboratively in a small agency.

Qualifications / Experience

The following is **required**:

- Extensive professional experience and/or tertiary qualifications in a relevant area, such as government or NGO stakeholder engagement, counselling, communication, social work, psychology, community development, community liaison, policy development, program implementation, case management, legal assistance, welfare support, or similar.

- An understanding of trauma-informed communication and engagement principles.

The following will be **highly regarded**:

- Experience working with people with lived experience of suicide or suicidality, or other significant life events or experiences, to bring insight and understanding to agency work.
- Experience facilitating workshops, focus groups and/or interviews on sensitive topics utilising human-centred design principles.
- Experience in providing secretariat services and policy support to committees or forums, and arranging engagement opportunities.
- An understanding of suicide and suicidality, particularly among serving and ex-serving Australian Defence Force members.

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.
- Due to the nature of work the DVSC undertakes, some roles may require staff to obtain and maintain a WWVP registration card, as per the Working with Vulnerable People (Background Checking) Act 2011.

Notes

Ongoing & Non-ongoing (for a period 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

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To Apply

Position Contact	DVSC Recruitment, N/A
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0764425

National Indigenous Australians Agency

Closing Date:Monday 10 November 2025

Corporate Group
People Branch Strategy, Engagement and Analytics

Job Title	Senior Workforce Analyst, Strategy, Engagement and Analytics, People Branch
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/2025/163
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=80191C5B-667B-5760-62B4-E44E1C62D5FE

We're looking for an APS6 Senior Workforce Analyst to join the Strategy, Engagement and Analytics (SEA) team, within People Branch. The SEA team leads the NIAA's workforce analytics and insights function, people-related strategies and its diversity and inclusion agenda.

The workforce analytics and insights sub-team specialises in generating insights and conducting analysis, including leading the analysis of the NIAA's Census results. We help branch and regional managers interpret and understand their own workforce data and identify trends on key people metrics, including headcount, location, turnover, retention, separations, diversity and inclusion, flex balances, leave usage and more. We also provide advice on conducting localised surveys, including guidance around measurement scales.

Insights and analysis are key to our offering to the stakeholders we support. As our Senior Workforce Analyst you will lead a small team to achieve analytic outcomes in support of the SEA team's and NIAA's broader strategic direction.

Key duties include:

- providing timely, informed advice and analytic recommendations to Assistant Director and Director of SEA
- coordinating workforce metric reporting for the Agency, including for the APS Agency Survey and Workplace Gender Equality Agency reporting (analytics component)
- project managing key data elements of NIAA's approach to the APS Employee Census, including developing analytical workplans and supporting refinement of the analytics service offer for Senior Executive in relation to the Census
- quality assuring insights generated by more junior workforce analysts.

Duties

Ideally, we're seeking an experienced workforce analyst who has experience leading similar work programs and functions with HR for APS agencies.

Experience working with the Aurion HR system (or similar), specifically finding, interrogating, extracting and reporting on workforce data would be highly regarded.

The following attributes and skills are critical to the role:

- strong attention to detail, particularly as it relates to reporting and analysis
- the ability to research, critically analyse and respond to complex and sensitive HR workforce metrics matters
- exceptional stakeholder engagement skills and ability to translate insights in a meaningful way to the audience
- the ability to work effectively in a multi-disciplinary team and leverage the expertise of others in the team/branch to respond to analytic challenges
- the ability to lead and build a high-performing team, including through establishing clear work expectations, systems and processes, and providing regular feedback and mentoring to junior staff members.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

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

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	Zac Cameron, 0417 643 910
Agency Recruitment Site	https://niaa.nga.net.au/?jati=80191C5B-667B-5760-62B4-E44E1C62D5F

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Prime Minister and Cabinet

Vacancy VN-0764575

Torres Strait Regional Authority

Closing Date:Thursday 20 November 2025

Torres Strait Regional Authority
Administration Corporate Services

Job Title	Work, Health and Safey Advisor - APS6
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Thursday Island QLD
Salary	$94,563 - $105,910
Future Merit Locations	Thursday Island
Office Arrangement	On Site
Office Arrangement Details	NA
Classification	APS Level 6
Position Number	T01897
Agency Website	http://www.tsra.gov.au/opportunities/work-for-us

Job Description

https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4A11%2l

The TSRA HR Team is responsible for supporting the TSRA's employees, enabling them to focus on delivering their Program objectives through seamless support.

The HR Team provides sound advice on all areas of human resource management practice, and is growing beyond transactional relationships into offering strategic, end-to-end HR support to the organisation.

The TSRA is a dynamic, multi-faceted workplace with staff undertaking work in a range of operating environments including:

· office based (mainly Thursday Island)

· office based /community engagement on inhabited Torres Strait Islands

· community-based Ranger roles located on inhabited Torres Strait Islands where the work includes sea travel, manual labour and outside work in extreme conditions.

Duties

Under the direction of the HR Manager, you will manage all aspects of WHS and wellbeing at TSRA through the development and implementation of integrated WHS and rehabilitation management systems.

You will be responsible for both strategic and operational WHS activities, including:

· Development, implementation, maintenance and monitoring of the WHS and rehabilitation management systems including supporting documents such as policies and procedures and consultative and reporting frameworks

· Working proactively with TSRA managers and employees to identify hazards and existing controls, assess risk and determine the need for additional mitigation strategies

· Working at the individual, team and organisational level to implement initiatives, tools and resources to proactively minimise workplace hazards and risks and prevent physical and psychological injury in the workplace

· Monitoring and reporting on WHS and rehabilitation indicators and ensuring regulatory compliance in line with the WHS legislative framework

· Providing strategic and operational WHS and wellbeing (including fitness for duty and return to work) advice to managers and employees and working with internal stakeholders to embed sound operational WHS practices

· Developing and maintaining professional working relationships with other stakeholders including Comcare staff, rehabilitation case managers and our EAP provider.

You will work within the HR Team to provide timely and consistent advice, based on the *Work Health and Safety Act 2011*, the *Safety, Rehabilitation and Compensation Act 1983*, TSRA policies, and APS guidance and standards. This will include growing and developing the WHS and rehabilitation skills and knowledge of other members of the HR Team.

Eligibility

Identified Position

This vacancy is an identified position, meaning *the role has a strong involvement in issues relating to Torres Strait Islander and Aboriginal people.*

All employees at the TSRA are required to liaise with Torres Strait Islander and Aboriginal people, communities and service providers.

If you are not a Torres Strait Islander and/or Aboriginal person your application must demonstrate that you have:

· *understanding of the issues affecting* Torres Strait Islander and/or Aboriginal *peoples*

· *demonstrated ability to communicate sensitively and effectively with* Torres Strait Islander and/or Aboriginal *peoples*

· *demonstrated capability and commitment to continue to develop cultural competency.*

Successful candidates who are new to the APS must undergo background check conducted by the National Crime Check

Successful candidates may be required to obtain and maintain a Blue Card

Notes

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

About the Torres Strait Regional Authority

The Torres Strait Regional Authority (TSRA) is a Corporate entity engaged in a wide range of programmes and service delivery functions for the benefit of Torres Strait Islander and Aboriginal people living in the region.

To Apply

Position Contact	jae-maree.lundstrom@tsra.gov.au, 0740690700
Agency Recruitment Site	https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&Cu

Torres Strait Regional Authority

Closing Date:Thursday 20 November 2025

Torres Strait Regional Authority
Administration Corporate Services

Job Title	Facilities Manager - EL1
Job Type	Full-Time, Ongoing
Location	Thursday Island QLD
Salary	$115,443 - $140,283
Future Merit Locations	Thursday Island
Office Arrangement	On Site
Office Arrangement Details	NA
Classification	Executive Level 1
Position Number	T01898
Agency Website	http://www.tsra.gov.au/opportunities/work-for-us

Job Description

https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4A11%2I

The Corporate Services team provide the enabling functions to support the six programs deliver against organisational outcomes.

The Facilities Manager is part of the Corporate Services team and is responsible for leading and coordinating a wide range of services to support the business and operating environment of the TSRA.

Duties

The Facilities Manager has a range of enabling activities and responsibilities that include, but are not limited to, the following:

· Actively participate in the Corporate Services Leadership team.

· Leading the TSRA Assets Services team and mentor, coach and manage staff in the team.

· From a facilities perspective, provide and maintain a physical work environment that seeks to minimize risks to health and safety for all types of work and all workplaces covered by the WHS Act, and the Protective Security Framework including workplaces that are mobile, temporary and remote.

· Providing oversight and project management of a variety of outsourced infrastructure projects both on Thursday Island and outer Islands throughout the Torres Strait region.

· Leading the operational response to internal and external facilities related customer enquiries and requests in a timely manner, providing pro-active advice and outcomes focused solutions including managing complex matters and queries.

· In consultation with TSRA's legal advisers engage with Traditional owners in the Torres Strait and negotiate Indigenous Land Use Agreements to secure land for construction of multipurpose TSRA facilities on outer islands.

· Prepare regular management reports and papers relating to property and environment plans.

· Work professionally, positively and cooperatively as part of TSRA, modelling the values of the APS Code of Conduct.

· Lead and manage a portfolio of services to residences with respect to presentation to TSRA's standards, tenant interactions, maintenance and other property related matters.

· Lead and coordinate property inspections, and the preparation of properties for incoming tenants.

· Lead and coordinate the maintenance, registration and insurance services for TSRA's property portfolio, motor vehicles and vessels.

· Undertake additional responsibilities or tasks as required.

Eligibility

Identified Position

This vacancy is an identified position, meaning *the role has a strong involvement in issues relating to Torres Strait Islander and Aboriginal people.*

All employees at the TSRA are required to liaise with Torres Strait Islander and Aboriginal people, communities and service providers. **If you are <u>not</u> a Torres Strait Islander and/or Aboriginal person your application must demonstrate that you have:**

· *understanding of the issues affecting* Torres Strait Islander and/or Aboriginal *peoples*

· *demonstrated ability to communicate sensitively and effectively with* Torres Strait Islander and/or Aboriginal *peoples*

· *Demonstrated capability and commitment to continue to develop cultural competency.*

Successful candidates who are new to the APS must undergo background check conducted by National Crime Check

Successful candidates may be required to obtain and maintain a Blue Card

Notes

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

About the Torres Strait Regional Authority

The Torres Strait Regional Authority (TSRA) is a Corporate entity engaged in a wide range of programmes and service delivery functions for the benefit of Torres Strait Islander and Aboriginal people living in the region.

To Apply

Position Contact	Jae-Maree Lundstrom, 0740690700
Agency Recruitment Site	https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&Cu

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0763870

Australian Institute of Family Studies

Closing Date:Monday 10 November 2025

Systems and Services
Child and Family Evidence and Evaluation Evidence and Evaluation Support

Job Title	Evaluation Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Southbank VIC
Salary	$116,973 - $129,176
Future Merit Locations	Southbank
Office Arrangement	Hybrid
Office Arrangement Details	Combination of office attendance and work from home
Classification	Executive Level 1
Position Number	25-23
Agency Website	https://aifs.gov.au/

Job Description

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

We are seeking a highly motivated individual with demonstrated skills and experience in leading evaluation projects. If you have experience in conducting evaluations, capability building, design and delivery, this might be the role for you.

About us

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

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

Our team

The Child and Family Evidence program at AIFS synthesises and translates evidence for decision-making in service settings about what works for children and families and supports practitioners to build their individual and organisational capability to use evidence in practice and undertake program and service evaluations.

The Evidence and Evaluation Support (EES) team leads on a range of evaluation functions within AIFS. These include:

- Working with Families and Children Activity providers to build their capability to use evidence in their practice

- Working with child and family services to build evaluation readiness and to design and implement monitoring and evaluation activities

- Working with other commonwealth or state and territory government agencies to deliver program, system and service evaluations and reviews.

Position Requirements

The Evaluation Manager in the EES team will contribute to a variety of evaluation capability building, research and/or evaluation tasks. These include:

- Evaluation capacity building and stakeholder engagement: supporting child and family service providers to use evidence and evaluation in their program delivery and undertaking high-quality research and evaluation projects focusing on a range of issues relevant to child and family wellbeing and/or policy design and delivery.

- Program evaluation: leading the design, implementation, and management of evaluation frameworks and processes across projects and programs

- Knowledge translation tasks including literature searches, synthesising existing research and the writing and preparation of publications, reports, short articles, webinars and other materials.

This role requires skills and experience in evaluation methods and evaluation capability building. Subject matter experience in one or more topic areas relevant to AIFS projects (for example child and family services, community development, domestic and family violence, family policy) is also preferred.

Duties

Position duties

Under the direction of the Senior Manager, Child and Family Evidence this role involves a lead contribution to several elements of the work delivered by the EES team, including:

- Leading evaluation projects, including maintaining project management, maintaining project records, drafting reports and overseeing updates to website and newsletter content.

- Developing theory of change and program logics, evaluation frameworks, data collection instruments, ethics applications and other monitoring and evaluation materials as needed.
- Undertaking research data collection and analysis
- Developing high quality evaluation reports and other deliverables
- Leading high-quality research synthesises and communicating the findings through the writing and preparation of publications, reports, short articles and other materials.
- Providing support to child and family services to encourage good evaluation practice and the use of evidence-informed programs and practices.
- Developing tools, resources and other capability building activities to assist sector professionals to build their capability to undertake evaluation and/or develop and implement evidence-informed programs and practices.
- Building and maintaining productive stakeholder relationships and contributing to other core research and dissemination functions at the Institute.
- Collaborating with the AIFS Privacy Team to incorporate privacy practices into work undertaken within the team.

Key to this role is a sound understanding of both the needs of the child and family sector and demonstrated experience in evaluation capability building, design and delivery.

Key Selection Criteria

- Professional expertise
- Delivering on objectives and achieving results
- Stakeholder management
- Communication skills
- Leadership and management
- Values and understanding our organisation

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

Eligibility

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

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

Terms

The Evaluation Manager role may be offered as a part-time or full-time, ongoing or non-ongoing position at the EL1 level. This will be with a salary range of between $116,973 to $129,176 depending on the skills and experience of the successful candidate, plus 15.4% superannuation. Our salaries and conditions of employment are set out in our **Enterprise Agreement.**

Application information

Please visit: **Work with us | Australian Institute of Family Studies (https://aifs.gov.au)** for full application requirements.

For your application to be considered, please:

1. Complete the Application Form.

2. Submit your resume and a cover letter (maximum 2 pages) addressing the selection criteria as outlined on the Position Description.

Notes

AIFS is committed to providing an inclusive and diverse workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, those from culturally and linguistically diverse backgrounds, people who identify as LGBTQIA+, and people with parenting and/or caring responsibilities.

We provide a collaborative and family-friendly work environment that supports the wellbeing and professional development of our diverse workforce. Benefits include workplace health and wellbeing initiatives and events, a hybrid flexible work arrangement policy, a good health promotion allowance and Christmas closedown period with no deduction from leave credits.

About the Australian Institute of Family Studies

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

To Apply

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

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Social Services

Vacancy VN-0764392

National Disability Insurance Agency

Closing Date:Friday 07 November 2025

Chief Operating Officer Group
Financial Reporting and Control Branch Financial Governance and Compliance

Job Title	APS4 Financial Governance and Operations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Robina QLD, Geelong VIC, Richmond VIC
Salary	$76,737 - $85,174
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	Working from home arrangements can be discussed with your line manager.
Classification	APS Level 4
Position Number	1460_05/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

https://www.ndis.gov.au/about-us/careers-ndia

A new role awaits

The Financial Reporting and Control Branch has a new and exciting opportunity as a APS4 Finance Officer in the Financial Governance and Operations team.

The Financial Governance and Operations team is responsible for maintaining the Finance Policies; ensuring compliance with legislative requirements and associated monitoring and reporting; and educating Agency staff on finance policies and applicable legislation.

The APS4 Finance Officer is a team membership position that will work within defined parameters relating to their area of responsibility. The role will be required to apply well-established policy, principles, practices and procedures to achieve outcomes that supports and contributes to NDIA's objectives to "build a world-leading National Disability Insurance Scheme".

Duties

Where you can add value

The APS4 Finance Officer will have a considerable level of contact with internal and external stakeholders and will be required to communicate with and provide advice on a range of matters to resolve moderately complex enquiries.

Responsibilities of the role will include but are not limited to:

- Coordinating the maintenance of the Finance Policies and the Accountable Authority Instructions (AAIs).
- Ensuring Agency staff are aware of their compliance responsibilities with legislative requirements and the associated monitoring and reporting of compliance.
- Providing advice, support and education to Agency staff on Finance Policies, AAIs and applicable legislation.
- Maintain and coordinate updates to internal publishing and collaborates internet-based sites.

Enough about us, let's talk about you

Are you passionate about delivering great service and solving problems that matter?

We're looking for a motivated team player with a background in finance or customer service to join our dynamic team. You'll offer advice and assistance to team members, contribute to a collaborative culture, and use your strong communication skills to review and improve documentation. You'll also build and maintain productive relationships with internal and external stakeholders and ideally bring intermediate Excel skills and experience working with SAP (desirable but not essential).

If you're ready to make a meaningful impact and grow your career in a supportive, forward-thinking environment, we'd love to hear from you!

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Notes

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Amanda Philips, +61 3 8416 1767
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0764378

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Friday 07 November 2025

Deputy Commissioner Data and Regulatory Transformation (DART) and Enabling Services Division
Office of the Deputy Commissioner User Experience

Job Title	Director User Experience
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA, Darwin NT
Salary	$141,800 - $167,184
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	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	Executive Level 2
Position Number	219_10/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

The Director of User Experience leads the delivery of key user experience projects under the NDIS Commissions Data and Regulatory Transformation Program (DART). The User Experience section within DART will deliver projects that will shape the internal user experience and uplift the external user experience and engagement with the Commission.

DART will deliver a new end-to-end interoperable technology suite that enables an operational and system design, supportive of the regulatory intent across the Commission operation and a ‘no wrong door’ set of options to interact with the Commission. To enable a seamless and human centred experience, a dedicated User Experience section has been established. This dedicated focus will ensure we are uplifting channels and improving accessibility whilst looking to enhance the experience through improving the interactivity of the channels.

The team will seek to bring user experience expertise across content, UX/UI, user journeys and human centred design to build an understanding of user’s experiences of interacting with the Commission and work together with the other DART streams to provide and implement these insights. They will play a key advisory role for UX/UI for internal Commission systems delivered through DART.

Duties

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

- Lead the development and execution of user experience projects including project monitoring and reporting, project oversight and analysis, change management across reform activities
- Coordinate whole-of-Commission initiatives, that join up the experience and for users internal and external to the Commission
- Facilitate the design, delivery, execution, and evaluation of a range of initiatives and projects to ensure consistency and continued alignment with strategic and operational outcomes of the Commission
- Identifies user experience improvement opportunities through user research, best practice accessibility and stakeholder engagement, working across the Commission to understand potential improvements and scope these into a forward workplan across reform programs and business as usual functions
- Develop and maintain active relationships with internal and external project stakeholders
- Lead team capability and capacity development, including through coaching and mentoring staff.

Eligibility
Notes

Preferred locations for this role are Canberra, Sydney, Brisbane, Melbourne - other locations where there is an NDIS office may be considered.

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

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

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

To Apply

Position Contact	Laura Sham, 02 5162 8719
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0764441

Australian Securities and Investments Commission

Closing Date:Thursday 06 November 2025

Job Title	Lawyer/Analyst - Market Integrity
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Sydney NSW, Melbourne VIC, Perth WA
Salary	$97,401 - $115,820
Future Merit Locations	Brisbane, Sydney, Melbourne, Perth
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	APS Level 3;APS Level 4;APS Level 5;APS Level 6
Position Number	ASIC/1881713
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=226392872

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.

Play a key role in maintaining the integrity of Australia's financial markets. As an Analyst or Lawyer in ASIC's Corporate Finance team, you'll assess complex corporate transactions, provide regulatory advice, and contribute to policy reform that supports fair and transparent market conduct.

- **Brisbane, Perth, Sydney or Melbourne**

- **$97,401 - $115,820 (plus 15.4% superannuation)**
- **Permanent Position**
- **Applications close at 11:59pm AEDT, Thursday 6 November 2025**

The team

You'll be part of ASIC's Corporate Finance team within the Markets Group — a collaborative unit overseeing public corporate transactions such as IPOs and mergers. The team ensures market participants operate with integrity and transparency, and contributes to regulatory advice, policy reform, and stakeholder engagement.

The role

As an Analyst or Lawyer, you'll help businesses operate within the law by reviewing transactions, assessing applications, and contributing to regulatory and policy initiatives. You will be accountable for:

- Assessing applications for relief under the Corporations Act.
- Reviewing transaction structures and documentation for legal compliance.
- Supporting ASIC's engagement with the Takeovers Panel and other regulatory bodies.
- Drafting briefs and advising on disclosure and stop order matters.
- Contributing to surveillance, compliance, and policy development activities.

About you

You hold a relevant tertiary qualification and bring a strong interest in corporate finance, markets and the role regulation plays in shaping them. Whether your background is in law, commerce, economics, auditing, or regulation, you've developed strong analytical skills and a sound understanding of legal or regulatory frameworks. You're comfortable interpreting complex information, identifying key issues, and making well-reasoned recommendations in a dynamic environment.

You're comfortable working collaboratively and contributing to a supportive, high-performing team. You think critically, communicate with clarity and confidence, and present ideas effectively to a range of audiences. You're adaptable, proactive, and open to learning - ready to bring your experience and perspective to a team that values professionalism, cooperation, and continuous improvement.

View the position description for more information or click ‘apply' to start your application.

Applications close at 11:59pm AEDT, Thursday 6 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

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our website or review our Corporate Plan.

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

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Nicole Moore, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_org

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Treasury

Vacancy VN-0764442

Australian Securities and Investments Commission

Closing Date:Thursday 06 November 2025

Job Title	Lawyer/Analyst - Market Integrity
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Sydney NSW, Melbourne VIC, Perth WA
Salary	$127,641 - $149,295
Future Merit Locations	Brisbane, Sydney, Melbourne, Perth
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	Executive Level 1
Position Number	ASIC/1881712
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=226392880

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.

Join ASIC's Corporate Finance team and play a key role in overseeing major corporate transactions and shaping market conduct. You'll engage with capital market practitioners, assess fundraising and M&A activity, and contribute to regulatory advice and policy reform that supports confident and informed investment.

This is a unique opportunity to apply your legal, commercial, or financial expertise in a dynamic regulatory environment — helping ensure Australia's financial markets remain fair, transparent, and resilient.

- **Brisbane, Perth, Sydney or Melbourne**
- **$127,641 - $149,295 (plus 15.4% superannuation)**
- **Permanent Position**
- **Applications close at 11:59pm AEDT, Thursday 6 November 2025**

The team

The Corporate Finance team plays a critical role in overseeing public corporate finance transactions, including IPOs, mergers and acquisitions, and related applications for relief. The team also contributes to legislative instruments, policy reform, and regulatory advice.

The role

As an Analyst or Lawyer, you'll lead the review of high-profile corporate transactions and provide strategic advice across a broad range of corporate finance matters. You'll engage extensively with capital market practitioners and support ASIC's regulatory response to market developments. You'll also:

- Assess and advise on corporate transactions such as IPOs, takeovers, and schemes of arrangement to ensure transparent and efficient market conduct
- Evaluate applications for regulatory relief under the Corporations Act and contribute to ASIC's response to Takeovers Panel matters
- Prepare regulatory briefs and guidance on disclosure obligations, design and distribution requirements, and stop order decisions
- Support policy development and strategic projects through research, stakeholder consultation, and analysis of market conditions

- Mentor and guide team members, contribute to process improvements, and promote a collaborative, high-performing team culture

About you

You bring consolidated experience in corporate finance or related areas, gained through roles in accounting, law, consulting, government, or financial services. You have a strong understanding of corporate transactions and regulatory frameworks, and you're confident navigating complex legal and commercial issues in a dynamic environment. You demonstrate leadership through your ability to guide work, support colleagues, and contribute to team direction and decision-making.

You communicate with clarity and impact, engage confidently with stakeholders, and foster collaboration to deliver high-quality outcomes. You're proactive, adaptable, and focused on continuous improvement — ready to apply your expertise in a role that values professionalism, accountability, and leadership.

View the position description for more information or click ‘apply' to start your application.

Applications close at 11:59pm AEDT, Thursday 6 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

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our website or review our Corporate Plan.

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

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Nicole Moore, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_org

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Treasury

Vacancy VN-0764508

Australian Securities and Investments Commission

Closing Date:Tuesday 04 November 2025

Job Title	Cyber Security Business Analyst
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	$152,074 - $158,666
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	Executive Level 2
Position Number	ASIC/1891631
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=226393973

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.

ASIC’s Business Analysis team is currently seeking experienced Business Analysts to join their high-performing team and contribute to a range of strategic Cyber Security, Infrastructure and Data Governance projects.

- **Sydney or Melbourne location**
- **12 and 24 month fixed term positions available**
- **Salary from $152,074 to $158,666 (depending on experience) + 15.4 % superannuation**
- **Applications will close at 11:59pm AEDT, Tuesday 4 November 2025**

The team

The Digital, Data and Technology Portfolio Office provides a wide range of project and support services to ASIC. We are undertaking major technology projects that will transform our business and continue our significant technology transformation in several areas such as visualisation, mobility and cloud.

The role

As a Cyber Security Business Analyst, you will be responsible for leading key analytical activities to ensure successful project delivery. Responsibilities include high-level and detailed requirements elicitation and management, enterprise analysis, solution assessment, validation and analysis of both functional and non-functional requirements.

More specifically, you will:

- Collaborate with business SMEs, Cyber Security team and IT teams to analyse requirements and uncover underlying needs through stakeholder workshops and discussions.
- Document functional and non-functional requirements in clear, accessible formats such as business requirements documents or user stories tailored to diverse stakeholders including Cyber Security, Business, Executives, Designers, Developers and Testers.
- Rapidly develop an understanding of the technology landscape, business structure and strategic priorities to assess their impact on team deliverables.
- Support UAT preparation and system implementation activities, including the creation of user manuals and training materials as required.
- Demonstrate strong self-management and accountability in delivering outcomes aligned with ASIC’s strategic priorities and team objectives.

About you

The ideal candidate this role will be an experienced, proactive and detail-oriented Business Analyst professional who possess strong analytical and communication skills. They will excel at translating complex business needs into clear, actionable requirements and thrive working within a collaborative environment with both business and IT stakeholders.

In addition, you will have:

- Tertiary qualifications in Information Technology or a related discipline.
- Strong understanding of Systems Development Life Cycle (SDLC) and Agile delivery methodologies.
- Experience working in large, complex organisations with exposure to cyber security initiatives.

- Solid knowledge of security frameworks, concepts and controls.
- Demonstrated experience in infrastructure project delivery.
- Proven capability in application onboarding, access provisioning and lifecycle management.
- Familiarity with data governance platforms and practices.
- Experience implementing and managing Privileged Access Management (PAM) solutions.
- Understanding of Multi-Factor Authentication (MFA) technologies and enterprise integration.
- Awareness of AI-powered productivity tools and their application in business environments.
- Working knowledge of Governance, Risk and Compliance (GRC) frameworks.

Click ‘apply' to start your application. Applications will close at 11:59pm AEDT, Tuesday 4 November 2025

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

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Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Simeon Whitelake, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0764520

Australian Securities and Investments Commission

Closing Date:Tuesday 11 November 2025

Job Title	Lawyer/Analyst
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD, Perth WA, Hobart TAS, Traralgon VIC, Adelaide SA, Canberra ACT, Darwin NT
Salary	-
Future Merit Locations	Sydney, Melbourne, Brisbane, Perth, Hobart, Traralgon, Adelaide, Canberra, Darwin
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	APS Level 6
Position Number	1872909
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=226394481

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.

Drive real change in Australia's financial sector by tackling regulatory challenges and supporting consumer protection in credit, banking, payments, debt management, and general insurance.

- **All locations considered**
- **Permanent position**
- **Salary from $97,401 + 15.4% superannuation**
- **Applications close at 11:59pm AEDT, Tuesday 11 November 2025**

The team

The Credit, Payments & General Insurance team is primarily responsible for the regulation and supervision of the credit, payments, debt management, and general insurance sectors. The team coordinates strategic direction, industry knowledge and technical expertise for ASIC's work in these sectors, conducts analysis, research, proactive supervision, monitoring, and engagement, and provides specialist support to regulatory reform activities. The Indigenous Outreach Program (IOP) is also within the team, focusing on consumer protection issues for Indigenous consumers.

The role

As an **Analyst or Lawyer**, you will be responsible for:

- Identifying, assessing, and actioning regulatory issues across the sector to promote adherence with the law and better outcomes for consumers.
- Drafting regulatory instruments and documents, such as public reports at the end of thematic surveillance projects.
- Considering applications for relief from legislation, reviewing submissions, applying policy and precedents, and settling legal instruments to give effect to relief decisions.
- Utilising data to deliver priorities, including effective collection, management, analysis, and communication of insights.
- Liaising and engaging with internal and external stakeholders on regulatory issues and encouraging improvements in industry practice.
- Drafting clear, accurate analysis and advice on matters, with supervision on complex issues.
- Conducting research and analysis on emerging issues across the sector.
- Contributing to and writing reports, presentations and briefings for senior management and external stakeholders.

Duties

About you

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

You will also have:

- Relevant tertiary qualification.
- Knowledge of, or the ability to readily acquire, regulatory and sector-related knowledge.
- Experience assessing, challenging, and authenticating complex information, and making sound regulatory judgements.
- Experience as an analyst, ideally gained in a corporate, consulting, government or academic environment.
- Strategic thinking, analytical, investigative and research skills, including data analysis and presentation.

- Experience managing relationships with industry and other stakeholders.
- Strong business writing and verbal communication skills.
- Ability to take a well-considered, forward-thinking, and planned approach, with agility and flexibility to change.
- Preferred: experience across credit, payments and general insurance sectors

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- Flexible work arrangements
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Click here to view ASIC's salary and benefits guide.

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

View the position description for more information or click ‘apply' to start your application. Applications close at 11:59pm

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Irina Sayer, +61299112337
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0764578

Australian Securities and Investments Commission

Closing Date:Sunday 21 December 2025

Job Title	Litigation Counsel & Senior Lawyer
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA, Perth WA
Salary	$152,074 - $202,614
Future Merit Locations	Sydney, Melbourne, Brisbane, Adelaide, Perth
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	Executive Level 2
Position Number	ASIC/1871930
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=226393532

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.

Are you an experienced litigator looking for a role where the work you do will make a difference for all Australians and be challenging and rewarding?

At ASIC your work will contribute to protecting consumers from harm and ensuring a fair, strong and efficient financial system for the benefit of all Australians.

ASIC is expanding its in-house litigation team and is looking for highly skilled and experienced litigation lawyers to work on high profile regulatory litigation.

- **Based in Sydney, Melbourne, Brisbane, Adelaide or Perth (other locations to be considered)**
- **$152,074 - $202,614 (depending on experience), plus 15.4% superannuation**
- **Permanent roles**
- **Applications close at 11:59pm AEDT, 21 December 2025**

The team

The Civil Litigation team leads ASIC's in-house litigation practice. Our Litigation Counsel act as solicitor on the record and are responsible for the conduct of many of ASIC's high-profile civil litigation regulatory matters in the High Court, Federal Court and State Supreme Courts.

The Civil Litigation team also manages external law firms engaged to act for ASIC. It provides guidance on litigation strategy to those law firms and internal investigation teams, including advice on case theories and ASIC's regulatory powers.

The team is led by a number of extremely experienced regulatory lawyers. We are proud of our highly committed, experienced and close-knit collegiate team.

Recent examples of ASIC's civil litigation run by its in-house litigation team include:

- 25-063MR Financial services provider penalised $11 million over “cookie-cutter” advice and conflicted bonus payments | ASIC
- 25-052MR ASIC warns of threat from “hydra-like” scammers after obtaining court orders to shut down 95 companies | ASIC

- 25-017MR AustralianSuper fined $27 million after ASIC investigation into failing to merge multiple superannuation accounts | ASIC
- 24-274MR Kraken crypto exchange operator to pay $8 million following ASIC enforcement action | ASIC
- 24-228MR Court rules Harvey Norman and Latitude advertising misled consumers | ASIC
- 24-121MR Court finds Active Super made misleading ESG claims in a greenwashing action brought by ASIC | ASIC

The Civil Litigation team sits within ASIC's Enforcement Legal Services team. The Legal Services team is responsible for the delivery of legal services across ASIC and is instrumental in driving ASIC's reputation as a modern and effective regulator.

About you

We are seeking to recruit experienced senior litigation lawyers to the positions of **Litigation Counsel** and **Senior Lawyer** within the ASIC Legal Services team.

We are looking for lawyers with:

- significant commercial / regulatory litigation experience (and admission to practice in the High Court, Federal Court and State Supreme Courts). Litigation Counsel applicants will need to hold unrestricted practising certificates and have experience in managing complex litigation matters and leading teams of lawyers
- strong technical legal skills, ability to provide strategic direction in regulatory litigation matters, a capacity to communicate with influence to a wide variety of audiences and high-level organisational skills
- a commitment to providing superior client service
- a real interest in making a difference through important regulatory litigation with a consumer protection focus.

Your application should include a CV of no more than 5 pages, with a covering letter of no more than 2 pages that addresses the selection criteria in the position description. The position descriptions for these roles can be found on ASIC's Careers page.

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Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Neha Narula, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0764051

Australian Taxation Office

Closing Date:Thursday 13 November 2025

Fraud and Criminal Behaviours
Criminal Investigations

Job Title	Criminal Investigation Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Newcastle NSW, Perth WA, Sydney NSW
Salary	$81,265 - $88,200
Future Merit Locations	Adelaide, Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Upper Mount Gravatt
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 4
Position Number	EXY_CEG_738_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=14BDEC1A-CCB8-7EA6-D32E-E44BCA98FE35

Duties

We are seeking highly motivated Criminal Investigation Officers to join our Criminal Investigations teams within the Fraud and Criminal Behaviours (FCB) business area. FCB is dedicated to developing comprehensive solutions to address deliberate, systemic, or complex behaviours, that threaten the integrity of the Taxation and Superannuation systems. We play a key role in supporting the ATO's core compliance functions by conducting a wide range of investigations across a broad range of tax-related crimes, including those pursued through the Serious Financial Crimes Taskforce.

As a Criminal Investigation Officer, you will investigate fraud offences to a criminal standard of proof. You'll assist in preparing full briefs of evidence for the Commonwealth Director of Public Prosecutions and identify risks and opportunities, gather admissible evidence, and deliver quality briefs of evidence.

The role may require interstate travel and a current Australian driver's licence is essential. You may be required, at times, to work flexible hours outside of the standard bandwidth.

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	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=14BDEC1A-CCB8-7EA6-D32E-E44BCA98FE

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Treasury

Vacancy VN-0764181

Australian Taxation Office

Closing Date:Thursday 13 November 2025

Fraud and Criminal Behaviours
Criminal Investigations

Job Title	Criminal Investigation Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Newcastle NSW, Perth WA, Sydney NSW
Salary	$90,596 - $96,042
Future Merit Locations	Adelaide, Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Upper Mount Gravatt
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_CEG_741_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=4E9DA564-FD88-C798-AE57-E44C79C12644

Duties

We are seeking highly motivated Criminal Investigation Officers to join our Criminal Investigations teams within the Fraud and Criminal Behaviours (FCB) business area. FCB is dedicated to developing comprehensive solutions to address deliberate, systemic, or complex behaviours, that threaten the integrity of the Taxation and Superannuation systems. We play a key role in supporting the ATO's core compliance functions by conducting a wide range of investigations across a broad range of tax-related crimes, including those pursued through the Serious Financial Crimes Taskforce.

As a Criminal Investigation Officer, you will investigate fraud offences to a criminal standard of proof. You'll prepare full briefs of evidence for the Commonwealth Director of Public Prosecutions and apply lateral thinking to identify risks and opportunities, gather admissible evidence, and deliver quality briefs of evidence.

The role may require interstate travel and a current Australian driver's licence is essential. You may be required, at times, to work flexible hours outside of the standard bandwidth.

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

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To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=4E9DA564-FD88-C798-AE57-E44C79C1264

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Treasury

Vacancy VN-0764190

Australian Taxation Office

Closing Date:Thursday 13 November 2025

Fraud and Criminal Behaviours
Criminal Investigations

Job Title	Criminal Investigation Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Newcastle NSW, Perth WA, Sydney NSW
Salary	$97,816 - $112,312
Future Merit Locations	Adelaide, Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Upper Mount Gravatt
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 6
Position Number	EXT_CEG_742_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=413DB47E-AC16-7745-5081-E44C7A841FC5

Duties

We are seeking driven and motivated Criminal Investigation Officers to join our Criminal Investigations teams within the Fraud and Criminal Behaviours (FCB) business area. FCB is dedicated to developing comprehensive solutions to address deliberate, systemic, or complex behaviours, that threaten the integrity of the Taxation and Superannuation systems. We play a key role in supporting the ATO's core compliance functions by conducting a wide range of investigations across a broad range of tax-related crimes, including those pursued through the Serious Financial Crimes Taskforce.

As a Criminal Investigation Officer, you will investigate complex fraud offences to a criminal standard of proof, preparing comprehensive briefs of evidence for submission to the Commonwealth Director of Public Prosecutions. You'll use critical thinking to identify risks and opportunities, and address uncertainties, to deliver quality briefs of evidence.

You will also mentor and guide your team members on conducting complex investigations, contributing to the ongoing development of their skills and capabilities.

The role may require interstate travel and a current Australian driver's licence is essential. You may be required, at times, to work flexible hours outside of the standard bandwidth.

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

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To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=413DB47E-AC16-7745-5081-E44C7A841FC5

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Treasury

Vacancy VN-0764193

Australian Taxation Office

Closing Date:Thursday 13 November 2025

Fraud and Criminal Behaviours
Criminal Investigations

Job Title	Criminal Investigation Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Newcastle NSW, Perth WA, Sydney NSW
Salary	$125,291 - $136,595
Future Merit Locations	Adelaide, Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Upper Mount Gravatt
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	Executive Level 1
Position Number	EXT_CEG_743_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=04BA4A1B-55C1-55B4-5074-E44C7B359E59

Duties

We are seeking dynamic and motivated leaders to join our Criminal Investigations teams within the Fraud and Criminal Behaviours (FCB) business area. FCB is dedicated to developing comprehensive solutions to address deliberate, systemic, or complex behaviours, that threaten the integrity of the Taxation and Superannuation systems. We play a key role in supporting the ATO's core compliance functions by conducting a wide range of investigations across a broad range of tax-related crimes, including those pursued through the Serious Financial Crimes Taskforce.

As a Criminal Investigation Manager, you will be responsible for investigating sophisticated fraud offences, adhering to criminal standards of proof, and preparing comprehensive briefs of evidence for submission to the Commonwealth Director of Public Prosecutions.

You will provide expert guidance on investigation strategies and serve as a key liaison between the ATO and external agencies, including the Commonwealth Director of Public Prosecutions and the Australian Federal Police.

You will lead teams conducting complex investigations, fostering staff development through mentorship and training.

The role may require interstate travel and a current Australian driver's licence is essential. You may be required, at times, to work flexible hours outside of the standard bandwidth.

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	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=04BA4A1B-55C1-55B4-5074-E44C7B359E59

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Treasury

Vacancy VN-0764198

Australian Taxation Office

Closing Date:Thursday 13 November 2025

Fraud and Criminal Behaviours
Criminal Investigations

Job Title	Criminal Investigation Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Newcastle NSW, Perth WA, Sydney NSW
Salary	$150,784 - $179,606
Future Merit Locations	Adelaide, Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Upper Mount Gravatt
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	Executive Level 2
Position Number	EXT_CEG_744_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=52A8A8E5-1215-EA88-3621-E44C7BA1BAB3

Duties

We are seeking highly motivated and experienced senior leaders to join our Criminal Investigations teams within the Fraud and Criminal Behaviours (FCB) business area. FCB is dedicated to developing comprehensive solutions to address deliberate, systemic, or complex behaviours, that threaten the integrity of the Taxation and Superannuation systems. We play a key role in supporting the ATO's core compliance functions by conducting a wide range of criminal investigations across a broad range of tax-related crimes, including those pursued through the Serious Financial Crimes Taskforce.

As a Criminal Investigation Director, you will lead teams in conducting complex investigations, often involving multiple agencies, into high-level criminal offences. You'll oversee investigations to a criminal standard of proof and prepare full briefs of evidence for submission to the Commonwealth Director of Public Prosecutions.

You will provide strategic advice on investigation strategies and lead the development and evaluation of policies related to criminal investigations. Additionally, you'll act as the ATO representative, liaising with other agencies such as the Commonwealth Director of Public Prosecutions and the Australian Federal Police.

The role may require interstate travel and a current Australian driver's licence is essential. You may be required, at times, to work flexible hours outside of the standard bandwidth.

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

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To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=52A8A8E5-1215-EA88-3621-E44C7BA1BAB3

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Treasury

Vacancy VN-0764331

Australian Taxation Office

Closing Date:Thursday 13 November 2025

ATO People
Payroll Services

Job Title	Payroll Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Dandenong VIC, Melbourne VIC, Moonee Ponds VIC, Parramatta NSW
Salary	$81,265 - $88,200
Future Merit Locations	Box Hill, Dandenong, Melbourne, Moonee Ponds, Parramatta, Penrith, 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 4
Position Number	EXT_ESCO_765_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=436D1F75-5D0B-E381-758D-E44D69894AE8

Duties

We are seeking enthusiastic individuals to join our Payroll Services team.

As a Payroll Officer, in our ATO People business area, you will undertake tasks across the employee life cycle including processing pay, benefits, superannuation, compensation and off boarding. You'll use your payroll expertise to provide advice and resolve pay-related issues. You'll adhere to procedures and guidelines and interpret legislation to carry out payroll activities.

You will support training and coaching to team members on payroll processes and systems. Working within a collaborative, client-focused team, you will contribute to maintaining a supportive and innovative environment. You'll also provide mentoring support and contribute to continuous improvement to enhance team performance and client satisfaction.

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

People with disability and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

This recruitment process is being used to fill non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

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

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To Apply

Position Contact	Marina Robertson, (03) 9275 9950
Agency Recruitment Site	https://ato.nga.net.au/?jati=436D1F75-5D0B-E381-758D-E44D69894AE8

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Treasury

Vacancy VN-0764416

Australian Taxation Office

Closing Date:Thursday 13 November 2025

ATO Corporate
Creative, Print and Brand Services

Job Title	Digital Experience Officer (Graphic Design)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$90,596 - $96,042
Future Merit Locations	Adelaide, Brisbane, Canberra, Parramatta, Penrith, Sydney, Upper Mount Gravatt
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_ESCO_771_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=C83AAC42-4FCC-552D-44C4-E44DA6B412AB

Duties

We are seeking a creative designer to join our Creative, Print and Brand Services team.

As a Digital Experience Officer (Graphic Designer) you will handle the entire design process and work with Senior Designers, from concept through to delivery, shaping the ATO’s visual identity to ensure our brand is consistent, engaging, and impactful across all channels.

You will apply strategic and creative thinking to respond to feedback, negotiate design and product decisions with stakeholders, and maintain clear, timely communication throughout the design lifecycle.

Your role will also involve contributing to project planning and evaluating design strategies to address product challenges effectively.

You’ll be across design trends, technologies and tools, assist with reviewing work, and providing recommendations to enhance design processes and strengthen team capabilities. You’ll champion an agile mindset and foster a culture of continuous improvement.

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.

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To Apply

Position Contact	Mike Jacobsen, (02) 6216 2778
Agency Recruitment Site	https://ato.nga.net.au/?jati=C83AAC42-4FCC-552D-44C4-E44DA6B412A

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Treasury

Vacancy VN-0764423

Australian Taxation Office

Closing Date:Thursday 13 November 2025

ATO Corporate
Creative, Print and Brand Services

Job Title	Digital Experience Officer (Graphic Design)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$97,816 - $112,312
Future Merit Locations	Adelaide, Brisbane, Canberra, Parramatta, Penrith, Sydney, Upper Mount Gravatt
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 6
Position Number	EXT_ESCO_772_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=B9194571-482D-3E5C-3EEE-E44DA651295B

Duties

We are seeking a creative lead to join our Creative, Print and Brand Services team.

As a Digital Experience Officer (Graphic Design) you will lead the end-to-end design process from concept through to delivery, shaping the ATO’s visual identity to ensure our brand is consistent, engaging, and impactful across all channels.

You will provide expert design advice, develop creative strategies, and produce high-quality visual communications that align with user needs and business objectives. Your role will involve engaging with stakeholders to understand requirements, influence direction, and ensure design solutions are fit for purpose.

In addition, you will also mentor other designers, reviewing and refine work, you’ll foster a culture of collaboration and continuous improvement. With strong knowledge of design trends, technologies, and agile ways of working, you’ll help the team innovate and deliver user-centred outcomes.

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.

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To Apply

Position Contact	Mike Jacobsen, (02) 6216 2778
Agency Recruitment Site	https://ato.nga.net.au/?jati=B9194571-482D-3E5C-3EEE-E44DA651295E

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Treasury

Vacancy VN-0764288

Royal Australian Mint

Closing Date:Sunday 16 November 2025

Information and Security
Information Technology

Job Title	Associate Software Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Deakin ACT
Salary	$86,716 - $91,809
Future Merit Locations	Deakin
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated.
Classification	APS Level 5
Position Number	Multiple
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.

Branch and Team Overview

Information and Security Branch coordinates the IT and Security services and support to the Mint to enable the organisation to produce circulating coins, preserving the National Coin Collection and telling the stories of Australia by recognising significant anniversaries, events and organisations through coins.

Application Support team within the Information and Security Branch, is responsible for supporting the core IT applications of the Mint and works in collaboration with other IT teams within the branch to support the Mint in meeting its objectives and obligations.

About the Role

There are 2 streams for the Associate Software Analyst, one for Enterprise Services and another for Corporate Services, as covered below:

Associate Software Analyst – Enterprise Services

The Associate Software Analyst – Enterprise Services is responsible for delivering Level 1 and 2, and supporting Level 3, support services in relation to the Mint's Enterprise Resource Planning (ERP) environment including the ERP itself (Epicor Kinetic), Point of Sales (Precise POS), data analytics systems and other assigned applications.

This role works collaboratively in a small team to deliver support services to the Mint for the ERP and Asset Management environments.

This role collaborates with stakeholders throughout the Mint to contribute to the delivery of the Mint's objectives under direction of the Software Analyst – Enterprise Services. This role will identify opportunities for continuous improvement, and develop and maintain processes and work instructions, to support the operation of the relevant applications.

The Associate Software Analyst – Enterprise Services also escalates issues with external support providers and may contribute to ICT project work.

Associate Software Analyst – Corporate Services

The Associate Software Analyst – Corporate Services is responsible for delivering Level 1 and 2, and supporting Level 3, support services in relation to the Mint's Electronic Document Record Management System (EDRMS), Service Desk Solution and other applications used by the Mint for internal operations.

This role works collaboratively in a small team to deliver support services to the Mint for assigned applications.

This role collaborates with stakeholders throughout the Mint to contribute to the delivery of the Mint's objectives under direction from the Software Analyst – Corporate Services. This role will identify opportunities for continuous improvement, and develop and maintain processes and work instructions, to support the operation of the relevant applications.

The Associate Software Analyst – Corporate Services also escalates issues with external support providers and may contribute to ICT project work.

Duties

1. Delivering level 1 and 2 support services for allocated applications, under direction from the respective Software Analyst.
2. Expand knowledge on new technologies and continuous improvement of allocated applications.
3. Contributing to ICT projects and work packages, providing technical advice and ensuring compliance with legislation, and Mint and whole of government procedures, policies and frameworks.
4. Developing and maintaining application support processes and work instructions.
5. Coordinating with business areas and providing information and advice to support and achieve team requirements.
6. Assist the Software Analyst in identifying and testing options for different approaches for application development/configuration.
7. Investigate, manage and apply authorised request for changes to applications in line with the ICT change management process.
8. Developing and maintaining procedures, and documentation for level 1 and 2 services, incident resolutions and problem workarounds.
9. Monitoring customer feedback, service and incidents, and updating processes and procedures based on analysis.

Eligibility

Security clearance

This position requires a **Negative Vetting Level 1** 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 **Sunday 16 November 2025**. You will need to upload:

- A current resume
- A two-page-pitch (maximum 750 words) 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	Brad Chugg, 02 6202 6883
Agency Recruitment Site	https://www.ramint.gov.au/about-us/work-us

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Treasury

Vacancy VN-0764293

Royal Australian Mint

Closing Date:Sunday 16 November 2025

Information and Security
Information Technology

Job Title	Data Specialist
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Deakin ACT
Salary	$86,716 - $91,809
Future Merit Locations	Deakin
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated.
Classification	APS Level 5
Position Number	Multiple
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.

Branch and Team Overview

Information and Security Branch coordinates the IT and Security services and support to the Mint to enable the organisation to produce circulating coins, preserving the National Coin Collection and telling the stories of Australia by recognising significant anniversaries, events and organisations through coins.

Application Support team within the Information and Security Branch, is responsible for supporting the core IT applications of the Mint and works in collaboration with other IT teams within the branch to support the Mint in meeting its objectives and obligations.

About the Role

There are 2 streams for the Data Specialist, one for Enterprise Services and another for Corporate Services, as elaborated upon below.

Data Specialist – Enterprise Services

The Data Specialist – Enterprise Services is responsible for delivering Level 1 and Level 2, and supporting Level 3, support services in relation to the management, integration and sharing of data within the Enterprise Resource Planning (ERP) tools, Asset Management System and other assigned applications.

This role works collaboratively in a small team to deliver Level 2 and Level 3 support services to the Mint for the ERP and Asset Management environments.

The Data Specialist – Enterprise Services collaborates with stakeholders throughout the Mint to contribute to the delivery of the Mint’s objectives under direction from the Solution Analyst – Enterprise Support. This role identifies opportunities for continuous improvement, and develop and maintain processes and work instructions, to support the operation of the relevant applications.

The Data Specialist – Enterprise Services also escalate issues with external support providers and may contribute to ICT project work.

Data Specialist – Corporate Services

The Data Specialist – Enterprise Services is responsible for delivering Level 1 and Level 2, and supporting Level 3, support services in relation to the management, integration and sharing of data within Electronic Document Record Management System (EDRMS), Collection Management System (CMS), Enterprise Service Management (ESM) System and other assigned applications.

This role works collaboratively in a small team to deliver Level 2 and Level 3 support services to the Mint for the corporate systems.

The Data Specialist – Enterprise Services collaborates with stakeholders throughout the Mint to contribute to the delivery of the Mint's objectives under direction from the Software Analyst – Corporate Services. This role identifies opportunities for continuous improvement, and develop and maintain processes and work instructions, to support the operation of the relevant applications.

The Data Specialist – Corporate Services also escalate issues with external support providers and may contribute to ICT project work.

Duties

1. Data extraction and reporting of information from authorised data sources.
2. Extract, prepare, cleanse and conduct data analysis checks using a range of tools to ensure data is accurate and reliable.
3. Under direction from the Software Analyst, support access and system management for applications which provide data reporting capabilities for business use, including the preparation of reports.
4. Expand knowledge on new technologies and continuous improvement of allocated applications.
5. Contributing to ICT projects and work packages, providing technical advice and ensuring compliance with legislation, and Mint and whole of government procedures, policies and frameworks.
6. Developing and maintaining application support processes and work instructions.
7. Monitoring customer feedback, service and incidents, and updating processes and procedures based on analysis.

Eligibility

Security clearance

This position requires a **Negative Vetting Level 1** 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 **Sunday 16 November 2025**. You will need to upload:

- A current resume
- A two-page-pitch (maximum 750 words) 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	Brad Chugg, 02 6202 6883
Agency Recruitment Site	https://www.ramint.gov.au/about-us/work-us

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Treasury

Vacancy VN-0764376

Royal Australian Mint

Closing Date:Sunday 09 November 2025

Commercial

Job Title	Director, Commercial
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	$143,870 - $160,858
Future Merit Locations	Deakin
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated.
Classification	Executive Level 2
Position Number	1367
Agency Website	https://www.ramint.gov.au

Job Description

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

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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.

Branch Overview

The Commercial Branch is responsible for delivering the commercial program for the organisation from product conceptualisation, researching and designing numismatic products (coin and graphic design), working with external partners and licensees to develop and mature business-to-business programs and working with other branches of the Mint to see a program successfully through to delivery.

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 Australian clients and 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.

About the Role

Reporting directly to the Chief Executive Officer (CEO) the Director, Commercial is a senior leadership role within the Royal Australian Mint and a key contributor to the strategic direction, performance and reputation of the organisation. This position is accountable for leading the end-to-end design, development, commercialisation and sale of circulating coin programs, numismatic (collector) products, and customised, licensed and investor offerings across both domestic and international markets.

This position leads a diverse team of approximately 40 staff and is responsible for the development and execution of the Mint’s Commercial Strategy, ensuring alignment with broader organisational and whole-of-government objectives. The role fosters a high-performance culture that promotes innovation, collaboration, and continuous improvement to drive sustainable revenue generation and commercial growth, while upholding the Mint’s public purpose and cultural significance.

The Director, Commercial maintains strong strategic partnerships across a wide network of stakeholders and is pivotal in representing the Mint, advancing Australia's interests in numismatic and commercial coin production, and strengthening the Mint’s position as a world-class minting institution.

The role provides strategic leadership across the Mint's commercial functions, ensuring alignment with the organisation's strategic objectives, compliance with Commonwealth legislation and policies, and delivery of high-value outcomes. This position requires exemplary commercial acumen, public sector stewardship and the ability to operate with agility and influence in complex and evolving environments.

Duties

1. Providing high-level leadership and direction to staff across the Commercial teams, fostering a culture of performance, accountability, collaboration and innovation. Ensure operations are aligned with APS Values, the APS Code of Conduct and the Mint's strategic priorities.
2. Leading the strategic development, commercialisation and lifecycle management of the Mint's product portfolio, both domestically and internationally.
3. Overseeing and optimising the performance of Business-to-Business (B2B), Business-to-Government (B2G) and Business-to-Consumer (B2C) commercial channels, ensuring a customer-centric approach and sustainable revenue growth across all streams.
4. Working with stakeholders to support the Royal Australian Mint brand and associated intellectual property on behalf of the Commonwealth ensuring it reflects the Mint's heritage, purpose and strategic vision.
5. Driving excellence in customer engagement and experience across all touchpoints including digital platforms (eShop), contact centre operations and broader customer service initiatives.
6. Building and maintaining trusted relationships with key stakeholders including national cultural institutions, international mints, central banks, industry partners, other government agencies and tourism bodies.
7. Preparing and overseeing high-level submissions, policy briefs, and materials for senior executives and Ministers, including the preparation of currency determinations and other matters requiring Ministerial approval.

Eligibility

Security clearance

This position requires a **Negative Vetting Level 1** 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 **12:00am** on **Sunday 9 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	Mel Cayzer, 02 6202 6817
Agency Recruitment Site	https://www.ramint.gov.au/about-us/work-us

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Treasury

Vacancy VN-0764538

Royal Australian Mint

Closing Date:Sunday 16 November 2025

Mint Systems and Quality (MSQ)

Job Title	Senior Work Health and Safety (WHS) Officer - Psychosocial
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT
Salary	$99,145 - $108,328
Future Merit Locations	Deakin
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible working arrangement may be negotiated.
Classification	APS Level 6
Position Number	1453
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.
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- Coin Sculpting – design coins, medals, medallions, and token, etc.
- Graphic Design – design coin packaging materials, exhibition graphics, etc.
- Engineering – technical support and manufacturing operations.

Branch Overview

The Mint Systems and Quality Branch supports the Mint's mission and purpose by optimising the interactions between systems, people and equipment in pursuit of health, safety, environment and quality (HSEQ) outcomes alongside organisational performance. We do this by developing and maintaining contemporary practices and support the organisation to apply them in their work activities.

We develop and maintain the Integrated Management System – a unified framework with the intent to streamline processes, focus on improving performance and achieving compliance. We apply our technical expertise to develop and maintain management practices, support the workforce in their use and analyse their performance for improvement. Our technical domains are risk health and safety, product quality and environment.

About the Role

Working under limited direction and reporting to the Work Health and Safety Manager the Senior Work Health and Safety Officer will be responsible for the design, delivery and implementation of a psychosocial risk management approach at the Mint. The successful candidate will lead the identification, assessment, and management of psychosocial hazards across the agency by developing procedures, performing risk assessments, designing and implementing survey's and delivering training. The role supports managers and employees in building a psychologically safe workplace through evidence-based strategies, consultation, and compliance with the Work Health and Safety Act 2011 and associated Regulations.

The Mint's workplace has a range of unique health and safety aspects such as hazardous chemicals and materials, public safety, plant and equipment, and infrastructure.

The Senior WHS Officer promotes safe work practices across the Mint. They perform research and apply their technical knowledge to provide advice regarding risks to employees in their work area. They are responsible for engaging with internal and external stakeholders including regulators, inspectors and auditors.

The Senior WHS Officer analyses data and identifies improvement opportunities across the integrated management system, developing objectives for short term tasks and contributing to the strategic planning of the Mint Systems and Quality branch.

They coordinate procurement activities in accordance with Commonwealth Procurements Rules to meet the objectives of the Health and Safety Work Plan. The Senior WHS Officer is also responsible for managing site wide events which may include National Safety Week, and other wellbeing activities as determined by the Mint's Health and Safety Work Plan.

Duties

1. Developing and implementing a psychosocial risk approach including the development of procedures, surveys, risk assessments and implementing controls relevant to psychosocial risk while providing relevant advice to managers and employees.
2. Conducting and providing support to the development of psychosocial risk assessments in consultation with managers, Health and Safety Representatives (HSRs), and staff.
3. Analysing incident, leave, and survey data to detect emerging psychosocial risks or trends.
4. Developing and implementing control measures to eliminate or minimise psychosocial hazards.
5. Developing and delivering training on the psychosocial risk approach.
6. Maintaining a psychosocial risk register and contributing to WHS and wellbeing performance reports.
7. Evaluating effectiveness of control measures and identifying improvement opportunities.
8. Supporting the WHS Manager in the delivery of the health and safety work plan.
9. Supporting the MSQ branch as required, including undertaking cross-functional tasks.

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

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 **Sunday 16 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.

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	Emily Stevenson, 02 6202 6847
Agency Recruitment Site	https://www.ramint.gov.au/about-us/work-us

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Treasury

Vacancy VN-0764561

Royal Australian Mint

Closing Date:Sunday 16 November 2025

Operations

Job Title	Service Delivery Officer
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	$86,716 - $91,809
Future Merit Locations	Deakin
Office Arrangement	On Site
Office Arrangement Details	On site
Classification	APS Level 5
Position Number	1126
Agency Website	https://www.ramint.gov.au

Job Description

https://www.ramint.gov.au/about-us

About the Mint

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- 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 Service Delivery Officer is a dynamic support position within the Operations branch. This role provides secretariat and administrative support across the branch to facilitate meetings with internal and external stakeholders, and is responsible for the coordination, drafting and review of agendas, meeting papers and minutes, and other administrative duties as required. They are responsible for undertaking research, collating and analysing data, and drafting submissions and briefs to support the day-to-day functions of the Operations branch. This position will lead small continuous improvement projects, and support more complex project work in the Operations Branch.

As a secondary responsibility, the Service Delivery Officer may provide executive support to the Executive Manager, Operations including managing diaries and meetings, monitoring incoming phone calls and providing general administrative assistance.

Duties

1. Updating and maintaining records and databases including the Mint’s record keeping system, ERP and MRP.
2. Liaising with internal and external stakeholders at all levels to build and maintain strong relationships.
3. Undertaking research to support Branch project initiatives, and collating and analysing data to draft reports, submissions and briefs.

4. Assisting with branch procurement activities in accordance with the Commonwealth Procurement Rules, including drafting contract paperwork, undertaking risk assessments, preparing submissions and complying with the PGPA Act for financial delegations.
5. Providing secretariat and executive administrative support for the Senior Manager and Operations branch, including but not limited to coordinating, drafting and reviewing meeting papers, drafting meeting agendas, minute taking, and managing associated correspondence.
6. Managing small projects and providing support to the Operations Project team. This includes drafting and monitoring project plans, supporting and/or facilitating project completion and reporting on outcomes.
7. Providing financial management support through raising purchase orders, processing invoices in the ERP system, coordinating quotations and assisting with project budget preparation.

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

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 **Sunday 16 November 2025**. You will need to upload:

- A current resume - no more than 2 pages
- 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

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0764391

Australian War Memorial

Closing Date:Sunday 09 November 2025

National Collection
National COllection Collection Services

Job Title	Registration Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	$66,823 - $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	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Teamwork Agreement
Classification	APS Level 3;APS Level 4
Position Number	25-125
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

https://www.awm.gov.au/get-involved/employment

Registration Officers work on a variety of specialist collection management tasks and programs including storage, transport, documentation, loans, audit, acquisitions, exhibition installation and warehouse management. These roles are broad band from APS 3 to APS 4 level with progression depending on skills, qualifications, experience and requirements in the team.

Registration Officers can be required across three specialities within the team:

Storage, Movement and Assurance – work in this team involves the physical management and audit of the collection including Large Technology Objects (LTO), artworks and small collection.

Loans and Exhibitions – work in this team involves administering collection loans, reporting, coordinating photography and condition reporting, packing, transport, exhibition install and coordination of temporary displays and changeovers.

Acquisitions – this team is the central point of contact for all collection donation offers to the National Collection. They also coordinate purchases and transfer of collection. Work involves correspondence with donors, coordination of curatorial assessments, receipt and documentation of collection and detailed documentation in the CMS of the whole acquisition process.

A core reasonability across the whole team is performing gallery changeovers, providing showcase and collection access and leading aspects of exhibition installations and displays.

A good level of physical fitness is required for collection movements and exhibition installation work and a driver’s licence is essential.

Duties

APS 3:

At this level staff will assist with collection management tasks, build skills in specialty areas, collaborate across the Collection Services section, assist in exhibition preparation and installation and maintain accurate documentation in the CMS. Staff at this level are expected to do all relevant training including asbestos awareness, forklift and elevated work platform licences (for the Storage and Movement team), radiation safety and CMS training.

Tasks under general direction, depending on specialty team, may include:

- Prepare collection items for storage or despatch and physically locate material in storage
- Assist with the packing, rehousing, audit, relocation and storage of collection items

- Assist with the physical management of collection material for conservation, photography, access, accessioning, loan and exhibition
- Administrative tasks relating to collection management
- Handling donor enquiries and processing hazard and purchase evaluations
- Coordinating curatorial assessment of acquisitions

Progression to the APS 4 pay point will be dependent on:

- Relevant qualifications depending on speciality team requirements that may include:
  - Tertiary degree in a relevant discipline
  - NEGVET 1 Security Clearance
  - Medium Rigid truck licence
  - Dogging and rigging qualifications
- Advanced skills in CMS documentation
- Demonstrated ability to coordinate and lead team tasks as listed above
- Demonstrated ability to lead external stakeholder communication
- Demonstrated ability to coordinate internal stakeholders and produce high level correspondence and reports
- Demonstrated ability to coordinate collection management programs including loans and audit

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to AWM that are offered employment will be required to successfully undergo a National Police Check, even if they currently hold a security clearance. The check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

The Memorial is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds and experiences. The Memorial welcomes applications from Aboriginal and Torres Strait Islander people, veterans, mature age people, people from diverse backgrounds, and people with a disability.

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 War Memorial

The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia’s wartime experience.

To Apply

Position Contact	Robert Fisher, (02) 6206 9862
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Veterans’ Affairs (part of the Defence Portfolio)

Vacancy VN-0764465

Australian War Memorial

Closing Date:Wednesday 12 November 2025

National Collection Collection Services

Job Title	Collection Services Officer - Preventive, Hazards and Analysis
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	$66,823 - $72,837
Future Merit Locations	Campbell
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Teamwork Agreement
Classification	APS Level 3
Position Number	25-126
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

https://www.awm.gov.au/get-involved/employment

The Collection Services Officer role provides support for the Memorial's preventive, hazards and analysis programs, with a focus on integrated pest management (IPM), disaster and environmental monitoring. The role will also collaborate with the broader Collection Services team by preforming collection care activities such as specialist cleaning of collection storage areas, assisting the textiles, paper, paintings, objects and, photographs, film and sound labs; assisting with preventive programs such as the Gallery Maintenance Program and Sculpture Garden Maintenance; physical movement of objects and artworks as required; contributing to the loans program; and contributing to the development and implementation of related policies and procedures.

Note: A good level of physical fitness is required for cleaning duties, packing, retrieval and storage of items and exhibition installation work. A driver's licence is essential.

Duties

- Under general direction undertake a range of collection management tasks across the Collection Services Section including:
  - Contribute to IPM across AWM sites including cleaning of collection spaces
  - Support environmental monitoring across all AWM sites and loan/exhibition programs
  - Data collection and assistance with comparative data analysis of environmental monitoring, incident occurrences and IPM reports

    - Contribute to the re-housing, survey, and basic conservation treatment of collection objects
    - Carry out packing, relocation and storage of collection items
    - Carry out preventive conservation tasks
    - Document collection management activities on the Memorial’s collection management system
    - Administrative tasks relating to the preservation, storage and movement of objects, disaster supplies stocktake and ordering, and incident response.
- Assist with the installation of artworks and objects for exhibitions, displays, loans and gallery changeovers.
- Undertake and assist with display preparation of conserved items for exhibitions and loans.
- Liaise with internal and external stakeholders in relation to collection management activities.
- Ensure that Workplace Diversity and Work Health and Safety guidelines and practices have been implemented and are observed.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to AWM that are offered employment will be required to successfully undergo a National Police Check, even if they currently hold a security clearance. The check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Mandatory Requirements

- Drivers licence

Notes

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To Apply

Position Contact	Eileen Procter, (02) 6206 9820
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Veterans’ Affairs (part of the Defence Portfolio)

Vacancy VN-0764475

Australian War Memorial

Closing Date:Sunday 09 November 2025

Corporate Services Human Resources

Job Title	Work Health and Safety Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	$116,859 - $126,287
Future Merit Locations	Campbell
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Teamwork Agreement
Classification	Executive Level 1
Position Number	25-127
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

https://www.awm.gov.au/get-involved/employment

The Manager, Work Health and Safety (WHS) plays a key role in delivering the Memorial's work, health and safety strategy and early intervention and injury management program. The role operates under broad direction exercising a degree of independence to resolve WHS issues and delivery quality outcomes. The role is committed to partnering with business, cultivating a safety risk management culture and working independently and flexibly. This involves working with all levels of the organisation including the Corporate and Senior Management Groups, being pro-active and solution focussed, and coaching and influencing to enable safety to be integrated in core business operations. The role is responsible for managing and leading a small team and is also required to contribute to the work of the broader HR Team.

Duties

Work Health and Safety Service Delivery

- Ensure the effective delivery of work health and safety services and initiatives in alignment with the Memorial's work health and safety strategic priorities.
- Provide in-depth advice and guidance on the practical interpretation and application of relevant legislation, Codes of Practice, industry standards and internal guidelines relevant to the Memorial's diverse activities across diverse working environments.
- Foster and maintain effective working relationships with internal stakeholders including but not limited to HR team members, Branch Heads, Section Heads, Team Managers/ Leaders

as well Building Services and the Memorial Development Team. Considering the diverse range of stakeholder needs, accounting for the range of operational contexts in which the Memorial and its people operate and manage this with sensitivity and appropriate care.
- Provide coaching and mentoring to employees in workplace responsibility roles (for example, First Aid Officers, Health and Safety Representatives, Harassment Contact Officers, Work Health and Safety Committee) to ensure they understand their responsibilities and obligations.

Work Health and Safety Policy and Risk Management

- Maintain the suite of policies and supporting documents under the work health and safety management system and frameworks to ensure legislative and regulatory compliance.
- Provide guidance and review of risk management plans for major Memorial events including ANZAC Day and Remembrance Day, and conduct lessons learned following these events to enable continuous improvement in the Memorial's risk management approach.

Early Intervention

- Provide oversight to early intervention programs, and case management to assist rehabilitation and return to work and evaluate and report on performance quarterly.

Work Health and Safety Reporting and Investigations

- Use experience and expertise to analyse and interpret data and statistical information to assess the effectiveness of relevant plans and interventions, identifying emerging trends to proactively manage identified risks.
- Foster a collaborative relationship with Comcare and other safety regulators ensuring effective engagement with Building Services (and where relevant the Memorial's Development Team) on matters impacting employees and requiring corrective action including notifiable incidents.
- Develop reports to Executive and Council covering work health and safety activities, identified trends and corrective actions, legislative and regularly compliance, injury prevention and management outcomes. As required, prepare complex and/or sensitive correspondence, corporate documents, submissions, proposal papers.
- Manage investigation of incidents including coordination of serious incident investigation with sections (and external specialists where relevant) to ensure appropriate analysis and effective mitigation/prevention of re-occurrence.

Work Health and Safety Operations

- Lead, coach and manage the WHS Team to produce quality outcomes.
- Manage the WHS budget and procurement activities in accordance with the Commonwealth finance and procurement processes.
- Represent the Work Health and Safety team with external stakeholders including Comcare, other safety regulators, and relevant agency work health and safety forums.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to AWM that are offered employment will be required to successfully undergo a National Police Check, even if they currently hold a security clearance. The check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Mandatory Requirements

- Ability to obtain and maintain a baseline security clearance

Notes

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To Apply

Position Contact	Janette Coulton, (02) 6243 4295
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Veterans’ Affairs (part of the Defence Portfolio)

Vacancy VN-0764463

Department of Veterans' Affairs

Closing Date:Thursday 13 November 2025

Open Arms - Veterans and Families Counselling
Clinical Operations

Job Title	Community and Peer Worker
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Hobart TAS
Salary	$92,302 - $96,191
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	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 5
Position Number	EXT-2025-0293
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

Open Arms – Veterans & Families Counselling (formerly VVCS) is Australia's leading provider of high-quality mental health assessment and clinical counselling services for Australian veterans and their families. Open Arms are focused on meeting client needs through a combination of proven clinical practices and new and emerging evidence-based approaches.

We have an immediate vacancy in our Hobart, Tasmania office. A merit pool may be established to fill future vacancies in other locations.

The Community and Peer Worker reports to the Assistant Director utilising their Lived Experience to work within a multidisciplinary environment to respectfully support, promote hope and educate clients and stakeholders about strengths-based, recovery-oriented practices and community services to support early engagement, and trauma-informed mental health support.

Duties

- Provide services under the Open Arms Model of Care for personalised peer support to current and former ADF members and their families who are experiencing, challenges or issues across their lifespan. Collaboratively identify client goals for their personal recovery, identify needs (eg. housing, counselling) and develop an individualise Action Plan to identify strengths and measure progress.

- Apply Lived Experience and knowledge of veterans' and families' to foster and sustain strong rapport with clients, acknowledging the expertise a client has and the guidance they can bring to their own life and mental wellbeing.
- Work within a multidisciplinary team, including working collaboratively and collaborating with team members in case review meetings, facilitate and co-facilitate relevant group programs, to influence a recovery approach to service delivery for veterans, current ADF members, and their families.
- Promote and represent Open Arms, Department of Veterans' Affairs in the veteran community, build and maintain meaningful networks by working with key internal and external stakeholders including ADF, veteran and family specific community services, organisations and networks to break down barriers to care and increase awareness and visibility of Open Arms services.
- Exhibit behaviours that align with the APS values, Code of Conduct, Open Arms Model of Care and promote mental health recovery, hope, respect, empathy and wellness, role modelling resilience, emotional intelligence, and adaptability for our clients, and veteran community including stakeholder education and engagement.
- Undertake and maintain accurate and timely, records documentation, reporting and other administration requirements including confidentiality requirements, as per management systems, communication pathways, and relevant policies and procedures.
- Maintain Lived Experience led evidence-based processes through engagement in ongoing professional development, including Peer networks and supervision.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Mandatory Requirements

- Currently hold or ability to obtain a Working with Vulnerable People registration OR
- Currently hold or ability to obtain a Working with Children check
- Lived Experience, including personal lived experience of military service or military family life, and of a mental health journey, which may include as a relative/carer of an ex-ADF member who has experienced a mental health journey.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

The Department of Veterans’ Affairs (DVA) exists to fulfil the nation’s duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA’s vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Kyle Moyle, N/A
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0764471

Department of Veterans' Affairs

Closing Date:Thursday 13 November 2025

Open Arms - Veterans and Families Counselling
Clinical Operations OARMS Northern Territory Section

Job Title	Practice Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Winnellie NT
Salary	$82,795 - $88,307
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	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 4
Position Number	EXT-2025-0294
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

Open Arms – Veterans & Families Counselling (formerly VVCS) is Australia's leading provider of high-quality mental health assessment and clinical counselling services for Australian veterans and their families. We are focused on meeting client needs through a combination of proven clinical practices and new and emerging evidence-based approaches.

You will be supported through the provision of ongoing learning and development opportunities.

Practice Officers assist in front line customer service for clients accessing services from Open Arms Veterans and Families Counselling. This customer service is provided in person (at front reception) or via telephone. In addition, they provide operational and administrative support to the regional clinical service delivery staff to ensure quality services to the veteran and families community.

Duties

- Provide front of house and administrative support across all service delivery streams inclusive of data entry and record keeping.
- Provide administrative support to operational tasks as directed by regional Practice Manager.
- Provide first escalation point for clients, contracted health providers and external stakeholder queries.
- Coordinate the administrative requirements for client referrals to both internal and external providers. This includes managing data, correspondence and client information between internal and external referral platforms and client management systems.
- Coordinate the administrative requirements for group programs and mental health literacy workshops.
- Provide assistance with administrative induction and training of new employees and contracted health providers.
- Undertake financial management activities including drafting procurement documentation, processing invoices, reconciling payments and tracking financial expenditure.
- Provide office management support for centre and regional satellite property resources, assets, IT and travel requirements.
- Support the Practice Manager / Assistant Practice Manager in reporting quality assurance, compliance, audits, reports and operational data.
- Build rapport and maintain key stakeholder relationships.
- Support workplace practices in line with policies of Occupational Health and Safety, Workplace Diversity, the Australian Public Service Values and Employment Principles, and Code of Conduct.
- Understand and support the mission and business objectives of Open Arms.

Eligibility

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- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Mandatory Requirements

- Currently hold or ability to obtain a Working with Vulnerable People registration OR
- Currently hold or ability to obtain a Working with Children check.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

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To Apply

Position Contact	Jacinta Waterfield-Murray, 07 2149 4842
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Parliamentary Department

Vacancy VN-0764448

Department of Parliamentary Services

Closing Date:Wednesday 12 November 2025

Information Services
Digital Recording Services Broadcasting Operations

Job Title	Broadcasting Operations Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$97,841 - $109,967
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	This position requires onsite work at one of the DPS office locations in Canberra.
Classification	APS Level 6
Position Number	JR32983
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_De

Job Description

https://jobs.dps.gov.au/

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Service Level 6 Broadcasting Operations Manager within Digital Recording Services Branch.

An opportunity exists to lead the Broadcasting Operations Red Team as part of the Parliamentary Broadcasting Operations section within the Digital Recording Services Branch at Parliament House.

The Digital Recording Services Branch is responsible for broadcasting and archiving the audio-visual record of chamber and committee proceedings and for producing the official written record of parliamentary debates and committee hearings, known as the Hansard.

The Broadcasting Operations section are responsible for producing the video and audio recordings and live broadcast of all parliamentary proceedings and maintaining them as part of the National Record of the Federal Parliament of Australia.

Our ideal Broadcast Operations manager will have:

Demonstrated experience leading a team and working collaboratively with a wide variety of stakeholders.

Demonstrated high level experience and understanding of broadcast television.

Demonstrated high level experience and understanding of the operation of audio and video equipment in live environments.

Willingness to work around the dynamic requirements of the Parliament.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

Appropriate Video and Audio operations Qualifications (e.g. Diploma of Screen and Media or equivalent), or equivalent relevant experience are highly desirable.

A strong understanding of live broadcast television.

The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

At DPS, we are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people with caring responsibilities, people who identify as LGBTQIA+, people from cultural and linguistically diverse backgrounds, people who identify as neurodivergent, and mature aged people.

About the Department of Parliamentary Services

The Department of Parliamentary Services (DPS) supports Australia's Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

To Apply

Position Contact	James Folger, 02 6277 2914
Agency Recruitment Site	https://jobs.dps.gov.au/

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Parliamentary Department

Vacancy VN-0764451

Department of Parliamentary Services

Closing Date:Wednesday 12 November 2025

Information Services
Digital Recording Services Broadcasting Operations

Job Title	Broadcasting Multimedia Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$97,841 - $109,967
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	This position requires onsite work at one of the DPS office locations in Canberra.
Classification	APS Level 6
Position Number	JR32784
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_De

Job Description

https://jobs.dps.gov.au/

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Service Level 6 Broadcasting Multimedia Manager within Digital Recording Services Branch.

An opportunity exists to lead the Broadcasting Multimedia Team of four Multimedia Operators as part of the Parliamentary Broadcasting Operations section within the Digital Recording Services Branch at Parliament House.

The Digital Recording Services Branch is responsible for broadcasting and archiving the audiovisual record of chamber and committee proceedings and for producing the official written record of parliamentary debates and committee hearings, known as the Hansard.

The Broadcasting Multimedia Team are responsible for recording and archiving the video and audio of all parliamentary proceedings and maintaining them as part of the National Record of the Federal Parliament of Australia.

Our ideal Broadcast Multimedia manager will have:

Demonstrated high level experience in Video and Audio editing.

Demonstrated experience leading a small team and working collaboratively with a wide variety of stakeholders.

Demonstrated Experience of Video and Audio editing.

Experience managing a Digital Video and Audio Archive.

Willingness to work around the dynamic requirements of the Parliament.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

• Appropriate Video and Audio Editing Qualifications (e.g. Diploma of Screen and Media or equivalent), or equivalent relevant experience are highly desirable.

• A strong understanding of Archiving, with an emphasis on Digital Archiving.

• The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

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identify as LGBTQIA+, people from cultural and linguistically diverse backgrounds, people who identify as neurodivergent, and mature aged people.

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Agency Recruitment Site	https://jobs.dps.gov.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764364

Bureau of Meteorology

Closing Date:Sunday 09 November 2025

Data and Digital
Application Services

Job Title	Senior Digital Workplace Specialist – Dynamics 365
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Darwin NT, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$115,443 - $125,832
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	Executive Level 1
Position Number	60019474
Agency Website	

Job Description

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

The Senior Digital Workplace Specialist – Dynamics 365 works in the Digital Workplace Applications team and has specialist knowledge in applying Microsoft technologies to assist people in the Bureau to get their work done. This role has a particular focus on Dynamics 365 and the Power Platform, including the Dynamics CRM. The incumbent will need to keep track of changes in the toolsets they're responsible for supporting and make recommendations as to how to apply those changes, including configuration choices. The incumbent will be expected to specialise in Dynamics 365 and the Power Platform but is expected to be familiar with the broader suite of Microsoft 365 technologies. The incumbent will also contribute to or lead small-scale projects to improve services provided to Bureau people.

To be successful in this role you will:

• Bring significant hands-on experience in configuring and supporting the Dynamics 365 CRM capability, as well as one or more of Microsoft 365, Purview and the Power Platform

• Have a sound understanding of Microsoft's preferred practices for their platforms and be able to apply those practices to the Bureau's platforms

• Have a sound understanding of cybersecurity needs and experience working with security teams to protect relevant platforms

• Have excellent verbal and written communication skills, including demonstrated ability to work closely with colleagues in a distributed team.

Duties

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

1. Providing specialist technical advice and support for one or more of:

a. Dynamics 365 CRM and Contact Centre

b. Microsoft 365 platform, including SharePoint, Teams, Exchange Online, and Lists

c. Power Platform environment, including development of solutions using Power Apps and Power Automate

d. Microsoft Purview, including Retention Labels and Policies, Sensitivity Labels and Policies, audit and compliance tools and data loss management solutions

e. Microsoft Copilot.

2. Providing expert advice on governance for the Microsoft 365 platform, and in conjunction with the Digital Workplace team, implementing changes to the Bureau's Microsoft 365 environment to deliver fit-for-purpose governance capabilities. This includes governance for the Power Platform along with other Microsoft 365 tools.

3. Development, testing, and implementation of CRM solutions including maintenance and enhancement activities, understanding and assessing business requirements, and liaising with business owners to ensure their requirements are met.

4. Advising on, and developing, solutions using the Power Platform to support the Bureau's needs, including automation of manual processes, integrations with other non-Microsoft 365 systems, and creation of dashboards and reporting to effectively support the Bureau's activities.

5. Independently provide consulting services on more complex issues.

6. Estimating and planning project initiatives, providing resource plans and providing technical leadership within projects, working with project managers to achieve Bureau outcomes.

7. Designing, configuring, and maintaining secure, user-friendly Power Portals and Power Pages integrated with Dynamics 365 to support customer interactions.

8. 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.

Eligibility

Qualifications

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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, tsunami and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Alister Air, 03 9669 4768
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764365

Bureau of Meteorology

Closing Date:Sunday 09 November 2025

Business Solutions Group
Aviation, Land and Maritime Transport Program

Job Title	Aviation Meteorologist Training Lead
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$115,443 - $125,832
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	Executive Level 1
Position Number	60017140
Agency Website	

Job Description

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

The Aviation, Land and Maritime Transport (ALMT) Program is responsible for the Bureau's business relationships with service delivery partners, government stakeholders, and both domestic and international customers operating in the Aviation, Land and Maritime Transport sectors.

In particular, the Aviation, Land and Maritime Transport Program is the sole provider of aviation meteorological services to the aviation industry within the Australian Flight Information Regions. Australian Civil Aviation Safety Regulations (CASRs) require pilots to plan flights using Bureau products. The Bureau's aviation services also contribute to meeting Australia's obligations under the Convention on International Civil Aviation.

The Service Delivery Optimisation team are responsible for providing a world-class operating environment for the service delivery teams within Aviation Operations. This includes deepening our people's understanding of the aviation industry, fostering continuous learning, capability building, ensuring quality management systems and processes are in place and contributing to the operationalisation of product, process, and technology change.

The Aviation Meteorologist Training Lead, working closely alongside the Competency Lead and Development Lead, is responsible for leading the design, development, and implementation of the

technical training program for Aviation Meteorologists, ensuring alignment with regulatory frameworks. It maintains a robust knowledge repository and structured training content, while staying current with evolving training practices and national requirements. The role collaborates across the Bureau and with external stakeholders to coordinate training delivery and engagement opportunities. It promotes continuous improvement through coaching, mentoring, and quality assurance of aviation products, and identifies technical training gaps to develop targeted interventions. Leading change, and the leadership of indirect reports from the aviation meteorologist cohort who provide input into training outcomes and projects, the role fosters a safe, inclusive, and diverse culture, and manages change effectively across training and competency programs.

Duties

Under broad policy, control and direction of the Service Delivery Optimisation Manager, Aviation Operations, the responsibilities of the role include but are not limited to:

1. Lead the design, development, and implementation of the technical training program for Aviation Meteorologists, including the ongoing development and maintenance of the knowledge repository, technical resources, and other structured training content.

2. Contribute to the delivery of Aviation Competency Processes through performing competency assessments within the Bureau’s competency framework.

3. Maintain up-to-date knowledge of emerging developments in aviation meteorology and training practice. This includes actively monitoring and integrating updates from national training best practice and requirements including Certificate IV in Training and Assessment (TAE) upgrades. Ensure that aviation meteorologist training program and resources remains remain aligned with current industry expectations. Remain aligned with current industry expectations.

4. Liaise with other areas of the Bureau, including Bureau of Meteorology Training Centre and other Bureau stakeholders to coordinate skills training delivery within aviation operations.

5. Promote continuous improvement in aviation meteorological services by fostering a continuous improvement culture within Aviation Operations through technical coaching, mentoring, and skills training as well as monitoring, assessing, and verifying aviation products in line with ALMT program's quality management system.

6. Lead the Aviation Operations training needs analysis in collaboration with the Meteorological Advisory Lead, aligning with the Aviation Operations Quality Management System and feedback channels. Identify technical training gaps and develop training outcomes and interventions for their resolution. Lead and develop a small team of indirect reports, responsible for the provision of Aviation Operations training across the Aviation Operations forecasting cohort and foster a working culture that is safe, inclusive and diverse.

7. Engage in continued professional development by developing and maintaining the required scientific, technological and educational knowledge, skills and competencies to carry out the above duties.

Eligibility

Qualifications

The role requires the Basic Instruction Package for Meteorologists (BIP-M) qualification as a minimum, and one year's experience in an operational meteorological service delivery environment is desirable. In keeping with current Quality Management requirements, a requirement to maintain an Aeronautical Meteorological Forecaster competency.

Accredited as a workplace trainer to at least Certificate IV level (or equivalent) or willing to undertake training to gain such accreditation.

Notes

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To Apply

Position Contact	Tim Baker, tim.baker@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764415

Bureau of Meteorology

Closing Date:Sunday 09 November 2025

Data and Digital Group
Data Program

Job Title	Calibration and Science Officer, Field Measurement and Standardisation
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC
Salary	$94,563 - $105,910
Future Merit Locations	Melbourne
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	Multiple
Agency Website	

Job Description

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

The Field Measurement and Standardisation Team (part of the Standards and Metrology Laboratories)) Calibration and Science Officers are responsible for the calibration, acceptance testing and maintenance of a wide variety of electronic and mechanical meteorological instrumentation. Within FMS there is a specific focus on the end-to-end quality of measurements in the field including the research into the appropriateness of technology, calibration, data acquisition, physical sensor interfaces to the environment and siting of equipment.

The Calibration and Science Officers will assess new surface meteorological and hydrological instrumentation for use in the Australian network, provide technical advice and support other technical and scientific staff across the Bureau. They will be required to design laboratory and Field experiments as well as calibration and test systems, develop, operate and maintain calibration systems, use workflow and asset management database systems, technical diagrams and documentation, and procedures.

These rolls will be focused on data analysis projects supporting the characterisation of instruments as they perform in the field and maintenance/operation of the associate databases. The work is

focused on understanding the factors that influence the quality, reliability and integrity of the observations the Bureau take in the field.

They will have a high level of oral and written communication skills and be able to work as part of a small team, or independently, depending on the circumstances. The Officers will participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation, and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 and ISO 17025 quality management Standards.

The successful candidate will help grow the world-class standards and metrology quality assurance capability and be focused on customer delivery.

The Standards and Metrology Laboratories Calibration and Science Officers will report directly to Principal Metrologist &Field Measurement and Standardisation, EL2L.

Duties

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

1. Develop, coordinate and undertake calibration, testing and maintenance of laboratory and field equipment.

2. Liaise with the Principal Metrologist, Standards & Metrology Laboratory Manager, Project Managers, other Calibration Officers and other Inventory Officers to schedule equipment calibrations to align with rollout schedules and optimise utilisation of laboratory capacity.

3. Conduct data analysis, investigations, evaluations, metrology research, system development and/or evaluation and make recommendations in support of proposed changes to:

• Observations systems, processes and issues,

• Evaluate the impacts of siting on existing observation quality.

• Siting of new instruments.

• Calibration systems.

4. Document processes, results and studies in the form of procedures, technical reports and work instructions.

5. Design, code, test and document computer programs and databases in support of scientific and operational activities.

6. Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 and ISO17025 quality management standards.

7. Model APS Values and ensure that policies and practices in relation to all elements of the Bureau's Commitment to Diversity & Inclusion are applied in the workplace and beyond.

8. Comply 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.

Eligibility

Qualifications

A degree or diploma from an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Jane Warne, 0409 335967
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764419

Bureau of Meteorology

Closing Date:Sunday 09 November 2025

Enterprise Services Group
Organisational Resilience Program

Job Title	Audit and Policy Governance Lead
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC
Salary	$115,443 - $125,832
Future Merit Locations	Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60017390
Agency Website	

Job Description

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

The Audit and Policy Governance Lead is responsible for managing the Bureau's Internal Audit function, including acting as a facilitator between the Internal Audit provider and the Bureau, monitoring agreed audit actions, and reporting audit outcomes to management and oversight committees.

The Audit and Policy Governance Lead is also responsible for the management of the Bureau of Meteorology Audit Committee (BMAC) and Financial Statements Sub-Committee (FSSC), including supporting the relationship with the Committee members, performing secretariat functions, managing action items and developing the Committee's strategic work plan.

The Audit and Policy Governance Lead also manages the Bureau's Policy Governance function, managing the framework for the development, approval, implementation, maintenance and review of the Bureau's policies, and associated procedures, processes and guidelines.

The Audit and Policy Governance Lead works to the Manager, Risk, Resilience, Integrity & Audit in the Organisational Resilience program.

Duties

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

1. Managing the Bureau’s Internal Audit Program in conjunction with the Internal Audit provider, supporting the development of the Annual Internal Audit Plan and facilitating the delivery of audits in accordance with the plan.

2. Act as a facilitator between the Internal Audit provider and the Bureau, including facilitating engagement with senior executives, and providing strategic and contextual advice to the Internal Auditors.

3. Preparing high-quality committee papers to report on audit outcomes and monitor agreed audit management actions.

4. Perform the secretariat function for the Bureau of Meteorology Audit Committee (BMAC), preparing agendas, coordinating papers and presentations, preparing high-quality minutes and managing administration for the meetings. Manage the recruitment, onboarding and administration of Committee membership.

5. Managing the Bureau’s Policy Governance function, including assisting with the design and implementation of the Policy Governance framework, managing the maintenance, review and approval of the Bureau's policies and procedures.

6. Providing best-practice advice on the development of high-quality policies and procedures.

7. 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.

Eligibility

Qualifications

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

Notes

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

requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Martin de Bruyn, martin.debruyn@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764459

Bureau of Meteorology

Closing Date:Tuesday 11 November 2025

Data & Digital
Data

Job Title	Calibration Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements are available subject to operational requirements. Work from home opportunities for this role are very limited due to th
Classification	APS Level 5
Position Number	60019177
Agency Website	

Job Description

https://bomcareers.nga.net.au/cp/

The Standards and Metrology Laboratories (SML) Calibration Officer is responsible for the calibration, acceptance testing and maintenance of a wide variety of electronic and mechanical meteorological instrumentation. They will assess new surface meteorological and hydrological instrumentation for use in the Australian network, provide technical advice and support other technical staff across the Bureau.

The Calibration Officer will be required to operate and maintain calibration systems, use workflow and asset management database systems, prepare written documentation, technical diagrams, and procedures. They will have a high level of oral and written communication skills and be able to work as part of a small team, or independently, depending on the circumstances.

The Calibration Officer will participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation, and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 and ISO 17025 quality management standards. The successful candidate will help grow the world-class standards and metrology quality assurance capability and be focused on customer delivery.

Merit pool

The selection process will establish a merit pool that may be used to fill similar positions within 18 months.

How to apply

Applications can be lodged through the Bureau of Meteorology Careers.

Your application will consist of resume, contact details for two referees and an ‘800-word pitch’ that considers:

• position overview

• job responsibilities

• selection criteria

• relevant sections of the Integrated Leadership System (ILS) and APS work level standards.

Duties

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

1. Coordinate and undertake calibration, testing and maintenance of laboratory and field equipment.

2. Liaise with Project Managers, the Standards & Metrology Laboratory Manager, the Principal Metrologist, Inventory Officers and other Calibration Officers to schedule equipment calibrations to align with rollout schedules and optimise utilisation of laboratory capacity.

3. Collect statistics and undertake data analysis, investigations, evaluations, and report on operational issues relating to instrumentation and equipment.

4. Document processes, results and studies in the form of procedures, technical reports and work instructions.

5. Design, code, test and document computer programs in support of scientific and operational activities.

6. Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 and ISO17025 quality management standards.

7. Model APS Values and ensure that policies and practices in relation to all elements of the Bureau's Commitment to Diversity & Inclusion are applied in the workplace and beyond.

8. 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.

Eligibility

Tertiary qualification (AQF Level 4 (Certificate IV) or higher) of an Australian institution in a relevant technical field such as a Physical Science, Instrumentation, Electronics or Engineering, or a comparable overseas qualification which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	David Baxter, 03 9669 4219
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764460

Bureau of Meteorology

Closing Date:Tuesday 11 November 2025

Science and Innovation
Research to Operations

Job Title	Senior Scientific Software Engineer
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Brisbane QLD, Sydney NSW, Cairns QLD, Adelaide SA, Perth WA, Darwin NT, Hobart TAS
Salary	$115,443 - $125,832
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	Executive Level 1
Position Number	60018559 & 60017898
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=429BDAAB-87C7-D2AB-255D-E44ECDD105D6

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 motived 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. Develop and enhance numerical prediction systems in collaboration with other system experts, delivering high quality outcomes in the Bureau's High Performance Computing (HPC) environment.
2. Engage and collaborate with key stakeholders, including research teams, operational meteorologists, and other programs of the Bureau, to assess system performance and identify opportunities for improvement.
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. Comply with all Bureau work, health and safety policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.
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.

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To Apply

Position Contact	Alex Cornish, 0417 864 341
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=429BDAAB-87C7-D2AB-255D-E44E

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764468

Bureau of Meteorology

Closing Date:Tuesday 04 November 2025

Enterprise Services
Communications

Job Title	Media Officer
Job Type	Part-Time, Non-Ongoing
Location	Melbourne VIC, Brisbane QLD, Sydney NSW, Hobart TAS, Adelaide SA, Perth WA, Darwin NT, Canberra ACT, Cairns QLD
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	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements.
Classification	APS Level 4
Position Number	60017657
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=D6243252-4992-2531-46C6-E44ECF0CD520

We are Australia's most trusted source of weather, climate, water, ocean and space weather knowledge. As one of the few organisations that touches the lives of all Australians and all of Australia, we have a responsibility to provide accurate and timely information.

We do this through our national media service. Operating like a newsroom, we are content creators providing information through the media and social media channels. We are proactive storytellers sharing the human story behind the weather, seeking to tell the stories of our staff, customers and the community. We also respond to the story of the day, keeping the community informed when it matters most.

Your will alternate between focusing on the reactive news of the day or the long-term proactive storytelling, ensuring each function gets dedicated attention. You will support the team in developing proactive, long-term media projects and managing daily media enquiries. You will help create content and publish to our social media channels and monitor its impact. You will be at the centre of our team, supporting efficient and effective operation of our high-profile media service.

Due to the nature of the work, this position is designated as a shift working role and as such the occupant in the position is required to perform duties based on the shift working roster; morning and afternoon shifts, weekends, and designated public holidays. In recognition of these shift working hours penalties are provided.

Duties

You will be required to undertake tasks of moderate complexity and work under general direction. The responsibilities of the role include but are not limited to:

Communications Program contribution

- Provide accurate and timely professional suggestions about media and social media development, delivery, and management.
- Proactively engage with colleagues to support collaboration, coordination, and great service to the Bureau.
- You will share learnings and insights that will support the broader work of the Communications Program.
- You will value and model professional excellence and expertise, demonstrating a commitment to Support the broader work of the program by undertaking other roles, working extended hours at short notice or being available to work outside regular office hours.
- 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.

Technical delivery

- Develop and deliver media content/activities, determining priorities, objectives, and audiences, in alignment with the Bureau’s Communications Plan.
- Proactively seek and foster positive relationships with journalists, identifying opportunities and risks, to help the Bureau to be more influential.

- Monitor daily media coverage to identify and manage potential opportunities or emerging issues.
- Provide reactive media relations support, including responding to journalists' requests, collating information from Bureau experts, and briefing spokespeople.
- Generate a range of written material, including social media posts, feature stories, news articles, media releases, statements and messaging that can be used across various channels as required.
- Record media enquiries in database, monitoring media inbox and answering the media phone.
- Ensure media activities are delivered on time, working closely with colleagues across the Communications Program. This includes liaising with subject matter experts and internal personnel for approval of content.
- Develop and post content for the Bureau’s social media channels, and monitor outcomes, undertaking moderation when required.
- Collect data to regularly monitor and evaluate social media and media activities.
- Perform research and analysis into complex or escalated issues to support short and longer-term planning.
- Develop media plans to ensure the effective outcomes for the Bureau.

Service delivery

- Build positive internal and external relationships by anticipating and responding to stakeholder needs.
- Adhere to policies, systems and processes that ensure the team can meet expectations of service, quality, and timeliness.
- Manage multiple priorities by being resilient, responsive, agile, and flexible.

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	Zhoe Jess, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=D6243252-4992-2531-46C6-E44ECF

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764528

Bureau of Meteorology

Closing Date:Wednesday 12 November 2025

Enterprise Services Group
Organisational Development Program

Job Title	People Connect Advisor
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Sydney NSW
Salary	$84,228 - $91,809
Future Merit Locations	Adelaide, Brisbane, Canberra, Hobart, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 5
Position Number	Multiple
Agency Website	

Job Description

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

As part of the Organisational Development (OD) Program at the Bureau, People Connect are responsible for responding to people-related enquiries and tasks across the employee lifecycle.

The People Connect Advisor will sit within one of three teams in People Connect, including Recruitment Operations, Payroll Operations and General Human Resource Operations to deliver an outstanding customer experience for Bureau staff.

The People Connect Advisor will be the first point of contact to review, triage and resolve HR ticket enquiries in the Bureau's Ticketing Service Management tool. As a key member of the People Connect team, they will enable and deliver an outstanding end user experience for Bureau staff and people managers, through the provision of HR advice and initiatives, reporting, quality assurance of payroll activities and HR data and system improvement initiatives.

The Advisor will need to have knowledge of at least one of the following areas:

• APS Recruitment policies, procedures and legislative requirements – including onboarding and offboarding processes

• Pay and conditions including leave, allowances, salary arrangements and general employee relations processes

• General human resources functions and advice including organisational policy and procedure, reporting, audits, information management and improvements to HR self-service products and services.

The People Connect Advisor reports directly to a People Connect Lead and is required to work closely in a team-based environment, with members of People Connect and broader OD Program. The Advisor will contribute to the OD Service Delivery model through provision of advice, contributing to business improvement initiatives and will assist with the implementation and review of systems and the development of tools, policies and procedures.

The Advisor will be highly knowledgeable of APS pay, conditions, and/or recruitment/payroll functions, have a strong SAP HR background, well developed communication skills and the ability to provide a strong, professional customer service. The Advisor will be required to analyse and update SAP HR data, assist with the identification of patterns and trends analysis of enquiries to support improvements to the Bureau's HR products and services.

The Advisor works collaboratively, follows process and procedures, and is reasonably autonomous, exercising a degree of independent judgement in making decisions within defined parameters. They provide advice that requires reliance on specialist HR skills, knowledge and expertise to resolve issues and enhance the customer experience. The People Connect Advisor plans their work in the context of competing priorities and contributes to and implements changes in workplace practices as required.

Duties

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

1. 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.

2. Understand and comply with APS legislation, industrial awards and their application by maintaining an up-to-date technical expertise and knowledge base through reviewing Recruitment, Payroll and HR policies, processes and procedures, instructions, guides and other tools, including the Bureau’s Enterprise Agreement.

3. To provide a professional first point of contact service for responding, resolving and escalating of HR enquiries and /or incidents, using an early intervention approach, in line with established KPIs and best practice. Ensuring all HR tickets are correctly classified, categorised and recorded in the digital Ticketing Service Management tool. to manage workflow and recording all policy advice to employees to resolve enquiries/incidents.

4. Access and maintain recruitment processes in Acendre through the Bureau's Recruitment Management Tool (BOMCareers) and conduct associated tasks in line with APS legislation, employment principles and practices.

5. Perform payroll processing tasks and provide support as required.

6. Assist the People Connect Team Lead to collect, monitor, analyse and escalate ticket patterns and trends, to inform and deliver innovative initiatives contributing to continuous improvement of products and services and change.

7. Develop and maintain internal and external relationships, whilst contributing to service excellence and support, while assisting in the promotion and engagement of employee self-service, digital channels and change.

8. Work productively under limited direction and minimal supervision on moderate to complex work, priorities and self-managed workload.

9. Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment

Eligibility

Qualifications:

Desirable qualifications:

Tertiary qualification or relevant experience in Human Resources, AHRI Certification, Payroll Processing, Customer Service, or a related discipline; will be highly regarded.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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, tsunami and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Melissa Owen, Melissa.Owen@BOM.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764570

Bureau of Meteorology

Closing Date:Thursday 13 November 2025

CEO and Director of Meteorology
Office of the Chief Executive

Job Title	Executive Assistant to Director
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
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	60013180
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=2451DBE9-7FCB-B493-EDA8-E44F475D1733

The Bureau is seeking a motivated and accomplished Executive Assistant to provide high level executive support to the Director of Meteorology.

This role requires a dynamic professional with strong relationship, administrative and organisational skills. The successful applicant will be an excellent communicator, possess advanced Microsoft office and PC skills and be able to proactively manage multiple tasks and priorities of varying complexity.

The position is full time and located in Melbourne.

This is a security assessed position. Successful applicants will be required to obtain and maintain a Negative Vetting Level 1 security clearance.

Duties

Under limited direction, the incumbent will provide high-level administrative support to the Director of Meteorology, with responsibilities including but not limited to:

1. Extensive diary management, including scheduling meetings, travel arrangements, and managing email and phone communications.

2. Preparation and management of reports, correspondence, presentations, and meeting minutes, including handling confidential and sensitive information.
3. Research and collation of information for briefing materials and reports, including standard and ad hoc requests.
4. Agenda preparation and documentation of meeting outcomes for internal and external committees and forums.
5. Coordination of meetings with internal and external stakeholders, including logistics and resource management.
6. Organisation of official functions and events on behalf of the Director and the Bureau.
7. Support for other administrative tasks and special projects within the Executive Office.
8. Development and maintenance of effective working relationships across the Bureau and with senior staff.
9. Support for external stakeholder engagement under the Director's direction.
10. Compliance with all work health and safety policies and procedures.
11. Awareness and application of the Bureau's Social Justice Strategy principles.

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, tsunami and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Claire Green, 0438 999 035
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=2451DBE9-7FCB-B493-EDA8-E44F4

Climate Change, Energy, the Environment and Water

Vacancy VN-0764402

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

Closing Date:Sunday 09 November 2025

Office of Water Compliance
IGWC Legal Services Water and Regulatory Law and Corporate and Administrative Law

Job Title	Senior Legal Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Albury NSW, Brisbane QLD, Canberra ACT, Dubbo NSW, Melbourne VIC, Mildura VIC, Sydney NSW, Goondiwindi QLD
Salary	$124,861 - $152,915
Future Merit Locations	Adelaide, Albury, Brisbane, Canberra, Dubbo, Melbourne, Mildura, Sydney, Goondiwindi
Office Arrangement	Hybrid
Office Arrangement Details	a mixed working arrangement about where the employee will work - it can be a combination of working from home, working onsite and working remotely.
Classification	Executive Level 1
Position Number	2025/3003
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=9FD80B1F-1237-C53D-27D2-E44DA51532B1

Who we are

The Inspector-General of Water Compliance (Inspector-General) is an independent statutory role and an identified integrity agency, supported by staff provided by the Department of Climate Change, Energy, Environment & Water (the Department).

Inspector-General's vision:

Water management and use within the Murray-Darling Basin is lawful, transparent, and accountable, and the Australian public is confident in the integrity of Basin Plan delivery.

Inspector-General's purpose:

The Inspector-General ensures various government bodies, water managers and users in the Murray-Darling Basin (the Basin) comply with their obligations under the Water Act 2007 (Cth) (Water Act) and the Basin Plan 2012 (Cth) (Basin Plan) and drives governments and water managers to uphold high standards of integrity and performance. The Inspector-General's role includes oversighting the performance of government agencies in the management of Basin water resources, as well as ensuring compliance with various commitments under legislation. The Inspector-General currently has offices located in Adelaide, Albury, Brisbane, Canberra, Dubbo, Goondiwindi, Melbourne, Mildura and Sydney. The Inspector-General can support regional relocation to one of our Basin communities. For more information about us please visit our website.

The Legal Services Branch

IGWC's Legal Services Branch is newly established, situated in the Office of Water Compliance (OWC). The Legal Services Branch is led by the General Counsel and provides advice directly to the Inspector-General and staff and persons assisting the Inspector General. Operating in a fast paced, exciting, and complex legal environment, our lawyers are geographically dispersed.

Work across the Legal Services Branch includes:

- Providing legal advice on a broad range of issues including statutory interpretation and administrative law, regulatory actions, inquiries and investigations, procurement and commercial matters, probity, privacy and information law, discretionary claims, work health and safety, and integrity.
- Assisting with Freedom of Information requests, including internal reviews and reviews by the Information Commissioner.
- Working closely with the Australian Government Solicitor on tied Constitutional law issues regarding the Inspector-General's unique jurisdiction.
- Managing external legal procurements, including issuing requests for quotes and drafting contracts.
- Managing litigation across a broad range of matters including judicial review and regulatory enforcement, in a range of jurisdictions.
- Drafting legal agreements and other legal documents.
- Developing legal risk and mitigation strategies, particularly in areas of novel or complex work.
- Developing legal guidance resources and delivering training to the OWC.
- Upholding high standards of legal practice and ethical conduct in line with legislative and government expectations.

Duties

As a Senior Legal Officer, you will:

- Use your technical legal expertise to provide clear, concise, and practical legal advice on a broad range of complex and sensitive legal matters that meet the needs of the client and considers both legal and non-legal risks.
- Work on complex and sensitive matters with a significant degree of autonomy.
- Prepare, draft and review complex legal matters and documents with limited guidance.

- Build and maintain relationships with key stakeholders across OWC, the department and externally, anticipating and responding to stakeholder needs and expectations and promoting the Legal Services Branch as OWC's trusted advisor.
- Ensure knowledge of, and compliance with, Commonwealth legislative and policy frameworks and departmental guidelines and procedures.
- Help identify where external advice is required and procure legal services from external legal providers in accordance with the Legal Services Directions 2017 and Commonwealth Procurement Rules.
- Supervise and support junior staff, including by settling advice, managing performance and wellbeing, and identifying development needs and opportunities.
- Plan and coordinate the delivery of key business projects as required.
- Support the leadership of the OWC by contributing to corporate governance, reporting and operational activities.
- Provide advice and assistance on the Legal Services Branch's compliance and reporting obligations under relevant Commonwealth legislation, including the Legal Services Directions 2017.
- Drive continuous improvement and skills/capability uplift initiatives to mitigate areas of legal risk, including by delivering internal training to OWC on key issues and developing relevant artefacts, templates and tools.
- Advance professional legal expertise through participation in development and training opportunities and meeting Continuing Legal Education requirements.
- Ensure that records management obligations are met, and that new files are opened for new matters.

Eligibility

Mandatory qualifications

- Admission as a legal practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory.
- A current practising certificate issued by the Law Society in their state or territory of residence (or be eligible to acquire one within three months of taking up the role).

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

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

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

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

Notes

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

To Apply

Position Contact	Stephen Jones, 0468 579 340
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=9FD80B1F-1237-C53D-27D2-E44DA

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764408

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

Closing Date:Sunday 09 November 2025

Office of Water Compliance
IGWC Legal Services Water and Regulatory Law and Corporate and Administrative Law

Job Title	Legal Officer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Adelaide SA, Albury NSW, Canberra ACT, Dubbo NSW, Melbourne VIC, Mildura VIC, Sydney NSW, Goondiwindi QLD
Salary	$77,125 - $111,347
Future Merit Locations	Brisbane, Adelaide, Albury, Canberra, Dubbo, Melbourne, Mildura, Sydney, Goondiwindi
Office Arrangement	Hybrid
Office Arrangement Details	a mixed working arrangement about where the employee will work - it can be a combination of working from home, working onsite and working remotely.
Classification	APS Level 3;APS Level 4;APS Level 5;APS Level 6
Position Number	2025/2939
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=56DFF084-4B43-C481-5B9E-E44DA587D1EA

Who we are

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Inspector-General's purpose:

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Goondiwindi, Melbourne, Mildura and Sydney. The Inspector-General can support regional relocation to one of our Basin communities. For more information about us please visit our website.

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IGWC's Legal Services Branch is newly established, situated in the Office of Water Compliance (OWC). The Legal Services Branch is led by the General Counsel and provides advice directly to the Inspector-General and staff and persons assisting the Inspector General. Operating in a fast paced, exciting, and complex legal environment, our lawyers are geographically dispersed.

Work across the Legal Services Branch includes:

- Providing legal advice on a broad range of issues including statutory interpretation and administrative law, regulatory actions, inquiries and investigations, procurement and commercial matters, probity, privacy and information law, discretionary claims, work health and safety, and integrity.
- Assisting with Freedom of Information requests, including internal reviews and reviews by the Information Commissioner.
- Working closely with the Australian Government Solicitor on tied Constitutional law issues regarding the Inspector-General's unique jurisdiction.
- Managing external legal procurements, including issuing requests for quotes and drafting contracts.
- Managing litigation across a broad range of matters including judicial review and regulatory enforcement, in a range of jurisdictions.
- Drafting legal agreements and other legal documents.
- Developing legal risk and mitigation strategies, particularly in areas of novel or complex work.
- Developing legal guidance resources and delivering training to the OWC.
- Upholding high standards of legal practice and ethical conduct in line with legislative and government expectations.

Duties

As a Legal Officer you will:

- Work on routine or moderately complex legal matters, being accountable for your work and seek guidance where required.
- Manage requests for legal advice by acknowledging requests, seeking further information as required, managing client expectations, and keeping clients informed of progress.
- Provide clear, concise and practical legal advice, identifying relevant legal risks.
- Ensure knowledge of, and compliance with, Commonwealth legislative and policy frameworks and departmental guidelines and procedures.
- Support the delivery of the Inspector-General's strategic outcomes and OWC priorities.
- Develop and maintain relationships with key stakeholders across OWC, the department and externally, anticipating and responding to stakeholder needs and expectations.
- Assist with the procurement of legal services from external legal providers, in accordance with the Legal Services Directions 2017 and Commonwealth Procurement Rules.
- Contribute to OWC and Legal Services Branch activities, including drafting briefs and corporate reporting.
- Assist with the Legal Services Branch's compliance and reporting obligations under relevant Commonwealth legislation, including the Legal Services Directions 2017.

- Support the delivery of continuous improvement and skills/capability uplift initiatives, including by assisting with internal training to OWC on key issues and developing relevant artefacts, templates and tools.
- Continuously develop professional legal expertise, through participation in development and training opportunities and meeting Continuing Legal Education requirements.
- Provide administrative support with the management of shared mailboxes and the legal matter management system.
- Ensure that records management obligations are met and that new files are opened for new matters.

Eligibility

Mandatory qualifications

- Admission as a legal practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory.
- A current practising certificate issued by the Law Society in their state or territory of residence (or be eligible to acquire one within three months of taking up the role).

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

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

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

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

Notes

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

To Apply

Position Contact	Stephen Jones, 0468 579 340
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=56DFF084-4B43-C481-5B9E-E44DA

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764489

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

Closing Date:Sunday 16 November 2025

Parks Australia
Several Booderee National Park

Job Title	Horticulture Ranger
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Jervis Bay ACT
Salary	$77,728 - $84,619
Future Merit Locations	Jervis Bay
Office Arrangement	On Site
Office Arrangement Details	employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 4
Position Number	2025/2666
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=67ED1285-AC96-97E8-D473-E44F0744F1AE

Who we are

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

Booderee National Park, with its coastal habitats is one of three national parks, leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia. In addition to ongoing management of the park’s natural and cultural heritage, this branch also looks after Parks Australia’s corporate services from the office in Canberra including, Finance, Human Resources, Information Technology, Legal and Customer Experience and Destination Planning. Beyond the spinifex sand plains of arid central Australia lies Uluru-Kata Tjuta National Park, one of three national parks leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia. Parks Australia assists with ongoing management of the park’s natural and cultural heritage. This branch also manages a rich and fascinating range of island ecosystems and habitats, including oceanic Pulu Keeling, Norfolk and Christmas Island National Parks.

The Conservation and Country Section manage the living heritage of Booderee. Part of which is the Booderee Botanic Gardens. These Gardens manage a scientific collection of local native plants embedded within the National Park.

For more information about us please visit our website.

Duties

- Provide leadership in horticultural management including propagation, cultivation, pest and disease control.
- Support the Gardens Supervisor with volunteer and student supervision.
- Assist with the development and implementation of weekly works programs, nursery, irrigation & machinery management.
- Record keeping and data collection using scientific databases.
- Assist with the ecological management of the Gardens.
- Work on a roster that includes general ranger duties.

What you’ll gain from the experience

- An opportunity to work in a jointly managed National Park, alongside Traditional Owners to care for Country.

- Improved understanding of native plant propagation and cultivation.
- A knowledge of plant biodiversity on the south coast of New South Wales.
- Experience in botanical data collection and scientific record keeping.

What we are looking for

We are seeking candidates who can demonstrate the following:

1. An understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
2. Demonstrated high level of relevant training, knowledge, and experience in horticultural management of plants in a landscape setting, including a proven ability to recognise weeds, pests, diseases and nutritional requirements, and proven ability to implement appropriate control methods.
3. Ability to work under limited supervision and provide guidance and direction to less experienced staff including volunteers and work experience students.
4. Demonstrated understanding of the importance of accurate record keeping for the management of a scientific collection.
5. Ability to understand and apply relevant policy and legislation to work practices; apply and promote safe working practices; and a willingness and capacity to participate effectively in emergency, fire and compliance operations.
6. Demonstrated ability to communicate effectively, both orally and in writing with staff and members of the public.

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.
- **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

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

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

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

To Apply

Position Contact	Julie Percival, julie.percival@dcceew.gov.au
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=67ED1285-AC96-97E8-D473-E44F0

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764500

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

Closing Date:Wednesday 12 November 2025

Parks Australia
Kakadu National Park KNP Management

Job Title	Senior Ranger Mary River District
Job Type	Full-Time, Ongoing
Location	Kakadu NT
Salary	$77,728 - $84,619
Future Merit Locations	Kakadu
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 4
Position Number	2025/3128
Agency Website	https://www.dcceew.gov.au/

Job Description https://dcceewjobs.nga.net.au/?jati=439042DA-507D-222B-3B21-E44F08748410

Affirmative measure employment - Indigenous employment

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

Who we are

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

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

The District Operations section consists of a passionate team of land management professionals who, together with Traditional Owners, are responsible for the conservation and management of both the natural and cultural values of a jointly managed World Heritage National Park in accordance with the Lease Agreement, Management Plan and the Environmental Protection and Biodiversity Conservation Act 1999 (EPBC Act).

Duties

Under limited supervision, at the direction of the Chief Ranger and in accordance with the Lease Agreement, Management Plan and the Environmental Protection and Biodiversity Conservation Act 1999 (EPBC Act) the duties of the role include, but are not limited to:

- Support and participate in a range of activities within the Kakadu National Park, assist in the supervision of National Park Rangers, APS employees and contractors performing work within the park ranger functions.
- Assist with day-to-day work activity planning, project delivery, and reporting.
- Participate in compliance and enforcement activities.
- Coordinate reporting and repairs and maintenance of park assets and infrastructure.
- Participate in monitoring and management of threatened and invasive species programs to assist with the development of survey methodology with Parks Science team.
- Assist with fire management activities inclusive of prescribed burns and suppression of wildfires.
- Assist in the effective management of natural and cultural resource management programs.
- Share Traditional Owner's vision for the future of the park and encourage, facilitate and participate in the exchange of knowledge, experience and skills between Indigenous and non-Indigenous staff, the community and public.
- Participate in incident response operations such as, search and rescue and emergency response.

Desirable qualifications

- Statement of Attainment as a Compliance Ranger under the Environment Protection and Biodiversity Conservation Act 1999.
- Coxswains certificate.
- Employee Firearms license.

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

Eligibility

Eligibility and other requirements

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

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

Additional requirements

- Hold a current Apply First Aid Certificate or have the ability to obtain this qualification.
- Hold and maintain a current manual driver’s licence and ability to drive a 4WD vehicle.
- Meet physical fitness minimum standards to undertake work within the role including firefighting as needed.
- Note that you will be required to complete specific training (including refresher training) related to the role including remote area training, defensive driving, first aid and CPR courses.
- The ability to obtain and maintain a working with children and vulnerable people check.

Notes

Additional Information

- Note that the ability to perform shift work is a requirement when applying for this position.
- Note, the role is based in a regional/remote location and may require travel across multiple sites.
- Some work outside standard business hours may be required to respond to operational priorities.
- Note that you will be required, from time to time, to work in difficult, remote and harsh environments (possibly for extended periods) under limited supervision or in teams.
- The position involves both office-based administration and field-based inspections/coordination.
- Must comply with organisational policies, WHS requirements, and cultural heritage protection protocols when working in protected areas.
- Participate in the Park’s Duty Officer Roster involving after hours monitoring of emergency alarms and phones.
- Wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department’s uniform policy.

We currently one vacancy available for immediate filling which can be worked from Kakadu National Park, NT.

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

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

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

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

To Apply

Position Contact	Joe Markham, 0400 814 734
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=439042DA-507D-222B-3B21-E44F08

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764501

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

Closing Date:Thursday 13 November 2025

Office of Water Compliance
Operations Regulation Best Practice

Job Title	Regulation Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Goondiwindi QLD, Adelaide SA, Albury NSW, Brisbane QLD, Canberra ACT, Dubbo NSW, Melbourne VIC, Mildura VIC, Sydney NSW
Salary	$124,861 - $134,295
Future Merit Locations	Adelaide, Albury, Brisbane, Canberra, Dubbo, Melbourne, Mildura, Sydney, Goondiwindi
Office Arrangement	Hybrid
Office Arrangement Details	a mixed working arrangement about where the employee will work - it can be a combination of working from home, working onsite and working remotely.
Classification	Executive Level 1
Position Number	2025/3166
Agency Website	https://www.dcceew.gov.au/

Job Description *https://www.dcceew.gov.au/about/jobs/apply*

The Inspector-General of Water Compliance (Inspector-General) is an independent statutory role and an identified integrity agency, supported by staff provided by the Department of Climate Change, Energy, Environment & Water (the Department). Inspector-General's vision: Water management and use within the Murray-Darling Basin is lawful, transparent, and accountable, and the Australian public is confident in the integrity of Basin Plan delivery.

Inspector-General's purpose: The Inspector-General ensures various government bodies, water managers and users in the Murray-Darling Basin (the Basin) comply with their obligations under the Water Act 2007 (Cth) (Water Act) and the Basin Plan 2012 (Cth) (Basin Plan) and drives governments and water managers to uphold high standards of integrity and performance.

The Inspector-General's role includes oversighting the performance of government agencies in the management of Basin water resources, as well as ensuring compliance with various commitments under legislation. The Inspector-General currently has offices located in Adelaide, Albury, Brisbane, Canberra, Dubbo, Goondiwindi, Melbourne, Mildura and Sydney.

The Inspector-General can support regional relocation to one of our Basin communities.

The Operations Branch:

- Identifies and delivers enabling support services to strengthen organisational capability and ensure compliance.
- Applies technical advice to meet operational needs and support strategic priorities.
- Partners with business areas to provide consistent, high-quality, fit for purpose advice and services.
- Continuously improves systems, processes, and service models to enhance efficiency, responsiveness, and organisational outcomes.
- Builds awareness and a common understanding of the organisation's role, direction and operations.

The Regulatory Best Practice Team: Regulatory Best Practice is responsible for ensuring the IGWC delivers the long-term strategic goals of the Inspector-General of Water Compliance through:

- Influencing external policy and regulatory settings
- Internal regulatory policies, procedures and practices to continuously improve towards best regulatory practice by the agency.

For more information about us please visit our website.

Duties

The key accountabilities of the Assistant Director will include, but are not limited to, the following:

- Develop and apply best regulatory practice principles to drive continual improvement in the regulatory and oversight work performed by staff in supporting the Inspector-General.
- Develop and embed an updated Regulatory Policy and associated procedures and templates to inform and guide regulatory decision-making.
- Manage and advise senior executive level committees and officer-level working groups to support regulatory decision-making, including preparation and coordination of work program and agenda papers, action items, provision of advice and managing the secretariat for a decision-making committee.
- Work with regulatory business areas to identify areas and opportunities to drive improvements in the development of operational strategies and in the activities undertaken by their staff.
- Plan and implement programs to build best regulatory practice over time and foster a continual improvement culture through communications, procedural review and improvement, resources, and advice.
- Build the capabilities of staff to ensure the work supporting the Inspector-General is undertaken in a coherent and consistent way.

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.

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

Notes

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

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

To Apply

Position Contact	Jodi Smith, 5162 1861
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764517

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

Closing Date:Wednesday 26 November 2025

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

Job Title	Training Officer
Job Type	Full-Time, Ongoing
Location	Jervis Bay ACT
Salary	$77,728 - $84,619
Future Merit Locations	Jervis Bay
Office Arrangement	On Site
Office Arrangement Details	employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 4
Position Number	2025/2978
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=9595224B-F8DD-A568-A74E-E44F0962BC16

Who we are

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

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

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

Duties

Key Responsibilities:

- Support the implementation of training and employment strategies, including school-based apprenticeships, traineeships, Junior Ranger programs, work experience placements, and other local initiatives.
- Assist in coordinating and supporting the Training and Employment Sub-Committee, ensuring alignment with the Park's Plan of Management and Lease obligations.
- Build and maintain strong relationships with WBACC, OJM staff, and other stakeholders to achieve joint management objectives.
- Provide administrative and operational support including reporting, secretariat functions, and monitoring of work plans.
- Contribute to the development of staff skills and capacity, supporting learning and development opportunities.
- Assist with committee logistics and stakeholder engagement relevant to training, employment, and joint management.
- Participate in park operations, including environmental programs, compliance, visitor management, fire and emergency response, and WHS activities.
- Uphold APS values, code of conduct, and Parks Australia corporate requirements, including risk management, procurement, and incident reporting.

Eligibility

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

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

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.

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

To Apply

Position Contact	Siobhan Guerin, 0448 953 728
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=9595224B-F8DD-A568-A74E-E44F0

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764519

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

Closing Date:Wednesday 19 November 2025

Office of Water Compliance
Operations Regulatory Best Practice

Job Title	Senior Operational Practices and Standards Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Albury NSW, Brisbane QLD, Canberra ACT, Dubbo NSW, Melbourne VIC, Mildura VIC, Sydney NSW, Goondiwindi QLD
Salary	$95,438 - $108,360
Future Merit Locations	Adelaide, Albury, Brisbane, Canberra, Dubbo, Melbourne, Mildura, Sydney, Goondiwindi
Office Arrangement	Hybrid
Office Arrangement Details	a mixed working arrangement about where the employee will work - it can be a combination of working from home, working onsite and working remotely.
Classification	APS Level 6
Position Number	2025/3173
Agency Website	https://www.dcceew.gov.au/

Job Description

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

The Inspector General of Water Compliance: The Inspector-General of Water Compliance (Inspector-General) is an independent statutory role and an identified integrity agency, supported by staff provided by the Department of Climate Change, Energy, Environment & Water (the Department).

Inspector-General's vision: Water management and use within the Murray-Darling Basin is lawful, transparent, and accountable, and the Australian public is confident in the integrity of Basin Plan delivery.

Inspector-General's purpose: The Inspector-General ensures various government bodies, water managers and users in the Murray-Darling Basin (the Basin) comply with their obligations under the Water Act 2007 (Cth) (Water Act) and the Basin Plan 2012 (Cth) (Basin Plan) and drives governments and water managers to uphold high standards of integrity and performance.

The Inspector-General's role includes oversighting the performance of government agencies in the management of Basin water resources, as well as ensuring compliance with various commitments under legislation.

The Inspector-General currently has offices located in Adelaide, Albury, Brisbane, Canberra, Dubbo, Goondiwindi, Melbourne, Mildura and Sydney.

The Inspector-General can support regional relocation to one of our Basin communities.

The Operations Branch:

- Identifies and delivers enabling support services to strengthen organisational capability and ensure compliance.
- Applies technical advice to meet operational needs and support strategic priorities.
- Partners with business areas to provide consistent, high-quality, fit for purpose advice and services.
- Continuously improves systems, processes, and service models to enhance efficiency, responsiveness, and organisational outcomes.
- Builds awareness and a common understanding of the organisation’s role, direction and operations.

The Regulatory Best Practice Team: Regulatory Best Practice is responsible for ensuring the IGWC delivers the long-term strategic goals of the Inspector-General of Water Compliance through:

- Influencing external policy and regulatory settings
- Internal regulatory policies, procedures and practices to continuously improve towards best regulatory practice by the agency.

For more information about us please visit our website.

Duties

The purpose of the role is to provide confidence to the Inspector-General and external stakeholders that the Office of Water Compliance:

- Upholds the highest levels of integrity and acts as an exemplar of integrity, accountability and transparency
- Seeks to continuously improve its regulatory practice and oversight functions in line with the government’s Regulator Performance Guide and reflected in the statement of expectations for the Inspector-General.

The key accountabilities of the Senior Operational Practices and Standards Officer will include, but are not limited to, the following:

- Demonstrating agency performance and outcome performance.
- Implementing, with guidance, work program for providing internal assurance around the application of policies and procedures.
- Maintaining an internal register and advising senior executives on outcomes from this assurance program.
- Maintaining an internal register and advising senior executives on lessons learned through regulatory practice.
- Contributing to change, learning and development and communications programs to drive continual improvement in regulatory practice and business operations with guidance and in collaboration with other teams.
- Coordinating with other teams within the Operations Branch to identify opportunities to ensure work practices reflect the highest standards of integrity.
- Leading and contributing to projects to support the achievement of strategic and operational objectives.
- Engaging with internal and external stakeholders to provide guidance on regulatory processes and compliance

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.

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

Notes

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

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

To Apply

Position Contact	Jodi Smith, 5162 1861
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Employment and Workplace Relations

Vacancy VN-0764481

Comcare

Closing Date:Tuesday 11 November 2025

Legal Group
Statutory Oversight team

Job Title	Legal Adviser, Statutory Oversight
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	$99,985 - $117,942
Future Merit Locations	Melbourne, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	APS Level 6
Position Number	01842
Agency Website	

Job Description *https://www.comcare.gov.au/careers/current_vacancies*

About the team

The Statutory Oversight team is responsible for providing expert advice on the application of statutory processes to business areas within Comcare and acts as Comcare's liaison with the Office of the Australian Information Commissioner and the Commonwealth Ombudsman.

Statutory Oversight actively promotes Privacy and develops Comcare-wide privacy training and are responsible for ensuring Privacy Impact Assessments are completed and that Comcare's activities are consistent with the *Privacy Act 1988*.

The team is responsible for undertaking all of Comcare's freedom of information functions as well as receiving Public Interest Disclosures (PID) and co-ordinating PID investigations. They also facilitate administrative access to personal information under the statutory requirements in the *Safety, Rehabilitation and Compensation Act 1988* (SRC Act).

Duties

As a Legal Adviser in Statutory Oversight team, you will work on a variety of engaging legal matters in a team with many different functions.

In this role your key responsibilities will include, but are not limited to, the following:

- Using excellent written and verbal communication skills to provide advice on administrative law matters including FOI and privacy and undertaking administrative decision making.
- Managing a varied caseload of statutory oversight matters including reporting, updating policies and procedures and quality assurance over administrative decisions.
- Working collaboratively with client areas and other stakeholders to manage issues and risk for Comcare.
- Developing and maintaining internal and external relationships that manage risk for Comcare, problem solving and conflict resolution skills.

Mandatory qualifications and experience

- Undergraduate degree in law
- Admission as a legal practitioner of the High Court or the Supreme Court of an Australian State or Territory (two years or more post admission experience is desirable)
- Current Practising Certificate

Eligibility

1. Australian citizenship
2. Character clearance (Australian Criminal History Check)
3. Employee health declaration
4. Six months probationary period for new engagements

Notes

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

About the Comcare

Comcare is the national authority for work health and safety, and workers' compensation. We are a government regulator, workers' compensation insurer, claims manager and scheme administrator. Through our role, we work with employees and other workers, employers, service providers and other organisations to: - minimise the impact of harm in the workplace - improve recovery at work and return to work - promote the health benefits of good work. We collaborate and partner with other schemes and organisations on research and innovative projects that improve outcomes. We also provide expert advice and services to the Safety, Rehabilitation and Compensation Commission (SRCC), and Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority).

To Apply

Position Contact	Recruitment Team, 1300366979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Employment and Workplace Relations

Vacancy VN-0764484

Comcare

Closing Date:Tuesday 11 November 2025

Legal Group
Statutory Oversight Team Privacy Reform Unit

Job Title	Legal Adviser, Privacy Reform
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$99,985 - $117,942
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	APS Level 6
Position Number	02352
Agency Website	

Job Description

https://www.comcare.gov.au/careers/current_vacancies

Team and Unit Overview

The Statutory Oversight team is responsible for providing expert advice on the application of statutory processes to business areas within Comcare and acts as Comcare's liaison with the Office of the Australian Information Commissioner and the Commonwealth Ombudsman.

Statutory Oversight actively promotes Privacy and develops Comcare-wide privacy training and are responsible for ensuring Privacy Impact Assessments are completed and that Comcare's activities are consistent with the *Privacy Act 1988*.

The team is responsible for undertaking all of Comcare's freedom of information functions as well as receiving Public Interest Disclosures (PID) and co-ordinating PID investigations. They also facilitate administrative access to personal information under the statutory requirements in the *Safety, Rehabilitation and Compensation Act 1988* (SRC Act).

The Privacy Reform unit, within the Statutory Oversight team is primarily responsible for preparing an assessment to ensure Comcare's compliance with the Privacy Act. This will be achieved through the Privacy Act Reform (Assessment Stage) project which will conclude at the end of June 2026.

The purpose of this project is to work with business areas to assess what compliance changes are necessary, including what does not need to change, before Comcare commences implementation or making decisions about technology, system or process changes with respect to management of personal information. It is anticipated that findings and requirements identified through the assessment phase will be implemented by a future phase.

Duties

The Legal Adviser, Privacy Reform supports the Principal Legal Adviser/Director Privacy Reform and Senior Legal Adviser, Privacy Reform and helps support other members of the project team to provide client-focused high level, specialist legal and strategic advice and support to Comcare staff to ensure compliance with statutory obligations.

The Legal Adviser, Privacy Reform will achieve organisational objectives through successful planning and participating, contributing and collaborating across Comcare with stakeholders as part of the Privacy Act Reform (Assessment Stage) project.

The Legal Adviser, Privacy Reform will resolve problems, manage risk effectively and manage their own workload in a manner consistent with the APS Values and Code of Conduct, the *Legal Services Directions 2017*, and internal Comcare procedures.

In this role your key responsibilities will include, but are not limited to, the following:

- Deliver high quality, timely strategic advice on administrative law matters including privacy, decision making, privacy reform compliance and implementation recommendations. Audit Comcare policy, processes and systems and prepare advice to support implementation of legislative reforms enacted by the Amendment Act.
- Support legal and compliance activities by assisting in the review of Comcare-wide materials, interpreting legislation, contributing to legal artefact development (e.g. policy/procedure updates) and/or updating policies and procedures where practicable or documenting and tracking any policies and procedures that will require review or development for implementation, and supporting the development of training and educational initiatives.
- Assist with and facilitate stakeholder engagement and consultation, assist in preparing materials for meetings/workshops, gather and assess information across Comcare for compliance review, and provide guidance on privacy reforms.
- Work collaboratively with client areas and other stakeholders to undertake audits for compliance assessment and manage issues and risk for Comcare.

- Ensure work complies with internal and external policies, procedures and guidelines including implementing business improvements and quality assurance over administrative decisions.
- Assisting with execution of project deliverables including project set-up and supporting documents, project reporting, stakeholder engagement and mapping, development of schedules, workplans and draft implementation strategy, preparation of advice and requirements on reforms, staff training, implementation requirements and processes/tools, assistance with project management and reporting.
- Coordination and organisation of information and instructions from client areas and stakeholders to support the preparation of advice and recommendations for implementation of the privacy reforms.
- Assistance with meeting administration including coordination, calendar invites, attendance records, agendas, minutes and actions.
- Ad-hoc matters and administration tasks assist the team and Director.

Mandatory qualifications and experience

- Undergraduate degree in law
- Admission as a legal practitioner of the High Court or the Supreme Court of an Australian State or Territory (two years or more post admission experience is desirable)
- Current Practising Certificate or ability to obtain one within three months of commencement

Eligibility

1. Australian citizenship.
2. Character clearance (Australian Criminal History Check).
3. Employee health declaration.
4. Six months probationary period for new engagements.

Notes

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

About the Comcare

Comcare is the national authority for work health and safety, and workers' compensation. We are a government regulator, workers' compensation insurer, claims manager and scheme administrator. Through our role, we work with employees and other workers, employers, service providers and other organisations to: - minimise the impact of harm in the workplace - improve recovery at work and return to work - promote the health benefits of good work. We collaborate and partner with other schemes and organisations on research and innovative projects that improve outcomes. We also provide expert advice and services to the Safety, Rehabilitation and Compensation Commission (SRCC), and Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority).

To Apply

Position Contact	Recruitment Team, 1300366979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Employment and Workplace Relations

Vacancy VN-0764356

Department of Employment and Workplace Relations (DEWR)

Closing Date:Sunday 09 November 2025

Workplace Relations
Entitlements Safeguards Recovery and Litigation

Job Title	Director - Policy, Governance and Reporting
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT, Brisbane QLD, Sydney NSW, Melbourne VIC, Perth WA
Salary	$147,352 - $176,877
Future Merit Locations	Adelaide, Canberra, Brisbane, Sydney, Melbourne, Perth
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	Executive Level 2
Position Number	25/1282
Agency Website	https://www.dewr.gov.au/

Job Description

https://dewr.nga.net.au/cp/

Reporting to the Assistant Secretary, Recovery and Litigation Branch, the Director of the Policy, Governance and Reporting team, supports FEG Recovery Program by leading its corporate governance, executive and budget functions.

Duties

The Director of the Policy, Governance and Reporting team:

- Manages policy development and law reform relevant to the Recovery and Litigation Branch and FEG Branch, including the Fair Entitlements Guarantee Act 2012, corporations and insolvency law legislation
- Reviewing regular and ad hoc data and reporting, and briefs and ministerial correspondence, ensuring information is conveyed in an informative, accurate and clear manner
- Managing project work as required, including procuring and liaising with third party service providers to successfully deliver an outcome or work product
- Managing governance support for both the FEG Recovery Programs and FEG (including secretariat functions for key meetings, preparing risk and governance plans and practice notes)
- Managing data and reporting functions across the FEG Recovery program and FEG
- Supervision of finance functions, including procurement, for the FEG Recovery program
- Building meaningful relationships with internal and external stakeholders about matters of mutual interest, including representing the department in diverse settings

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 Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Tara Mazzulla, 0455 433 019
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0764467

Fair Work Ombudsman

Closing Date:Wednesday 12 November 2025

Corporate Services Branch Financial Services

Job Title	Finance Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$92,824 - $98,346
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 5
Position Number	25/089EA
Agency Website	http://www.fairwork.gov.au

Job Description

https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=7A26A857%2D2489%2D43

About the OFWO

The Office of the Fair Work Ombudsman (OFWO) is an independent statutory office established by the Fair Work Act 2009 (Fair Work Act). Our functions outline the responsibilities we have as set by the Fair Work Act and other legislation to achieve our purpose:

- provide education, assistance, advice and guidance to employers, employees, outworkers, outworker entities and organisations

- promote and monitor compliance with workplace laws
- inquire into and investigate breaches of the Fair Work Act
- take appropriate enforcement action
- perform our statutory functions efficiently, effectively, economically and ethically.

What our employees say about us

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

What we offer you

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

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

We Value Diversity

OFWO has been accredited as a Breastfeeding Friendly Workplace since 2011. We are also members of the Australian Network on Disability and Pride in Diversity. We encourage and welcome applications from First Nations people, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

About the Team

The Finance team, part of the Corporate Services Branch, is seeking exceptional candidates for an ongoing role focused on financial operations support, reporting to the assistant of Director. This position plays a key role in administering corporate credit cards, ensuring travel compliance, managing accounts payable and receivable, and overseeing purchase order processes. The Finance team supports the agency’s operational efficiency by delivering high-quality financial services that align with Commonwealth legislation, policies, and guidelines. The team promotes integrity, accountability, and transparency in all financial transactions and supports staff with clear guidance on financial procedures and compliance requirements.

Duties

Typical Duties

The duties of this role include, however, are not limited to:

- Administer corporate credit cards in accordance with policy and Commonwealth Resource Management Framework requirements.
- Regular review credit card transactions and effectively resolve non-compliance activities.
- Provide guidance to staff on appropriate card usage and acquittal processes.
- Follow up outstanding issues and support monthly reporting requirements.
- Coordinate and process staff travel requests and expense claims, ensuring compliance with travel policies and delegations.
- Liaise with the travel provider to resolve booking or invoicing issues promptly.
- Provide advice and support to staff on travel procedures and entitlements.
- Accurately record and process invoices, ensuring proper coding, approval and payment within agreed timeframes.
- Support business areas with advice on purchasing, delegations, and documentation requirements.
- Maintain accurate records in financial systems and contribute to continuous process improvements.
- Provide responsive, professional, and solutions-focused support to staff and external suppliers.
- Communicate financial information clearly to non-finance staff.
- Foster positive working relationships across the agency to promote compliance and efficiency.
- Contribute to process improvements and system enhancements.
- Support the Manager with reporting, reconciliations and audit preparation as required.

Selection Criteria

- Demonstrated commitment to providing high-quality customer service and stakeholder engagement
- High level of accuracy and attention to detail
- Strong organisational skills and ability to manage competing priorities and deadlines
- Sound understanding of financial processes and proven ability to interpret and apply financial policies and procedures

Eligibility

To be eligible for employment with the OFWO you must be an Australian citizen.

- The successful candidate must hold a current Australian Government Security Clearance (AGSVA) or be willing to undergo and obtain a Baseline security clearance.

A range of other conditions may be required depending on the role you are applying for.

Notes

How to Apply

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

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

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

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

Please ensure you check your junk mail throughout the recruitment process, as sometimes our emails sent from our online system end up in junk mail folders.

Applications close 11:00pm (AEST) Wednesday 12 November 2025

More Information

- Working with us and tips on applying, visit fairwork.gov.au/about-us/careers
- OFWO's purpose and functions, visit fairwork.gov.au/about-us/our-role-and-purpose
- Office locations, visit fairwork.gov.au/about-us/contact-us/offices

About the Fair Work Ombudsman

The Fair Work Ombudsman (FWO) is an independent government agency created by the Fair Work Act 2009. The FWO is responsible for promoting harmonious, productive, cooperative and compliant workplace relations in Australia. Please visit the FWO website for further information. For a full list of our current office locations in each state, please visit: https://www.fairwork.gov.au/contact-us/offices The FWO provides a challenging and supportive work environment with access to great training and development opportunities and flexible working arrangements. To be eligible for employment with the FWO, you must be an Australian citizen.

To Apply

Position Contact	Recruitment Team, N/A
Agency Recruitment Site	https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=E

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Communications and the Arts

Vacancy VN-0764373

National Museum of Australia

Closing Date:Sunday 09 November 2025

Growth and Engagement
Creative Content

Job Title	Executive Level 1 - Creative Studio Manager
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	$118,256 - $126,927
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated on Commencement
Classification	Executive Level 1
Position Number	128011
Agency Website	https://www.nma.gov.au/about/employment

Job Description

https://www.nma.gov.au/about/employment

The Creative Studio Manager leads the studio of 10 multidisciplinary specialists across design, interactive and words. This role is multifaced and strategically vital, ensuring the highest standards of quality outputs of creative excellence and operational efficiency. A critical aspect of the role

involves functioning as a central point for inter-divisional collaboration, amplifying curatorial and institutional visions into tangible, impactful experiences for diverse audiences across Marketing, Publishing and Interactive. This role provides leadership and mentorship to the creative studio team, ensuring alignment with the Museum's mission, values and strategic objectives while championing innovation, creativity and excellence in all studio outputs.

Duties

Key accountabilities

- Setting up the Creative Studio model for success through current state and future state analysis, implementation of best practise workflow, practices and project management system to streamline production and uplift creative excellence.
- Manage multiple projects lifecycle from concept to delivery, aligning to creative vision and collaborating with the curatorial, exhibition and other creative content teams such as Marketing, Publishing and Interactive.
- Establishing, implementing, and continuously refining efficient creative workflows. Allocate resources effectively, develop timelines, personnel and budget management through project management tools such as Jira or Asana.
- Lead and mentor a multi-disciplinary creative team, fostering a culture of collaboration, innovation and performance.
- Ensure creative excellence and brand consistency across all creative outputs.
- Demonstrate a strong commitment to Work Health and Safety (WH&S) by actively supporting a positive safety culture, following the Museum's WHS policies and procedures, and complying with reasonable instructions to ensure alignment with the Work Health and Safety Act 2011

Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo pre-employment checks, including a police record check
- hold or be eligible to hold a security clearance at the level specified in the position description.

Notes

To apply

Applicants must include a 2–3-page pitch addressing their suitability for the role against the essential and desirable Skills, experience and qualifications. Applicants must also provide a resume and contact details for 2 referees.

Visit https://www.nma.gov.au/about/employment and apply online.

Applications close 11:59pm Sunday 9 November 2025.

Reasonable adjustments are available throughout the recruitment process. If you require, or would like to discuss reasonable adjustments, please contact the Contact Officer for this position.

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

About the National Museum of Australia

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To Apply

Position Contact	Dean Christie, 02 6208 5042
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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Communications and the Arts

Vacancy VN-0764379

National Museum of Australia

Closing Date:Sunday 09 November 2025

Growth and Engagement
Creative Content

Job Title	APS Level 6 - Rights and Permissions Coordinator
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	$94,563 - $105,910
Future Merit Locations	Various locations - ACT
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated on Commencement
Classification	APS Level 6
Position Number	140097
Agency Website	https://www.nma.gov.au/about/employment

Job Description

http://www.nma.gov.au/about/employment

Role purpose

The Museum has an exciting opportunity for a professional to join the agency to lead a small Rights and Permissions team within the Creative Content - Rights and Permissions business unit that has primary responsibility for providing copyright and licensing services. This includes assisting with the delivery of exhibitions, publications, programs, marketing, web, and social media activities by obtaining appropriate clearances and consent and ensuring intellectual property rights (including copyright and moral rights), cultural rights and privacy are managed in line with Museum policies. This includes the (First Nations Cultural Rights and Engagement, Intellectual Property and Privacy policies and relevant Commonwealth legislation (Copyright Act 1968, Privacy Act 1988, and associated regulations).

The Rights and Permissions team also researches and sources external media assets for Museum projects and manages requests from external parties to license Museum material for use in Australia and internationally.

This role provides professional advice and guidance across the Museum about copyright and intellectual property as it relates to Museum collections and associated work and activities. This includes licensing advice about Creative Commons applications for Collection Explorer.

An opportunity exists for the occupant to develop a framework that encompasses policies, procedures, education material and current and potential commercial activities and to establish systems that maximise public and internal access to imagery and digital collections.

What will the successful candidate bring to the role?

The successful candidate will have extensive experience and knowledge of intellectual property and

copyright legislation, principles, practices, and processes, preferably as it relates to collecting institutions and First Nations cultural materials. Strong stakeholder and client liaison skills are essential, along with

demonstrated experience and understanding of First Nations cultures. The successful candidate will be

expected to work extensively with Aboriginal and Torres Strait Islander communities and ensure copyright is managed in a culturally appropriate and sensitive manner.

A strategic and creative thinker, the occupant of this role will be able to identify commercial opportunities and establish programs and services within the copyright area, in line with Museum priorities.

The occupant of this position will have demonstrated experience managing small teams, planning, and managing resources and establishing priorities to achieve objectives. They will work collaboratively with Museum stakeholders and be responsive to client needs.

Duties

Selection criteria

1. Thorough and current knowledge and a working understanding of copyright legislation, principles, and practices.
2. Demonstrated project and resource management experience to deliver quality outcomes.
3. Experience managing, coaching, and leading a small team.
4. Demonstrated experience building and sustaining strong relationships with stakeholders and clients, internal and external.
5. Demonstrated ability to undertake research and think strategically to develop programs and services and identify commercial opportunities.

Eligibility

To be eligible to apply for this vacancy, applicants must:

• be an Australian citizen

• undergo pre-employment checks, including a police record check

• hold or be eligible to hold a security clearance at the level specified in the position description.

Notes

To apply

Applicants must include a 1-page pitch addressing their suitability for the role against the selection criteria and essential skills, experience, and qualifications. Applicants must also provide a resume and contact details for 2 referees.

Visit http://www.nma.gov.au/about/employment and apply online.

Applications close 11:59pm Sunday 9 November 2025.

Reasonable adjustments are available throughout the recruitment process. If you require, or would like to discuss reasonable adjustments, please contact the Contact Officer for this position.

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

About the National Museum of Australia

The National Museum of Australia is recognised at home and around the world as the place where the story of Australia comes alive. The Museum is the only institution equipped to tell the complex and comprehensive story of Australia from 65,000 years ago to the present day. The story of Australia is a remarkable one, from the ancient and enduring histories of the world's oldest living cultures to the achievements of modern Australia. It is a story that is ever evolving and growing – and it is a story for a nation and for the world. Our vision and mission • The Museum inspires, challenges and empowers people to find their voice and place in the world. • We strive to build a just and equitable society that honours and respects the First Nations peoples of this continent and all who have come after. • We collect, document, research and make accessible heritage collections that represent the diversity of experience in Australia. • We engage with audiences physically and digitally to promote learning, dialogue and debate about our past, present and future. • We promote collaborative work across the breadth of artistic and creative practice to enhance the cultural life of our nation. • We value and respect the commitment and contribution of all who participate in and contribute to the Museum's community. • The National Museum of Australia brings to life the rich and diverse stories of Australia through compelling objects, ideas and events. For more information, visit the NMA website.

To Apply

Position Contact	Dean Christie, 02 6208 5042
Agency Recruitment Site	http://www.nma.gov.au/about/employment

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Communications and the Arts

Vacancy VN-0764432

National Museum of Australia

Closing Date:Sunday 09 November 2025

Growth and Engagement
Creative Content

Job Title	Interactive Producer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$94,563 - $105,910
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated on commencement
Classification	APS Level 6
Position Number	140224
Agency Website	https://www.nma.gov.au/about/employment

Job Description

https://www.nma.gov.au/about/employment

The primary purpose of the Interactive Producer is to be the creative force that can get on the tools as well as managing the end-to-end project translating the National Museum's stories for a digital world. This involves acting as a bridge between curatorial experts and technical teams, shaping narrative concepts into compelling interactive installations, audio-visual content, and online experiences. As a strategic innovator, they are responsible for envisioning how emerging technologies can be used to tell Australia’s stories in new and impactful ways, ensuring the Museum remains relevant and engaging for future generations.

Duties

- Lead the conceptualisation and development of innovative digital experiences for exhibitions, transforming ideas into engaging, audience-focused realities.
- Have the technical skills to create prototypes, conceptual mock-ups, 3D spatial renders and present ideas through imagery.

- Steer the end-to-end production and delivery of rich media content, including sophisticated audio soundscapes, video narratives, and interactive applications.
- Guide and inspire a talented team of creative content producers, fostering a culture of creativity, collaboration, and technical excellence.
- Oversee the entire project lifecycle, from user research and interface design to rigorous quality assurance, ensuring every digital product is seamless, intuitive, and impactful.
- Build and manage relationships with developers, designers, and production houses to bring digital experiences to life.
- Stay at the forefront of emerging technologies and trends, actively identifying and championing new opportunities for digital storytelling within the Museum.
- Oversee project budgets, timelines, and resources to ensure the delivery of high-quality digital products on schedule and within scope.
- Demonstrate a strong commitment to Work Health and Safety (WH&S) by actively supporting a positive safety culture, following the Museum's WHS policies and procedures, and complying with reasonable instructions to ensure alignment with the Work Health and Safety Act 2011

Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo pre-employment checks, including a police record check
- hold or be eligible to hold a security clearance at the level specified in the position description.

Notes

To apply

Applicants must include a 2-page pitch addressing their suitability for the role against the essential and desirable Skills, experience and qualifications. Applicants must also provide a resume, contact details for 2 referees, and relevant examples/showreel if possible.

Visit https://www.nma.gov.au/about/employment and apply online.

Applications close 11:59pm, Sunday 9 November 2025.

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To Apply

Position Contact	Susanna Tyson, 0413 929 226
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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Communications and the Arts

Vacancy VN-0764466

National Museum of Australia

Closing Date:Sunday 09 November 2025

Growth and Engagement
Creative Content Creative Content

Job Title	Multimedia Producer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$94,563 - $105,910
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated on commencement
Classification	APS Level 6
Position Number	150156
Agency Website	https://www.nma.gov.au/about/employment

Job Description

https://www.nma.gov.au/about/employment

The Multimedia Producer plays a vital role in the development of high-quality, engaging visual & audio content for the National Museum of Australia. Working within the Creative Studio team, the Multimedia Producer will have hands on skills to lead the production of visual and audio for exhibitions, digital platforms, and public programs. This includes motion graphics, animations, soundscapes, object-based audio stories, podcasts, and audio tours that enhance visitor experience both onsite and online. The role requires a deep understanding of storytelling, sound design, and technical audio production, along with a passion for bringing Museum content to life through sound. The Multimedia Producer may also be required to work on other projects within the Digital Creative Content team as required.

Duties

- **Produce multimedia content:** Story boarding, prototypes, conceptualise and develop HTML5 digital ads to support campaign objectives.
- **3D motion graphics/ animations:** Create high impact 3D motion graphics and animations for onsite screens including temp gallery entrance.
- **Produce audio content**: Conceive, script, record, edit and mix a range of audio outputs including short- and long-form audio stories, soundscapes, audio tours, and podcast-style pieces for exhibitions and digital platforms.
- **Collaborate across teams**: Work closely with internal museum departments like curators, exhibitions, education as well as creative studios team videographers, designers, and developers to conceptualise and deliver multimedia experiences that are historically accurate, compelling, and aligned with the Museum’s voice and values.

- **Lead multimedia strategy for projects**: Develop audio treatments and production schedules in consultation with project teams; manage multiple audio projects to deadline and budget.
- **Sound recording and editing**: Conduct field and studio recordings with talent including curators, experts, artists, and actors; mix and master audio for varied playback environments (exhibition spaces, headphones, web, and mobile).
- **Quality assurance**: Ensure all content meets accessibility, copyright, and cultural sensitivities standards; incorporate best practices for inclusive audio storytelling and sound design.
- **Technical oversight**: Maintain audio equipment and software; provide advice on equipment use and acquisition where needed.
- **Documentation and archiving**: Ensure accurate documentation, metadata tagging and archiving of audio materials for ongoing reuse and reference.

Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo pre-employment checks, including a police record check
- hold or be eligible to hold a security clearance at the level specified in the position description.

Notes

Applicants must include a 2-page pitch addressing their suitability for the role against the essential and desirable skills, experience and qualifications. Applicants must also provide relevant examples/showreel, resume and contact details for 2 referees.

Visit https://www.nma.gov.au/about/employment and apply online.

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world. • We strive to build a just and equitable society that honours and respects the First Nations peoples of this continent and all who have come after. • We collect, document, research and make accessible heritage collections that represent the diversity of experience in Australia. • We engage with audiences physically and digitally to promote learning, dialogue and debate about our past, present and future. • We promote collaborative work across the breadth of artistic and creative practice to enhance the cultural life of our nation. • We value and respect the commitment and contribution of all who participate in and contribute to the Museum's community. • The National Museum of Australia brings to life the rich and diverse stories of Australia through compelling objects, ideas and events. For more information, visit the NMA website.

To Apply

Position Contact	Jed Cooper, 0410 579 438
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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Communications and the Arts

Vacancy VN-0764502

National Museum of Australia

Closing Date:Tuesday 11 November 2025

First Nations
Executive

Job Title	SES Band 1 - Deputy Director, First Nations
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	To be negotiated on Commencement
Classification	Senior Executive Service Band 1
Position Number	150232
Agency Website	https://www.nma.gov.au/about/employment

Job Description

http://www.nma.gov.au/about/employment

Duties

Role purpose

The Deputy Director, First Nations will redefine our relationship with First Nations collections, communities and histories and ensure the Museum is a place about our future as much as it is about our past. You will explore the deep cultural, social and environmental history of the continent and engage with Australia's complex histories to foster learning, understanding and dialogue. You will bring bold and ambitious ideas that challenge the fundamental practices of museums in a global context and at a local level, working to embed First Nations language, Country, and cultural vitality into the Museum's own practices, collections, systems and programs. You will take strategic responsibility for working with First Nations people to establish a shared responsibility for the cultural material we care for and lead a process of engagement and reassessment to show what we hold and how we work to share in its rich potential.

This role is a member of the Museum's Executive which comprises the Director, Deputy Director Collection and Curatorial, Deputy Director First Nations, Deputy Director Corporate, Deputy Director Growth and Engagement, and Associate Director Visitor Experience.

Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen

- undergo pre-employment checks, including a police record check
- hold or be eligible to hold a security clearance at the level specified in the position description.

Notes

Key Accountabilities

Shapes Strategic thinking

Develop and implement strategies that integrate First Nations perspectives throughout the Museum’s operations and programs, creating a shared sense of purpose that aligns with higher-level goals. Ensure the Museum’s exhibitions, programs and initiatives reflect First Nations stories and perspectives accurately and respectfully, while planning for future needs and addressing immediate requirements.

Achieves Results

Oversee the negotiation, management and stewardship of collections in a culturally sensitive manner that respects the rights and interests of First Nations communities, adhering to ethical and legal standards. Investigate ways to improve effectiveness by harnessing technology and implementing continuous improvement activities. Drive a culture of achievement by ensuring ideas and intended actions become reality and planned projects result in expected outputs.

Cultivates productive working relationships

Cultivate and nurture relationships with First Nations communities and organisations, fostering meaningful collaborations and partnerships to co-create initiatives that empower and amplify First Nations voices. Build and sustain relationships within the organisation, with the Minister's office, across the APS, and with a diverse range of external stakeholders. Facilitate cooperation between organisations by sharing information and maintaining a cross-government focus.

Exemplifies personal drive and integrity

Provide strategic advice, problem-solving expertise and issues management support on matters pertaining to First Nations peoples and collections, serving as a trusted advisor to internal and external stakeholders. Adhere to and promote the APS Values and Code of Conduct, acting with utmost integrity and professionalism. Represent the Museum effectively in public and internal forums, advocating the corporate agenda and providing impartial and forthright advice.

Communicates with influence

Represent the Museum at relevant forums, conferences and events. Confidently present messages in a clear, concise and articulate manner, focusing on key points for the audience and using appropriate, unambiguous language. Structure written and oral communication to ensure clarity, seeking to understand the audience and tailoring communication style and message accordingly.

Fosters cultural competency and inclusivity

Champion the ongoing development of internal cultural competency within the organisation, promoting understanding and awareness of First Nations cultures, histories and contemporary issues. Collaborate with First Nations staff and advisory groups to ensure meaningful representation and participation in decision-making processes, fostering a culture of inclusivity and respect within the Museum.

Supports Knowledge exchange and broader initiatives

Foster collaboration and knowledge exchange with First Nations organisations and institutions to support First Nations voices in the cultural sector and contribute to broader initiatives in First Nations affairs. Promote the reciprocal sharing of information to build knowledge, foster teamwork and reward cooperative and collaborative behaviour.

To apply

Applicants must include a 2 page pitch addressing their suitability for the role against the essential and desirable Skills, experience and qualifications. Applicants must also provide a current CV and include contact details for 2 referees.

Visit http://www.nma.gov.au/about/employment and apply online.

Applications close 11:59pm Sunday 11 November 2025.

Salary to be Negotiated on Commencement

Reasonable adjustments are available throughout the recruitment process. If you require, or would like to discuss reasonable adjustments, please contact the Contact Officer for this position.

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

About the National Museum of Australia

The National Museum of Australia is recognised at home and around the world as the place where the story of Australia comes alive. The Museum is the only institution equipped to tell the complex and comprehensive story of Australia from 65,000 years ago to the present day. The story of Australia is a remarkable one, from the ancient and enduring histories of the world's oldest living cultures to the achievements of modern Australia. It is a story that is ever evolving and growing – and it is a story for a nation and for the world. Our vision and mission • The Museum inspires, challenges and empowers people to find their voice and place in the world. • We strive to build a just and equitable society that honours and respects the First Nations peoples of this continent and all who have come after. • We collect, document, research and make accessible heritage collections that represent the diversity of experience in Australia. • We engage with audiences physically and digitally to promote learning, dialogue and debate about our past, present and future. • We promote collaborative work across the breadth of artistic and creative practice to enhance the cultural life of our nation. • We value and respect the commitment and contribution of all who participate in and contribute to the Museum's community. • The National Museum of Australia brings to life the rich and diverse stories of Australia through compelling objects, ideas and events. For more information, visit the NMA website.

To Apply

Position Contact	Katherine McMahon, 02 6208 5321
Agency Recruitment Site	http://www.nma.gov.au/about/employment

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

Communications and the Arts

Vacancy VN-0764510

National Museum of Australia

Closing Date:Tuesday 11 November 2025

Corporate

Job Title	Deputy Director, Corporate
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated on commencement
Classification	Senior Executive Service Band 1
Position Number	130000
Agency Website	https://www.nma.gov.au/about/employment

Job Description

http://www.nma.gov.au/about/employment

The National Museum of Australia (the Museum) is looking for an experienced, qualified and engaging Senior Executive leader to lead the Corporate division and contribute to the Museum's (and the APS) talent pool of SES employees who exemplify leadership behaviours as set out in the APS Values and the Secretaries Charter of Leadership Behaviours.

We are looking for a highly experienced and collaborative leader who will lead the corporate and administrative operations of the Museum, enabling staff and facilities to operate efficiently and effectively. You will be a strong leader with a demonstrated track record in establishing strong corporate governance frameworks to enable clear lines of authority, efficient decision making, strong financial and people management, and a culture of transparency, accountability, and integrity.

This role is a member of the Museum's Executive which comprises the Director, Deputy Director Collection and Curatorial, Deputy Director First Nations, Deputy Director Corporate, Deputy Director Growth and Engagement, and Associate Director Visitor Experience.

As the Deputy Director, Corporate, you will assume a strategic leadership role in ensuring the efficient and effective delivery of all operational aspects of the Museum. This role additionally holds the title of Chief Operating Officer for the Museum, you will oversee five fundamental business units – Finance, Facilities and Security, Governance and Legal Services, Information

Technology, People and Culture– driving operational excellence and ensuring alignment with the Museum's mission and values. Your leadership will be pivotal in developing and implementing strategies to enhance operational efficiency and foster an inclusive and welcoming environment for both internal and external stakeholders. By providing strategic guidance, managing resources effectively, and promoting collaboration across business units, you will significantly contribute to the overall success and reputation of the Museum as a leading cultural institution. Additionally, you will actively participate in the strategic planning process and the development of Museum plans, programs, products and services.

Duties

Shapes strategic thinking - Lead and coordinate the outcomes for five business units and a project that sit under the Corporate division: Finance, Facilities and Security, Governance and Legal Services, Information Technology, People and Culture, and the Collection Storage (leasing) Project, ensuring compliance and alignment with the Museum's strategic objectives. Develop and implement strategic and operational plans and initiatives to improve efficiency and achieve organisational objectives. Utilise diverse information sources and environmental scanning to identify opportunities, threats and critical information gaps, applying contemporary best practices to adjust approaches and seize emerging opportunities.

Achieves results - Collaborate with corporate business unit heads to ensure seamless integration and communication between units, fostering a culture of teamwork and collaboration. Lead and participate in cross-functional projects and initiatives aimed at enhancing operational efficiency and effectiveness. Oversee the development and implementation of policies, procedures and guidelines to support operational activities and ensure consistency and compliance across the organisation. Drive continuous improvement initiatives to enhance operational processes, systems and workflows, leveraging data and analytics to inform decision-making and drive performance improvement. Ensure compliance with relevant regulations and standards and mitigate operational risks to safeguard the Museum's reputation and assets. Oversee budgeting, financial planning and resource allocation for operational needs, ensuring responsible stewardship of financial resources and alignment with organisational goals.

Cultivates productive working relationships - Serve as a liaison between the Corporate division and other divisions within the Museum, facilitating effective communication and coordination to support cross-functional initiatives. Build and sustain relationships within the organisation, with the Minister's office, across the APS and with a diverse range of external stakeholders. Facilitate cooperation within and between organisations by sharing information and maintaining a cross-government focus. Promote the reciprocal sharing of information to build knowledge, fostering teamwork and rewarding cooperative and collaborative behaviour.

Exemplifies personal drive and integrity - Coordinate inputs to key fora and committees, such as the Audit, Finance and Risk Committee, and the Corporate Management Forum. Adhere to and promote the APS Values and Code of Conduct, acting with utmost integrity and professionalism. Represent the Museum effectively in public and internal forums, advocating the corporate agenda and providing impartial and forthright advice. Make tough corporate decisions to achieve desired outcomes, challenge and encourage debate on difficult or controversial issues.

Communicates with influence - Represent the Museum in external forums, conferences and events, serving as an ambassador and advocate for the organisation's mission and values. Confidently present messages in a clear, concise and articulate manner, focusing on key points for the audience and using appropriate, unambiguous language. Structure written and oral communication to ensure clarity, seeking to understand the audience and tailoring communication style and message accordingly. Approach negotiations with a strong grasp of the key issues, presenting a convincing and balanced rationale and ensuring that negotiations remain focused on desired objectives.

Fosters cultural competency and inclusivity - Champion diversity, equity and inclusion initiatives within the Corporate division and across the organisation, fostering a culture of belonging and respect. Collaborate with diverse teams and external partners to enhance the Museum's intellectual contributions and facilitate knowledge exchange and collaboration. Promote understanding and awareness of diverse cultures, histories and contemporary issues, ensuring meaningful representation and participation in decision-making processes.

Supports knowledge exchange and broader initiatives - Facilitate the sharing of best practices in finance, facilities and security, governance and legal services, information technology, and people and culture within the Museum and with external partners. Collaborate with other divisions and external stakeholders to support cross-functional initiatives and projects that enhance operational efficiency and effectiveness. Promote a culture of continuous improvement and innovation within the Corporate division, encouraging the exploration and implementation of new ideas and technologies. Represent the Museum in national and international forums, conferences and events, sharing insights on operational excellence and corporate strategies and promoting the exchange of knowledge and best practices.

Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo a number of pre-employment checks, including a police record check
- hold or be eligible to hold a security clearance at the level specified in the position description.

Notes

To apply

Applicants must include a 2-page pitch addressing their suitability for the role against the essential and desirable Skills, Experience and Qualifications defined in the position description with their application.

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