



Commonwealth of Australia
APSJobs - Vacancies Daily
PS43 Daily Gazette Monday - 21 October 2024.pdf

Australian Government

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APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS43 Weekly Gazette Thursday - 24 October 2024.pdf.

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

These Vacancies Daily will also appear in the Gazette PS43 Weekly Gazette Thursday - 24 October 2024.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

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Vacancies

Vacancy VN-0749963

Australian Fisheries Management Authority

Closing Date:Monday 04 November 2024

Executive
Fisheries Management & Corporate Services Branches

Job Title	APS 4 Executive Assistants
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$78,711 - \$84,156
Classification	APS Level 4
Position Number	Various
Agency Website	

Job Description

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

Duties

ONGOING / NON-ONGOING VACANCIES
APS 4 Executive Assistants – Multiple positions
Fisheries Management & Corporate Services Branches, Canberra

Are you outgoing, proactive and innovative? Are you a great problem solver, looking to apply your skills in a small agency environment? Then consider a career at the Australian Fisheries Management Authority (AFMA).

About the Role
Executive Assistants are key people within AFMA, both providing direct support to a member of the AFMA Senior Executive and working with staff across the Agency to coordinate and help deliver on operational issues. Proactive, motivated Executive Assistants are crucial to the Agency and work together as part of AFMA’s broader Executive Assistant team.

Duties of AFMA Executive Assistants include:

- High level diary management including ensuring that relevant papers are organised prior to meetings.
- Provide a full range of travel and accommodation booking services for the Executive team.
- Co-ordinate and amalgamate responses from Senior Managers (Directors) on various projects.
- Manage input to the AFMA correspondence tracking system, including allocating documents to the most appropriate respondent and following up time-critical items.
- Co-ordinate production of such documents as AFMA Commission papers, Senate Estimates briefs and Quarterly Performance Reports.
- Taking minutes and producing action items at various – mainly internal – meetings.

- Complete reconciliations, acquittals, and invoice payments for the Executive team.
- Provide cross-Agency administrative support, as required.

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

- AFMA staff are employed under the Australian Public Service Act 1999.
- All applicants must be Australian citizens.
- The successful applicant will hold, or have the ability to obtain Negative Vetting Level 1 within 6 months

Notes

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

Contact Officer: Debbie Waite – 02 6225 5527 / Debbie.waite@afma.gov.au
Closing date for applications is Monday 04 November 2024 (11pm AEDT)

About the Australian Fisheries Management Authority

To Apply

Position Contact	Debbie Waite, 02 6225 5527
Agency Recruitment Site	https://www.afma.gov.au/careers

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Vacancy VN-0749933

Job Title	Senior Instructor - Juvenile Development - Detector Dog Program
Job Type	Full-Time, Ongoing
Location	Various locations - VIC VIC
Salary	\$90,199 - \$103,770
Classification	APS Level 6
Position Number	135242
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/135242/>

About our team

National Operations | Operational Coordination & Planning | Tactical Capability | Detector Dog Program

Branch Overview

The position is part of the Detector Dog Program (DDP) section of the Australian Border Force (ABF). It sits in the Technical Support on Operations Branch of the Operational Coordination and Planning Division. The Technical Support on Operations Branch is responsible for the ABF's Detector Dog Program, national surveillance capabilities and digital forensics capability.

The Technical Support on Operations Branch

- Plans, delivers and manages essential close support capabilities to frontline operations
- Assures that these key capabilities are delivered in effective and efficient ways
- Provides leadership, direction, oversight and/or support to ABF capability projects
- Provides advice to the ABF Executive on capability needs, issues and opportunities.

Section Overview

The DDP breed, develop, train and deploy high quality detector dog teams for the ABF and partner domestic and international agencies. The teams are deployed to assist in the detection of illicit drugs, firearms, explosives and other controlled substances in/on imported/exported goods, vessels, aircraft and persons.

Please visit our website for more information about the [Department of Home Affairs](#) or [Australian Border Force](#)

Our ideal candidate

This position is responsible for supervision of dog welfare, development of juvenile dogs, and foundation training of juvenile dogs for the ABF. The position plays a leading role in educating DDP foster carers. The occupant of this position will liaise regularly with members of the general public, Australian and overseas agencies and other members of the DDP as required. The occupant of this position undertakes complex activities under limited direction and is responsible for the training of all DDP staff in juvenile dog development.

The occupant of this position has a high-level understanding of relevant legislation and policy

frameworks in which they operate. They provide direction and supervision for dog development philosophies and activities. They supervise a team and have responsibilities for managing staff performance, allocating work and identifying opportunities for on-the-job training. **Duties**

Duties and responsibilities

The role of the DDP Senior Instructor Juvenile Instructor includes:

- Supervise, lead, mentor, develop and direct teams that
 - Develop juvenile dogs to reach their genetic potential.
 - Work intimately with foster cares that assist in developing juvenile dogs.
 - Identify and develop talented candidate detector dogs for the ABF.
- Establish and maintain professional relationships with internal / external stakeholders across the DDP and partner agencies
- Assess suitability of dogs for training within the DDP or other law enforcement or community service agencies.
- Supervise the well-being of the DDP canine colony - including oversight of nutrition, animal husbandry and animal welfare regimes
- Supervise foundation training of candidate detector dog in accordance with DDP methodologies.
- Conduct research and develop new techniques for developing juvenile dogs and addressing general dog behaviour.
- Provide high-level technical advice on juvenile dog development to DDP management and partner domestic and international agencies.
- Assess risks and promote the appropriate methodology in regard to juvenile dog development with Workplace Health and Safety standards.
- Conduct demonstrations and public education sessions of ABF juvenile dog development.
- Conduct Quality Assurance on all juvenile development activities in accordance with DDP methodologies.
- Supervise administrative support for DDP databases that include - file/register administration and International Working Dog Registry (IWDR).
- Supervise the learning needs of all staff.
- Ensure self and team apply appropriate legislation, policy and procedure.

Additional information

Role Requirements

Capabilities

- Coach, mentor and direct staff with the skills of developing juvenile dogs.
- Understands the work environment and initiates and develops team goals, strategies and work plans.
- Reviews performance and identifies opportunities for improvement.
- Responds in a positive and flexible manner to change.
- Works collaboratively and operates as an effective team member.
- Communicates in a clear, concise and articulate manner and tailors' communication style and message accordingly to the audience.

Skills

- Effectively understands and can demonstrate DDP juvenile dog development and foundation training principles.
- Builds and sustains positive relationships with team members, stakeholders and clients.
- Provide effective and constructive feedback and encouragement to others.

Knowledge

- Extensive knowledge of ABF DDP development and training methodologies.
- Identifies the relationship between organisational goals and operational tasks.

Qualifications

Mandatory

- Drivers licence

Desirable

- Certificate IV in Training and Assessment
- Successful completion of an Australian Government agency detector dog course
- Dog Behaviour Education
- Strong written and oral communication skills
- Knowledge of ABF operational role at the border
- An understanding of ABF legislation and policies
- An understanding of Portfolio functions, responsibilities and organisational linkages.

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 Australian Public Service (APS) [Employee Value Proposition](#) (EVP) highlights the top reasons our employees enjoy working in the APS.

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>

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	Brett Matthews, 03 8362 6008
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/135242/

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Vacancy VN-0749941

Murray-Darling Basin Authority

Closing Date: Sunday 17 November 2024

River Management
Environmental Management

Job Title	APS 5 Project Officer, Enhanced Environmental Water Delivery Implementation
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Griffith NSW, Goondiwindi QLD, Mildura VIC, Wodonga VIC
Salary	\$86,755 - \$95,479
Classification	APS Level 5
Position Number	101696
Agency Website	

Job Description

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

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

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

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

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

The work of the Enhanced Environmental Water Delivery (EEWD) implementation team includes the development of environmental water delivery strategies, as well as operational decision support tools, protocols, and procedures, to enable decisions about environmental water delivery to be made more rapidly and with higher levels of confidence in the outcomes.

- Want to be part of improving the health of the River Murray System to support the environment, communities and the irrigation industry for the benefit of all Australians?
- Want to be part of the next generation of river managers and take a leading role in modernising river management tools?

Interested in innovation and making a real difference? – then this position is for you! **Duties**

The Project Officer role supports the delivery of the Enhanced Environmental Water Delivery (EEWD) project. The EEWD project aims to improve river health outcomes through addressing long– standing issues relating to coordination and delivery of water for the environment throughout the River Murray system. These roles involve a high degree of interaction with established multi–jurisdictional partners to ensure delivery of the project remains on track.

The Project Officer role requires a person with good collaboration skills and sound technical ability. There are lots of great people to work with and skills to learn, while being part of a supportive and collaborative team culture.

- Support the development of new tools, operational practices and policies to achieve the objectives of the EEWD project.
- Support team administration and reporting requirements.
- Perform objective, systematic and evidence-based research or analysis and communicate results.
- Undertake a mix of technical and policy improvement work and project management.

- Liaise closely with other work areas across the MDBA and with jurisdictional partner agencies.
- Represent the agency at cross-agency meetings and other forums.

Eligibility

To be eligible for a position, you must be:

- an Australian citizen
- satisfy all other MDBA engagement requirements, including health and character clearance.

Notes

What we offer you

- You will have the opportunity to work on projects where you contribute to shaping the future of one of Australia’s greatest natural assets and protect it for future generations.
- At the MDBA you will undertake a variety of interesting and challenging work. You will have the opportunity to apply your knowledge and expertise, and work with the Australian community to support a critical resource management initiative.
- Competitive remuneration packages, including up to 15.4% superannuation, and recognition of prior APS government service.
- Generous leave provisions (four weeks annual leave) and additional Non-attendance days between Christmas and New Year provided.
- Being part of a smaller agency with a strong focus on its connection with people.
- Being part of a professional, committed, and friendly team of people.
- Being part of an organisation that recognises and values First Nations people, and their contribution to our work. We have an innovative Reconciliation Action Plan (RAP) aimed at improving relationships, showing respect, and increasing opportunities to deliver outcome for First Nations peoples as part of our business-as-usual activities.
- Competitive Flexible Working Arrangements which allow greater flexibility and balance between work and personal needs with a baseline attendance in the office to be 40% of your time.
- A range of healthy lifestyle provisions, including access to a health and wellbeing program.
- Opportunities for professional development, and career progression across a variety of roles and work locations.

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

About the Murray-Darling Basin Authority

To Apply

Position Contact	Nathan Clisby, 02 6279 0400
Agency Recruitment Site	https://www.mdba.gov.au/careers

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Agriculture, Water and the Environment

Vacancy VN-0749813

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 04 November 2024

People, Property and Security
Property & Security Property Services South

Job Title	Senior Property Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Melbourne VIC, Mickleham VIC, Perth WA
Salary	\$81,690 - \$89,615
Classification	APS Level 5
Position Number	2024/4204
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

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

The **Property Services** team deliver business services across property management, fleet management, business continuity and corporate support to regional business areas. This includes management of national corporate contracts and their performance. The role would suit someone with experience in property and facilities management, and with strong stakeholder engagement skills. The Senior Property Officer contributes to the delivery of the department's strategic approach to the ongoing management of accommodation use and facilities services for the Property portfolio, including the delivery of facilities management and accommodation services under the Whole of Government Property Service Provider Arrangements. The role would suit someone with experience in property and facilities management, and with strong stakeholder engagement skills. We are looking for motivated people with a desire to work in a dynamic and fast-paced environment.

Duties

The Job

- Work in a small team responsible for property and business support services.
- Provide a high level of client service to departmental staff for property related services and act as an escalation point for property officers.

- Follow up issues and communicating outcomes to team members and managers and escalate when needed.
- Communicate effectively with internal and external stakeholders.
- Develop and maintain professional relationships with the department's property service provider.
- Update information as new processes/policies are implemented, updating information as it becomes out of date.
- Draft building notifications and input for relevant communication channels.
- Assist in monitoring the quality-of-service delivery and develop a productive working relationship with building managers, clients, contractors and staff at all levels.
- Provide on the job training for property officers and support less experienced employees to achieve their goals through guidance and quality assurance of their work.
- Provide ad hoc support as required.

Eligibility

What we are looking for
Knowledge and experience
We are looking for someone who

- Can work in a team environment.
- Has an attention to detail.
- Is a quick learner.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Nola Sampson, nola.sampson@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Compliance & Enforcement
Investigations

Job Title	Senior Investigator
Job Type	Full-Time, Ongoing
Location	Perth WA
Salary	\$91,944 - \$104,393
Classification	APS Level 6
Position Number	2024/4130
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Why YOU are important to us and what impact will you have on the Compliance & Enforcement Division and the department's goal? Australia has a unique environment that supports our multi-billion-dollar agricultural industries, trade, and our way of life. In this role, you'll directly contribute to protecting our vital industries, environment and Australia's economic growth. Our Compliance & Enforcement Division monitor and assess risk to enhance compliance through effective regulatory intervention, ranging from education to enforcement safeguarding our economy, trade, environment and agriculture.

This is where you play an important role. You will conduct intelligence informed investigations into serious non-compliance of portfolio legislation, utilising the full suite of regulatory sanctions available to the department, including criminal prosecution, civil sanctions and administrative actions. Your work will ensure Australia continues to thrive in global markets.

Duties

The Job

Investigator duties will include but are not limited to:

- Conducting investigations into alleged breaches of portfolio and other relevant Commonwealth legislation including significant, complex, and protracted matters.
- Taking statements, conducting records of interview, and drafting, applying for, and executing warrants.
- Preparing and presenting high quality briefs of evidence for criminal and civil proceedings.
- Contributing to the continuous improvement of the Investigations Branch business outcomes, including the development and implementation of enforcement strategies and policies.
- Establishing and maintaining effective and productive relationships with departmental staff, counterparts in other agencies and industry groups.
- Representing the branch and the department at a range of internal and external settings.
- Taking part in various proactive strategies to promote and encourage voluntary compliance in a regulatory environment.
- Contributing to the development of a professional investigation team.
- Under limited supervision, coordinating and preparing reports, correspondence and systems assessments regarding risks and vulnerabilities in the department's operating environment.
- Contributing to the management of corporate functions including property, information technology security and finances.

- Undertaking a broad range of administrative tasks to support the section and the director.

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

What we are looking for
Knowledge and experience

The ideal candidate will be able to demonstrate:

- Experience in law enforcement and/or experience with a regulatory agency and will need to demonstrate contemporary criminal/and or civil investigations and investigation management skills and competence.

Mandatory qualifications

- Possession of a Cert IV in Government Investigations or the ability to achieve this qualification within 12 months of engagement is essential.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Rhett Ashton, 0434 860 198
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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

Closing Date:Wednesday 30 October 2024

Office of the Supervising Scientist
Office of the Supervising Scientist Environmental Research Institute of the Supervising Scientist

Job Title	Research Coordinator and Communications Manager
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	\$120,290 - \$129,379
Classification	Executive Level 1
Position Number	2024/2498
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=84B8823A%2D6968%2D4>

The Office of the Supervising Scientist is responsible for protecting the environment of the Alligator Rivers Region, including Kakadu National Park, from the effects of uranium mining. We conduct independent research and monitoring around uranium mining sites, participate in and oversee the regulatory process for uranium mining in the region and develop standards and practices for environmental protection.

The Environmental Research Institute of the Supervising Scientist conducts world-class research for monitoring and assessing the environmental impacts of uranium mining. We are a multidisciplinary research institute with programs spanning environmental radiation, water and sediment quality, ecosystem restoration, geomorphology, omics, drone remote sensing and environmental applications of artificial intelligence. Our research is currently focused on addressing key information needs for rehabilitation and post-closure monitoring of the Ranger uranium mine.

Duties

We are seeking an highly skilled organiser and communicator to facilitate our research program management and communicate our leading-edge science to stakeholders and everyday citizens. The position will report to and work under broad direction from the Director Environmental Research Institute of the Supervising Scientist.

Duties include:

- Coordinate research program tracking and reporting across the organisation and facilitate project approval and close out processes.
- Facilitate cooperation with external stakeholders to manage the joint list of projects required to address key information needs for rehabilitation of the Ranger uranium mine.
- Manage project and publications databases, perform quality checks of the information they contain and coordinate their upkeep.
- Manage the end-to-end production of organisation-wide reports, presentations and research permit applications.
- Develop and deliver science communication products tailored to non-technical audiences and stakeholder needs.

- Assist with organising stakeholder meetings and public-facing events and represent the organisation at such events.
- Develop and maintain relationships with other areas of the department and externally to identify opportunities for engagement in departmental and national science initiatives.

What we are looking for

Knowledge and experience

- Experience in a research coordination role or working effectively and flexibly across teams to facilitate program administration and the timely delivery of outputs.
- Experience working in a project management environment, preferably within a public sector science or research organisation.
- Experience in compiling, formatting and editing publication-quality reports and presentations.
- Experience using and managing databases and spreadsheets.
- Experience in developing communication content and campaigns across social and traditional media, including awareness of best practice and leveraging metrics and analytics to maximise engagement.
- Experience in communicating science to non-technical audiences in an accessible, understandable and engaging way.

Skills and capabilities

- Highly developed organisational skills with the ability to schedule and prioritise tasks whilst being flexible to changing circumstances and to provide clear information and advice to internal and external stakeholders on priorities and deadlines.
- Excellent written, verbal and digital communication skills, including the ability to summarise technical information into plain English.
- Demonstrated ability to communicate scientific information in an engaging way across different media platforms and channels for non-expert audiences.
- Ability to develop and maintain relationships with internal and external stakeholders to facilitate effective two-way communication and cooperation.
- Strong attention to detail skills with the ability to identify and correct errors in the content and formatting of text, tables, figures and database information.
- Proficiency using computer software products for editing, publishing, design and database management.
- A can-do attitude, sound professional judgement and commitment to learning, seeking advice, sharing knowledge and responding positively to feedback.

Desirable qualifications

- A degree or higher in science or communication.

Eligibility

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

Notes

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

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

To Apply

Position Contact	Che Doering, 0439 882 455
Agency Recruitment Site	https://dcceewjobs.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=84B8823A%20

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Agriculture, Water and the Environment

Vacancy VN-0749865

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

Closing Date:Monday 04 November 2024

Circular Economy
Chemicals and Atmosphere Chemical Assessments

Job Title	Team Leader - Chemical Assessments
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$120,290 - \$129,379
Classification	Executive Level 1
Position Number	2024/2590
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

The Circular Economy Division delivers a range of policies and programs that support Australia’s transition to a safe circular economy. Our work helps deliver the department’s vision of an Australia that is prosperous because it is sustainable, with community and Country at the heart of our actions.

Chemicals are part of our daily lives. They are in the clothes we wear, the furniture we sit on, and the electronic devices we use. They improve our lifestyle, but also boost industrial and agricultural productivity and help control diseases. Most chemicals are safe, but some can cause serious harm if they are not managed properly and end up in our soil, the air we breathe, our water, and the food we eat. The Chemicals and Atmosphere Branch (CAB) plays a critical role in protecting the Australian environment and (indirectly) human health from the risks of harmful chemicals, synthetic greenhouse gases and ozone-depleting substances. Our expertise informs work to deliver Government priorities to achieve net zero emissions by 2050, Australia’s Paris Agreement targets and its commitment to transition Australia towards a safe circular economy by 2030. Other government and industry programs related to our work include national actions tackling waste, and a new global treaty on plastic pollution. We are a multidisciplinary team that is committed to these roles through undertaking a range of activities that are making a positive difference in the real world.

The Chemical Assessments Section is a multi-disciplinary team of regulatory scientists with expertise in chemistry, ecotoxicology, environmental modelling, and risk assessment. The Chemical Assessments Section is responsible for:

- Providing environmental risk assessments on industrial chemicals to the government’s industrial chemicals regulator the Australian Industrial Chemicals Introduction Scheme (AICIS).
- Supporting effective regulatory decision-making by providing quality, fit-for-purpose advice on industrial chemicals and environmental contaminants.
- Participating in national and global networks that translate the best available science into effective advice on the assessment and safe use of industrial chemicals.
- Developing new tools and methods for managing information on industrial chemicals and assessing environmental risk.

Duties

- Setting and maintaining high standards for the environmental risk assessment of industrial chemicals. Including,
- Peer reviewing draft chemical risk assessments to ensure they are scientifically sound and consistent with legislation and government policy,
- Delivering risk assessments and advice within statutory timeframes,

- Assisting in leading and managing the day-to-day work and long-term planning of a large section, Building team capability and leading continuous improvement in the efficiency and effectiveness of our operations,
- Maintaining and applying relevant expertise in the context of legislative and regulatory frameworks.

What we are looking for

Knowledge and experience

We are seeking adaptable and enthusiastic applicants with the following background:

- Experience leading a team in the delivery of science-based environmental risk assessments and advice on environmental risks, including managing workflows and allocating resources effectively.
- Experience in contributing to policy development or legislation for science-based government regulation is desirable.

Skills and capabilities

Applicants will be assessed based on their ability to demonstrate the following skills and capabilities:

- Strong communication skills with a focus on technical and scientific communication.
- Ability to critically evaluate scientific information in a regulatory context and communicate findings clearly and persuasively.
- Ability to drive the delivery of scientific advice and technical policy under time pressures.
- Ability to lead a team, manage workflows and allocate resources to meet legislative requirements and timeframes in a regulatory scheme.
- Ability to collaborate effectively with external stakeholders.
- Ability to develop staff capability through the provision of guidance, mentoring and regular feedback.

Eligibility

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

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>

To Apply

Position Contact	Dr. Matthew Jones, 0468 334 298
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0749921

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

Closing Date:Sunday 03 November 2024

Portfolio Strategy
Communications & Media Strategic Communication Research and Insights

Job Title	Assistant Director Communication Research and Data Analysis
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$120,290 - \$129,379
Classification	Executive Level 1
Position Number	2024/2519
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Using a consultative approach, the Strategic Communication Research and Insights (SCRI) team works in partnership with departmental clients to lead and deliver innovative communication research and data analytics. By leveraging quantitative and qualitative research methods, we provide actionable evidence-based insights to tackle communications challenges, address mis- and disinformation and provide policy impact across key department priorities. We achieve this through an innovative, collaborative and multidisciplinary approach.

Duties

- Identifying departmental communication research needs and driving research projects that apply appropriate methodologies and analysis tools to ensure high-quality research.
- Applying research insights to develop evidence-based communication strategies and methods.
- Conducting analysis on emerging themes, narratives, sentiments and trends related to priority policies across social media and other media platforms and developing products that leverage these insights to address communications challenges.
- Establishing and managing relationships with internal and external stakeholders to understand communication research needs and expectations.
- Supporting continuous improvement through undertaking and sharing communication evaluation outcomes and incorporating findings into future work.
- Providing support to senior staff in setting priorities, managing workflows and ensuring the delivery of research outputs.
- Managing staff to contribute to a high performing culture and delivering feedback in order to build capability.

Eligibility

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

Notes

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

To Apply

Position Contact	Emily Walker, 02 6272 4215
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Job Title	Members - Clean Energy Regulator
Job Type	Part-Time, Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - NT NT, various locations in QLD QLD, Various locations - SA SA, Various locations - TAS TAS, Various locations - VIC VIC, Various locations in WA WA
Salary	-
Classification	Statutory Appointment
Position Number	CER Board Various
Agency Website	https://www.dcceew.gov.au/

Job Description

boardsearch.com.au/CERpd

The Australian Government is seeking experienced candidates for part-time member roles on the Clean Energy Regulator, the economic regulator accelerating carbon abatement for Australia.

The Clean Energy Regulator (CER or Regulator) is an economic regulator accelerating carbon abatement for Australia by administering Australian Government schemes to measure, manage, reduce and offset carbon emissions in Australia.

Established under the *Clean Energy Regulator Act 2011* (CER Act), the CER is an independent statutory authority, governed by the Regulator, a decision-making body consisting of a Chair and other members. The Regulator is responsible for setting the strategic direction and policies which underpin its operation and performance to ensure it functions effectively.

Reporting to the Minister for Climate Change and Energy (Minister), members of the Regulator are appointed by the Minister, and comprise the Chair and up to 4 other members. Details on current members can be found on the [CER's website](#).

Regulator members are classified as officials for the purposes of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), and so are required to exercise their powers and perform their functions with a duty: of care and diligence; to act honestly, in good faith and for a proper purpose; in relation to use of position; in relation to use of information; and to disclose material personal interests. The agency is also subject to specific additional governance requirements under the CER Act.

The Chair of the Regulator, who is also the accountable authority under the PGPA Act as the Chief Executive Officer (CEO), is responsible for the day-to-day running of the Regulator. The members and CEO are supported by the staff of the Regulator, who are engaged under the *Public Service Act 1999*.

Purpose
The CER is responsible for the following outcomes:

- Outcome 1: Contribute to a reduction in Australia’s net greenhouse gas emissions, including through the administration of market-based mechanisms that incentivise reduction in emissions and the promotion of additional renewable electricity generation.
- Outcome 2: Contribute to the sustainable management of Australia’s biodiversity through the administration of market-based mechanisms that incentivise the preservation and improvement of diverse ecosystems.

Functions

The following schemes administered by the CER work together, providing incentives and obligations, enabling environmental markets to help reduce greenhouse gas emissions and increase the use of renewable energy to achieve the agency's purpose of 'accelerating carbon abatement for Australia'.

- Australian Carbon Credit Unit Scheme
- The Safeguard Mechanism
- National Greenhouse and Energy Reporting Scheme
- Renewable Energy Target
- Australian National Registry of Emissions Units
- Nature Repair Market
- Guarantee of Origin Scheme.

Objectives

The Regulator has four key objectives:

1. A trusted, relevant and expert institution
2. Efficient and effective administration
3. Engaged, active and compliant participants
4. Secure and enduring regulatory infrastructure.

Duties

The successful candidates

Given anticipated vacancies, the Minister is looking to identify and appoint up to three members with the professional skills and experience to provide strategic direction for an agency at the centre of Government policy. These members will commence in late 2024.

This process may also be used to fill any further vacancies in 2025.

Appointment term & basis

Each position is a part-time statutory appointment for a fixed term of up to 5 years. Appointments will be made by the Minister, following a merit-based selection process.

Location & meeting frequency

Members may be based anywhere in Australia and are likely to include a mix of individuals from urban, regional and rural locations and backgrounds. Meetings are a mix of virtual and in-person, mostly in Canberra. The Regulator meets between 7 to 10 times per year, with each meeting typically running for 1 day. Including preparing for and participating in meetings, members can expect to spend—on average—~ 1 day per fortnight working on the Regulator.

Eligibility

To be eligible for appointment (under s18(2) of the CER Act), each appointed candidate must, at the time of appointment, have:

- (a) **substantial experience or knowledge, and**
- (b) **significant standing,**

in at least one of the following fields:

- (c) economics
- (d) industry
- (e) * energy production and supply
- (f) * energy measurement and reporting
- (g) * greenhouse gas emissions measurement and reporting
- (h) * greenhouse gas abatement measures
- (i) financial markets
- (j) * trading of environmental instruments
- (k) * land resource management

- (l) public administration
- (m) agriculture
- (n) * biological or ecological science.

Given anticipated focus areas and the experience and knowledge of continuing members, the fields marked above with an asterisk (*) are of particular interest at present. Additional fields of interest at present include the following:

- (o) * First Nations policy and management of Country
- (p) * environmental markets
- (q) * industrial transformation (supported by corporate experience).

In addition, successful candidates will be able to demonstrate experience or knowledge in:

- (a) boards or committees
- (b) governance
- (c) regulatory policy and/or practice
- (d) critical thinking and risk assessment
- (e) strategic thinking
- (f) communication and collaboration skills.

Notes

Remuneration

Remuneration for members is set by the Remuneration Tribunal, currently pro rata A\$61,320 per annum.

Application process

The Department of Climate Change, the Environment, Energy & Water has engaged the board search firm Challis & Company to assist the Panel with the selection process.

To apply, please download the Confidential role profile at boardsearch.com.au/CERpd and then complete and submit the online application form at boardsearch.com.au/cer along with your curriculum vitae (CV) of no more than 5 pages in PDF format. Please note: submitting a completed online application form and your CV of no more than 5 pages are mandatory parts of the process.

Applications close at precisely 11:30pm AEDT (8:30pm ASWT) on Sunday, 3 November 2024, and you will NOT be able to access or submit an online application form after this time, even if you have started completing the form beforehand. It is recommended that you complete and submit the form well in advance of the closing date, in case you have any technical issues.

All submitted applications will be acknowledged on screen and by an automated email. If you have not received an email acknowledgement, please check you entered an accurate email address and check your junk mail folder.

Any queries about the application process may be directed to cer@challis.co. Challis & Company is simultaneously undertaking a board search.

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

To Apply

Position Contact	Challis & Company, cer@challis.co
Agency Recruitment Site	boardsearch.com.au/CERpd

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

Vacancy VN-0749978

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

Closing Date:Sunday 03 November 2024

Water Infrastructure & Investment
WELS & Water Support Conveyance, Data and Valuations Section

Job Title	Assistant Director Conveyance Team
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$120,290 - \$129,379
Classification	Executive Level 1
Position Number	2024/2684
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Water recovery involves the acquisition of water entitlements that become a Commonwealth asset. The Conveyance Team facilitates the legal conveyance process whereby water is legally transferred from willing sellers across the Murray–Darling Basin to the Commonwealth, the entitlements are held by the Commonwealth Environmental Water Holder. Recovered water is then used to maintain the environmental health of the Basin.

This is a specialist position in a regulatory program area.

Duties

- Lead a large and specialist team and maintain a high-performance culture
- Oversee the preparation of conveyance documentation
- Provide solutions to complex issues within short timeframes
- Coordinate with key functional areas including legal, procurement, finance, the executive, delegates, and the Audit Office
- Analyse data and provide independent advice
- Maintain and provide quality assurance of records in the Water Entitlement Purchasing System (WEPS) to ensure compliance
- Review WEPS processes and procedures and identify efficiency gains
- Maintain in-depth knowledge of:
 - The *Water Act 2007*
 - The Basin Plan 2012
 - State government water registration processes
 - WEPS processes and procedures
 - Water entitlements characteristics

- Procurement and contract management functions including reporting through AusTender.

FURTHER INFORMATION

Further details about this opportunity - including the job specific capabilities - may be found on our website. **Eligibility**

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

Notes

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

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

To Apply

Position Contact	Beau Hug, 0447 325 593
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0749956

Administrative Review Tribunal

Closing Date:Sunday 03 November 2024

Tribunal Support
ART Transition & Executive Support Executive Support

Job Title	Executive Officer
Job Type	Full-Time, Ongoing
Location	Perth WA, Melbourne VIC, Sydney NSW, Hobart TAS, Canberra ACT, Adelaide SA, Brisbane QLD
Salary	\$90,199 - \$102,499
Classification	APS Level 6
Position Number	40998, 41006
Agency Website	https://www.art.gov.au/

Job Description

www.art.gov.au

Join the Executive Support team in the recently established Administrative Review Tribunal (ART).

As the Executive Officer you will assist the Assistant Director of Executive Support to deliver a range of support services to members and staff in leadership positions in the tribunal. Under guidance of the Assistant Director this role is responsible for providing consistent and high-quality executive support to Jurisdictional Area Leaders and/or List Leaders of the ART.

The Executive Support section assists Jurisdictional Area Leaders (JALs) and List Leaders (LLs) in the delivery of their functions under the ART Act. The section also facilitates effective information exchange and consistent liaison between JALs and LLs and other areas of the ART or relevant external stakeholders.

The successful candidate will possess strong interpersonal and communication skills, with the ability to maintain positive working relationships with stakeholders. Candidates are also expected to be able to provide accurate advice on executive support matters and contribute to a culture of continuous improvement.

Duties

In this role you will be responsible for:

- **Service Delivery:** Provide high quality executive support, ensuring consistent, timely and high-quality services to internal users. Contribute to the development and delivery of effective service delivery strategies consistent with the needs of internal users and the Tribunal's statutory and other objectives. Use sound judgement to effectively manage complex issues.
- **Stakeholder Management:** Build and maintain productive and collaborative relationships with a range of internal and external stakeholders to further the achievement of the Tribunal's statutory objectives and to facilitate the work of the section. Anticipate and respond to stakeholder needs and expectations. Collaborate with internal stakeholders to ensure coordinated delivery of support for Jurisdictional Area Leaders and List Leaders.
- **Innovation and Change:** Adopt new or changed ways of working and generate solutions to enhance the Tribunal's capacity for providing consistent, high-quality and accessible services to users. Contribute to a culture of embracing change and continuous improvement.
- **Strategic and Operational Advice:** Provide accurate day-to-day advice and guidance to colleagues on executive support matters. Undertake appropriate treatment of risks, escalating as appropriate.

Eligibility

The AAT requires Australian citizenship as a condition of engagement.

All employees are required to undertake an Australian Federal Police Check and a health assessment.

Mandatory:

- Willingness and ability to obtain and maintain a security clearance if required.

Desirable:

- Relevant qualifications, training or experience related to one or more functions or powers of the Tribunal.

Notes

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

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

About the 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	Michael McIvor, (03)9454 6389
Agency Recruitment Site	www.art.gov.au

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Attorney-General’s

Vacancy VN-0749966

Attorney-General's Department

Closing Date:Sunday 03 November 2024

Interim National Justice Reinvestment Unit

Job Title	Senior Executive Officer
Job Type	Full-Time, Non-Ongoing
Location	Barton ACT
Salary	\$202,141 - \$283,661
Classification	Senior Executive Service Band 1
Position Number	0447/24_JC-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

<https://agcareers.nga.net.au/?jati=BEB55D3E-FE08-D539-61E5-DB346857A5B4>

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

Duties

Our Opportunity

Do you want the opportunity to shape and lead a new Branch committed to supporting community justice initiatives that Close the Gap for First Nations peoples? Do you have strong cultural competency and a thirst to make a difference? Then this position is for you!

Justice reinvestment is a long-term, community-led approach that aims to prevent crime, address the drivers of contact with the justice system, and improve justice outcomes for First Nations peoples in a particular place or community.

An interim Justice Reinvestment Unit is to be established in the Attorney-General's Department to support communities funded under the justice reinvestment programs to successfully implement their initiatives. The Interim Justice Reinvestment Unit will also lead the development of a justice reinvestment measurement and evaluation framework, and the design of the final Justice Reinvestment Unit working in-line with the Priority Reforms and in partnership with key First Nations and State and Territory Government stakeholders. The successful candidate will lead a small Branch to deliver these objectives.

The head of the interim Unit will represent the Unit in key external and internal forums, including the Justice Policy Partnership. You will be responsible for the strategic direction, corporate management and the development and implementation of a forward work plan. You will lead the transition of the Unit to its final structure in a planned and strategic way that values the voice of Community and ensures continuity of support to funded communities, and be responsible for change management throughout the transition period.

Roles in the interim Unit will be on a 12-month temporary basis with the potential for extension or transition into the final Unit once established. This role will involve some travel, including to remote locations.

How you can help us make a difference

We are looking for an innovative leader who is willing to work differently and support the interim Unit to work in line with the Priority Reforms under the National Agreement on Closing the Gap. We are seeking an individual who approaches complex problems with resilience, empathy and collaboration, excels at change management, is experienced with leading teams through transition periods, and is able to shape the culture and ways of working for this newly created team.

This position is an identified position. Applicants for this position must demonstrate:

- an understanding of the issues affecting First Nations peoples
- an ability to communicate sensitively and effectively with First Nations peoples.

While First Nations candidates are strongly encouraged to apply, these opportunities are open to

all.

Ideal candidates will have:

- highly developed cultural competency and an understanding of the issues affecting First Nations peoples
- an understanding of, or experience with, community-led place-based approaches; specific Justice Reinvestment experience is desirable but not essential
- experience working with the Coalition of Peaks, community-controlled organisations and Commonwealth and State and Territory Governments

Ideal candidates will also be able to demonstrate a history of acting in accordance with the [charter of leadership behaviours \(DRIVE\)](#), including through:

- experience delivering change management and an ability to take responsibility for the smooth and appropriate delivery of key policy outcomes
- exceptional communication and interpersonal skills with a proven ability to build collaborative relationships in a culturally diverse environment and use networks to achieve outcomes
- strong initiative, a solutions-focused approach and an ability to demonstrate innovation and agility and provide quality and timely advice
- leading with integrity, displaying accountability and promoting open and honest communication
- a strong sense of self-awareness, an ability to foster respect and inclusion and a demonstrated history of empowering staff through promoting cultural and psychosocially safe work environments.

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.

Notes

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

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

About the 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, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people.

To Apply

Position Contact	Cassie Woods, 02 512 24324
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=BEB55D3E-FE08-D539-61E5-DB346857A5B4

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Attorney-General's

Vacancy VN-0749828

Office of Parliamentary Counsel

Closing Date:Sunday 10 November 2024

Drafting Drafting

Job Title	Assistant Parliamentary Counsel Grade 2
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$118,445 - \$143,822
Classification	Executive Level 1
Position Number	Several
Agency Website	https://www.opc.gov.au

Job Description

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

Contribute to legislative drafting projects, in part to deliver project outputs but primarily to acquire the skills required to provide independent legislative drafting services and for team leadership.

Duties

In this role, you will:

- Develop legislative problem solving, drafting, interpersonal, supervisory and project leadership skills, and judgment, through on-the-job training and also via participation in formal training (courses, seminars etc).

- Assist the Senior Executive Service team leader and, under their general oversight, assume progressively higher levels of independent responsibility for carrying out the following tasks:
 - providing legislative drafting services;
 - organising planning and logistics of legislative projects;
 - maintaining effective working relations with members of the drafting team, instructors, other OPC staff and other relevant parts of the government, parliament and public service.
- Carry out or participate in such product development (e.g. plain English) or operations support (e.g. IT development, participation in office committees and reviews, Legislation Process Course presentations) as may be assigned, or such other duties relevant to the service provided by the OPC as may be assigned.

Eligibility

To be eligible for the role, you must:

- be an Australian Citizen;
- be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Baseline status;
- hold a degree in law from an Australian tertiary institution or a recognised overseas qualification. To advance in OPC you must be admitted as a practitioner (however described) of the High Court or the Supreme Court of an Australian State or Territory.

Notes

About the Office of Parliamentary Counsel

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

To Apply

Position Contact	Bronwyn Livermore, 02 6120 1422
Agency Recruitment Site	https://www.opc.gov.au/careers

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Office of Parliamentary Counsel

Closing Date: Sunday 10 November 2024

Drafting Drafting

Job Title	Assistant Parliamentary Counsel Grade 3
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$136,246 - \$164,027
Classification	Executive Level 2
Position Number	Several
Agency Website	https://www.opc.gov.au

Job Description

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

Contribute to legislative drafting projects, in part to deliver project outputs but primarily to acquire the skills required to provide independent legislative drafting services and for team leadership.

Duties

In this role, you will:

- Assist the Senior Executive Service team leader and, under their general oversight, assume progressively higher levels of independent responsibility for carrying out the following tasks:
 - providing legislative drafting services;
 - organising planning and logistics of legislative projects;
 - maintaining effective working relations with members of the drafting team, instructors, other OPC staff and other relevant parts of the government, parliament and public service.
- Develop legislative problem solving, drafting, interpersonal, supervisory and project leadership skills, and judgment, through on-the-job training and also via participation in formal training (courses, seminars etc).
- Carry out or participate in such product development (e.g. plain English) or operations support (e.g. IT development, participation in office committees and reviews, Legislation Process Course presentations) as may be assigned, or such other duties relevant to the service provided by the OPC as may be assigned.

Eligibility

To be eligible for the role, you must:

- be an Australian Citizen;
- be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Baseline status;
- hold a degree in law from an Australian tertiary institution or a recognised overseas qualification. To advance in OPC you must be admitted as a practitioner (however described) of the High Court or the Supreme Court of an Australian State or Territory.

Notes

About the Office of Parliamentary Counsel

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

To Apply

Position Contact	Bronwyn Livermore, 02 6120 1422
Agency Recruitment Site	https://www.opc.gov.au/careers

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Attorney-General's

Vacancy VN-0749866

Office of Parliamentary Counsel

Closing Date:Sunday 03 November 2024

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$86,294 - \$91,509
Classification	APS Level 5
Position Number	5182
Agency Website	https://www.opc.gov.au

- Bring your strong EA experience and skill set to the Executives at the Office of Parliamentary Counsel (OPC).
- Be part of a highly trained, fun, supportive, high-performing team
- At OPC we are committed to both your professional and personal growth

Do you have extensive experience in providing executive assistance to a Senior Executive in a corporate or government environment? Do you have advanced organisational and time management skills, with exceptional communication skills? This position might be the position for you! **Duties**

About the role

The successful candidate will provide administrative support to members of OPC's Senior Executive and their teams. We are looking for an excellent communicator with strong organisational and coordination skills, demonstrated ability to build productive working relationships and be an agile and practical problem solver.

This is a position of trust that requires emotional intelligence, excellent judgement, high levels of personal integrity and discretion. They will apply a sound knowledge of the Business area's operation requirements, procedures and guidelines to support the senior executive officers.

Position Duties

As the Executive Assistant, you will be responsible for

- Monitoring and tracking incoming documents to ensure correspondence is triaged and actioned accordingly.
- Undertaking diary management, including prioritising time and drawing attention to matters of importance.
- Performing 'front of office' support functions, including meeting room set up, greeting visitors and receiving and responding to phone calls, emails and general correspondence.
- Preparing briefs, reports, minutes and other correspondence.
- Providing secretariat support to meetings, committees and working groups as required.
- Being proactive, approachable, helpful and professional in performing each of the above functions, displaying initiative and applying sound judgment.

The successful candidate will possess the following:

- It is highly desirable to have demonstrated experience in an EA role.

Eligibility

To be eligible for the role, you must:

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

Notes

This recruitment process may be used to fill current vacancies, as well as future non-ongoing vacancies that may arise over the next 18 months in various similar roles.

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

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To Apply

Position Contact	Emma Modric, 02 6120 1408
Agency Recruitment Site	https://www.opc.gov.au/careers/current-vacancies

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Defence

Vacancy VN-0749608

Department of Defence

Closing Date:Monday 04 November 2024

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Outside External Maintenance Provider - Maintenance Manager
Job Type	Full-Time, Ongoing
Location	Henderson WA
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	NSSG/08698/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext>

Duties

The Role

The EL 1 Outside EMP Maintenance Manager is primarily responsible for providing Urgent Defect (URDEF) management, support and coordination within RMC-West, which includes reporting on and providing confirmation of Regional Maintenance Provider (RMP) deliverables in regards to URDEFs. Additional responsibilities include management of Ship Maintenance Periods (SMPs) / Defect Rectification Periods (DRPs), flyaway teams and integration of FSU intermediate level maintenance outside of EMPs.

The Outside EMP Maintenance Manager is accountable and responsible to the RMC-W Principal Commonwealth Representative. Duties include but not limited to:

- Accountable for managing allocated resources, setting work area priorities, developing strategies and evaluating business outcomes.
- Accountable for managing and leading a team, including providing consistent communication, setting clear performance and behavioural standards, managing performance, delegating responsibility and guiding and developing people.
- Monitoring the planning and execution of URDEF rectification, SMPs / DRPs and flyaway.
- Monitoring of Unscheduled Contractor Task Allowance (UCTA) budgets.
- Integration of FSU intermediate level maintenance outside of EMPs.
- Work collaboratively and provide constructive feedback.
- Review, analyse and report on product performance.

About our Team

There has never been a more exciting time to join our progressive and dynamic organisation! Regional Maintenance Centre West (RMC-W) is seeking an experienced and passionate Outside External Maintenance Period (EMP) Maintenance Manager who is looking for a new challenge and to be part of a growing workforce based at Henderson WA derived on Defence's Maritime Sustainment Model.

RMC-W resides within the Naval Shipbuilding and Sustainment Group (NSSG) / Maritime Sustainment Division (MSD) / Maintenance Branch, with our headquarters located in Henderson, WA. The RMC-W is an integrated workforce comprising of military and APS staff at a range of levels.

The role of RMC-W is to provide maritime sustainment to the Royal Australian Navy surface ships via a contractual arrangement with Babcock (Regional Maintenance Provider – West). In addition to RMC-W in Henderson, there are other regional maintenance centres located in Sydney, Cairns and Darwin. Collectively (with Defence Industry) we provide Defence capability to both the Surface Combatant Fleet and Minor Warfare vessels.

Our Ideal Candidate

The following skills and experience are essential to the role:

- Previous experience in management of defect rectification.
- Experience in customer/supplier relationship environment.
- Strong communication and stakeholder management skills.
- Ability to effectively translate understanding of quality requirements and performance risks to practical application within the RMC.
- Ability to work in a team environment.
- Results driven, agile in work practices.
- Highly developed written and verbal communications.
- Demonstrate initiative and provide sound judgement.
- Excellent attention to detail.

The following skills and experience are desirable to the role:

- Demonstrated understanding of Defence Project requirements.

- Relevant Technical, Project Management or Asset Management qualifications.
- Demonstrated ability to work both autonomously and as part of a team 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>

About the Department of Defence

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To Apply

Position Contact	Dan Bauer, 07 4280 9098
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencetypecode=defenceext

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Defence

Vacancy VN-0749722

Department of Defence

Closing Date:Monday 04 November 2024

Defence Intelligence Group
Australian Geospatial-Intelligence Organisation

Job Title	Intelligence Diplomacy and International Partnerships Officer
Job Type	Full-Time, Ongoing
Location	Bendigo VIC, Canberra ACT, Wollongong NSW
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	DIG/08621/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=93B8B97C-451F-A7C6-E871-DB33B612F966>

Duties

The Role

This is an exciting opportunity to join a high profile team which shapes, devises and implements the Australian Geospatial-Intelligence Organisation's (AGO) international agenda in support of the 2024 National Defence Strategy. These roles are aimed at candidates who are interested in international engagement, diplomacy and intelligence policy.

As an Intelligence Diplomacy and International Partnerships Officer within AGO, you will work with stakeholders across Defence, the National Intelligence Community and the APS, as well as with key partner nations and overseas posts, to achieve AGO's international engagement objectives. These roles require well-developed stakeholder engagement, problem solving, coordination and organisational skills. We are seeking highly motivated, enthusiastic and collaborative candidates to join our friendly, professional team.

The main responsibilities for the APS 6 Intelligence Diplomacy and International Partnerships Officer include:

- Communicate, consult, liaise and engage across AGO, Defence, the National Intelligence Community and with international partners to plan, coordinate and execute international visit programs.
- Support AGO's senior leadership to host high level dialogues and diplomatic events, including event logistics, secretariat support and hosting requirements.
- Brief AGO senior leadership and decision makers on all elements of international engagement, including key objectives, opportunities and risks, as well as protocol and other sensitivities.
- Task and review briefing material from across the organisation, exercising judgement to support decision making.
- Develop and draft strategic policy documents, including organisational strategies and ministerial briefing.
- Supervise junior officers.

Domestic and international official travel is available within these roles, but is not a requirement for successful candidates.

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

About our Team

The Australian Geospatial-Intelligence Organisation leads the Defence community in delivering geospatial-intelligence (comprising geospatial information and geospatial intelligence, collectively known as GEOINT) as well as hydrographic information. The Australian Geospatial-Intelligence Organisation has workforces in Canberra, Wollongong and Bendigo. GEOINT and hydrography are critical enablers for Defence operations and national activities such as Australian Defence Force operations and training, safety of navigation, whole of government intelligence and security activities, natural disaster responses and strategic policy development. Our people make a vital contribution to protect the lives and safety of Australians at home and overseas by providing GEOINT to decision-makers at all levels. You would be working in a unique, challenging and dynamic environment.

Our Ideal Candidate

We are looking for candidates who:

- Are team players
- Can build and maintain strong relationships with diverse stakeholders
- Can communicate effectively – both verbally and in writing – with us, with wider Defence and with our partners
- Are adaptable and flexible in the face of changing priorities
- Show sound judgment and the ability to make informed decisions
- Have excellent organisational skills and can manage complex event logistics.

If you are concerned that you might not meet all of the skills and attributes listed above, please reach out to our Contact Officer to learn more about how you could contribute to our mission.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance at “Positive 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>

About the Department of Defence

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To Apply

Position Contact	Name withheld, 02 5108 3238
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=93B8B97C-451F-A7C6-E871-DB33B612F966

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Defence

Vacancy VN-0749755

Department of Defence

Closing Date:Monday 04 November 2024

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Publications Manager
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	CASG/08769/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=46A3AE17-0798-335D-DB40-DB33B6106258>

Duties

The Role
Are you able to build effective relationships throughout an Organisation?

Do you want to be a key contributor to Australia's Army Aviation capability?

If so, you may be well suited to the role of APS 6 Publications Manager within our Attack Helicopter Systems Program Office (AHSPO) located in Brisbane, QLD.

As the APS 6 Publications Manager you will be responsible to provide assurance and data knowledge to support technical and engineering activities and ensure quality and compliance with appropriate technical delegations commensurate with relevant legislative, policy and regulatory frameworks. You will interpret and provide advice to management in accordance with Defence Policy and Procedures.

You will be expected to engage with stakeholders, investigate, report, develop, evaluate, advise and implement policies, procedures, practice and manage resources specific to assurance and data specifications to support AHSPO. This position is key to the delivery of integrated engineering logistic support to AHSPO.

About our Team
The new Attack Helicopter Systems Program Office (AHSPO) Apache capability is designed to support the Joint Force of the late 2020s and beyond to fight and win the land battle.

As the Attack Helicopter project is an emerging capability, the team, which comprises of ADF, APS and Contractor staff, is rapidly growing. The Team is currently split between Canberra, Brisbane, and Townsville.

You will have the opportunity to contribute to the delivery of high-value, advanced Defence capabilities, whilst being rewarded with a professional, inclusive and supportive team.

Our Ideal Candidate

We are looking for an experienced Publications Manager to work within an Integrated Logistic team.

Candidates who can demonstrate an ability to rapidly acquire the requisite skills will also be considered.

To be successful in this role you will:

- Have proven experience within Aviation technical data management.
- Have knowledge and experience in technical and engineering activities, quality and compliance with appropriate technical delegations commensurate with relevant legislative, policy and regulatory frameworks.
- Possess the ability to build positive relationships and communicate with stakeholders.
- Have well developed verbal and written communications skills.
- Always act in a manner that advances the reputation of Army Aviation Systems Branch as professional and outcomes oriented.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Stuart Folkard, 07 3903 0405
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=46A3AE17-0798-335D-DB40-DB33B6106258

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Defence

Vacancy VN-0749764

Department of Defence

Closing Date:Monday 04 November 2024

Air Force
Air Command

Job Title	ADATS Adaptation System Manager / Data Specialist
Job Type	Full-Time, Ongoing
Location	Williamtown NSW
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	AF/08670/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=186576AD-A668-529C-DE61-DB33EEAFA6EF>

Duties

The Role
An Executive Level 1 ADATS System Manager / Data Specialist works with considerable independence and is accountable to maintain and control complex air traffic control technical systems as well as source, develop, and incorporate aeronautical information into a database management system.

They will have extensive aviation experience and comprehensive technical knowledge of air traffic control data production and testing systems to ensure optimal performance, stability, and redundancy of: one (1) full data processing and display management and test system; one (1) full voice switch adaptation production workstation; and two (2) deployed air traffic control simulation suites (RAAF Bases Williamtown and Amberley).

They will work within a framework of legislation, established principles, work practices and procedures in accordance with Defence's mission and business objectives.

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

About our Team
The Adaptation Data Information Technology System is a highly complex and critical component of the Australian Defence Air Traffic Control System (ADATS). The Executive Level 1 ADATS System Manager / Data Specialist works within a small team of air traffic control specialists as part of Headquarters Surveillance and Response Group based at RAAF Williamtown.

The team is pivotal in providing operationally critical air traffic control data services to thirteen (13) Defence air traffic control establishments around Australia; fills an essential role in providing specialist advice and supporting data to significant Defence projects; and assists Defence in meeting its aviation safety obligations.

Our Ideal Candidate

- Current or recent technical experience in maintaining computer-based air traffic control systems such as ADATS or EUROCAT.

- Highly developed technical, analytical, and problem solving skills with demonstrated commitment to quality systems processes including configuration management, data management, and security.
- Ability to analyse highly complex ICT acquisition, development and maintenance issues, applying expertise to identify potential risk events and implement effective mitigation strategies.
- Ability to interpret and process highly complex geographical and non-geographical aeronautical documents and information using relevant operational aviation experience.
- Comprehensive knowledge of air traffic management system data files, relational databases and experience manipulating them.
- Understand the Defence environment and apply that knowledge to build and sustain relationships and liaise with a range of internal and external stakeholders.
- Ability to work both individually and as part of a team.
- Excellent oral and written communication skills.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Robert Duchemin, 0419 002 642
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=186576AD-A668-529C-DE61-DB33EEAFA6EF

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Defence

Vacancy VN-0749770

Department of Defence

Closing Date:Monday 04 November 2024

Air Force
Air Command

Job Title	Team Leader - Mission Assurance Officer
Job Type	Full-Time, Ongoing
Location	Richmond NSW
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	AF/08715/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=D42D147E-1A72-52C9-0C1D-DB33EF23A616>

Duties

The Role
Situating within Headquarters Air Mobility Group (HQ AMG) is the Air Mobility Control Centre (AMCC). AMCC effectively and efficiently plans, constructs and controls air mobility missions. Air Force is seeking a proactive and committed team member to lead and mentor the HQ AMG Operational Support Team.

As the APS 5 Team Leader - Mission Assurance Officer, you will be responsible for:

- Leading a small integrated team, performance reporting and the provision of ongoing training and development;
- Conduct governance, assurance and validation functions post mission activity;
- Drafting HQ AMG financial Instruments for support of air mobility missions;
- Analyse and interpret data and information extracted from a variety of sources to assist in AMG’s budgetary decision making and provide periodic transactional reporting;
- Engage and negotiate with domestic/international clients and stakeholders;
- Responsive to complex enquiries, taking initiative to identify alternate courses of action when necessary; and
- Build and sustain productive relationships with supervisors, staff and team members and actively participate in teamwork and group activities.

About our Team
AMCC is responsible for effective execution of air mobility missions for Australian Defence Force projection. As such, squadrons within the AMG - Force Element Group (FEG) operate multiple missions on a daily basis nationally and internationally.

AMG are the custodians of six passenger and cargo aircraft types and deliver lines of effort including air logistic support, airborne operations, and air-to-air refueling in addition AMG support a range of aero-medical evacuations and search and rescue missions. Situated within the AMG construct, the AMCC Unit consists of five cells including air lift coordination, planning, operations and executions, mission support and governance, assurance and validation – post activity missions.

You will be part of a small AMCC team which is responsible for the support AMG air mobility missions by providing assurance by way of transactional validations on behalf of AMG to external stakeholders, providers and vendors while preparing accurate transactional reporting.

Our Ideal Candidate

To be suitable for the role of APS 5 Team Leader - Mission Assurance Officer you should possess most or all of the following skills, qualities and experience:

- Experience in leading a team and the ability to assist and support staff development through training, coaching and providing feedback;
- Ability to identify and interpret relevant policies and procedures to enact and remain compliant within a financial and records management framework;
- Demonstrated experience in monitoring governance, assurance, auditing and delivering on corporate reporting activities;
- Display strong written, verbal and e-communication skills;
- Attention to detail and the ability to manage competing priorities;
- Strong analytical skills to identify inaccuracies and contribute to solutions; and
- Ability to communicate, liaise and maintain relationships with a variety of internal/external stakeholders.

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	Megan Coe, 02 4579 2347
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D42D147E-1A72-52C9-0C1D-DB33EF23A616

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Defence

Vacancy VN-0749792

Department of Defence

Closing Date:Monday 04 November 2024

Joint Capabilities Group
Joint Capabilities

Job Title	Project Manager - AUKUS Electronic Warfare
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	JCG/08635/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=2C90ACD5-A37E-CFC4-CC9B-DB33F10FA67B>

Duties

The Role

Would you like to be part of Australia’s effort to acquire new Electronic Warfare (EW) capabilities – highly significant Defence technology that will position Australia to respond to strategic challenges in the coming decades?

An exciting opportunity exists for multitalented individuals to join the Joint Electronic Warfare Directorate as a Project Manager. The role involves the management and delivery of capability effects under the Integrated Investment Portfolio Cyber Capabilities Program of Work.

The Project Manager is responsible for the following:

- Managing and leading the AUKUS EW team within Joint EW Directorate;
- Preparing correspondence, briefs, and reports as required including submissions and documents for higher delegate and committee consideration;

- Building and sustaining stakeholder engagement, including the ability to communicate with influence and negotiate effectively; and
- Analysing, interpreting Project performance against agreed plans, developing, and evaluating strategies to achieve Project outcomes.

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

About our Team

Joint Information Capabilities Branch (JICB) is an integrated team of military (ADF), civilians (APS) and contractors (industry) who contribute to developing the Joint Force.

JICB develops and manages a number of capabilities being:

- Joint Simulation Capabilities (JSC).
- Joint Cyber & Influence (C&I).
- Joint Position Navigation and Timing (PNT).
- Joint Electronic Warfare (EW).
- Project Management Office (PMO) including Health Knowledge Management & Digitisation programs.

Joint EW Directorate is a high-paced environment, with varied work across a spectrum of activities. Work can be demanding at times with ADF expectations, program milestones and committee representation scheduled for a range of EW outputs and projects.

This Directorate is responsible for developing Joint EW capabilities in preparation for the integrated force's application of electromagnetic spectrum warfighting effects. This is achieved through engagement with a variety of internal and external stakeholders including international allies and partners, industry, across Defence and other Government Departments.

This team conducts extensive stakeholder engagement, presenting complex initiatives and planning proposals, securing agreement and participates in implementation of a range of EW initiatives. In joining Joint EW you will support the team in solving highly complex problems and will be instrumental in developing future EW capabilities.

Our Ideal Candidate

The EL 1 Project Manager will be a motivated leader, a team player, leading by example to thrive in a challenging yet supportive environment. You are professional and self-motivated, have proven experience with stakeholder relationships, excellent communication skills, a positive attitude and the ability to achieve outcomes.

The ideal candidate will demonstrate the following:

- Experience in leading and supporting domestic and international engagements in support of Joint EW projects and activities;
- Experience in leading technical staff and multi-disciplinary teams to deliver projects, as well as adapt and prioritise work to meet frequently changing deadlines;
- Experience in guiding others, driving negotiations and providing analysis to Executives to support evidence-led decision-making;

- Ability to engage with a range of stakeholders ranging from senior executives, contractors, APS, ADF, and, technical experts;
- Delivering projects and their capability effects that are aligned with strategic needs and support Defence in the effective implementation of the National Defence Strategy;
- Exceptional written and verbal communication skills; and
- Well-developed leadership skills, including the ability to lead a team that can pivot to changing priorities.

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>

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To Apply

Position Contact	Thomas Baker, 02 6265 1856
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2C90ACD5-A37E-CFC4-CC9B-DB33F10FA67B

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Defence Intelligence Group
Australian Geospatial-intelligence Organisation

Job Title	Intelligence Diplomacy and International Partnerships
Job Type	Full-Time, Ongoing
Location	Bendigo VIC, Canberra ACT, Wollongong NSW
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	DIG/07240/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=9BDF4079-989C-272E-9CEA-DB33F091C8E4>

Duties

The Role

This is an exciting opportunity to join a high profile team which shapes, devises and implements the Australian Geospatial-Intelligence Organisations (AGO) international agenda in support of the 2024 National Defence Strategy. These roles are aimed at candidates who are interested in international engagement, diplomacy and intelligence policy.

As an Intelligence Diplomacy and International Partnerships Officer within AGO, you will work with stakeholders across Defence, the National Intelligence Community and the APS, as well as with key partner nations and overseas posts, to achieve AGO's international objectives.

These roles require well-developed stakeholder engagement, problem solving, coordination and organisational skills. We are seeking highly motivated, enthusiastic and collaborative candidates to join our friendly, professional team.

The main responsibilities for the APS 5 Intelligence Diplomacy and International Partnerships Officer include:

- Communicate, consult, liaise and engage across AGO, Defence, the National Intelligence Community and with international partners to plan, coordinate and execute international visit programs.
- Support AGO's senior leadership to host high level dialogues and diplomatic events, including event logistics, secretariat support and hosting requirements.
- Contribute to briefing AGO senior leadership and decision makers on all elements of international engagement, including key objectives, opportunities and risks, as well as protocol and other sensitivities.
- Task and review briefing material from across the organisation, exercising judgement and triaging information to identify key factors that support decision making.
- Contribute to the development and drafting of strategic policy documents, including organisational strategies and ministerial briefing.
- Domestic and international official travel is available within these roles, but is not a requirement for successful candidates.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence

Capability Payment (BDGP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise Agreement (DEA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

The Australian Geospatial-Intelligence Organisation leads the Defence community in delivering geospatial-intelligence (comprising geospatial information and geospatial intelligence, collectively known as GEOINT) as well as hydrographic information.

The Australian Geospatial-Intelligence Organisation has workforces in Canberra, Wollongong and Bendigo. GEOINT and hydrography are critical enablers for Defence operations and national activities such as Australian Defence Force operations and training, safety of navigation, whole of government intelligence and security activities, natural disaster responses and strategic policy development.

Our people make a vital contribution to protect the lives and safety of Australians at home and overseas by providing GEOINT to decision-makers at all levels. You would be working in a unique, challenging and dynamic environment.

Our Ideal Candidate

We are looking for candidates who:

- Are team players.
- Can build and maintain strong relationships with diverse stakeholders.
- Can communicate effectively – both verbally and in writing – with us, with wider Defence and with our partners.
- Are adaptable and flexible in the face of changing priorities.
- Show sound judgment and the ability to make informed decisions.
- Have excellent organisational skills and can manage complex event logistics.

If you are concerned that you might not meet all of the skills and attributes listed above, please reach out to our Contact Officer to learn more about how you could contribute to our mission.

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

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To Apply

Position Contact	Name Withheld, 02 5108 3238
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9BDF4079-989C-272E-9CEA-DB33F091C8E4

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Defence

Vacancy VN-0749806

Department of Defence

Closing Date:Monday 28 October 2024

Air Force
Air Command

Job Title	Materiel Maintenance Officer
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$76,277 - \$83,274
Classification	APS Level 4
Position Number	AF/08778/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=51D07616-367E-D19E-21C4-DB33F20FC7A1>

Duties

The Role
You will work within 24 SQN RAAF Base Edinburgh. The Mechanical Equipment Operations and Maintenance Section (MEOMS) is responsible for providing ground support maintenance and designated airfield services at RAAF Base Edinburgh.

The MMO is accountable for performing applicable trade related activities in accordance with established workplace principles, practices and procedures and provide advice to management and other stakeholders. The MMO undertakes investigation, analysis, resolving and evaluating materiel, processes and equipment to support Defence materiel capability life cycle.

The successful candidate requires NV1 clearance (or meets the requirements to be granted one within the first 12 months of

employment). The work provides very limited opportunity for work from home arrangements to be supported. The role involves limited weekend or public holiday work.

About our Team

Joining our team will allow you to work at RAAF Base Edinburgh, which is home to the Boeing P-8 Poseidon. We are a diverse team and benefit from interacting with a range of stakeholders including ADF and APS members.

Our Ideal Candidate

Our ideal candidate:

- Holds as a minimum a Trade Certificate (engineering mechanical or vehicle) or demonstrates applicable skills required to perform the role.
- Can perform straightforward technical trade activities and associated tasks working to agreed priorities and outcomes.
- Conducts investigations and contributes to the development of technical documentation for review.
- Applies trade knowledge and gains experience, understands priorities to identify, defines issues and implements corrective actions.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 4 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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To Apply

Position Contact	David Olavesen, 0429 819 651
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=51D07616-367E-D19E-21C4-DB33F20FC7A1

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Defence

Vacancy VN-0749838

Department of Defence

Closing Date:Monday 04 November 2024

Air Force
Air Command

Job Title	Production Officer
Job Type	Full-Time, Ongoing
Location	Richmond NSW
Salary	\$76,277 - \$83,274
Classification	APS Level 4
Position Number	AF/08815/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=8E4D83C9-7E18-5913-38DB-DB342A3D481D>

Duties

The Role

As the APS 4 Production Officer, you will be required to perform and achieve moderately complex production management work within an integrated workforce. You will be accountable to have a good understanding of and compliance to relevant legislative frameworks, government decision-making and Defence's mission and policy requirements.

You will be accountable for organising your workflow, making decisions within their defined parameters relating to area of responsibility and you will seek guidance when required. You may exercise some discretion with respect to how legislation, procedures and guidelines are interpreted and applied to your work.

The APS 4 Production Officer will be required to share information, monitor work practices, set work priorities and develop local procedures. You may supervise and provide leadership to a team, providing coaching and on-the-job training for newer and less experienced team members.

The APS 4 Production Officer may be required to communicate with, respond and provide advice to a range of stakeholders on moderately complex operational and administrative issues to achieve work unit and Defence outcomes. You will be accountable to contribute towards ongoing self-improvement and professional development.

About our Team

22 Squadron Mechanical Equipment Maintenance & Operations Section is a diverse and integrated workforce made up of Military, APS and contractors. The section is responsible for providing maintenance support to all ground equipment at RAAF Base Richmond.

Our Ideal Candidate

We are seeking a highly motivated; outcomes focused Production Officer to join our maintenance team. You will have the ability to work autonomously in a small but diverse team, and provide coaching and training to other members as required.

Our ideal candidate will:

- Have excellent communication skills;
- Have keen attention to detail;
- Be able to manage and prioritise your work tasks;
- Use initiative to improve processes and be adaptable to change; and
- Have experience in Computer Maintenance Management Systems.

Eligibility

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

Notes

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

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To Apply

Position Contact	Andrew King, 02 4579 3803
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8E4D83C9-7E18-5913-38DB-DB342A3D481D

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Defence

Vacancy VN-0749878

Job Title	Registry and Filing Officer
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	ARMY/07321/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=F328321F-8956-D6B9-5011-DB342D0925C7>

Duties

The Role

The 1st (Australian) Division (1 (AS) DIV) Joint Operations Room (JOR) manages a significant number of operations, actions and activities both domestically and throughout the near region. The effective command and control of these operations requires timely information management, record keeping, and administrative governance oversight.

The APS 5 Registry and Filing officer provides the continuous presence within the JOR, providing support to operational capability, information distribution, security and information management (IM). Managing full time and part time personnel, the Registry and Filing Officer will be responsible for, dissemination, recording and tracking of operational tasks and orders, using a range of Defence systems and Microsoft Office products. In addition to information management, the position will manage information security within the JOR, deliver information updates, and provide effective liaison with stakeholders across the 1st (Australian) Division.

About our Team

Following the release of the Defence Strategic Review, 1 (AS) DIV has been reorganised to take command of the majority of Army's conventional forces and is responsible for delivering the land component to Australian Defence Force Operations and activities through the management and coordination of a diverse range of subordinate Brigades and Direct Command Units. The JOR resides within Headquarters 1 (AS) DIV, located at Gallipoli Barracks Enoggera, and provides coordination, command and control of the activities and operations of these subordinate units. The JOR team consists of Army personnel and the APS 5 Registry and Filing Officer reporting to Staff Officer Operations. The broader Headquarters is staffed by an integrated workforce of Army and APS staff delivering staff functions in support of Commander 1 (AS) DIV.

Our Ideal Candidate

We are seeking a candidate who possesses the following skills and attributes:

- Excellent written and oral communication
- Understanding of how large organisations operate and the ability to direct workflows through established processes
- The ability to work at different tempos, to meet the level of activity across 1 (AS) DIV
- Ability to prioritise workloads and work independently with limited supervision
- Understand the demands of a military or large operationally focused organisational headquarters
- Liaise with a network of staff at a range of different levels
- Ability to train and demonstrate processes to staff
- Attention to detail
- Analytical skills, including the ability to map processes & identify opportunities for increased efficiencies
- Change management skills including initiative and ability to anticipate/ forecast impacts of changes

Eligibility

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

Notes

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

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To Apply

Position Contact	David Seers, 07 3434 5628
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F328321F-8956-D6B9-5011-DB342D0925C7

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Health

Vacancy VN-0749981

Australian Digital Health Agency

Closing Date:Sunday 03 November 2024

Technology Services
Information Technology Services Business Engagement and Support

Job Title	Digital Literacy Coordinator
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT
Salary	\$94,456 - \$106,563
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.

We promote an inclusive workplace culture where everyone at the Agency lives our values in pursuit of a healthier future for all Australians. Our passion and commitment to reconciliation demonstrates our dedication to create inclusive environments, and social responsibility, all to support you in seamlessly balancing life and career.

About the Role

Your role will be pivotal in transforming healthcare delivery. You'll contribute to the seamless operation of health support systems that are not just efficient but also safeguarded with the highest standards of security. The Digital Literacy Coordinator will be responsible for designing and implementing the Agency's digital literacy program, improving the technical skills of employees and uplifting the digital maturity of the Agency.

This role requires a solid understanding of digital tools and technologies, strong communication skills and a passion for teaching. The coordinator will develop a curriculum, facilitate workshops, and provide ongoing support to help staff confidently navigate digital tools and enhancements, optimising workflow.

Duties

What You'll Bring

- Sound proficiency of digital tools, including operating systems, office productivity software, online communication tools, and internet safety practices.
- Familiarity with e-learning platforms, learning management systems, or instructional technologies.
- Minimum three years of experience in developing and delivering digital literacy or technology related training programs.
- Three- to five years' experience with curriculum development and instructional design, particularly in adult learning or professional development.
- Ability to engage and motivate diverse learners with varying levels of digital literacy.

Eligibility

Eligibility

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

Notes

Our Benefits

- Ask us about our 2025-26 salary increases, annual performance reviews and superannuation employer contribution of 15.4%.
- Salary packaging (also known as salary sacrifice) is available.
- 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

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 Nina Mahadevan at nina.mahadevan@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: 3 November 2024, 11:00pm

Salary: This role offers between \$94,456 - \$106,563 plus 15.4% superannuation depending on skills and experience.

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

About the Australian Digital Health Agency

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

To Apply

Position Contact	Nina Mahadevan, nina.mahadevan@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Technology Services
Information Technology Services Business Engagement and Support

Job Title	Knowledge Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT
Salary	\$94,456 - \$106,563
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

Join our Technology Services Division, the heart of digital health innovation. We’re entrusted with the operation and enhancement of a reliable, secure national digital health infrastructure and health support systems.

The Knowledge Manager’s primary responsibility is to optimise the Agency’s use and management of knowledge assets, ensuring that valuable information is effectively maintained and shared across divisions, projects, and teams internal and external to the Agency.

The position will liaise extensively with internal and external stakeholders to ensure the Agency’s knowledge management practices are aligned with strategic business objectives, legislative requirements and established best practice within the work area.

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.
- 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.

Duties

What You’ll Bring

- Strong project management and change management skills, including leading knowledge management projects, initiatives, or systems implementations.
- Strong analytical and problem-solving skills to design or recommend innovative solutions to improve knowledge sharing practices.

- Exemplary stakeholder engagement skills to work collaboratively with diverse teams and external partners under pressure and tense environments.
- Relevant tertiary qualifications in Information Management or Knowledge Management, with certification and extensive experience with collaboration tools (Confluence, SharePoint) and knowledge management software.
- Experience working for the Australian Public Sector or other Government department and familiarity government policies, frameworks and ISO standards in relation to information and knowledge management

Eligibility

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

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 Nina Mahadevan at nina.mahadevan@digitalhealth.gov.au.

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To Apply

Position Contact	Nina Mahadevan, nina.mahadevan@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0749983

Australian Digital Health Agency

Closing Date:Sunday 03 November 2024

Technology Services
Business Operations and Integration Customer Support

Job Title	Customer Support Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Brisbane QLD
Salary	\$78,723 - \$83,180
Classification	APS Level 4
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.

Join us to grow, develop, and advance your career without the need to relocate or compromise your current lifestyle. We promote an inclusive workplace culture where everyone at the Agency lives our values in pursuit of a healthier future for all Australians. Our passion and commitment to reconciliation demonstrates our dedication to create inclusive environments, and social responsibility, all to support you in seamlessly balancing life and career.

About the Role

Join our Technology Services Division, the heart of digital health innovation. We're entrusted with the operation and enhancement of a reliable, secure national digital health infrastructure and health support systems.

Reporting to the Manager, Customer Support, this position is responsible for managing complex customer queries and incident events in a multi-channel contact centre environment.

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.
- 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.

Duties

What You'll Bring

- Have functional expertise in Customer Support environment.
- Experience in, or functional understanding of a standard IT Service Desk.
- Have capability to deal with complex consumer enquiries and provide administration support.
- Have experience in dealing with Consumer complaints and taking on feedback from end users.
- Basic understanding and capability in IT administration, including the use of CRM platforms like MS Dynamics or Enterprise software like Service Now

Eligibility

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

Additional Information

The position may be 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 Kerri Jones at kerri.jones@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: 3 November 2024, 11:00pm

Salary: This role offers between \$78,723 - \$83,180 plus 15.4% superannuation depending on skills and experience. For APS applicants, please refer to APS Jobs for details of salary ranges.

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

About the Australian Digital Health Agency

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

To Apply

Position Contact	Kerrie Jones, kerrie.jones@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0749647

Department of Health and Aged Care

Closing Date:Thursday 07 November 2024

Service Delivery Division
Queensland Northern Territory Branch Aged Care Northern Territory Section

Job Title	Executive Level 1 - Darwin Aged Care Programs Team - Service Delivery Division
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Darwin NT
Salary	\$116,418 - \$132,777
Classification	Executive Level 1
Position Number	24-SDDIV-27213
Agency Website	

Job Description

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

The Department of Health and Aged Care is looking for a dynamic person with very well-developed leadership skills and a desire to achieve outcomes for the Northern Territory to lead our Darwin Aged Care Programs team.

As the Assistant Director in the Darwin Local Network Office, you will work collaboratively with our leadership team and local staff to perform a range of functions including:

- stakeholder engagement
- program assurance
- stewardship of the aged care system.

Your role will support connection between the aged care and health programs in the Northern Territory. **Duties**

Responsibilities include:

- effectively lead and support to a team across a range of aged care program areas
- maintain a robust working knowledge of key priorities, reform activities, and relevant legislation in the Aged Care and Health Programs
- work in partnership with key stakeholders to support local solution brokerage and delivery of program outcomes
- gather intelligence on departmental programs and outcomes and the local conditions which impact service delivery
- identify, report on, and mitigate issues of concern or risk, escalate when required and maintain risk management activities
- gathering local intelligence and analysing aged care data to support the needs of senior Australians requiring aged care services across the Northern Territory
- contribute to continuous improvement to help ensure the aged care system is as responsive as possible to the needs of senior Australians and their families and carers
- represent the department at stakeholder engagement activities including with service providers, consumers, state governments and other Commonwealth agencies
- support emergency response including covid-19 activities where required.

Eligibility

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

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

- satisfactory completion of a criminal history check
- completion of a medical declaration and pre-employment medical
- providing evidence of qualifications (where required).

Notes

Applications close 11:30pm AEDT.

Applicants are asked to quote reference number 24-SDDIV-27213 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care 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 by an additional 18 months.

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

About the Department of Health and Aged Care

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

To Apply

Position Contact	Maya Murphy, 0407 970 588
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us

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Health

Vacancy VN-0749726

Department of Health and Aged Care

Closing Date:Monday 11 November 2024

Health Aged Care Pricing Auth Division
Hospital Policy and Classification Branch Acute Care Classification Section

Job Title	Project Manager - Acute Care Classifications Team
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$116,418 - \$132,777
Classification	Executive Level 1
Position Number	24-IHACPADIV-27257
Agency Website	

Job Description

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

IHACPA is seeking a highly motivated and enthusiastic project manager to drive and manage the administrative and project facilitation functions within the Acute Care Classifications team, including the contract and procurement processes that support the development of the ICD-10-AM/ACHI/ACS and AR-DRG classification systems and related IT and education software.

You will work in collaboration with a team of motivated health professionals, in an agency that celebrates diversity and flexibility. If you have relevant project management expertise, possess a growth mindset, can drive change through innovation, build and sustain positive working relationships with team members and stakeholders then we are interested in hearing from you.

Duties

Managing and driving the administrative and project facilitation functions within the Acute Care Classifications team, including the contract and procurement processes that support the development of the ICD-10-AM/ACHI/ACS and AR-DRG classification systems and related software. Responsibilities include:

- Co-ordinating and managing projects, procurement, and IT contracts to redevelop classification development and production software, produce education materials/resources, quality assurance and other activities related to new versions of ICD-10-AM/ACHI/ACS and AR-DRGs.
- Providing administrative support for projects, staff recruitment, and labour hire recruitment.
- Undertaking end-to-end procurement processes in line with Commonwealth government policies and requirements.
- Developing appropriate contract, procurement, and other project documentation and participating in competitive tender processes.
- Developing and maintaining key working relationships with internal and external stakeholders.
- Managing record-keeping of communication, documentation of project management, including documentation related to contracts.
- Ensuring the section's internal administrative, project and contract documents are accurate and well-maintained.
- Identifying, mitigating and resolving risks, assumptions, issues and dependencies in relation to project, contract and procurement management activities.
- Supporting other projects associated with classification development as required.
- Other duties as delegated by the Director, Acute Care Classifications.

Eligibility

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

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

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

Notes

Applications close 11:30pm AEDT.

Applicants are asked to quote reference number 24-IHACPADIV-27257 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended by an additional 6 months (cannot exceed 24 months in total).

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

About the Department of Health and Aged Care

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

Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Anne Elsworthy, 0400839462
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0749949

Department of Health and Aged Care

Closing Date:Sunday 03 November 2024

Financial Management Division
Corporate Financial Strat and Services Branch Contact Centre Section

Job Title	APS Level 5 - Business Support Manager - Contact Centre Section
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	\$84,627 - \$91,520
Classification	APS Level 5
Position Number	24-FMDIV-27072
Agency Website	

Job Description

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

The Department of Health and Aged Care Contact Centre is seeking two motivated individuals to fill APS 5 Business Support Manager roles.

As a successful candidate you will enjoy working in a fast-paced call centre environment, providing essential support to enable continued efficiency and effectiveness of our operations.

To be successful in this role you must have strong communication skills, excellent attention to detail and sound research/analysis skills.

Duties

- managing relationships with Health and Aged Care policy, corporate and program areas for which the Contact Centre provides services, including developing and managing compliance with service agreements
- managing data and collecting, analysing, and preparing reports on workload and performance for internal and external stakeholders
- managing the delivery and support of high-quality technology/telephony services to end users, including identifying system and process enhancements
- managing the Contact Centre financial responsibilities alongside the branch Financial Business Partners (FBPs), including monthly recoveries and accruals, staff financial management and cost projections
- managing information resources for the Contact Centre and working with business partners and customer service teams to understand and implement changes to services.

Eligibility

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

Notes

- Applications close 11:30pm AEDT.
- Applicants are asked to quote reference number **24-FMDIV-27072** to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.
- This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

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

About the Department of Health and Aged Care

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

To Apply

Position Contact	Hannah Tracey, 02 5132 5470
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us

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Health

Vacancy VN-0749951

Department of Health and Aged Care

Closing Date:Sunday 03 November 2024

Financial Management Division
Financial Strat and Services Branch Contact Centre Section

Job Title	APS Level 4 - Business Support Officer - Contact Centre Section
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$79,954 - \$83,424
Classification	APS Level 4
Position Number	24-FMDIV-27075
Agency Website	

Job Description

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

The Department of Health and Aged Care Contact Centre is seeking motivated individuals for our Business Support Officer role.

This process will be used to create a merit pool to fill future vacancies. As a successful candidate you will enjoy working in a fast-paced call centre environment, providing essential support to enable continued efficiency and effectiveness of our operations.

To be successful in this role you must have strong communication skills and excellent attention to detail.

Duties

- updating information and training resources on the Contact Centre SharePoint sites

- liaising with business areas for access to current and cleared information - Managing & triaging the Contact Centre mailbox
- supporting the Business Management Team's APS5 Business Support Managers with tasks including:
- reporting for stakeholders
- being an escalation point for the Contact Centre Team Leaders (TLs) and Senior Customer Service Officers (SCSOs) to clarify information and processes
- providing CC-EMS (Microsoft Dynamics 365) support to Stakeholders
- taking meeting minutes and assisting in demonstrations.

Eligibility

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

Notes

- Applications close 11:30pm AEDT.
- Applicants are asked to quote reference number **24-FMDIV-27075** to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.
- This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

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

About the Department of Health and Aged Care

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

To Apply

Position Contact	Hannah Tracey, 02 5232 5470
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us

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Home Affairs

Vacancy VN-0749942

National Emergency Management Agency

Closing Date: Sunday 03 November 2024

Disaster Resilience & Recovery
Program Delivery Assurance and Evaluation

Job Title	NEMA Assistant Directors Program Delivery Assurance and Evaluation
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$117,335 - \$133,729
Classification	Executive Level 1
Position Number	135257
Agency Website	https://nema.gov.au/about-us

Job Description

<https://jobs.homeaffairs.gov.au/nema/go/NEMA/7839610/>

About the National Emergency Management Agency:
The National Emergency Management Agency's work has a real impact on the lives of Australians, particularly those living in rural and regional areas.

The National Emergency Management Agency's guiding principle is “Locally led, locally understood and locally implemented” and we bring together local communities, government, non-government and key industry representatives to support disaster recovery and resilience across the country.

Your work will help people who are recovering from natural disasters and prepare them for the future.

Section Overview

The Enterprise Portfolio Management Office (the EPMO) sits within NEMA's Program Delivery Assurance and Evaluation Branch and is responsible for:

- providing independent, objective assessments to support delivery of governance and executive decision making for NEMA Projects and Administered Programs,
- delivery quality assessments and insights of project and program performance through the consistent and detailed assessment of documentation and data and through direct engagement with Senior Responsible Officers and project/program leads,
- overseeing and leading reporting functions for NEMA's administered program portfolio, and undertaking associated internal and external engagement with program managers and jurisdictional partners,
- overseeing two senior executive level agency Committees that report directly to the Executive Group, and
- maintaining the enterprise level standards for project management and standardised project and program reporting.

The EPMO is comprised over two Sections, each overseen by a Director, and is looking to fill one ongoing EL1 position in each of its two Sections (ie. two positions total) including:

1. EPMO Coordination & Committee Lead, working within the Program Governance and Assurance Section, and
2. EPMO Program Liaison and Relationship Lead, working within the Program Reporting and Analysis Section

Duties

EL1 - EPMO Coordination & Committee Lead

Position Summary

The Coordination and Committee Lead will work directly to the Director of Governance and Assurance, and will oversee management, coordination, review, and continual improvement initiatives related to the EPMO's processes and practice, while also leading work associated with preparation and running of 2 executive level Committees.

Specific duties/responsibilities:

- Provide high level secretariat support to the Project Delivery Committee, Program Delivery Committee and Quarterly Review, including:
 - Providing high level advice to Committee Members.
 - Implementing and delivering governance arrangements, including maintaining the Committee ToRs and work plans.
 - Coordinating meeting arrangements, drafting briefs, agendas, papers, minutes and managing actions arising
- Coordinate workflow and dependencies across EPMO activities and teams.
- Contribute to and maintain section planning and strategy, and report on EPMO progress and outcomes.

- Oversee the maintenance of enterprise governance and committee commitments.
- Assist in the development and implementation of day-to-day procedures, including the training and education of staff to ensure compliance of processes.
- Lead work to develop statements of practice and other material that articulates EPMO operations and processes, for internal and external stakeholders.
- Oversee the Action, Decision and Issues Register for the Agency's Program Committee, to ensure work continues to be progressed and issues and blockers are escalated as appropriate.

EL1 - Program Liaison and Relationship Lead

Position Summary

The Program Liaison and Relationship Lead oversees EPMO's externally focused stakeholder engagement and planning arm. This Assistant Director role is responsible for providing leadership to orchestrate, validate, and optimise the EPMO's ability to draw insights from program information and data. It also includes the support of robust program governance, through establishing and maintaining strong and production relationships with NEMA's jurisdictional program stakeholders.

This position will also involve collaboration with internal agency stakeholders to drive strategic decision-making, and influence a culture of continuous improvement, innovation and collaboration with our internal partners – including policy and program leads, and data and technology branches.

Specific duties/responsibilities:

- Plan workshops and engagements with external and internal stakeholders to consult on and co-design improved practices and processes, with support from the Director.
- Contribute to a project to reform NEMA's external reporting system, including development of reporting products, processes, and guidance.
- Providing subject matter expertise to system development projects to automate data collection.
- Work alongside dedicated data visualisers and analysts to engage with program managers, stakeholders, and subject matter experts to understand their information and reporting needs.
- Identify opportunities to improve information accuracy and streamline workflows between program areas and the EPMO.
- Oversee the coordination of input from across business areas to the Program Committee and NEMA Program Review, and work with the Director to ensure effective engagement with relevant senior executive (including Committee Chairs).
- Lead the development of advice and insight on Agency governance processes, practices, and strategic objectives.
- Proactively manage the compilation of regular reporting and key strategic papers for committees and preparation of relevant papers to the Program Committee.

Eligibility

Eligibility and Specific Conditions of Employment

To be eligible to work with the NEMA you must:

- Be an Australian Citizen
- Fulfil the Agency’s minimum requirements by satisfactorily answering all screening questions during the application process
- Obtain and maintain the required AGSVA clearance
- Satisfy a probation period
- Undergo a health assessment (if applicable).

Notes

About the National Emergency Management Agency

Who we are: NEMA works closely with local communities as well as state and territory governments to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we: • fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters; • work with communities, industry and non-government organisations by connecting local Regional Support Officers and other NEMA staff right around Australia, to share lessons learnt, provide awareness on navigating government services, and gain community and industry-led ideas and concepts to inform strategic policy and planning; • provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local government level – including through policy development and strategy to improve risk reduction, resilience and recovery; and • provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

To Apply

Position Contact	Jamie Rossiter, please make contact by email
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/nema/go/NEMA/7839610/

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Industry, Science, Energy and
Resources

Vacancy VN-0749961

Job Title	Senior DevOps Engineer
Job Type	Full-Time, Ongoing
Location	Townsville QLD
Salary	\$117,806 - \$129,148
Classification	Executive Level 1
Position Number	21071
Agency Website	https://www.aims.gov.au/docs/about/about.html

Job Description <https://careers.aims.gov.au/page.php?pageID=160&windowUID=0&AdvertID=810489>

About AIMS

The Australian Institute of Marine Science is Australia's tropical marine research agency. We are a trusted advisor, a partner and employer of choice, and we value integrity, innovation, collaboration and respect. AIMS' research of Australia's tropical marine ecosystems guides their effective environmental management and contributes to our understanding of similar ecosystems around the world. Our research seeks to deliver practical benefit to all Australians and supports the sustainable use of our tropical marine estate. Governments, reef managers, industry and the wider community look to our high-quality, long-term research for informed decisions about our iconic Great Barrier Reef, North-West Shelf, and Arafura and Timor Seas. AIMS expert teams at our locations in Townsville, Darwin and Perth have access to world-class infrastructure, unique datasets, cutting-edge laboratories, and a fleet of modern research vessels.

Duties

About this exciting opportunity

As AIMS' Senior DevOps Engineer you will be part of a highly skilled and diverse project team and play a key part in delivering the next generation of reliable world-class research data management solutions that are efficient and scalable. In this role, you will be responsible for the Continuous Integration/Continuous Deployment and release strategy of AIMS cloud-based research data management platform. The position will manage the delivery of innovative data management solutions into development, staging and operational compute environments via automated processes that build, test and integrate developed components into highly scalable distributed data processing systems.

Eligibility

About you

You will have achieved bachelor's degree level qualifications in Computer Science, Software Engineering or related discipline (and/or equivalent experience), and using your highly developed software engineering skills, as part of the team, you will develop and integrate system components and then manage and supervise the testing and operationalisation of these. Additionally, your experience in a DevOps role for automating cloud-based infrastructure and application deployments particularly those using 'serverless/function as a service' capabilities and containerised environments, will enable you to develop cloud-based data pipelines to facilitate processing of research data where the processing includes highly accessible storage and retrieval, application of machine learning and quality assurance regimes. Your highly developed interpersonal and communication skills, including the ability to work with technical and research teams, will enable you to collaborate with other technical specialists within the team and with

staff/clients from other teams to solve problems and develop solutions where the expertise is outside own area of skill and/or knowledge, and establish sustainable internal and external networks to facilitate the achievement Institute goals.

Notes

Apply now and join a world leading organisation with attractive working conditions. In line with our [Enterprise Agreement](#), the successful candidate will be rewarded with:

- AIMS AOF Level 5 salary Join AIMS' (\$117,806 to \$129,148 per annum) plus 15.4% superannuation
- Full-time, Permanent opportunity
- Located in Townsville (Qld)
- 9-day fortnight, enjoy a long weekend each fortnight
- Flexible Work Arrangements considered including hybrid working (where suitable)
- Generous and supportive leave entitlements
- Access to Commuter car fleet arrangements to travel to site (in Townsville only)
- Salary Sacrifice opportunities
- Access to Fitness Passport program, offering discounted membership to selected gyms
- Employee Assistance Program
- Relocation assistance available Discover more about [Working at AIMS | AIMS](#).

Please note:

Non-Australian Citizens must hold an appropriate Visa with working entitlements that allows paid employment with AIMS from commencement and for the term of the appointment, depending on the relevant [Department of Home Affairs](#) current policies. AIMS may be able to consider sponsorship for international applicants for this role, however, please note that visa processing times can impact the ability for AIMS to consider sponsorship for vacancies. AIMS must meet the requirements of the Department of Home Affairs immigration policies and processes, including the necessity to test the local labour market for suitable applicants. This includes international talent pool members who are Australian visa holders who have relevant working rights.

Next Step

Further information about this exciting and challenging opportunity is outlined in the Candidate Information Pack which is available to download from our website www.aims.gov.au. If, after reviewing the position description and selection criteria included in the Candidate Information Pack, you believe that your qualifications, experience and professional capabilities will enable you to successfully deliver the position responsibilities, we encourage you to make an application via our website.

Submitting your Application: Please ensure that you have your completed documents (selection criteria responses, resume and cover letter) ready to attach to your online application form via our e-recruitment system which can be accessed via our website www.aims.gov.au.

Position enquiries can be directed to Aleksandar Zivaljevic, Manager, Data and Digital Engineering at a.zivaljevic@aims.gov.au. Applications must be made through our website per above.

Applications close: MONDAY, 18 NOVEMBER 2024 (11.45PM, AEST).

AIMS acknowledges Aboriginal and Torres Strait Islander peoples as Australia's first scientists. We

pay our deepest respects to Elders past, present and future, and the custodians of the land and sea Country on which we work.

About the Australian Institute Of Marine Science

AIMS is a world leader in tropical marine science and conducts research supporting environmental sustainability and economic growth in Australia’s tropical oceans. Through our highly skilled and innovative staff, state-of-the-art infrastructure, strong national and international collaborative relationships and valued technical support, we are helping to build Australia’s national marine science capability so that together we can meet the challenges facing our marine estate. The Institute operates from facilities in Townsville Queensland, Darwin Northern Territory and Perth Western Australia.

To Apply

Position Contact	Aleksandar Zivaljevic, 0747534444
Agency Recruitment Site	https://careers.aims.gov.au/page.php?pageID=160&windowUID=0&AdvertID=810489

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Industry, Science, Energy and
Resources

Vacancy VN-0749918

Geoscience Australia

Closing Date:Monday 11 November 2024

Space Division
Digital Earth Research and Product Development Directorate

Job Title	Earth Observation Data/DevOps Engineer
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	\$94,177 - \$109,013
Classification	APS Level 6
Position Number	19056
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 offer a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture click [here](#).

Duties

Our team

The Digital Earth Australia (DEA) Program provides almost 1.5 petabytes of open satellite imagery ready for use and analysis anywhere across the vast Australian continent and offshore regions through time. Australia is the driest inhabited continent on Earth, with water being vital to our survival, and DEA's satellite imagery supports understanding of our water. This role will provide a key technical capability to the Inland Water team in the Research and Product Development Directorate, working closely with a team of EO professionals to produce and deliver national water-related satellite data-derived products.

The role

The successful candidate will work within a small project team of Earth observation scientists and software engineers to develop and deliver targeted remotely sensed data products and services. You will apply data and software engineering thinking with scientific techniques to address national problems, such as monitoring wetland changes, and produce valuable information from EO data that will help government and industry tackle national challenges. As a data/DevOps engineer within the DEA program, you will work with your team to develop and deliver nationally consistent water-related products and services.

Your collaboration with other subject matter experts and your skill to develop solutions on high performance and cloud computation environments will continue to evolve the application of EO data for the benefit of Australians. In this role, you will also contribute to the development and implementation of sustainable and consistent data engineering practices aligned with the strategic direction of

both Geoscience Australia and DEA.

In this role you will:

- Develop highly scalable EO data production pipelines using tools such as Kubernetes, Apache Airflow, Argo Workflow and the Open Data Cube (ODC), with minimal guidance and supervision. Your work will deliver robust and operational products within a high-performance cloud computation environment;
- Develop and maintain complex EO workflows using tools such as Python and the ODC and convert prototype workflows to production workflows running in scalable cloud environments;
- Visualise continental-scale water datasets and use your Geographic Information Systems (GIS) data management skills to assist in database connections and management between ArcGIS and AWS;
- Develop and maintain documentation and testing for software including DEA Conflux;
- Use a high level of technical ability, initiative, and self-learning to overcome technical challenges and find innovative solutions to issues that arise;
- Provide advice and technical support to EO scientists and program leadership on the use of advanced computing techniques, particularly around the quality, reliability, and efficiency of producing EO data products at continental scale;
- Work within diverse teams to foster a culture of inclusive, open, and transparent communication, collaboration, accountability, and delivery;
- Work within a project team, using a project management framework. Communicate progress regularly within the project team and to external stakeholders; and
- Present highly technical subject matter clearly in forums such as planning sessions and showcases with audiences of mixed technical background.

Required skills, knowledge, experience and/or qualifications

- Demonstrated ability to develop highly scalable workflows in AWS using Infrastructure-As-Code (i.e. Terraform) and workflow management tools (including Apache Airflow and Argo Workflow);
- A relevant degree or diploma from an Australian or overseas tertiary institution in ICT, Data, Software and/or DevOps engineering, or extensive demonstrated experience;
- Demonstrated high-level software development skills in Python, geospatial libraries, geospatial data management, containerized applications, GIS, data visualisation, and version control systems;
- Demonstrated ability to work in and with diverse teams, including skills in communicating complex technical information and understanding requirements from people with different specialties; and
- An interest in the Australian environment and landscape, including the processes of change affecting it.

Advantageous skills, knowledge, experience and/or qualifications

To be successful in the role the following skills, knowledge and experience are desirable, but not mandatory:

- Experience in developing workflows to produce data products using remotely sensed time-series data using tools such as geospatial data cubes;
- Knowledge of EO principles and experience with active and/or passive remotely sensed data; and
- Experience in documenting and optimizing code produced by scientists.

Are you unsure about applying?

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

To Apply

Please visit the careers page of our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Bex Dunn on (02) 6249 9260 or email Bex Dunn Bex.Dunn@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](#). **Notes**

Technical Assistance

If you require technical assistance, call Human Resources on (02) 6249 9777 or email hr@ga.gov.au.

A merit list/pool may be created from this process. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

About the Geoscience Australia

Geoscience Australia is an Australian Government listed entity within the Industry, Innovation and Science portfolio. Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged. We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

To Apply

Position Contact	Bex Dunn, (02) 6249 9260
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and
Resources

Vacancy VN-0749919

Geoscience Australia

Closing Date:Monday 04 November 2024

Job Title	Senior Geophysicist - Gravity
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Symonston ACT
Salary	\$134,717 - \$167,888
Classification	Executive Level 2
Position Number	14984
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 leading the Australian Government’s 35-year, \$3.4 billion Resourcing Australia’s Prosperity Initiative, mapping Australia’s resources for a sustainable future. The initiative will use precompetitive data, geoscientific research and analysis to assess national potential for a broad suite of the resources critical to the net zero transition, supporting a strong resources and energy sector. It will map national groundwater systems, improve environmental management and approvals, and empower First Nations peoples and local communities.

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 all Australians.

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.

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What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture [click here](#).

Duties

Our team

The Geophysical Acquisition and Processing Section is part of the Mineral Systems Branch in the Minerals, Energy and Groundwater Division. The Geophysical Acquisition and Processing Section acquires precompetitive geophysical data in support of the responsible development of a diverse resources sector in Australia. Our data, products and information support exploration for groundwater, minerals and energy and is integral to work within the Minerals, Energy and Groundwater Division such as precompetitive mineral potential assessments, critical minerals studies, and regional drilling programs.

The work of the Geophysical Acquisition and Processing Section will be integral to the Resourcing Australia's Prosperity initiative, a recently announced, multi-decadal investment in pre-competitive geoscience by the Commonwealth Government. Resourcing Australia's Prosperity will, over 35 years, at a national scale and through deep dives, progressively map Australia's highly prospective regions, critical minerals, groundwater and resources needed for the transition to net zero.

The role

The Senior Geophysicist - Gravity will play a technical leadership role in the delivery of precompetitive gravity (ground and airborne) data and information, as well as support the modernisation of the Australian Fundamental Gravity Network. These activities support Geoscience Australia's Resourcing Australia's Prosperity initiative to increase resource discovery and development and industrial capacity for critical minerals, positioning government and industry to meet national challenges today and in the future.

You will work with a small team to deliver targeted, innovative and streamlined precompetitive gravity data and information required to support project teams and improve the understanding of mineral, energy and groundwater resources across Australia. You will lead training, workshops and data standards.

You will engage with stakeholders to ensure that precompetitive data and information is available to reduce exploration and investment risks for industry and to inform decision-making by government, communities and industry. You will work with gravity data to support the use of gravity in geodesy applications.

Well-developed written and verbal communication skills, strong decision-making ability and attention to detail are equally important. Some travel to state and territory geological surveys and remote project sites may be required.

In this role you will:

- Provide strategic technical leadership in the acquisition and use of gravity geophysics (including both ground and airborne gravity and airborne gravity gradiometry) in minerals, energy and groundwater investigations and the integration of these data with other geophysical and geological datasets.
- Liaise with vendors for the acquisition of gravity geophysical data, undertake quality control, and support the delivery pre-competitive datasets and products at the national scale.
- Develop new standards and streamline and document workflow processes for managing gravity data and their derived products for multiple uses.
- Support the Australian Fundamental Gravity Network both the physical infrastructure and data.
- Be a team player who actively collaborates, shares knowledge to build organisational capability, proactively engages with others to tap into technical expertise, and takes personal responsibility for their work.
- Build strong collaborative relationships and open lines of communication with a wide range of stakeholders within government, industry and academia to promote and advance our precompetitive resource studies.
- Oversee and prepare high level technical/professional reports and presentations to deliver precompetitive information to stakeholders
- Maintain professional knowledge and continue to deepen knowledge and expertise in various geophysical methods

To be successful in the role you will:

- Work collaboratively with a multi-disciplinary team to integrate gravity data with other complex geoscientific information to deliver outcomes for Geoscience Australia.
- Drive strategic direction and solve complex technical problems through innovation, identifying possible solutions, and exercising sound judgement and decision-making.
- Build and sustain excellent stakeholder relationships; liaise with a range of stakeholders including peers and colleagues across the organisation, service providers, academia and other government organisations.
- Demonstrate highly developed written and oral communication skills, including experience preparing technical reports, papers and other written communication to meet peer-review standards, and presenting at domestic and international conferences.
- Be a team player who collaborates, actively shares knowledge to build organisational capability, proactively engages with others to tap into technical expertise, and takes personal responsibility for their work.
- Demonstrate a commitment to building a positive and inclusive culture
- Adhere to the APS Values and Code of Conduct and consistently behave in an honest, ethical and professional way

Required skills, knowledge, experience and/or qualifications

- Demonstrated expertise in gravity geophysics – ground and airborne, for the entire workflow from acquisition to interpretation and integration.
- Tertiary qualifications in geophysics, geology, physics, or a related discipline are desirable.

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 page of our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 750 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 Adam Bailey on (02) 6249 5813 or email adam.bailey@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](#). **Notes**

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To Apply

Position Contact	Adam Bailey, (02) 6249 5813
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Services Australia (part of the Social
Services Portfolio)

Vacancy VN-0749104

Services Australia

Closing Date:Monday 04 November 2024

Fraud Control and Investigations
Intelligence All Intelligence Sections

Job Title	Developer / Senior Developer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Geelong VIC, Melbourne VIC, Parramatta NSW, Perth WA, Robina QLD, Tamworth NSW, Townsville QLD, Wallsend NSW, Dubbo NSW, Hobart TAS
Salary	\$82,427 - \$105,509
Classification	APS Level 5;APS Level 6
Position Number	EXT-M-2024-1588
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://www.servicesaustralia.gov.au/applying-to-work-with-us>

Services Australia (the agency) Fraud Control and Investigations Division (FCID) assist the agency to manage serious internal and external threats, risks and acts against the institution, it's programs, and it's customers. The Intelligence Branch uses proactive intelligence strategies and sophisticated analysis techniques to produce high-quality intelligence advice to prevent, detect and disrupt fraud.

The branch contributes to a whole of government response to fraud by sharing intelligence and insights across the agency and with external partners. Our intelligence activities are underpinned by a strong data management function. We have an advanced, mature data analytics capability that enables our operational work, including a range of systems and tools that support our intelligence analysis and fraud response activities.

Developers within FCID are subject matter experts who provide technical advice and guidance to the Division on fraud systems, tools and bespoke applications. The developer undertakes their work in the context of competing priorities and contributes to changes in workplace practices and business improvement strategies.

Position Description

APS5 Developers are responsible for:

- Design of prototypes and testing support
- Development of software and technical design
- Development and maintenance of in-house software solutions
- Using their knowledge to provide technical advice as required
- Working under the support and general direction of senior staff
- Exercising a degree of independent judgement and make decisions within defined parameters that require some reliance on skills and knowledge
- Undertaking their work in the context of competing priorities and contributes to changes in workplace practices and business improvement strategies.

APS6 Senior Developers are responsible for:

- Design of prototypes and testing support
- Development of software and technical design
- Development and maintenance of in-house software solutions
- Exercising both initiative and judgement in the interpretation of policy and in the application of practices and procedures

- Managing and organising their own work in the context of competing priorities, including contributing to business planning, changes in workplace practices and business improvement strategies and works under the limited direction of senior staff.
- Managing a small team if required.

Duties

- Undertaking a range of analysis, design, software development, prototyping, testing and maintenance activities ensuring compliance with endorsed software development methodologies.
- Providing in-house tools development, automation and technical support to fraud intelligence analysts and investigators.
- Ensuring excellent quality and maintaining high standards in software development.
- Developing and maintaining appropriate governance and technical documentation.
- Developing tools to assist the detection and analysis of fraud related matters.
- Developing and maintaining relationships with internal and external stakeholders, working collaboratively to ensure effective and timely resolution of issues.
- Analysis and actioning of feedback in relation to the detection and intelligence programs.
- Supporting and mentoring staff, building team capability and capacity.

Eligibility

Security Clearance required:

Negative Vetting Level 1 (or ability to obtain and maintain)

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

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

About the Services Australia

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

To Apply

Position Contact	Michael McCulloch, 07 36484662
Agency Recruitment Site	https://www.servicesaustralia.gov.au/applying-to-work-with-us

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0749393

Services Australia

Closing Date:Monday 04 November 2024

Data and Analytics

Job Title	Data Analyst / Data Scientist
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Bunbury WA, Perth WA, Canberra ACT, Hobart TAS, Launceston TAS, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC
Salary	\$114,128 - \$126,462
Classification	Executive Level 1
Position Number	EXT-EL-2024-1974
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

Services Australia (the agency) Data Professionals support the Data and Analytics Division through the provision of high-quality analysis and business intelligence that supports evidence-based decision making. They can use the agency's data holdings (big administrative data sets) to solve complex problems and drive agency strategy and decision making that has a real impact on our customers. The agency's Technical Data Professionals work across a range of business areas and provide support to areas by co-designing analysis projects, analysing data, and reporting information and results.

Data Professionals are responsible for key strategic projects or functions, and provide advice based on extensive analysis of data and information aimed to support decision making across the agency. They use an investigative approach to implement solutions to complex matters and ensure compliance with relevant legislation, policy, and frameworks. They may use various methods, processes, algorithms, and systems to extract knowledge or insights from structured or unstructured data. They identify and implement best-practice approaches to data and analytics and engage in continuous improvement to ensure robust practices are embedded in their work.

Data Professionals have expertise in current tools, methods, and technologies, such as R, Python, SQL, SAS, Power BI and Tableau, while also having the ability to understand new technology and ensure they impart this knowledge to others. They have strong skills in one or more area of data extraction, data manipulation, data visualisation and storytelling, statistical modelling, and machine learning. They provide advice to business on the interpretation and application of analytical results. They perform a leadership role to drive innovation, foster effective work practices and manage competing priorities.

Job Description

Data Scientist

Data Scientists lead projects which leverage advanced analytics techniques to solve business problems and the development of data science initiatives using statistical techniques, machine learning and artificial intelligence which create business value and drive decision making. They have strong demonstrated experience building advanced analytics models for natural language processing, computer vision, tree based and deep learning techniques using Python packages such as Pytorch, TensorFlow and H2OML.

Data Analyst

Data Analysts lead individual projects and analysis as well as guide programs of work, they demonstrate leadership skills, and have excellent technical skills. They lead initiatives to perform research and analysis in areas of specialisation and communicate findings for consideration by a wide range of audiences.

Business Intelligence and Reporting Specialist

Business Intelligence & Reporting Assistant Directors are responsible for leading initiatives to support data extraction and provision of business intelligence to agreed standards. They have in depth technical knowledge of data extraction and business intelligence reporting tools and techniques. They lead the development of data visualization products using tools such as Power BI or SAS VA to create clear and compelling visual representations of data and generating detailed and insightful reports.

Duties

- Developing and managing key strategic relationships with a broad range of internal and external stakeholders to ensure business outcomes.
- Assessing risks associated with the use of advanced analytics and implement mitigation strategies.
- Communicating complex technical information to a diverse range of business stakeholders.
- Demonstrating in-depth knowledge of statistical, mathematical or simulation modelling techniques, or the ability to acquire them.
- Navigating projects with significant complexity and/or ambiguity, advise on techniques and options for analysis, and plan an analysis approach accordingly.
- Analysing, interpreting and visualising qualitative and quantitative data to present findings, information or recommendations to executives in a persuasive and clear manner to inform strategic decision making.
- Proficient use of programming languages like SAS, SQL, Python, R or Javascript for data extraction.
- Leading and managing staff, and providing mentorship for junior team members, including overseeing workload and the development of work plans.

Eligibility

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

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

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Notes

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To Apply

Position Contact	Tahnee Stone, 0448 386 264
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencecode=ext

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Services Australia (part of the Social
Services Portfolio)

Vacancy VN-0749480

Job Title	Data Assistant Director - Various roles
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - QLD QLD, Adelaide SA, Bunbury WA, Canberra ACT, Hobart TAS, Launceston TAS, Perth WA, Various locations - NSW NSW, Various locations - VIC VIC
Salary	\$114,128 - \$126,462
Classification	Executive Level 1
Position Number	EXT-EL-2024-1987
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

Services Australia (the agency) makes government services simple so people can get on with their lives. Data Assistant Directors drive data governance, change management and project management using an evidence-based approach in the Data and Analytics Division. They get the opportunity to work with some of the Nation's largest datasets, solve complex problems and support agency strategy and decision making, which has a real impact on our customers.

Data and analytical staff are responsible for key strategic projects or functions, and provide advice based on extensive analysis of data and information to support decision making across the agency. They work with their teams to develop and implement solutions to complex matters and ensure compliance with relevant legislation, policy and frameworks. Data Assistant Directors lead a program of work with a number of staff and deliver against various streams of work and projects concurrently. They have a sound understanding of the agency, its data platforms, its customers, and the business, to ensure they and their teams drive improved customer outcomes. They understand the strategic direction, establish standards, implement quality controls and provide oversight for data for both the agency and our partners who access and use our data. These roles are crucial in establishing robust data governance frameworks, policies, and procedures that safeguard the integrity, and ensure the appropriate use of our valuable data assets and our data platforms. Data Assistant Directors are integral in building the capability of others, have expertise in current platforms, tools, methods, frameworks, policies and technologies, and ensure they impart this knowledge to others.

EL1 Data Management

EL Data Management officers are strategic leaders responsible for developing, implementing and maintaining data frameworks, policies, protocols and standards. They ensure adherence to these artefacts, and through the data community, they maximise data quality, data governance, and it's effective and ethical use. Specialisations may include Data Steward and Knowledge Management professionals. Data Management officers possess strong leadership and communication skills, effectively managing teams to deliver on complex projects and programs of work.

EL1 Information Governance

EL 1 Information Governance Officers play a pivotal role in ensuring the effective and responsible use of the agency's data. They are responsible for managing the planning, development, design, evaluation and implementation of information management practices. They foster strategic partnerships providing expert advice to optimise data use within adaptive guardrails. They have strong leadership and communication skills and manage teams to deliver on complex projects and programs of work.

Duties

- Leading a specialist function, such as metadata management (for example standards and classifications), platform management, data governance, data trust and ethics or bilateral agreements.
- Liaising and working with key stakeholders to foster partnerships and report on opportunities and risks with data integrity, data governance and quality.
- Guiding the agency by developing and implementing best practice in data governance, policy, and procedures, to ensure the legal and ethical collection, use, storage and sharing of data.

- Contributing to the development and implementation of product plans that outline a shared vision and priorities for future investment, ensuring the platforms and products continue to provide contemporary technology and tool sets that enable analysts to reliably extract and analyse data.
- Supporting teams to surface and understand their data's risks, implementing controls, standardising processes and providing assurance.
- Preparing and reviewing documentation that may include correspondence of a complex or sensitive nature, briefs, papers, reports, and Ministerial responses for review by senior staff.
- Resolving and/or escalating issues that impact on policy, performance and/or service delivery in area of specialty.
- Developing, implementing and/or managing tools to automate and accelerate data stewardship, data management, data ethics, data classification, business glossary, and data quality documentation.

Eligibility

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

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Notes

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To Apply

Position Contact	Heather Ralph, 0436940807
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0749508

Services Australia

Closing Date:Monday 04 November 2024

Data and Analytics

Job Title	EL1 Data Engineer - Various Roles
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Adelaide SA, Bunbury WA, Perth WA, Canberra ACT, Launceston TAS, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC
Salary	\$114,128 - \$126,462
Classification	Executive Level 1
Position Number	EXT-EL-2024-1964
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

Services Australia (the agency) Data Engineer and Technical Information & Knowledge Officers design and implement complex data flows to connect operational systems, and data for analytics and business intelligence systems, whilst ensuring data security and governance. They play an important role in resolving and managing issues that impact on performance and/or service.

Data Engineer and Technical Information & Knowledge Officers develop and manage key strategic relationships with a broad range of internal and external stakeholders to ensure business outcomes. They exercise a considerable degree of independence and undertake a leadership role, with work performed under the general guidance of senior staff. They drive innovation, changes in workplace practices and organise work in the context of competing priorities and strategic direction. They may be responsible for, and/or contribute to management of a team.

Data Engineer and Technical Information & Knowledge Officers are responsible for key strategic projects or functions and provide strategic advice based on extensive analysis of data and information aimed to support decision making across the agency. They are responsible for the collection and examination of information, and contributing to the work area's reports, findings, decision making or recommendations using an evidence-based approach. They use an investigative approach to implement solutions to complex matters and ensure compliance with relevant legislation, policy and frameworks. They identify and implement best-practice approaches to data and analytics and engage in continuous improvement to ensure robust practices are embedded in their work.

Job Description

Data Engineer
Data Engineers lead individual projects as well as guide programs of work, demonstrate leadership skills, and have excellent

technical skills. They build 'big data' technology solutions to support the analytical requirements and optimal performance of the agency's data ecosystem including data ingestion methods and ETL pipeline design.

Technical Information & Knowledge Management Officer

Information Officers lead individual projects as well as guide programs of work, demonstrate leadership skills, and have excellent technical skills. They develop and/or manage ETL programs using SAS/SQL that transform and organise complex data according to agency needs, using or creating data models and business rules as needed to support our strategic objectives. They develop operational objectives and business rules by analysing business functions, gathering information and evaluating output requirements.

Duties

- Developing, testing, deploying and monitoring analytical products such as operational intelligence and management information products.
- Developing and managing key strategic relationships with a broad range of internal and external stakeholders to ensure business outcomes.
- Using a range of tools and technologies in various complex structured and unstructured datasets.
- Ensuring data assets are easily accessible, simple, and effective to use, and work efficiently.
- Providing leadership support, guidance and mentorship for team members, including overseeing workload and the development of work plans.
- Designing and delivering learning experiences with demonstrated knowledge of complex technical concepts and data acumen.
- Using strong written communication skills to explain complex information using unambiguous language appropriate to the audience.

Eligibility

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

Mandatory Qualifications: Qualifications or experience in relevant field (e.g. relevant tertiary qualifications or demonstrated experience in programming in Government/industry).

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Notes

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the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles'
'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Michelle Guerin, 07 4613 7270
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0749636

Services Australia

Closing Date:Monday 04 November 2024

Fraud Control and Investigations
Fraud Investigation Various Investigations Sections

Job Title	Assistant Director - Investigations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Parramatta NSW, Perth WA, Robina QLD, Townsville QLD, Wallsend NSW
Salary	\$114,128 - \$126,462
Classification	Executive Level 1
Position Number	EXT-EL-2024-1807
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

Services Australia (the agency) operates a sophisticated fraud and corruption detection program, with data analytics and profiling that includes near real-time detection of crimes.

The agency investigates matters of fraud and misconduct and may pursue disciplinary, administrative, and civil or criminal

sanctions where appropriate.

The agency is looking for Assistant Directors of Investigations to lead teams in serious and complex fraud investigations. We are looking for investigation professionals with demonstrated experience in leading teams to deliver investigation outcomes.

Assistant Director Investigations lead teams of Investigators and Senior Investigators. They manage team workloads and coordinate complex operations that involve organised and systemic fraud. They provide oversight and quality review of key investigation activities, including planning, allocation of resources, search warrant affidavits and brief of evidence referrals.

Duties

- Leading and supporting the operating function of an investigation team, including monitoring investigation case management, business performance, quality assurance of technical documentation, setting priorities and managing resources and workflow.
- Developing investigative capability through coaching, mentoring and succession planning to increase performance, engagement and retention / Building capability in a team environment through coaching others, providing performance feedback, conflict resolution and encouraging career development.
- Planning, coordinating, conducting and reviewing investigations thoroughly, fairly and impartially so the documentation and outcomes are of a standard that withstands independent review / Overseeing and managing investigative activities of a team ensuring adherence to investigations standards and frameworks.
- Recommending strategic directions for area of responsibility and considering wider agency implications when making decisions.
- Assisting in the development of recommendations or systemic agency and workplace change that will prevent or minimise the occurrence of fraud.
- Working with a level of independence, under broad direction, with a concurrent need to resolve issues and deliver quality outcomes.
- Contributing to business and strategic workforce planning, continuous improvements and the management of change in the workplace.
- Exercising a considerable degree of independence, with decision-making substantially dependent on your professional judgement, investigations experience and considerations of wider agency implications.

Eligibility

Mandatory Qualifications: Certificate IV OR Diploma of Government Investigations or equivalent accreditation, training, or experience.

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

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Notes

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To Apply

Position Contact	Leo Lahey, 0435 964 392
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0749661

Services Australia

Closing Date:Monday 04 November 2024

Legal Services

Job Title	Principal Government Lawyer - Generalist
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Adelaide SA, Melbourne VIC
Salary	\$132,071 - \$157,060
Classification	Executive Level 2
Position Number	EXT-M-2024-1728
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

Principal Government Lawyers undertake core legal functions including providing complex legal advice, preparing briefings and litigation files, advocacy work and projects. Principal Government Lawyers oversee and manage legal matters associated with:

- agency programs
- administrative law
- criminal law
- evidence law
- freedom of information
- privacy and secrecy
- practice and procedure
- employment
- industrial relations
- procurement and contracts

Principal Government Lawyers work independently and may be responsible for supervising staff or managing a team.

Duties

- Provide high level specialist legal and strategic advice to stakeholders, including the Minister and the agency's executive.
- Develop staff capability through coaching, mentoring and succession planning.
- Provide strategic direction to a work area, including developing business plans, strategies and priorities and monitor workflow and performance.
- Lead and manage a caseload of legal matters, including high profile and contentious cases.
- Oversee, review and advise on written material including the preparation and clearance of briefs to external legal providers, and providing instructions in legal proceedings.
- Identify, assess, manage and report on legal risks in the agency and escalate issues to the executive.
- Represent, and negotiate on behalf of, the agency to advance the agency's interests in cross agency, inter-jurisdictional and other forums.
- Develop and implement strategies, operational policy and procedures and change initiatives.

Eligibility

A qualification such as a degree in Law from an approved Australian tertiary education institution, that allows admission as an Australian legal practitioner. Admission, or eligibility for admission as an Australian legal practitioner.

Job requires direct/indirect contact with children/vulnerable groups: With supervision.

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

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Notes

The role has an inherent need for staff to work in office, with some flexibility around this.

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To Apply

Position Contact	Anna MacFarlane, 0419364666
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Social Services

Vacancy VN-0749882

Department of Social Services

Closing Date:Monday 04 November 2024

Finance
Finance - various

Job Title	Assistant Director, Finance (various)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Greenway ACT
Salary	\$118,106 - \$134,063
Classification	Executive Level 1
Position Number	EXT-2024-1426
Agency Website	https://www.dss.gov.au/

Job Description

<https://www.dss.gov.au/careers/vacancies/Pages/default.aspx>

The Finance Group is looking to fill roles across its three branches:

- Financial Services Branch
- Financial Management Branch
- Budget Development Branch

Successful candidates will undertake a range of responsibilities to support the Chief Financial Officer, relevant Branch Manager and Director to deliver high quality financial services to the department and contribute to the Finance Group leadership.

Duties

- provide, maintain and enhance the framework for internal financial management and budgeting, including governance, policies and processes
- undertake a key role to manage and deliver the internal financial management and budgeting process across the annual cycle, including budget allocation, monthly executive reporting, mid-year review and end of year processes
- undertake a key role in meeting the departments external financial reporting requirements, including reporting and analysis for the CFO and Department of Finance and preparation of financial statements
- assist (where applicable) in the preparation of budget costings, new policy proposals and financial submissions for consideration by the Executive and Government.
- work collaboratively with business areas on delivering robust internal financial management and budgeting in DSS
- undertake financial reviews as required by the CFO and work collaboratively across Finance Group to deliver continuous improvement in financial services to business areas
- build and maintain effective working relationships with stakeholders across the portfolio, other agencies and external providers
- manage staff and their priorities to deliver high quality and timely team outputs.

Please review the job pack for the full position description.

Eligibility

Notes

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About the Department of Social Services

The Department of Social Services (DSS) develops policies and delivers programs that support the lifetime wellbeing of Australians and their families. Our vision is to achieve the best health, wellbeing and safety of all Australians. Our people are critical in delivering the key priorities of DSS. We are seeking candidates that reflect our cultural values of curious, contestability, courage and collaboration.

To Apply

Position Contact	Jodi Lossano, 02 6146 6009
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0749883

Department of Social Services

Closing Date:Monday 04 November 2024

Finance
Finance - Various

Job Title	Finance Officers
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Greenway ACT
Salary	\$94,791 - \$106,546
Classification	APS Level 6
Position Number	EXT-2024-1423
Agency Website	https://www.dss.gov.au/

Job Description

<https://www.dss.gov.au/careers/vacancies/Pages/default.aspx>

The Finance Group are looking to fill multiple roles across its three branches:

- Financial Services
- Financial Management
- Budget Development

We are looking for talented staff who have fresh ways of thinking and have a focus and strive on continuous improvements to apply for these roles.

With investment in business improvement projects, the Finance Group offers interesting and challenging work which will further your career.

Duties

- assist in the preparation of the monthly and annual reporting to the Department of Finance
- assist in the preparation of high-quality financial statements work papers
- prepare journals and reconciliations accurately and timely
- assist in ad-hoc reporting such as for Senate Estimates, Questions on Notice, and other external reporting
- contribute to briefs and advice for Senior Executives and the Minister
- assist in the provision of financial support services that support business areas in the collation of accurate financial information for robust decision-making and financial compliance
- management of internal budgets, financial performance reporting and management accounting analysis/advice
- assist with financial management functions including internal and external budget management, internal and external financial reporting and analysis activities
- work collaboratively to assist in implementing identified business priority projects
- develop and maintain working relationships to promote the smooth exchange of financial information with stakeholders
- manage Commonwealth appropriation treasury functions, including cash management, cash reconciliations, forecasting and transactional banking contract management
- assist in Budget processes with a detailed understanding of the Commonwealth budget cycle, costing of New Policy Proposals, Budget documentation and publications, financial management framework and Parliamentary processes
- develop business process analysis, requirement gathering, business process mapping, process and system improvement and government financial budgeting.

Please review the job pack for the full position description.

Eligibility

Notes

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To Apply

Position Contact	Jodi Losanno, 02 6146 6009
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0749893

Department of Social Services

Closing Date:Monday 04 November 2024

Corporate Group
Information Management and Technology

Job Title	EL 2 - Program Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Greenway ACT
Salary	\$139,205 - \$164,123
Classification	Executive Level 2
Position Number	EXT-2024-1408
Agency Website	https://www.dss.gov.au/

Job Description

<https://www.dss.gov.au/careers/vacancies/Pages/default.aspx>

The Program Manager is a senior leadership role responsible for overseeing and managing Information Technology (IT) projects from a business perspective across the Department.

This position plays a critical role in aligning IT initiatives with the Department's strategic objectives, ensuring that projects are delivered effectively and efficiently while adhering to established policies and frameworks, including cloud strategy and automation frameworks.

The role requires knowledge of the Digital Transformation Agency (DTA) data and architecture strategies, and the Australian

Duties

Strategic Leadership - lead the development and implementation of IT projects, ensuring alignment with overall business strategy and departmental roadmap, collaborate with senior management to define project priorities and resource allocation, ensuring that IT initiatives support business objectives.

Project Oversight - oversee the planning, execution and delivery of IT projects, ensuring they meet business requirements, timelines and budget constraints, monitor project performance and provide regular updates to stakeholders, identifying risks and implementing mitigation strategies as necessary.

Policy and Framework Implementation - ensure that all IT projects comply with departmental policies, including cloud strategy, advocate for best practice in project management and IT governance, fostering a culture of continuous improvement.

Stakeholder Engagement - build and maintain strong relationships with internal and external stakeholders, facilitating effective communication and collaboration throughout the project lifecycle, act as a key point of contact for senior executives regarding IT project status.

Please review the job pack for the full position description.

Eligibility
Notes

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

About the Department of Social Services

The Department of Social Services (DSS) develops policies and delivers programs that support the lifetime wellbeing of Australians and their families. Our vision is to achieve the best health, wellbeing and safety of all Australians. Our people are critical in delivering the key priorities of DSS. We are seeking candidates that reflect our cultural values of curious, contestability, courage and collaboration.

To Apply

Position Contact	Alana Lundy, 0407 227 228
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0749799

National Disability Insurance Agency

Closing Date:Sunday 03 November 2024

Home and Living
Home and Living Capital

Job Title	APS4 SDA Dwelling Enrolment Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Geelong VIC
Salary	\$73,928 - \$82,056
Classification	APS Level 4
Position Number	1994_10/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

The National Disability Insurance Agency’s Home and Living Division has two APS4 SDA Dwelling Officer opportunities available within the Home and Living Capital Branch.

The Home and Living Division within the Providers, Partners and Home and Living Group is responsible for setting the strategic direction for Home and Living, and for actively stewarding and shaping the Home and Living market for both capital and non-capital supports.

The Home and Living Capital Branch sets the strategic direction, develops long-term plans, and implements strategies in the Home and Living capital market (Specialist Disability Accommodation (SDA), Medium-term Accommodation (MTA) and Home Modifications (HM)).

You will have excellent problem-solving skills, superior attention to detail and can contribute to a positive team culture. You will be a highly motivated individual who can work individually and as a team player. The role will require you to provide operational and administrative support that is informed and directed by sound knowledge of housing support areas and may require research and analysis activities.

Duties

Where you can add value

Successful applicants will have a sound judgment including the ability to apply NDIS legislation, policy and

procedure to achieve outcomes that supports and contributes to NDIA's objectives to "build a world-leading National Disability Insurance Scheme".

You will have the opportunity to work on a diverse range of tasks, including but not limited to:

- Assessing SDA dwelling enrolment applications and making recommendations to the delegate.
- Managing and monitoring the team inbox.
- Assisting SDA providers with SDA dwelling enrolment applications including managing escalations, triaging technical support queries, as well as internal stakeholder queries and support.
- Reviewing, for quality assurance purposes, SDA Design Standard certification documentation and dwelling enrolment documentation.
- Corresponding with SDA assessors on their enquiries and submissions.
- Preparing and distributing SDA dwelling enrolment correspondence.
- Contributing towards SDA Standard Operating Procedures, Task Cards and Quick Reference Guides.
- Undertaking record keeping and data entry on SDA dwelling enrolment activities.

Please refer to the Position Descriptions to review the role's responsibilities.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
- The health and safety of workers, Participants and other visitors in our offices is our highest priority. A number of roles, activities or work types within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory COVID-19 vaccinations. Where a government Order or Directive applies, successful applicants will be required to provide evidence of COVID-19 vaccination or approved exemption as per ATAGI guidance, prior to commencement Position.

Notes

- This position will be offered as ongoing or non-ongoing.
- We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

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	Sharlene Dempsey, 0477 369 704
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0749833

National Disability Insurance Agency

Closing Date:Sunday 03 November 2024

Home and Living Division

Job Title	APS5 Home and Living Division Opportunities
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Parramatta NSW, Richmond VIC, Geelong VIC
Salary	\$83,453 - \$89,839
Classification	APS Level 5
Position Number	1967_09/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

At the APS5 level, the Home and Living Division are currently seeking to fill the following roles across two of their branches;

- **APS5 Project Officer – Home and Living Capital Branch**
These roles are available in Parramatta, NSW, Adelaide, SA, Geelong & Richmond, VIC

- **APS5 Project Officer – Home and Living Reform Branch**

These roles are available in Parramatta, NSW, Adelaide, SA, Geelong & Richmond, VIC

- **APS5 SDA Dwelling Enrolment Officers**

This role is available in Geelong & Richmond, VIC

As part of this application process, candidates will be asked to select their preferred role and location.

The Home and Living Capital Branch in the Home and Living Division sets the strategic direction, develops long-term plans, and implements strategies in the Home and Living capital market (Specialist Disability Accommodation (SDA), Medium-term Accommodation (MTA) and Home Modifications (HM)).

The Home and Living Reform Branch is responsible for the overarching strategy for the Home and Living Reform Program, and for coordinating home and living reform activity across the Agency. The branch is accountable for developing the overarching strategy and workplan for cross-agency Home and Living reform. The branch collaborates with relevant business areas in the Agency delivering program-level workplan reporting, monitoring and evaluation establishing governance protocols for cross-agency work, including providing secretariat functions for any important Home and Living governance functions that are established.

For further details about the responsibilities of each role, please refer to the attached Positions Descriptions. Duties

APS5 Project Officer – Home and Living Capital Branch & Home and Living Reform Branch

You're a dedicated professional with

- analysis and problem-solving skills, sound judgement and ability to think strategically,
- well-developed written, interpersonal and representational skills, with the ability to build and maintain productive working relationships with stakeholders,
- project and/or Program management experience, and
- demonstrated ability to work productively and effectively as part of a team.

APS5 SDA Dwelling Enrolment Officer

You're a dedicated professional with

- understanding of NDIS legislation with particular focus on Specialist Disability Accommodation,
- analysis and problem-solving skills, sound judgement and ability to think strategically,
- well-developed written, interpersonal and representational skills, with the ability to build and maintain productive working relationships with stakeholders,
- strong organisational skills and independent decision-making abilities (where appropriate),
- demonstrated ability to work productively and effectively as part of a team.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability
- The health and safety of workers, Participants and other visitors in our offices is our highest priority. A number of roles, activities or work types within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory COVID-19 vaccinations.

Where a government Order or Directive applies, successful applicants will be required to provide evidence of COVID-19 vaccination or approved exemption as per ATAGI guidance, prior to commencement Position

Notes

- This position will be offered as ongoing or non-ongoing.
- We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

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	Matthew Veitch, 03 5273 1026
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0749970

National Disability Insurance Agency

Closing Date:Monday 04 November 2024

Chief People & Wellbeing Officer Division
Staff Safety Wellbeing & Security Branch Safety & Wellbeing

Job Title	APS6 Work Health and Safety Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Geelong VIC, Brisbane QLD, Surry Hills NSW
Salary	\$93,196 - \$103,035
Classification	APS Level 6
Position Number	2041_10/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

Are you seeking a challenging and rewarding team leadership role? Are you passionate about ensuring a safe and healthy work environment for employees?

The NDIA is looking for a highly skilled and motivated APS6 Work Health & Safety Advisor to join the Work Health Safety & Wellbeing team.

The WHSW team supports the Agency to provide a physically and psychologically safe working environment through an effective Work Health and Safety (WHS) Management System and Mental Health and Wellbeing strategy and action plan. The team develops and implements integrated policies, practices, and governance processes in relation to the safety, well-being and management of worker health.

The successful candidate will work autonomously and collaboratively through sensitive matters; and will possess strong analytical and problem-solving skills. You will have an in-depth knowledge of relevant work health and safety legislation and regulations. Your strengths will include well-developed communication, influence and negotiation skills and prioritise stakeholder needs and foster productive work relationships. Previous experience in Psychosocial Risk Management and Incident & Hazard Management will be highly valued in this role.

Whilst not being a requirement, previous training in ICAM (Incident, Cause Analysis Method) would be advantageous.

We are looking for individuals who exhibit a positive contemporary attitude towards people with disabilities and high-level understanding and knowledge of disability and its impact on individuals.

Duties

Where you can add value

In this role you will be able to draw on your expertise in work health and safety to provide guidance and support collaboratively with team members in relation to complex problems, planning, project

management and policy development.

You will have a proactive approach to risk management, be able to manage difficult, sensitive, or complex issues including a considerable level of public contact as well as being confident in representing the branch across internal and external stakeholder engagement.

Responsibilities of the role include but are not limited to:

- Providing WHS advice to workers and managers across the NDIA, including interpreting and applying legislation, policy, and procedures.
- Providing technical WHS advice to support the business functions of the WHSW Team, including advising managers on technical and best practice WHS processes in a public service context.
- Taking a leading role in implementing the WHS Management System for the NDIA, including developing and implementing policies, procedures, and the development of learning and development materials.
- Managing and providing advice on incident responses, including coordinating incident investigations.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children/Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
- The health and safety of workers, Participants and other visitors in our offices is our highest priority. A number of roles, activities or work types within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory COVID-19 vaccinations. Where a government Order or Directive applies, successful applicants will be required to provide evidence of COVID-19 vaccination or approved exemption as per ATAGI guidance, prior to commencement position.

Notes

- This position will be offered as ongoing or non-ongoing.
- If the position is offered as non-ongoing, this will be for a specified term of up to 12 months, with the possibility of extension up to two years.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

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	Col MacCallum, 03 5272 7533
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Treasury

Vacancy VN-0749976

Australian Securities and Investments Commission

Closing Date:Wednesday 30 October 2024

Finance

Job Title	Lawyer - Corporate
Job Type	Full-Time, Ongoing
Location	Hobart TAS, Sydney NSW, Melbourne VIC, Brisbane QLD, Perth WA, Adelaide SA
Salary	-
Classification	APS Level 6;Executive Level 1
Position Number	TBD
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

careers.asic.gov.au

- Great opportunity to join ASIC's Legal Services team
- Enjoy flexible work arrangements including up to 5 days per fortnight working from home
- Permanent position available in any Australian capital city location
- Salary \$123,444 - \$144,386 plus 15.4% superannuation

The Corporate Legal Services team within ASIC's Legal Services Group is responsible for advising the Commission and ASIC's operational and stakeholder teams about legislation and policies that apply to ASIC's governance, functions and operations including the *Australian Securities and Investments Commission Act 2001* (ASIC Act), the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), the *Fair Work Act 2009* and the Legal Services Directions 2017. The Corporate Legal Services team is also responsible for the conduct of litigation brought against ASIC.

Duties

In this role you will contribute to legal advice to the Commission, the Chair and senior management of ASIC on a broad range of matters affecting the governance and operations of ASIC.

This might include advising on the conduct of claims and litigation against ASIC, assessing legislative changes and other developing and novel issues, advising on internal policies, inter agency agreements and information-sharing arrangements.

You'll contribute to projects relating to ASIC's compliance obligations such as the Conflicts and Trading Policies and provide advice and assistance with ASIC's compliance and reporting obligations, including under the Legal Services Directions and PGPA Act.

Eligibility

We are looking for someone with experience as a lawyer, which may have been gained in a government department, government agency or a legal firm.

You'll need strong legal advice writing and verbal communication skills, along with organisational and time management skills and the ability to work to meet deadlines while managing several competing priorities in a fast-paced environment.

A knowledge and understanding of the law, practice and policy relating to the Corporations Act, ASIC Act, related financial services legislation, PGPA Act, Legal Services Directions and other relevant legislation and policies would be of value.

Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	careers.asic.gov.au, n/a
Agency Recruitment Site	careers.asic.gov.au

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Treasury

Vacancy VN-0749977

Australian Securities and Investments Commission

Closing Date:Thursday 31 October 2024

Finance

Job Title	Procurement Lawyer
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD, Perth WA, Adelaide SA, Hobart TAS
Salary	-
Classification	Executive Level 1
Position Number	TBD
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All

- Great opportunity to join ASIC's Legal Services team
- Enjoy flexible work arrangements including up to 5 days per fortnight working from home
- Permanent position available in any Australian capital city location
- Salary \$123,444 - \$144,386 plus 15.4% superannuation

The Corporate Legal Services team within ASIC's Legal Services Group is responsible for advising the Commission and ASIC's operational and stakeholder teams about legislation and policies that apply to ASIC's governance, functions and operations including the *Australian Securities and Investments Commission Act 2001* (ASIC Act), the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), the *Fair Work Act 2009* and the Legal Services Directions 2017. The Corporate Legal Services team is also responsible for the conduct of litigation brought against ASIC.

Duties

In this role you will advise the Commission, the Chair and senior management of ASIC on a broad range of matters, including contractual and other agreements with third parties, major procurements (including complex IT procurements), intellectual property and, and compliance with the PGPA Act.

The role also provides advice and assistance to ASIC in relation to Commonwealth policies and legislation applicable to ASIC as a non-corporate Commonwealth entity, assesses legislative changes and other developing issues relevant to ASIC and provides advice and assistance with ASIC's statutory compliance and reporting obligations.

Eligibility

We are looking for someone with experience as a lawyer, which may have been gained in a government department, government agency or a legal firm.

You'll need strong legal advice writing and verbal communication skills, along with organisational and time management skills and the ability to work to meet deadlines while managing several competing priorities in a fast-paced environment.

A knowledge and understanding of the law, practice and policy relating to the Corporations Act, ASIC Act, related financial services legislation, PGPA Act, Legal Services Directions and other relevant legislation and policies would be of value.

Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	careers.asic.gov.au, n/a
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All

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Treasury

Vacancy VN-0749890

Royal Australian Mint

Closing Date: Sunday 10 November 2024

Engineering and Facilities Services

Job Title	Property and Facilities Maintenance Officer
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	\$74,998 - \$79,386
Classification	APS Level 4
Position Number	1171
Agency Website	https://www.ramint.gov.au

Job Description

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

The Property and Facilities Maintenance Officer works within the Facilities Management Section, who are a multi-disciplinary team responsible for the efficient administration and management of the Mint's building services. They provide high quality and timely services, requiring organisational and project management skills. The role of Property and Facilities Maintenance Officer has two functions, administrative and maintenance.

Administrative function

The administrative function of the Property and Facilities Maintenance Officer role provides administrative support to the Facilities Management Section. They manage administrative functions relating to facilities maintenance including writing reports and submissions, undertaking financial tasks including management of invoices and purchase orders and developing documentation to support the continuous work of the section. They liaise with a variety of stakeholders to support project delivery and work closely with the maintenance function to support day to day maintenance operations.

Maintenance function

The maintenance function of the Property and Facilities Maintenance Officer role is responsible for managing the day-to-day maintenance operations across the Mint including performing minor maintenance. They allocate work and coordinate drawings for external trades and contractors. They contribute to maintenance projects and assist with facilities related procurement and contract management. The maintenance function works closely with the administrative function to support the delivery of facilities and maintenance services.

Duties

1. Managing day-to-day maintenance operations within the Mint, including escorting and supervising external trades and contractors on site.
2. Allocating work and coordinating drawings, specification and documentation for external trades and contractors to effectively maintain the Mint.
3. Attending to Facilities Maintenance (FM) and Property Service Provider helpdesk requests including performing minor maintenance.
4. Liaising with internal and external stakeholders and providing technical support to assist the delivery of property and facilities maintenance tasks.
5. Contributing to the Mint's building maintenance projects.
6. Preparing reports, written submissions and business cases relating to property and facilities maintenance, and to support the procurement of goods and services.
7. Raising purchase orders, tracking invoices and receipting goods in ERP.
8. Developing documentation including work instructions, risk assessments and operating procedures.
9. Assisting with procurement and contract management activities in accordance with Commonwealth Procurement Rules.
10. Ensuring compliance with all statutory requirements, including work health and safety.

Eligibility

Security clearance

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

Notes

How to apply

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

Please submit your application by **11:30pm** on **10 November 2024**. 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	Shaun Frater, 02 6202 6978
Agency Recruitment Site	https://www.ramint.gov.au/employment-opportunities

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Treasury

Vacancy VN-0749946

Royal Australian Mint

Closing Date: Sunday 10 November 2024

Finance

Job Title	Senior Compliance Officer
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	\$95,515 - \$104,362
Classification	APS Level 6
Position Number	1026
Agency Website	https://www.ramint.gov.au

Job Description

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

The Senior Compliance Officer is a vital part of the Governance, Compliance and Procurement team who undertake a range of compliance related tasks for the Mint. They provide advice, support and training to build capability, and ensure the Mint complies with financial regulatory framework requirements including the *Public Governance, Performance and Accountability Act 2013* (PGPA Act).

The Senior Compliance Officer is responsible for providing high level secretariat functions and audit coordination, completing compliance monitoring activities, providing training, reporting on day-to-day usage of financial and travel systems, and assisting staff with travel arrangements.

Duties

1. Providing advice to employees regarding the Mint's Governance, Compliance and Procurement related policies and procedures, and financial regulatory framework requirements including the PGPA Act.
2. Drafting, reviewing and updating the Mint's Governance, Compliance and Procurement policies, procedures, work instructions and other documents, including researching, interpreting, applying and complying with the PGPA Act and other related financial legislation and regulation.
3. Providing secretariat support to the Audit and Risk Committee, and drafting related internal briefings, policy papers and reports.
4. Planning, scheduling and undertaking periodic compliance activities including internal audits, identifying and gathering data related to non-compliance.
5. Monitoring monthly credit card usage by Mint employees to ensure compliance with relevant legislation, policies and procedures, and investigating non-compliance.
6. Implementing and administering the travel system, including liaising with the external provider on configuration and updates, creating and delivering system training, and providing user support to employees in relation to self-service functionality.
7. Undertaking administrative and reporting tasks for the Finance branch, including reporting on the usage of systems (financial and travel).
8. Preparing and delivering Finance related training (including induction briefings) to Mint employees.
9. Establishing and maintaining relationships with internal and external stakeholders, including relevant Government departments and committees.

Eligibility

Security clearance

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

Notes

How to apply

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

Please submit your application by **11:30pm on 10 November 2024**. 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	Isabel Batista, 02 6202 6931
Agency Recruitment Site	https://www.ramint.gov.au/employment-opportunities

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Employment and Workplace Relations

Vacancy VN-0749936

Comcare

Closing Date:Sunday 03 November 2024

Regulatory Operations Group
Regional Operations NSW

Job Title	Director, Regional Operations NSW
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Newcastle NSW
Salary	\$149,044 - \$169,128
Classification	Executive Level 2
Position Number	001898
Agency Website	

The Regulatory Operations Group (ROG) has responsibility for achieving safer and healthier workplaces within its jurisdiction. As an effective national regulator, it does this by promoting continuous improvements in work health and safety and monitoring and enforcing compliance with the law.

Using a contemporary risk-based approach, the Group plans and implements an integrated program of continuous improvement and compliance activities to target issues or entities across the jurisdiction that pose the most significant risk to health and safety of workers.

The Regional Operations Team is the service delivery arm of the Regulatory Operations Group and administers the *Work Health and Safety Act 2011* (WHS Act) through a variety of prevention, assurance and enforcement activities including:

- Providing information and advice to raise awareness and promote compliance with the WHS Act.
- Workplace inspections to monitor and enforce compliance with the WHS Act.
- Investigations where a judicial outcome may be warranted.

Prevention of harm is a key focus through targeted intelligence driven stakeholder engagement and education programs. **Duties**

Working closely with Senior Director, National Operations, other Directors and key stakeholders, the Director, Regional Operations will have overall responsibility for planning and managing regulatory service delivery for their designated region and leading and managing designated Group strategic priorities and/or risk based regulatory programs. This will include:

- Participating as an active and collaborative member of the Leadership Team to shape and deliver the strategic objectives and business goals of the Group.
- Modelling the APS and Comcare values.
- Developing, coaching and mentoring employees, managing performance and fostering a collaborative culture within Comcare.
- Maintaining community partnerships with employers, workers, their families, unions and advocates, police and ADF, industry regulators and WHS regulators.

The role executes delegations under the *WHS Act and Work Health and Safety Regulations 2011* relating to powers and evidence collection.

Primary Responsibilities

1. Lead and manage a regional team to achieve corporate and business plan outcomes and deliver high quality regulatory services.
2. Provide strategic leadership and direction to a regional team in relation to complex regulatory matters and ensure quality decision making consistent with legislation and regulatory policies and procedures.
3. Develop and maintain an extensive understanding of Comcare's responsibilities, strategic objectives and operational outcomes, including how the agency impacts the wider political and community context.
4. Proactively identify and manage strategic and operational risks and escalate appropriately, including the provision of high-level advice to the Comcare executive and CEO.
5. Contribute to the design and implementation of regulatory strategy and approach including identification of priorities and applicable regulatory responses, as well as allocation of appropriate resourcing across their jurisdiction (be it geographically based or specific strategic priority).
6. Deliver, manage and evaluate complex programs, projects and initiatives with a focus on achieving outcomes and leading continuous improvement and change.
7. Engage productively with stakeholders (be it geographically based or specific strategic priorities) to progress continuous improvement and regulatory outcomes.
8. Model effective people management and drive high performance and development of employees in a regional team.

9. Develop budgets and manage finances, contracts, procurement and expenditure within the team.

10. Provide pastoral care to all employees based in a regional office.

Desirable Qualifications and Experience

- Diploma of Work Health and Safety, Diploma of Government Investigations, Diploma of Government (Workplace Inspection) or similar qualification.

Eligibility

1. Australian citizenship.

2. Character clearance (police records check).

3. Health clearance.

4. Six months probationary period for new engagements.

5. Ability to obtain and maintain a Negative Vetting 1 Security Clearance.

6. Special Conditions:

- The successful applicant will be required to obtain a Diploma of Government (Workplace Inspection) within 18 months of engagement.
 - Ability to travel intra and interstate regularly, including overnight absences is required.

Notes

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

About the 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@comcare.gov.au, 1300366979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Employment and Workplace Relations

Vacancy VN-0749959

Comcare

Closing Date:Monday 04 November 2024

Regulatory Operations Group
Regional Operations WA

Job Title	APS5 WHS Inspector / APS6 Senior WHS Inspector
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	\$86,425 - \$106,884
Classification	APS Level 5;APS Level 6
Position Number	02247
Agency Website	

Job Description

https://www.comcare.gov.au/careers/current_vacancies

Overview of the Group

The Regulatory Operations Group has responsibility for achieving safer and healthier workplaces within its jurisdiction. As an effective national regulator, it does this by promoting continuous improvements in work health, safety and rehabilitation practices and monitoring and compliance with the law.

Using a contemporary risk-based approach, the Group plans and implements an integrated program of continuous improvement and compliance activities to target issues or entities across the jurisdiction that pose the most significant risk to health and safety of workers.

Overview of the Team

The Regional Operations Team is the service delivery arm of Regulatory Operations Group (ROG) and administers the *Work, Health and Safety Act 2011* (WHS Act) through a variety of prevention, compliance and enforcement activities. Services are delivered across the country through employees working in regional offices in QLD, NSW, VIC, TAS, SA, NT, WA and ACT.

Duties

WHS Inspectors play a vital role in workplace health and safety by helping employers understand their work health and safety responsibilities, fostering a cooperative and consultative approach with workers and their representatives and by taking appropriate action when non-compliance is found.

WHS Inspectors undertake a range of Work Health and Safety (WHS) regulatory activities in accordance with relevant legislation, policy and procedures. The work includes: WHS related prevention programs and campaigns, stakeholder engagement and dispute resolution, presentations, inspections and investigations across a wide range of industries and risk factors (physical and psychosocial).

The role requires working as a member of a team, assisting to mentor less experienced inspectors, and working collaboratively with a wide range of stakeholders including employers, workers, complainants, Health and Safety Representatives, employer associations, unions, and federal and state government agencies.

Qualifications and Experience

- Diploma of Government (Workplace Inspection) or obtain within 18 months of engagement

Eligibility

1. Australian citizenship.
2. Character clearance (police records check).
3. Health clearance.
4. Six months probationary period for new engagements.
5. Ability to obtain and maintain a Baseline Security Clearance
6. Specific Conditions:
 - Achieve and maintain appointment as an Inspector under the WHS Act
 - Hold and maintain a motor vehicle driver licence for at least a motor car
 - Some intra and interstate travel is required, including overnight absences
 - Participate in an after-hours on-call roster (where operational necessities dictate)

Notes

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

About the 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@comcare.gov.au, 1300366979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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

Employment and Workplace Relations

Vacancy VN-0749814

Fair Work Ombudsman

Closing Date: Sunday 03 November 2024

Regulatory Transformation Group
Criminal Investigations

Job Title	Executive Director, Criminal Investigations
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Adelaide SA, Hobart TAS, Perth WA
Salary	-
Classification	Senior Executive Service Band 1
Position Number	24/101EA
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>

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.

From 1 January 2025, a criminal offence for intentional underpayment of entitlements takes effect. The OFWO will be primarily responsible for investigating contraventions of the new offence and referring matters to the Commonwealth Director of Public Prosecutions or the Australian Federal Police for potential prosecution. The criminal investigative function will be complementary to the OFWO’s existing use of civil enforcement powers, with referral of matters for potential prosecution will be reserved for the most serious, intentional non-compliance.

The role

The OFWO is looking to fill the role of Executive Director, Criminal Investigations within our Regulatory Transformation Group to lead the implementation and day-to-day operations of the

Criminal Investigations Branch (the Branch). You will be part of the OFWO's broader senior leadership team and contribute to the achievement of the Agency's purpose and priorities. This is an exciting time to join our Agency, and we are looking for outstanding individuals who will shape this new function through supporting implementation, building new capability and working across the Agency to establish systems, processes and supporting technology to support operational effectiveness.

To be successful you will need to demonstrate a strong strategic focus and have excellent stakeholder relationship skills to work across the Agency and government. You will have qualifications or a background in the fields of criminal law, regulatory investigations and/or law enforcement, and be able to demonstrate strong judgment, influencing skills, strategic thinking, leadership of a geographically dispersed team, capability building and a collaborative approach. You will bring skills in developing and implementing innovative and contemporary strategies to identify, investigate and respond to serious intentional non-compliance, including through the use of data-led investigative approaches and technology assisted evidence assessment. **Duties**

Typical duties

Reporting to the Group Manager - Regulatory Transformation, the duties of the Executive Director, Criminal Investigations include (however, are not limited to):

- Lead and manage the staff, budget and all aspects of the Branch.
- Lead the implementation of the Agency's approach to the criminal jurisdiction and referral of appropriate matters for consideration of criminal prosecution.
- Ensuring criminal investigations are conducted in accordance with applicable legal and disclosure requirements, and investigative standards and quality assurance frameworks are embedded in the Branch.
- Manage key data assets within the Branch and ensure it complies with Agency data arrangements.
- Oversee the implementation of the Cooperation Agreement Framework and negotiations of potential Cooperation Agreements.
- Build and sustain collaborative relationships within the Agency with civil investigation teams and externally with partner agencies, including the Australian Federal Police and Commonwealth Department of Public Prosecutions as well as other law enforcement and regulatory bodies.
- Oversight and management of operational risks and providing direction on specific cases investigated for potential criminal prosecution.
- Lead external stakeholder engagement, including with employer and employee registered organisations, civil society organisations and others in relation to the criminal offence jurisdiction.
- Contributing to broader corporate leadership, including participating in agency governance activities and being involved in cross-government and external representation as required.

What we are looking for

To be successful in this role you require:

- Demonstrated leadership experience in one or more of the fields of criminal law, regulatory investigations and/or law enforcement. Tertiary qualifications in a relevant discipline will be highly regarded.
- Proven ability to strategically prioritise and continuously adapt to deliver results in a dynamic, high-pressure and challenging environment.
- Exceptional communication and relationship management skills to inspire your team and engage with highly experienced stakeholders across the OFWO and external to the Agency, including across government/law enforcement agencies.

- Demonstrated experience in building highly capable multi-disciplinary teams, with a culture of continuous improvement and delivery of high quality outcomes.
- An understanding and appreciation of the legal and regulatory frameworks and operational context relevant to the OFWO.
- Excellent judgment and a great track record of effectively working with colleagues and leading staff within a complex operating environment.
- Demonstrated experience in showing resilience when dealing with difficult situations.

Due to the nature of this role, some interstate travel and out of hours contact is required.

Please note that a merit pool may be established through this selection process, which is valid for a period of 18 months from the date the vacancy was advertised in the Gazette. **Eligibility**

- To be eligible for employment with the OFWO you must be an Australian citizen.
- Applicants must possess, or have the ability to obtain and maintain, a Negative Vetting 1 level clearance.

Notes

How to Apply

If you are excited about this opportunity, please tell us in no more than **1000 words**:

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

When framing your application, you should be mindful of the [APS Leadership Capability framework](#) and [Secretaries Charter of Leadership Behaviours](#) which set out the capabilities and behaviours expected of all Senior Executive Service employees across the APS.

All applications must be submitted via our [online application system](#) through the OFWO website.

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

If you have any questions about the recruitment process, please contact recruitment@fwo.gov.au

Please note: it is anticipated that interviews for shortlisted candidates will be scheduled in late November 2024.

Applications for this position will close at 11:00pm (AEDT) on Sunday 3 November 2024.

About the Fair Work Ombudsman

The Fair Work Ombudsman (FWO) is an independent government agency created by the Fair Work Act 2009. The FWO is responsible for promoting harmonious, productive, cooperative and compliant workplace relations in Australia. Please visit the FWO website for further information. For a full list of our current office locations in each state, please visit: <https://www.fairwork.gov.au/contact-us/offices> The FWO provides a challenging and supportive work environment with access to great training and development opportunities and flexible working arrangements. To be eligible for employment with the FWO, you must be an Australian citizen.

To Apply

Position Contact	Recruitment Team, N/A
Agency Recruitment Site	https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=7A26A857%2D

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Communications and the Arts

Vacancy VN-0749935

National Museum of Australia

Closing Date:Sunday 03 November 2024

Communications, Marketing and Public Affairs
Communications, Marketing and Public Affairs

Job Title	Social Media Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$80,341 - \$87,572
Classification	APS Level 5
Position Number	150323
Agency Website	https://www.nma.gov.au/about/employment

Job Description

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

The Museum has an exciting opportunity for a high performing professional to join the Communications, Marketing and Public Affairs business unit as a Social Media Officer. The individual will be required to develop content for the Museum's social media channels while supporting the strategic direction of the Museum.

The social media team is responsible for writing and commissioning content for the Museum's main Facebook, Twitter/X, Instagram and LinkedIn accounts, and other affiliated social media accounts. The successful applicant will provide support to the Social Media Manager and will be a highly motivated self-starter.

This position liaises with a variety of business units and requires a strong interest in social media, a flair for writing, creativity and

attention to quality control.

Duties

The successful candidate for this position will have demonstrated experience across a broad range of social media channels (Facebook, Twitter/X, Instagram and LinkedIn), along with the ability to work across projects with competing deadlines. They will have a compelling writing style, a knack for making content engaging and accessible to a variety of audiences, strong attention to detail and experience in creating high-quality short-form video and photography.

The successful applicant will have proven experience in taking responsibility for project deliverables and achieving quality outcomes. They will approach their work with a strategic mindset, flexibility and an understanding of how social media is used in a government agency.

They will have excellent communication skills, with a compelling approach to storytelling and a proven capacity to effectively plan and organise their own work.

Responsibilities of the position include:

- Under the direction of the Social Media Manager, implementing the social media strategy and supporting specific campaign strategies.
- Supporting the development and maintenance of social media campaigns for the whole of Museum, including temporary exhibitions, permanent galleries, public programs and events.
- Sourcing, developing and publishing content for social media channels, ensuring high levels of creativity and quality.
- Supporting the development of paid social media campaigns that grow and engage the Museum's social media audience.
- Liaising with photography and media services to produce photography and video content suitable for social media roll out.
- Contributing to social media scheduling, monitoring and moderating.
- Using social media analytics, monitoring and reporting tools.
- Following social media trends, innovations and best practice in order to embrace new developments and opportunities.
- Assisting in the evaluation of and reporting on social media activities and outcomes.
- Being prepared to work outside standard business hours, to monitor social media as required (including some weekends, special events and exhibition openings).

An interest in the cultural sector and skills related to videography and photography are considered favourably.

Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo pre-employment checks, including a police records check.

Selection criteria

Applicants must respond to each of the following selection criteria (maximum of 2 pages), provide a current CV and include contact details for two referees in their application.

1. Capabilities and skills

Demonstrated experience in running successful, creative, professional social media campaigns across multiple platforms that deliver on goals and achieve reach and engagement.

2. Effective communication and working relationships

Excellent communication, writing and editing skills appropriate to a professional communications team, with demonstrated experience in producing creative, informative and accurate social media copy.

3. Ability to multi-task and meet deadlines

Demonstrated ability to work across multiple projects concurrently, work under pressure and meet tight deadlines.

4. Achieves results, influences and develops strong working relationships

Works collaboratively with internal and external stakeholders to deliver successful campaigns and outcomes.

5. Adaptability and digital innovation

Demonstrated experience in using initiative and creativity to achieve organisational strategic goals, by leveraging social media algorithms and tools.

6. Understanding of issues affecting First Nations peoples

Demonstrated understanding, or willingness to develop an understanding, of the issues affecting Australian First Nations peoples in the application of your work.

An interest in the cultural sector and videography and photography skills will be favourably considered.

Notes

The National Museum of Australia (the Museum) is committed to building an inclusive and culturally diverse workforce. We welcome applications from across our community including, Australian First Nations peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, mature aged employees and carers.

In general, positions at the Museum are described as 'Identified positions' to signify that our roles require an understanding of the issues affecting Australian First Nations peoples. Our staff also require the ability to communicate and engage respectfully, authentically, and ethically with Australian First Nations peoples, businesses, and communities to build trust and long-term relationships.

The Museum is also committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.

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

Reasonable adjustments are available throughout the recruitment process. If you require, or would like to discuss reasonable adjustments, please contact the Contact Officer for this position.

To apply

Visit <https://www.nma.gov.au/about/employment> and apply online.

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

About the National Museum of Australia

The National Museum of Australia is a publicly funded institution governed as a statutory authority in the Commonwealth Arts portfolio. Established in 1980, it is headed by a Director appointed by the Governor-General. The Council is responsible for the conduct and control of the affairs of the Museum. The Museum building on Acton Peninsula opened on 11 March 2001.

To Apply

Position Contact	Sofia Dalla Costa, 0476 296 625
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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