



Commonwealth of Australia
APSJobs - Vacancies Daily
PS43 Daily Gazette Monday - 27 October 2025.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 - 30 October 2025.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>

The date of publication of this Gazette is PS43 Daily Gazette Monday - 27 October 2025.pdf. The date of publication establishes the date the vacancy was notified in the Gazette for the purpose of 25(1)(b) of the Australian Public Service Commissioners Directions 2022.

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

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Public Service Gazette - Vacancy Notices

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Vacancies

Vacancy VN-0764290

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

Closing Date:Monday 10 November 2025

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

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

Job Description

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

Duties

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

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

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

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

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

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

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

Eligibility Notes

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

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

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

To Apply

Position Contact	Nadine Clode, 0434 546 285
Agency Recruitment Site	https://ato.nga.net.au/?jati=5297E79A-8D9A-BE82-8A9C-E44D69836D64

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Vacancy VN-0764412

Australian Fisheries Management Authority

Closing Date:Sunday 09 November 2025

Corporate Services Branch Peple Services Section

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

Job Description

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

Duties

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

About the team

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

The position

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

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

Our ideal candidate

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

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

Eligibility

To be eligible for this role applicants must:

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

Notes

About the Australian Fisheries Management Authority

To Apply

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

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Vacancy VN-0764417

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

Job Description

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

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

About us

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

DHA manages an expanding portfolio of housing solutions and provides housing for over 17,200 ADF members and their families and administers rent allowance for more than 16,000 ADF members and their families in private rental accommodation. DHA provides housing related services advising on eligibility, providing posting support, and managing bookings and allocation services for all DHA provisioned housing and on-base accommodation to approximately 60,000 ADF members.

To find out more about DHA, please refer to [DHA.gov.au](https://www.dha.gov.au/) or read our latest [Annual Report](#).

Duties

About your team

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

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

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

About the role

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

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

Eligibility

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

Notes

Benefits for working at DHA include:

- 15.4% superannuation
- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year
- Work-life balance and flexible working options (including part time arrangements)
- A positive workplace culture where you can bring your whole self to work
- Opportunities to broaden your industry knowledge and experience
- Career progression and opportunities
- A dedicated Employee Assistance Program for you and your family to access in times of need
- ADF partner employment conditions when posting to a new location

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

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

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

How to apply

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

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

Applications close: 11:55pm AEST 9 November 2025. Any questions?

Please contact Meagan Jaunutis, Head of Customer Experience

T: 08 8245 7807 E: Meagan.jaunutis@dha.gov.au

Order of Merit

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

Inclusion and Diversity

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

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

About the Defence Housing Australia

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

To Apply

Position Contact	Meagan Jaunutis, 08 8245 7807
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0764428

Job Title	Property Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Katherine NT
Salary	\$84,157 - \$90,998
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	APS Level 4
Position Number	493752
Agency Website	https://www.dha.gov.au/

Job Description

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

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

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

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

If so, we have the perfect opportunity for you!

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

Join us and be a part of something truly meaningful!

About us

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

DHA manages an expanding portfolio of housing solutions and provides housing for over 17,200 ADF members and their families and administers rent allowance for more than 16,000 ADF members and their families in private rental accommodation. DHA provides housing related services advising on eligibility, providing posting support, and managing bookings and allocation services for all DHA provisioned housing and on-base accommodation to approximately 60,000 ADF members.

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

Duties

About your team

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

About the role

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

Cultural Competency

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

DHA prides itself for a promoting and embracing cultural competency throughout the organisation, this involves understanding how culture shapes people's values, behaviours, and communication styles. It goes beyond awareness. It requires the ability to build respectful relationships, communicate effectively, and work collaboratively with people from all backgrounds.

Eligibility

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

Notes

Benefits for working at DHA include:

- 15.4% superannuation
- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year
- Work-life balance and flexible working options
- A positive workplace culture where you can bring your whole self to work
- Opportunities to broaden your industry knowledge and experience
- Career progression and opportunities
- ADF partner employment conditions when posting to a new location

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

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

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

How to apply

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

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

Any questions? Please contact Amanda Dempsey - Regional Operations Manager

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

Order of Merit

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

Inclusion and Diversity

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

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About the Defence Housing Australia

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

To Apply

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

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Vacancy VN-0764429

Defence Housing Australia

Closing Date: Monday 10 November 2025

Service Operations
Service Delivery Regional Ops SA NT WA

Job Title	Property Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT
Salary	\$84,157 - \$90,998
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	APS Level 4
Position Number	493753
Agency Website	https://www.dha.gov.au/

Job Description

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

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About us

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To Apply

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Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0764389

Sport Integrity Australia

Closing Date: Monday 10 November 2025

Strategy, International Policy, and Corporate
Corporate Finance and Procurement

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

Job Description

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

The Team:

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

The Role:

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

Duties

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

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

Eligibility

Selection Criteria

- demonstrated experience in a finance officer or similar role;
- undertake work with a high level of accuracy and attention to detail within specified timeframes;
- possess well developed communication, and stakeholder engagement skills, and a demonstrated ability to work collaboratively with a range of people;
- willingness to take responsibility for learning and development goals and confidently assist others in their understanding of financial accounting;
- ability to effectively manage changing and competing priorities; and

- exercise sound judgement, discretion, and integrity including the ability to maintain confidentiality and privacy.

Eligibility

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

Conflict of Interest

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

Notes

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

About the Sport Integrity Australia

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

To Apply

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

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Agriculture, Water and the Environment

Vacancy VN-0764382

Department of Agriculture, Fisheries and Forestry

Closing Date: Sunday 16 November 2025

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

Job Description

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

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

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

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

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

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

Duties

Role of the Chairperson

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

- ensure compliance with statutory obligations
- ensure that investment in RD&E is undertaken in accordance with government and industry priorities for RD&E and other policy directions as well as ensuring that investments provide value to industry
- consult and communicate with government, industry representative organisations and other stakeholders
- foster a strategic and collaborative approach to Wine Australia's activities that links to broader objectives for the agriculture sector
- maintain strong governance practices with high levels of transparency, regular reviews, including periodic review of the board's functioning and performance
- participate in the Council of Rural RDCs Chairs meetings and work collaboratively with other RDCs.

Eligibility

Skills and experience

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

- leadership
- setting strategic business direction
- business acumen
- communication and consultation skills
- board experience
- appreciation of governance practices
- understanding of government
- knowledge and/or experience in Australia's grape growing and wine making industry.

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

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

Notes

About the Department of Agriculture, Fisheries and Forestry

To Apply

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

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Attorney-General's

Vacancy VN-0764427

Attorney-General's Department

Closing Date: Sunday 09 November 2025

People and Strategy
Human Resources Workforce Strategy and Capability

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

Job Description

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

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

Duties

Employment Opportunity

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

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

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

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

How you can make a difference

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

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

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

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

Eligibility

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

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

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

Notes

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

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

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

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

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

About the Attorney-General's Department

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

To Apply

Position Contact	Natasha Meston, (03) 8637 7965
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=746238CE-2D49-33CF-2BDA-E44E1BCF5750

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Attorney-General's

Vacancy VN-0764406

Fair Work Commission

Closing Date:Sunday 09 November 2025

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

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

Job Description

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

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

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

Research Officers:

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

Duties

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

Eligibility

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

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

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

Notes

This recruitment process is being used to fill both ongoing and non-ongoing positions.

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

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

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

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

About the Fair Work Commission

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

To Apply

Position Contact	TrudyJones, (03) 8656 4731
Agency Recruitment Site	https://fwc.bigredsky.com/page.php?pageID=106

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Attorney-General’s

Vacancy VN-0764426

National Anti-Corruption Commission

Closing Date:Monday 10 November 2025

Evaluation Brach Intake and Triage

Job Title	Senior Intake and Triage Officer (2 positions available)
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$94,563 - \$106,769
Future Merit Locations	Brisbane, Canberra, Melbourne, Perth, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 6
Position Number	107_10/25_PN
Agency Website	https://nacc.gov.au/

Job Description

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

About the National Anti-Corruption Commission

The NACC enhances integrity in the Commonwealth public sector by deterring, detecting, and preventing corrupt conduct involving Commonwealth public officials. It does this through education, monitoring, investigation, reporting and referral.

Working with us

This is an exciting time to join the NACC. As we enter our second year of operation, we are looking for outstanding individuals to embed robust systems and processes, deliver exciting and diverse projects and demonstrate innovation and commitment to integrity in the public service.

NACC staff work in a complex and dynamic setting where exceptional judgement and an ability to achieve results is critical.

Successful candidates will have the ability to cooperate in a team environment, as well as work independently, adhere to established processes, contribute to process improvement, and perform successfully across corporate and operational functions.

Duties

The Evaluation Branch of the NACC has two opportunities for immediate filling in the Intake and Triage team. A merit list will be established to fill vacancies arising in the next 18 months.

Duties of the roles align with the [APS Work Level Standards](#) and are relevant to the [Integrated Leadership System](#). The key activities for each role are set out below.

The NACC is a small agency. In addition to the duties listed for each role, you may occasionally be asked to undertake tasks that are outside your usual span of responsibilities. Supporting one another in this way provides opportunities for exposure across the agency and is an integral part of the NACC's positive workplace culture.

Senior Intake and Triage Officer

As an APS6 Senior Intake and Triage Officer, the successful applicants will:

- be responsible for workload and workflow management for a team of Intake and Triage Officers.

- provide feedback to the Intake and Triage Officers to ensure consistent delivery of services to the public.
- undertake risk and evidence-based decision making in relation to complex referrals including preparing recommendations.
- assist in managing change and continuous improvement.
- undertake quality assurance in accordance with an established framework to monitor and report on quality to the Director and Assistant Director.
- Other duties as required.

The successful applicants will also demonstrate:

- Experience in workload and workflow management of others, including allocation, risk management
- The ability to support the development of the others with training, feedback and building team capability.
- Experience working in environments that experience a high volume of workload, while working in line with established priorities, practices, and methodologies to deliver quality outcomes.
- An ability to contribute to the day-to-day operational effectiveness of a team function and work with colleagues to ensure processes and standard operating procedures remain current and relevant.
- An understanding of the Act and an appreciation of the anti-corruption concepts relevant to the Act (or the ability to attain such knowledge quickly).

Eligibility

Employment with the NACC is subject to the following conditions:

Citizenship – applicants must be an Australian Citizen.

Security clearance – this is a Designated Security Assessment Position. The occupant of this position will be required to undergo and maintain a security clearance to Negative Vetting 1.

Suitability assessment - the NACC must be satisfied that successful applicants are of suitable character. They must undergo a rigorous pre-employment suitability screening process that can be intrusive in nature including (but is not limited to) detailed background, character, employment, police and financial checks.

Probation - a probation period will apply to a new ongoing engagement in the Australian Public Service.

We encourage applications from the Australian community including Aboriginal and Torres Strait Islander people, people of all ages, people from culturally and linguistically diverse backgrounds, and people with a disability.

Notes

We offer attractive rewards and benefits to eligible employees, including:

- competitive rates of pay and 15.4% superannuation.
- generous paid parental leave for primary and secondary caregivers.
- an additional 3 days paid leave between Christmas and New Year.
- flexible working arrangements such as part-time work, flexible work hours, and technology to support working from home and similar arrangements.
- an option to purchase additional leave, up to 4 weeks per year.
- access to salary sacrificing, and
- access to studies assistance.

The NACC provides a service allowance of \$1,972 per annum (pro-rata for part-time) to non-SES employees which acknowledges the special requirements of working at the NACC. This includes the need for high-level personal security assessments, the intrusion associated with notifying private financial and social interests and the necessity to engage in practices to prevent targeting by unlawful elements.

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

About the National Anti-Corruption Commission

The National Anti-Corruption Commission (NACC) is an independent Commonwealth agency that commenced in 2023. The NACC mission is to enhance integrity in the Commonwealth public sector by deterring, detecting and preventing corrupt conduct involving Commonwealth public officials through education, monitoring, investigation, reporting and referral.

To Apply

Position Contact	Rachel, (03) 9393 8944
Agency Recruitment Site	https://nacc.nga.net.au/

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Defence

Vacancy VN-0763686

Department of Defence

Closing Date:Monday 10 November 2025

Naval Shipbuilding and Sustainment Group
Naval Shipbuilding Sustainment Enterprise Headquarters

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT, Osborne SA
Salary	\$86,887 - \$93,066
Future Merit Locations	Brindabella Business Park, Osborne
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	NSSG/06923/25
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=3CD966E5-590E-9EE2-690E-E448FB0765F1>

Duties

The Role

Do you want to be a key contributor to Australia's Defence maritime capability?

We have an exciting opportunity for an APS 5 Project Support Officer to join our team within the Continuous Naval Shipbuilding & Sustainment (CNSS) branch. As an APS5 Project Support Officer, you will be responsible for working under broad direction to support complex project activities, provide technical and policy advice, and contribute to strategic planning and project management. You will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. Strong stakeholder engagement and communication skills are essential, with a focus on building relationships, anticipating needs, and delivering outcomes aligned with Defence objectives.

The key responsibilities of the role are:

- Contribute to the development, implementation, and continuous improvement of project planning, performance processes, governance frameworks, and assurance activities in line with legislative, policy, and regulatory requirements.
- Assist with providing operational and administrative support across a range of project activities, including coordination, documentation, reporting, and preparation of briefs and submissions for senior stakeholders and government consideration.
- Monitor and analyse project performance, identify risks and opportunities, and develop strategies or adjustments to ensure outcomes are achieved.
- Work collaboratively, operate as an effective team member and provide constructive feedback.
- Apply established project management methodologies and professional practices to deliver complex projects and support decision-making through problem solving and the assessment of alternative actions.
- Collaborate effectively within teams and with stakeholders by fostering relationships, understanding expectations, providing constructive.

About our Team

The maritime industrial base needed for the Government's Shipbuilding and Sustainment program, now and into the future, needs to be fit-for-purpose and appropriately resourced. The Continuous Naval Shipbuilding and Sustainment (CNSS) Branch supports DEPSEC NSS's in their role as the Capability Manager for maritime industrial uplift via CNSS and supports the generation of the right conditions to uplift the current maritime industrial base so it can deliver on the CNSS program.

We do this by coordinating the development of the CNSS Key Enablers, implementing the Industrial Cornerstone outlined in the Naval Shipbuilding and Sustainment Plan.

The CNSS Key Enablers include:

- Industry
- Workforce
- Infrastructure
- Security
- Innovation

Our Ideal Candidate

You are a strong team player with a desire to contribute to a positive, inclusive and high performing team culture. You demonstrate excellent attention to detail, and have a genuine can-do attitude.

Critical to the success of this role, our ideal candidate will:

- Be an agile operator with an ability to pivot at short notice, and enjoy operating in a fast-paced environment.
- Possess highly developed strong interpersonal communication, negotiation and stakeholder engagement skills with the ability to influence others to achieve tasks and business objectives.
- Possess strong ability to manage yourself to deliver required outputs, and support a team of integrated professionals to achieve results.
- Demonstrate a strong ability to review and analyse documents for accuracy and completeness.
- Possess the ability to manage and support project processes to ensure compliance with legislative and regulatory frameworks, and Government probity related principles.
- Demonstrate highly developed written communication skills and have experience in drafting high-level key documents (project reports, plans, processes, briefing materials, ministerial correspondence).

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Daniel Slater, 02 5108 7015
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3CD966E5-590E-9EE2-690E-E448FB0765F1

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Defence

Vacancy VN-0764231

Department of Defence

Closing Date:Monday 10 November 2025

Defence People Group
Military Personnel Division

Job Title	Transition Support Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$86,887 - \$93,066
Future Merit Locations	Melbourne
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	DPG/08352/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=8923F551-64E4-F7DC-66D6-E44D2CB8840A>

Duties

The Role

The Joint Transition Authority (JTA) Transition Service Delivery (TSD) team are seeking to fill a future vacancy of Transition Support Officer in Melbourne.

The Transition Support Officer facilitates delivery of the needs based Defence Force Transition Program.

The Transition Support Officer will be part of a team of APS, ADF and contracted staff who provide support to transitioning ADF members and their families.

Responsibilities include conducting transition planning and support sessions, working predominantly with members with complex needs. Liaison with key stakeholders including Command, ADF members and families is a key duty of the position.

The Transition Support Officer will participate in the delivery of local ADF Member and Family Transition Seminars (face to face) and contribute to the virtual offerings. This includes the delivery of presentations. The position reports to the Transition Centre OIC at Defence Plaza Melbourne.

Due to the nature of the role, onsite attendance is required.

About our Team

The Joint Transition Authority Transition Service Delivery team administers the Defence Force Transition Program, designed to support members and their families plan for civilian life after leaving Defence.

Participation in the transition process is mandatory for all ADF members regardless of the reason for leaving. The Defence Force Transition Program provides access to specialist advice, paid leave and training to support members and their families in their transition to civilian life. Access to the needs based programs is supported by a Transition Support Officer.

Our Ideal Candidate

Our Ideal Candidate displays the following:

- Demonstrated experience in complex case management, life/career coaching or similar, inclusive of case note writing
- A proven ability to effectively communicate in writing and verbally, both in person and using digital platforms
- Ability to present and demonstrated experience in public speaking
- Willingness to undertake further training as required
- Willingness to travel when required
- Demonstrated experience leading and mentoring teams would be highly regarded

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Kate Cox, 02 6192 7569
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8923F551-64E4-F7DC-66D6-E44D2CB8840A

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Defence

Vacancy VN-0764245

Department of Defence

Closing Date:Monday 10 November 2025

Security and Estate Group
Service Delivery Division

Job Title	Defence Travel Service Systems Administrator
Job Type	Full-Time, Ongoing
Location	Townsville QLD
Salary	\$95,187 - \$108,734
Future Merit Locations	Townsville
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	SEG/08329/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=AE268EF4-7C4A-C65B-12A4-E44D2EE8A579>

Duties

The Role

As the APS6 Level Defence Travel Services (DTS) Systems Administrator, you will lead a small team of technical staff, who perform systems administration and management tasks.

You will work closely with DTS' Business Improvement and TRAX Support team. Further, you will be an enthusiastic and collaborative member of DTS' leadership team.

In this role, you will:

- Oversee DTS' systems from a technical perspective and ensure they are compliant with policy.
- Work with Outsourced Service Providers to sustain and enhance DTS' systems.
- Provide detailed systems administration and management, and policy advice regarding maintaining and improving the systems.
- Develop and edit moderately complex reports and automations in IBM Cognos.
- Review Java code and recommend/make improvements.
- Develop and maintain strong working relationships with Defence's ICT Groups, and liaise with them about planning for and resolving complex systems issues; and

- Lead DTS' ICT change management to maintain the continuity of systems capability.

About our Team

Defence Travel Services (DTS) administers domestic travel for Australian Defence Force (ADF) personnel in support of: training and courses, crew change, domestic short-term postings, discharges, and conditions of service leave. Further, DTS administers travel for new APS graduates, ADF recruits and Reserve Recruits. DTS also administers various types of international travel for Defence personnel.

DTS staff use TRAX, which is a bespoke travel management system, to administer most of the travel. Customers complete a Travel Request smart-form, obtain approval and then digitally submit it into TRAX.

IBM Cognos is integrated with TRAX and provides almost real-time reporting, which supports management of workloads and tasks. Cognos also provides a number of automations and a Travel Tracker portal, which enables customers to check the progress of their travel request and access itineraries, etc.

DTS also, has a number of Robotic Process Automations that interact with TRAX and perform high volume repetitive tasks.

Our Ideal Candidate

You are someone who:

- Can interpret and provide advice on government and corporate ICT policy and procedures.
- Has systems administration and management experience and completed applicable training/courses.
- Can successfully lead ICT change management activities.
- Is able to develop and edit reports in IBM Cognos and/or review Java code and recommend/make improvements.
- Is well organised, can manage competing priorities, work independently, as well as collaborating effectively in a fast-paced environment.
- Solves problems and enjoys learning and being challenged.
- Tailors communications according to the audience's level of knowledge, skills and experience.
- Builds and sustains effective working relationships with team members, other colleagues, industry partners and other key stakeholders.
- Proven ability to provide advice and specialist guidance for best use of systems and for sustaining and improving systems performance and stability.
- Can manage a small team, build its capability, and set work priorities and manage workflows.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Carl Fitchett, 0407 939 651
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AE268EF4-7C4A-C65B-12A4-E44D2EE8A579

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Defence

Vacancy VN-0764255

Department of Defence

Closing Date:Monday 10 November 2025

Capability Acquisition and Sustainment Group
Air Defence & Space Systems Division

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$95,187 - \$108,734
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/08361/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=83303E43-3316-71F8-4F3C-E44D6683B717>

Duties

The Role

The Project Support Officer (PSO) provides administrative support to the whole of SATCOMSPO, reducing administrative burden from the SPO executives and project and sustainment teams so that they can focus on the delivery and sustainment of SATCOM capability.

The PSO requires in depth knowledge of business administration and operations to support critical tasking, management of SPO information and capture of corporate knowledge.

They provide detailed advice and support to the SPO in the areas of travel, training, workforce, procurement and policy. The PSO supports the Business Operations Manager in the design and implementation of processes and procedures to drive efficiency and manage workflow.

About our Team

Satellite Communication Systems Program Office (SATCOMSPO), within the Space Systems Branch, acquires and sustains satellite communications capability and is a trusted advisor of SATCOM systems for the Australian Defence Force (ADF).

SATCOMSPO comprises of professionals from various disciplines including project management, engineering, commercial, and logistics. This multi-disciplinary team is composed of highly skilled and motivated APS, ADF and contracted personnel.

The team works from Brindabella Park offices in Canberra and maintains close collaboration with other parts of Defence and other Government Agencies. This role forms part of the SATCOMSPO Business Management Unit consisting of: Business Operations, Governance, Project Controls and Export Controls professionals who provide cross-functional support to the SPO.

Our Ideal Candidate

Our ideal candidate has excellent communication and stakeholder management skills to provide support to SPO personnel and executives, and to negotiate on best outcomes for the SPO.

They will have the drive and initiative to identify areas for improvement, and be able to anticipate the needs of the SPO and executives.

As part of this role you will be responsible for the following activities:

- Ensure the SPO has well managed information and is proactive and responsive in its approach to tasking.
- Coordinate administrative activities and determine appropriate courses of action to meet stakeholder needs.
- Build strong professional relationships and negotiate with stakeholders on complex issues to achieve outcomes for the SPO.
- Identify and interpret relevant legislation and policies that align with SPO requirements and apply these to the work area.
- Take the initiative to progress work to meet business objectives and deadlines.
- Develop and implement procedural documentation.

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	Derek MacLean, 02 5109 5694
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=83303E43-3316-71F8-4F3C-E44D6683B717

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Defence

Vacancy VN-0764311

Department of Defence

Closing Date:Monday 10 November 2025

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	SUAS Systems Engineer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	\$95,187 - \$108,734
Future Merit Locations	Brisbane
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/08344/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A6756D56-393B-DD25-4DC1-E44DA28B0359>

Duties

The Role

The UASPO Systems Engineer will be a key member of the Small Uncrewed Aircraft System (SUAS) Engineering Team, reporting to the SUAS Engineering Manager. This role is responsible for supporting the acquisition and sustainment of SUAS capabilities through the application of Defence engineering and oversight frameworks.

Key responsibilities include:

- Conducting engineering activities in accordance with the Army Aviation Systems Branch Engineering Management System and the UASPO Engineering Handbook.
- Reviewing and developing engineering documentation to support UAS products across acquisition and sustainment phases.
- Supporting project and quality management activities.
- Monitoring engineering performance and contributing to continuous improvement initiatives.
- Undertaking administrative tasks, including the preparation of briefs and correspondence, and engaging with internal and external stakeholders.
- Providing support to the Chief Engineer, Engineering Managers, and the broader UASPO program as required.

The successful candidate will demonstrate alignment with Defence values and behaviours, and will be capable of working independently and collaboratively within a multidisciplinary team. Strong communication, collaboration, and stakeholder engagement skills are essential.

Security and Export Control Requirements: This position requires access to technology controlled under the International Traffic in Arms Regulations (ITAR)—a United States (US) law governing defence articles, technical data, and services. Access restrictions may apply based on current or previous citizenships and permanent residency status. Defence may be able to apply workforce exemptions; however, applicants will be required to disclose all current and former citizenships and residencies to determine eligibility and ensure compliance with international obligations.

About our Team

The Uncrewed Aircraft Systems Program Office (UASPO) is a component of the Army Aviation Systems Branch (AASB), within the Joint Aviation Systems Division (JASD) of the Capability Acquisition and Sustainment Group (CASG). The Program Office comprises a Business Management Unit (BMU) and three recently restructured teams: one dedicated to future capability development, and two focused on the delivery and sustainment of Tactical and Small Uncrewed Aircraft Systems (UAS) programs.

UASPO is a trusted delivery partner, consistently achieving agreed capability outcomes for the Capability Manager while ensuring value for money. The Program Office maintains strong, collaborative relationships with both Defence and Industry stakeholders, which are central to its success. The majority of the UASPO workforce is based in Brisbane.

Our Ideal Candidate

The ideal candidate will demonstrate the ability to operate under broad direction to deliver complex engineering and oversight activities within a multidisciplinary, integrated workforce. They will be accountable for maintaining a strong understanding of Defence engineering and oversight frameworks and applying this knowledge to achieve high-quality outcomes.

The successful candidate will possess highly developed written and verbal communication skills, exceptional attention to detail, and the ability to collaborate effectively with key aviation stakeholders.

To be successful in this role, you will bring:

- Demonstrated experience in engineering and oversight systems within a Defence or similarly complex environment.
- Strong analytical and problem-solving skills, with a focus on issue resolution.

- Excellent communication, negotiation, and stakeholder engagement capabilities.
- Proven ability to identify, assess, and mitigate risks associated with engineering and oversight activities.
- Expertise in providing policy advice and technical guidance within your area of specialisation.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This engineering position requires a Bachelor of Engineering from an Australian institution, or a qualification

gained elsewhere, that satisfies the requirements of the [Washington Accord](#) for recognition as a Professional Engineer.

Notes

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

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To Apply

Position Contact	Vlad Cvetinovic, 07 3903 6931
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A6756D56-393B-DD25-4DC1-E44DA28B0359

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Defence

Vacancy VN-0764333

Department of Defence

Closing Date:Monday 10 November 2025

Defence Science and Technology Group
Platforms

Job Title	Explosive Ordnance Technology Officer
Job Type	Full-Time, Ongoing
Location	Fishermans Bend VIC
Salary	\$79,176 - \$108,734
Future Merit Locations	Fishermans Bend
Office Arrangement	Work From Home;On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	
Position Number	DSTG/08398/25
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=CFE75546-C5AF-7F18-AA14-E44DA5197C1A>

Duties

The Role

The Explosive Ordnance Technology Officer (ETO) plays a crucial role in ensuring the safety of our team during explosive trials in Platforms Division of DSTG. Safety is our top priority, the ETO will be responsible for the management and safe use of explosive ordnance (EO) within the platform survivability groups. The successful candidate will be provided guidance and support to develop skills and experience necessary to become a qualified DSTG Firing Officer (FO). DSTG

FOs are authorized to handle and deploy explosive ordnance, and operate firing systems for field-based firing activities at the Underwater Explosive Test Facility (UETF) and the Armour Test Facility (ATF), and other Defence establishments.

The successful candidate will be expected to:

- Have and/or develop explosives handling competencies, knowledge and expertise through formal training, education and work experience.
- When authorised, perform firings including: intentional functioning of detonators, high explosive charges, pyrotechnic devices, gas guns and propellant charges. Undertake the setup and preparation of firing systems and explosive charges as well as the documentation of firing records and other safety management systems.
- Take responsibility for the safe management of EO activities such as EO ordering, safe storage, handling, inspection, accounting, life management and disposal.
- Manage and maintain EO related equipment and ensure compliance with relevant regulations, policy and the DSTG Explosive Safety Management System (XMS).
- Take responsibility for interactions and liaise with Defence and other maintenance services to ensure the continued operational readiness of the UETF/ATF test site capability.
- Actively participate in the planning, risk assessments and reporting of platform survivability trials for Defence.
- Assist in the management of instrumentation and data acquisition systems, including the calibration and maintenance of instrumentation hardware, sensors and transducers for measuring pressure, acceleration, velocity, and strain during explosives events.
- Ability to collate data, analyse, interpret and report in written and verbal formats to a range of audiences

About our Team

The Technology Officer will be part of the Vehicle Survivability (VS) and the Naval Platform Survivability (NPS) groups within Platforms Division in DSTG and based in Melbourne.

Staff in VS and NPS groups manage, develop and use a range of capabilities (UETF, ATF) on behalf of the Department of Defence. The UETF and the ATF are state-of-the-art facilities for research activities into the vulnerability of Defence maritime and land platforms. Staff also undertakes EO activities at other Defence sites as required.

Staff in NPS and VS undertake research and testing to provide scientific advice to Navy and Army on the blast, shock and protection performance and survivability of submarines, ships, armoured vehicles and other platforms subjected to explosive effects.

Our Ideal Candidate

As an S&T3-4 Explosive Ordnance Technology Officer, you will be required to demonstrate a range of skills. To succeed in this role and to achieve the required outcomes for Defence, you must be able to demonstrate the following:

- Experience and a willingness to develop knowledge and expertise in explosives and related technologies.
- Ability to uphold the highest level of professionalism; to ensure controls are in place for the safety of themselves and all associated staff, contractors and any members of the public during a firing activity.
- Technical knowledge and experience in working with instrumentation and data acquisition systems, sensors and transducers, calibrations systems, and relevant data review techniques.
- Ability to analyse -interpret data and report in written and verbal formats
- Ability to work independently and as part of a multi-disciplinary team and an ability to cultivate strong relationships with a diverse range of stakeholders.
- Ability to work onsite at DSTG Fishermans Bend as well as travel to regional Victoria for EO trials held throughout the year.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

The S&T4/APS6 Technologist/Technician Platform Systems position may require:

- Academic qualifications in one or more of the following related fields of research; or
- Relevant skills and work experience.

[Ref 1297.0 ANZSRC Fields of Research 2020](#)

Division 40 – Engineering

4001 Aerospace Engineering

4015 Maritime Engineering

4016 Materials Engineering

4017 Mechanical Engineering

4099 Other Engineering

Division 51 – Physical Sciences

5103 Classical Physics

Notes

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To Apply

Position Contact	Kris Johannessen, 03 8534 7136
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CFE75546-C5AF-7F18-AA14-E44DA5197C1A

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Defence

Vacancy VN-0764347

Department of Defence

Closing Date:Monday 03 November 2025

Australian Defence force HeadQuarters
Vice Chief of Defence Force Group

Job Title	Threat and Context Team Lead
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	\$120,303 - \$135,701
Future Merit Locations	Fairbairn
Office Arrangement	Flexible
Office Arrangement Details	Extensions may be granted in exceptional circumstances only. Applicants requesting an extension must contact the Contact Officer 24 hours prior
Classification	Executive Level 1
Position Number	ADFHQ/08447/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=7A2B23D1-E91A-4D7D-D68B-E44DA5C5C58B>

Duties

The Role

The EL 1 Threat and Context Team Lead is responsible for leading the TACT capability, which provides a joint common experimental environment, scenario development and adversary replication for Joint Defence Experimentation. This ensures strategy-led and threat-informed consistency in Defence experimentation, supporting the delivery of evidence-based analysis for force design and integration. They will lead a small team to deliver outcomes for the Joint Experimentation Directorate (JED) and will contribute to broader events under the Adaptive Adversary Team (AAT) Framework.

The TACT Lead will:

- Lead the development and maintenance of the TACT, ensuring it provides a robust and adaptable environment for Joint experimentation and analytical efforts.
- Ensure scenarios and events are nested within the broader strategic context of the Joint Experimentation Program, maintaining alignment with Defence strategic objectives and endorsed force design scenarios.
- Support by developing and providing relevant experimentation products and materials.

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

About our Team

TACT is responsible for the development and delivery of the Threat and Context capability at JED - through Force Integration Division and the Joint Warfare Development Branch, JED supports the Vice Chief of the Defence Force and other sponsors in delivering the annual program of Defence experimentation events. The TACT ensure strategic alignment and coherence across Defence experimentation by designing, managing, and delivering realistic, evidence-based scenarios and vignettes. The TACT supports war gaming and other experimental activities by providing adversary modelling, red teaming, and contextual inputs that reflect current and future operational environments.

The team fosters collaboration across Defence and external agencies, ensuring integration with broader capability development efforts. Through leadership, innovation, and governance, the TACT enhances the quality and relevance of experimentation outputs, contributing directly to the evolution of joint warfighting concepts and future force design. TACT is critical in maintaining a robust, adaptable, and strategically aligned experimentation environment that supports Defence's preparedness and capability development objectives.

Our Ideal Candidate

The ideal candidate for the EL 1 TACT Lead is a strategic thinker with demonstrated leadership experience in joint operational environments. They possess advanced research, analysis, and joint planning skills, and formal qualifications in Operations Analysis will be highly regarded. With a strong background in Defence experimentation, force analysis, or war-gaming, they bring a deep understanding of warfighting concepts and future force development.

The candidate excels in stakeholder engagement, thrives in collaborative environments, and is adept at delivering high-quality, evidence-based products. They are skilled in scenario development, red teaming, and adversary modelling, ensuring strategic alignment and realism in experimentation. They are experienced in leading multidisciplinary teams, fostering a culture of collaboration, innovation, and continuous improvement.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Sarah King, 02 6265 1218
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7A2B23D1-E91A-4D7D-D68B-E44DA5C5C58B

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Defence

Vacancy VN-0764431

Department of Defence

Closing Date:Monday 10 November 2025

Naval Shipbuilding and Sustainment Group
Naval Shipbuilding and Sustainment Group

Job Title	Committees and Governance Manager
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$120,303 - \$135,701
Future Merit Locations	Russell
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	NSSG/08563/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=AB295BE3-CBCC-F6A8-C6EE-E44E1CEBF341>

Duties

The Role

As the Manager – Committees and Deputy Secretary Support, you will lead a small, high-performing team within the Office of the Deputy Secretary, Naval Shipbuilding and Sustainment Group (NSSG) — a

strategy-led organisation driving Australia's sovereign maritime capability and long-term shipbuilding objectives.

This is a critical supporting role within the Office, providing direct assistance to the Deputy Secretary, NSSG, and ensuring the effective coordination of governance and committee-related activities across the Group. The position is central to maintaining the strategic alignment, efficiency, and quality of NSSG's engagement with Defence's most senior decision-making forums.

Reporting to the Chief Strategy and Engagement Division, you will oversee the preparation and delivery of high-quality documentation, briefings, and executive papers for Defence Tier 1

Committees. You will provide strategic coordination and advice to ensure NSSG's contributions reflect the Group's priorities, support effective decision-making, and reinforce Defence's enterprise objectives.

As a leader, you will demonstrate strong strategic awareness, sound judgement, and the ability to drive high performance in a complex, fast-paced environment. You will communicate with influence, foster collaboration, and exercise initiative to achieve outcomes that align with the Deputy Secretary's intent and the Group's strategic direction.

You will be responsible for:

- Leading a high-performing team to deliver timely, accurate, and strategically aligned committee and executive support functions.
- Overseeing the coordination and preparation of NSSG contributions to Defence Tier 1 Committees and other senior governance forums.
- Liaising across NSSG, Defence, and external stakeholders to ensure consistency and alignment with Defence's strategic and governance priorities.
- Exercising sound judgement and initiative to identify issues, propose solutions, and drive improvements in processes and outputs.
- Building and maintaining strong relationships across the Group and Defence enterprise, promoting collaboration and professionalism.
- Supporting the Deputy Secretary's office in upholding high standards of executive coordination, governance, and strategic communication.

About our Team

You will join a Canberra-based, fast-paced, and collaborative team that provides strategic and administrative support to the Deputy Secretary, NSSG. The team is committed to excellence, integrity, and responsiveness, operating at the intersection of governance, strategy, and executive engagement. There are opportunities for growth across functions as priorities evolve, offering variety and scope to develop your skills within the broader NSSG enterprise.

Our Ideal Candidate

Our ideal candidate will be an experienced and motivated professional with demonstrated expertise in governance, executive coordination, or strategic policy support. You will thrive in a strategy-led organisation, bringing energy, initiative, and the ability to anticipate the needs of senior executives.

We are seeking a leader who:

- Is highly organised, proactive, and able to manage competing priorities in a dynamic environment.
- Communicates effectively with influence and professionalism across all levels, including with senior Defence executives.

- Demonstrates a strong work ethic, attention to detail, and commitment to high-quality outcomes.
- Can operate under broad direction and provide considered advice and recommendations to inform executive decision-making.
- Works collaboratively with others, adapting to change and fostering a culture of teamwork and performance excellence

If you are passionate about contributing to Australia's sovereign shipbuilding and sustainment enterprise and are ready to play a key role in supporting the Deputy Secretary of a strategy-driven, high-performing Group, we encourage you to apply.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Sharmilla Korman, 0409 020 900
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AB295BE3-CBCC-F6A8-C6EE-E44E1CEBF341

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Environment and Energy

Vacancy VN-0764381

Clean Energy Regulator

Closing Date: Sunday 09 November 2025

Scheme Operations
National Greenhouse and Energy Reporting and Safeguard Unit & Certificate
Registry

Job Title	Assistant Manager - Unit & Certificate Registry
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$121,724 - \$138,463
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation.
Classification	Executive Level 1
Position Number	CER 093/25
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

<https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm>

About the Branch

The branch administers the National Greenhouse and Energy Reporting scheme, the Safeguard Mechanism and will administer the Product Guarantee of Origin scheme when it commences in the second half of 2025. It supports the growth of a deep and liquid carbon market through the management of the Australian National Registry of Emissions Units (ANREU) and development of the Unit and Certificate Registry.

The branch aims to:

- ensure the efficient and effective administration of our schemes while working collaboratively across the agency to maximise the benefits of the new structure
- implement continuous improvements to our guidance, advice, information and systems and processes to reduce regulatory burden and administrative cost
- ensure compliance with scheme requirements by taking a risk-based approach to:
 - encouraging voluntary compliance, and
 - strengthening our response to non-compliance.
- ensure greenhouse and energy data is accurate and accessible and meets data users' needs
- build and maintain an agile, capable, engaged and accountable workforce.

The branch is comprised of 5 sections, each with their own section business plans that demonstrate how they will contribute to divisional and branch priorities:

- National Greenhouse and Energy Reporting Obligation Management
- National Greenhouse and Energy Reporting Report Assessment and Publication
- Safeguard Mechanism
- Unit and Certificate Registry
- Product Guarantee of Origin.

About the Section

The Unit & Certificate Registry section supports the development and administration of the agency's new Unit and Certificate Registry. It achieves this through ensuring system design meets business, legislative and market requirements, administering accounts, providing user support, maintaining system integrity through effective risk management, and managing internal and external registry reporting obligations.

Duties

- Lead a small team to ensure the effective administration of the CER's Unit and Certificate Registry in support of the CER's schemes, including the Safeguard Mechanism, ACCU Scheme, Guarantee of Origin Scheme and Nature Repair Market
- Support the progressive onboarding of unit and certificate types in the Registry by providing subject matter expertise into system design, development and testing, and the development and implementation of stand operating procedures and work instructions
- Lead the preparation of complex briefing material and analytical reports related to the Unit and Certificate Register
- Undertake compliance monitoring activities and recommend appropriate regulatory responses
- Oversee the maintenance of internal data dashboards and data tools and processes for the continuous monitoring of operational trends and risks to system and market integrity
- Develop and maintain internal and external relationships, lead the preparation and publication of registry guidance material, respond to external enquiries, and provide technical support to internal and external users of the registry
- Provide advice, including interpreting and, policy and procedures to complex situations
- Demonstrate an ability to evaluate and analyse complex information and data, apply legislation, research skills, effective decision-making skills and the ability to solve problems.

Qualifications/Experience

Qualifications in law, economics, IT or data disciplines, or experience in a customer service or a regulatory environment, are highly desirable.

Eligibility

The [Public Service Act 1999](#) requires all people joining the Australian Public Service to be Australian citizens.

We will conduct a number of pre-employment checks before we offer you employment. It is a condition of employment with the Clean Energy Regulator that you are able to obtain and maintain a security clearance at a baseline level. If you are offered a role and do not already hold a security clearance at or above this level, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this clearance.

Notes

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

About the Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011, • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011, • Nature Repair Market, under the Nature Repair Act 2023, • Guarantee of Origin, under the Future Made in Australia (Guarantee of Origin) Bill 2024. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers

To Apply

Position Contact	David O'Toole, 02 6159 3588
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Environment and Energy

Vacancy VN-0764385

Clean Energy Regulator

Closing Date:Sunday 09 November 2025

Scheme Support
Carbon Markets Various

Job Title	Senior Analysts/Senior Policy Officers - Carbon Markets
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$98,905 - \$112,596
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation.
Classification	APS Level 6
Position Number	CER 094/25
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

<https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm>

About the Branch

Facilitating vibrant carbon markets is a key plank in Australia achieving net zero emissions by 2050. The agency delivers a range of important policy initiatives to grow Australia’s regulated carbon markets and certify the integrity of low emissions production for international and domestic markets. These include supporting market interoperability with our new Unit and Certificate Registry, the Guarantee of Origin Scheme, implementing a new carbon unit for use by Australia’s largest emitters and the reformed Safeguard Mechanism.

The role of the Carbon Markets Branch is to provide authoritative, evidence-based insights on economic carbon markets to support effective outcomes for the schemes the CER administers, and to provide strategic policy analysis and support for the agency, particularly for the Guarantee of Origin scheme.

The branch objectives are to:

- Provide economic, market and policy advice, support, or action on complex scheme implementation.
- Influence the design of potential new schemes or policies to ensure they are market friendly as well as workable and enforceable.
- Increase confidence in the carbon and renewable energy markets by highlighting the market opportunity of our schemes including understanding the international context.

About the Section

- **Environmental Markets and Analysis section:** Delivers authoritative, evidence-based insights on Australia's environmental markets, specifically the ACCU and Nature Repair Market Schemes, develop high quality and informed strategic briefs for CER's Board and undertake research and analysis on industrial decarbonisation and the Safeguard Mechanism, and transition to a net zero economy.
- **Renewable Energy Markets Analysis section:** Delivers authoritative, evidence-based insights on renewable electricity markets, particularly existing and forthcoming schemes in the electricity sector such as the Renewable Energy Target and the Guarantee of Origin for renewable energy.
- **Strategic Policy Analysis section:** Progressing the Guarantee of Origin policy and stakeholder engagement, steward the carbon markets integrity working group, coordinate CER input and advice on whole-of-government briefings on environmental markets, renewable electricity and other CER schemes, and provide analysis on strategic/cross cutting policies, such as carbon accounting policy.

About the Roles

Are you a curious and analytical thinker with a passion for uncovering insights that drive impactful decision?

Join the Carbon Market branch as a Senior Analyst or Senior Policy Officer!

We are seeking experienced professionals to contribute to and provide insights into the CER's schemes. These roles involve managing the delivery of high-quality briefings, reports and publications, and providing strategic advice on policy and market issues to senior executives. You will collaborate with internal stakeholders to ensure products and analysis meet their needs, while also supervising and developing team members.

Depending on the specific position, as a Senior Analyst you will analyse market data and supply-demand dynamics to identify issues and support reporting on scheme trends and impacts. As a Senior Policy Officer, you will develop expertise in the Guarantee of Origin scheme, support its launch and expansion, and provide insights with Australia's decarbonisation and carbon accounting policies.

If you're enthusiastic, adaptable, and ready to contribute to meaningful work, we'd love to hear from you!

Duties

Under limited direction, both **Senior Analysts and Senior Policy Officers** will:

- Manage and co-ordinate the delivery of briefings, reports and publications to schedule and to a high-quality standard.
- Provide well researched and considered advice, reports and presentations on strategic cross cutting policy matters, energy and carbon market issues and drivers to senior executives within the agency.
- Work with internal clients across the agency to ensure that products and analysis meet their needs.
- Supervise and develop team members and build team capacity through coaching, sharing knowledge, performance feedback and encouraging career development.

In addition to the above duties, a **Senior Analyst** will:

- Identify market issues and developments by analysing data and supply and demand dynamics to assist in the establishment of functioning markets.
- Support managers to report on scheme trends and drivers and their impact on the agency's operations and the broader policy context.

As a **Senior Policy Officer** role, additional duties will include:

- Develop knowledge on Guarantee of Origin scheme policy and support operational teams with scheme launch and expansion through provision of advice, engagement with policy agencies, and research on stakeholder trends and project pipelines.
- Research, analyse and provide insights on Australia's decarbonisation and carbon accounting policies and their interactions.

Qualifications/Experience

The ideal candidate for the Senior Analyst and Senior Policy Officer roles will demonstrate:

- Well-developed written and verbal communication skills
- Ability to build and maintain effective working relationships with colleagues and external stakeholders
- Strong data analysis skills, including advanced proficiency in Microsoft Excel
- Capacity to take ownership of complex issues and apply effective problem-solving skills
- Tertiary qualifications in finance, economics, mathematics, engineering or related field with a focus on markets or commerce are desirable
- Experience in climate change, renewable energy and industrial decarbonisation policy issues are desirable
- Knowledge of domestic or international carbon markets and renewable energy markets would be highly regarded.

Eligibility

The [Public Service Act 1999](#) requires all people joining the Australian Public Service to be Australian citizens.

We will conduct a number of pre-employment checks before we offer you employment. It is a condition of employment with the Clean Energy Regulator that you are able to obtain and maintain a security clearance at a baseline level. If you are offered a role and do not already hold a security clearance at or above this level, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this clearance.

Notes

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About the Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011, • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions

Units Act 2011, • Nature Repair Market, under the Nature Repair Act 2023, • Guarantee of Origin, under the Future Made in Australia (Guarantee of Origin) Bill 2024. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers

To Apply

Position Contact	Georgina Prasad, 02 6159 3269
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Health

Vacancy VN-0764243

Aged Care Quality and Safety Commission

Closing Date:Sunday 09 November 2025

Corporate
Enterprise Portfolio Management Office

Job Title	Portfolio Coordinator - Enterprise Portfolio Management Office
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Perth WA, Brisbane QLD
Salary	\$86,204 - \$93,226
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible office arrangements are approved on a case by case basis.
Classification	APS Level 5
Position Number	876_10/25
Agency Website	

Job Description

<https://www.agedcarequality.gov.au/careers-commission>

The EPMO serves as a centralised portfolio, program and project hub promoting best practices to create efficiencies and streamline processes to improve effectiveness in realising of benefits, in line with the Commission's strategic objectives. The EPMO is comprised of four service areas:

Governance:

Development and maintenance of Program, Project and Change Governance and management of templates, frameworks, artefacts, tools, reporting and forums.

Change, Communications & Learning:

Provides visibility of enterprise changes and uplifting program/project change management skills within the Commission. The team is also involved in developing EPMO communication content and learning products to increase adoption and knowledge of project and change management practices within the Commission.

Data & Quality Assurance:

The provision of Quality Assurance (QA), audit services and data analysis to ensure program, project and change data quality and to interpret and present data to inform enterprise-wide decision-making, prioritisation, risk and change management and benefits realisation. The QA

team is responsible for reviewing projects as they progress through the different stages in the project lifecycle. They play a critical role in ensuring that projects, programs, and portfolios adhere to the standards and guidelines established by the EPMO.

Resourcing:

Coordinate and ensures sufficient availability and allocation of project resources based on skills required as well as maintaining a consistent approach to program/project contract management.

Objectives

The EPMO Objectives include:

- Prioritisation, optimal resource allocation and impact for effort
- Disciplined enterprise-wide program, project and change governance and management
- Management and mitigation of program, project and change risks
- Standardised enterprise-wide reporting to ensure consistent monitoring and management of all strategically important program, projects and change
- Visibility of change activities
- Improved capability in program, project and change management, embedding learning and continuous improvement
- Alignment of program, project and change efforts with benefits realisation

Duties

About the Role

The portfolio coordinator ensures the smooth operation and ongoing activities of the Enterprise Portfolio Management Office (EPMO).

This role will be the first point of contact for all operations and support governance under the guidance of the Assistant Director, EPMO. Additionally, you will support people management, organisational socialisation and recruitment.

Act as a secretariat for the Project and Change Management Committee, team meetings and other governance forums. Providing support to the Director, EPMO in overseeing travel and accommodation, TechOne financials, and other vendor or external stakeholders. This includes liaising with the administrative teams to ensure all logistical arrangements are set to day-to-day check-ins with team members to ensure they are meeting their deliverables and milestones.

Manage the administrative tasks such as meeting arrangements, writing minutes, create and manage SharePoint filing structure, maintain records management, communication and change support, maintenance of the EPMO SharePoint site, and management of shared inboxes.

Position Duties

- Reporting to the Director, EPMO, this role provides portfolio, program and project administration support, including preparation and distribution for procurement documentation and coordination of executive briefs, budget estimate briefs etc.
- Manage decisions and actions, resource planning, including contract renewals and procurement.
- Identify and implement process improvements, lead small projects within the portfolio.
- Manage portfolio budget, risks, issues and dependencies and provide support for project team members within EPMO.
- Prepare papers for governance and other working groups including steering committees, project boards, project reporting for executive groups, and contribute to the EPMO, maintaining stakeholder and vendor relationships to ensure with PPM Tool software are met.
- Assist business areas with the project governance framework and processes.
- Contribute to critical knowledge management activities including project management training and dissemination workshops.
- Prepare meeting agendas and other ad-hoc meetings, maintain action item and decision logs, monitor and maintain the project governance and leadership team mailbox and calendar.

Eligibility

To be successful in this role you will need to demonstrate the following:

- Experience in a similar portfolio support role (preferably worked in an EPMO environment)
- Coordinating meetings, committees and working groups including production of agendas, minutes and managing records.
- Strong written communication skills. Excellent level of written English, strong presentation and analytical skills.
- Development and maintenance of stakeholder relationships.
- Experience as a team player able to work with minimum supervision in a fast-paced environment and willing to help.
- Administration of SharePoint/MS Teams.
- Experience with Microsoft Office products to an advanced level in particular MS Word, Excel, PowerPoint, SharePoint and other Microsoft packages.
- Ability to identify opportunities for continuous improvement to achieve quality outcomes.
- Business management or experience within an EPMO/PMO environment.
- Highly motivated, detail oriented, and organised.
- Experience planning and delivering activities on time and within budget.
- Experience working within the public sector and/or a regulatory environment.

Notes

- Salary offered will be between \$86,204 - \$93,226 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.
- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps

- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

In your application, please provide a statement of claims against the position eligibility requirements (selection criteria) in no more than **600-words**, including what strengths you would bring to the role, and a copy of your CV.

Please complete the application and submit by **11:30PM Sunday 9 November 2025 AEDT**.

Please contact our recruitment team on **(02) 9633 3262** or recruitment@agedcarequality.gov.au for assistance with accessing our website or with lodging your application.

Specific questions about the roles can be directed to Rohan Dyster by emailing rohan.dyster@agedcarequality.gov.au with Position title in the subject line.

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

About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. We work to improve the lives of older people by maintaining the integrity of the aged care system. As the single independent regulator of Australian Government aged care services, we offer a variety of interesting and challenging jobs across most capital cities. It is an exciting time to join the Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to safeguard and protect older Australians receiving aged care services.

To Apply

Position Contact	Rohan Dyster, NA
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Aged Care Quality and Safety Commission

Closing Date: Sunday 09 November 2025

Corporate
Enterprise Portfolio Management Office

Job Title	Project Coordinator - Enterprise Portfolio Management Office
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW, Perth WA, Brisbane QLD
Salary	\$96,503 - \$108,869
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible office arrangements are approved on a case by case basis.
Classification	APS Level 6
Position Number	877_10/25
Agency Website	

Job Description

<https://www.agedcarequality.gov.au/careers-commission>

About the Team

The Corporate Division supports the Commission and enables staff to deliver the Commission's purpose by:

- enhancing effectiveness, efficiency and safety
- making the best use of resources and continuously improving performance
- enhancing, integrating and optimising the IT and corporate systems that support Commission staff.

The Enterprise Project Management Office (EPMO), part of the Enterprise Governance & Strategy group within the Corporate Division, supports the Commission in becoming a better regulator for older Australians through a disciplined approach to portfolio/program/project and change management, and enabling whole-of-Commission change. Working across the Commission, the EPMO provides expertise in standards, delivery, support and consultation and strategic guidance on programs and projects.

About the Role

The primary objective of the Project Co-ordinator role is to provide high quality coordination, communication, facilitation, governance, reporting and information management support to the Project Manager and the project team.

This role assists and supports the delivery of project objectives to ensure business outcomes and values are met. The role will involve continually monitoring scope, cost, schedule, and quality objectives utilising multiple delivery approaches. The role will also adhere to the business's prescribed delivery methodology, governance, and risk management frameworks

Duties

- Provides program support, ensuring activities are undertaken to enable the completion of tasks and achieve agreed outcomes on time, on budget, to quality standards and within agreed scope
- Supports planning and coordination of the program and its activities
- Coordinates meeting arrangements, reports and papers for governance and other working groups and tracks actions and decisions taken at these meetings
- Collects and analyses data related to program performance, stakeholder feedback, and other desired metrics
- Prepares regular reports, highlighting key insights and recommendations, to support decision-making and continuous improvement
- Prepares and maintains project related documentation, including sourcing, collating and quality assuring information for reporting, monitoring and evaluation purposes to contribute to achievement of the project outcomes and identification of emerging issues
- Coordinates the program risk register and monitors completion of risk actions
- Ensures implementation of policies and practices in accordance with the Project and Change Management Governance Frameworks
- Maintains the programs technology requirements, including the PPM tool, SharePoint site and other technology as required
- Other ad-hoc duties as required

Eligibility

- Project methodologies/ project environment experience, ideally 4+ years in a PMO or mature Project Environment
- Experience with Waterfall and Agile methodologies (eg Steercos, Scrum, Stand-ups, Kanban boards)
- Administration of SharePoint/MS Teams and experience with Microsoft Office products (inc MS Project) to an advanced level
- Azure DevOps/JIRA/PPM experience highly regarded

Notes

- Salary offered will be between \$96,503 - \$108,869 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.
- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

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Please contact our recruitment team on **(02) 9633 3262** or recruitment@agedcarequality.gov.au for assistance with accessing our website or with lodging your application.

Specific questions about the roles can be directed to Rohan Dyster by emailing rohan.dyster@agedcarequality.gov.au with Position title in the subject line.

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

About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. We work to improve the lives of older people by maintaining the integrity of the aged care system. As the single independent regulator of Australian Government aged care services, we offer a variety of interesting and challenging jobs across most capital cities. It is an exciting time to join the Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to safeguard and protect older Australians receiving aged care services.

To Apply

Position Contact	Rohan Dyster, NA
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0764439

Australian Digital Health Agency

Closing Date:Sunday 09 November 2025

Technology Services
Cyber Security Cyber Security Operations

Job Title	Cyber Threat Hunt Lead
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT
Salary	\$98,045 - \$110,612
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 6
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Agency

As the steward for digitally enabling Australia’s health system, the Agency plays a key role in coordinating national engagement, delivery, and adoption of digital health to facilitate person-centred, connected healthcare. Our responsibilities span national digital health services and systems, including My Health Record, Electronic Prescriptions, and the MyHealth App.

About the Role

The Cyber Threat Hunt Lead is accountable to provide proactive security operations, investigation and hunting of known and unknown cyber security threats within the agency ICT environments as well as providing leadership and guidance on incident response activities.

What You'll Bring

- Minimum of 4 years' experience serving as a SOC Analyst or Incident Responder is highly desirable.
- You will have one of the following professional ICT certifications : SANS GCIH, SANS GCFA, SANS GCIA, SANS GNFA, SANS GWAPT, SANS GPEN, Offensive Security Certified Professional (OSCP), Certified Information Systems Security Professional (CISSP)
- You have an in-depth knowledge and understanding of complex Enterprise networks including routing, switching, firewalls, proxies, load balancers, networking protocols and operation of both Windows and Linux based systems.
- Demonstrate proficiency of scripting languages for example Python or PowerShell.
- Extensive experience with query languages such as Splunk Search Processing Language (SPL) and/or Kusto Query Language (KQL) in a SOC environment

Duties

Key Responsibilities

- Initiatenetwork and host-based analysis and investigation to plan and execute threat hunt missions, working with various technologies and platforms such as AWS, Azure, O365 containers
- Accountable for managing security risks appropriately by understanding the current cyber threat landscape, the different tactics commonly used by adversaries and how you would investigate, contain, and recover against their attacks; preparing and reporting risk analysis and threat findings.
- Document security gaps and control failures identified as a result of threat hunts, and provide recommendations to mitigate the associated risk.
- Partner with Cyber Security Operation Teams in performing monitoring of networks and endpoints for security events/alerts for active threats, intrusions and/or compromises.
- Ability to report and present findings and recommendations to a wide range of stakeholders including executive, business and technician audiences

Eligibility

Eligibility

Ability to obtain and maintain national police check.

Australian Citizenship is a condition of eligibility.

Ability to obtain and maintain a Neg Vet 1 security clearance with the ability to obtain and maintain a higher clearance if required by the Agency.

Notes

Our Benefits

Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life

Work From Home & Attractive Flexible Working Arrangements: All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.

Collaborative workspaces with new technology available within central locations.

Generous leave opportunities including Parental (primary & secondary), compassionate, Aboriginal & Torres Strait Islander Leave, Cultural, Emergency Response, Defence, and Half Pay option.

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 Sam Greene at sam.greene@digitalhealth.gov.au.

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

Closing Date: November 9 2025, 11:00pm

Salary: This role offers between \$98,045 - \$110,612 plus 15.4% superannuation. Depending on skills and experience allowances may be considered.

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

About the Australian Digital Health Agency

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

To Apply

Position Contact	Talent Acquisition Team, adharecruitment@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0764433

Australian Institute of Health and Welfare

Closing Date:Sunday 09 November 2025

Population Health Burden of Disease and Mortality

Job Title	EL1 Mortality Advisor
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Canberra ACT
Salary	\$119,501 - \$133,305
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	Executive Level 1
Position Number	#137_10/25
Agency Website	

Job Description

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

The AIHW's [APS employee census results](#) attest to our positive and supportive workplace culture. We are an inclusive, flexible, and productive workplace where people are treated with respect and courtesy, and diverse and unique attributes are recognised and valued.

Our results also show that we achieved top ten rankings in staff engagement, communication, wellbeing and SES manager scales out of 107 APS agencies.

We offer a range of benefits including:

- access to flexible working arrangements to support your work/life balance
- attractive remuneration packages including generous superannuation and leave provisions
- challenging and fulfilling work where you can use your skills and expertise
- opportunities for professional development including study assistance

We are committed to creating genuine opportunities for everyone and we welcome applications from First Nations people(s), people with disability, LGBTIQ+, neurodiverse people and people from diverse cultural and linguistic backgrounds.

The AIHW has offices in Canberra and Sydney and offers remote work opportunities for many roles.

For more information, visit the [Benefits of working](#) for the AIHW page of our website.

Duties

The Population Health Group (PHG) has responsibility for monitoring and surveillance of chronic diseases, risk factors and the health of particular population groups and undertaking a wide range of novel and complex analyses and reporting projects, including using linked data. The PHG works closely with stakeholders to identify data and analysis needs, gaps and options for data development.

The Burden of Disease and Mortality Unit (BoDMU) provides national leadership in burden of disease analysis and is responsible for the Australian Burden of Disease Study (ABDS). Additionally, the Unit is responsible for custodianship and management of the National Mortality Database and undertakes a range of mortality analysis and reporting using this dataset. The mortality team also responds to a large number of internal and external data requests each year. The Unit works closely with a variety of internal and external stakeholders including the Department of Health, Disability and Ageing, and the Australian Bureau of Statistics.

The BoDMU is looking for a Mortality Advisor, which is a specialist technical role, focusing on delivering expert statistical advice and leadership on mortality and cause of death analyses across the AIHW and to external stakeholders. The successful candidate will have an in-depth knowledge of mortality coding practices, cause of death data and methods and application of mortality data principles.

Under general direction, you will:

- Provide technical leadership and advice to AIHW staff, senior management, and other relevant stakeholders on mortality data, analyses and methodologies.
- Provide continuous improvement in mortality data processes and methodologies contributing to the institute's overall data capabilities.
- Identify, steer and implement improvements across the AIHW's mortality work program including leading the AIHW's annual mortality publications.
- Undertake complex analysis of mortality data sets using statistical software such as SAS or R. Report results to various internal and external audiences in the form of presentations, reports and publications.
- Support and advise the Unit Head on Mortality Data Custodian responsibilities including assisting with technical review and advice on mortality analyses undertaken by AIHW business units.
- Lead initiatives to build mortality analysis capabilities within the institute, including the development and management of educational materials and training programs.

- Have responsibility for enhancement and maintenance of relevant mortality data policies, user guides and guidelines.
- Lead and manage a small team of mortality analysts.
- Represent the AIHW on national and international mortality groups including the WHO-FIC Mortality Reference Group.

Eligibility

- Be an Australian citizen.
- Undergo any required pre-employment checks, including a police records check obtain and maintain a valid Security Clearance if required by the institute.
- A probationary period of six months will apply to any new engagement to the APS.

Notes

Please submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address. Your application must include:

1. A summary of your relevant skills and experience and explain why you would be the best person for the role. Your response should align with the position summary and selection criteria information above and must be no more than 750 words.
2. Your current CV and the names of two referees.

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Michelle Gourley, 02 6244 1248
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0764386

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date: Monday 03 November 2025

Enterprise Enablement
People and Business Solutions Employee Experience

Job Title	Manager, Pay and Conditions
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$123,799 - \$140,935
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible; Hybrid
Office Arrangement Details	Flexible arrangements discussed upon commencement
Classification	Executive Level 1
Position Number	01887
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

AUSTRAC is seeking to fill position Manager, Pay and Conditions to manage and uplift our Payroll Operations and HR systems. Your day will involve working closely with key stakeholders, uncovering unique, HR and payroll challenges to build solutions that deliver measurable results. You'll be leading a motivated team of payroll professionals that manage end-to-end payroll process for approximately 850 staff, ensuring our people are paid accurately and on time. As a trusted adviser, you'll develop smooth, effective processes and procedures to align with legislation and APS policy. As an influential leader, you are a multiplier, guiding a geographically dispersed team and creating an atmosphere where people feel empowered and encouraged to contribute their best ideas. Combining proven leadership and team development experience, and strong stakeholder management, you'll keep us ahead of the curve on compliance, automation, and scalable processes as AUSTRAC continues to grow.

If you embrace challenges diligently, are passionate about leading teams in a collaborative environment, and eager to make a meaningful impact we encourage you to apply.

What are we looking for

Applied knowledge and experience in:

- **Human Resources**

Understanding and demonstrated capability in applying human resources principles and expertise.

- **Application of legislative and other governing frameworks**

Demonstrated ability to apply comprehensive work knowledge, precedent and established legislation, policy, procedures and guidelines to situations involving a high level of complexity and sensitivity which require considerable interpretation and analysis

- **For a complete list of the capabilities we're looking for, please refer to the Candidate Pack in the [AUSTRAC Job listing](#).**

Duties

The Manager Pay and Conditions under broad direction is responsible for:

- Leading and managing a highly dedicated team of five staff to ensure the ongoing sustainability of the pay and conditions function including capability development and maintaining high levels of staff engagement and performance.
- Planning and prioritising continuous improvement to business processes, including identifying opportunities to better utilise enterprise technologies.
- In collaboration with the Manager, HRIS, ensuring HR system (Aurion) capabilities and processes are fit for purpose by identifying and providing subject matter expertise to upgrades and enhancements.
- Developing and maintaining practices and systems to enhance the client experience of AUSTRAC employees in relation to pay and conditions matters.
- Managing relationships with third parties who support AUSTRAC's human resource processes and systems.
- Continuously assessing relevant best practice and APS wide developments, including conducting research, to guide human resource led initiatives.
- Identifying risks relevant to pay and conditions, implementing appropriate risk controls and escalating risks where appropriate.
- Providing expert conditions of employment and policy advice to the Director Employee Experience and National Manager People and Business Solutions.
- Proactively cultivating opportunities for collaboration with other business units on relevant work.
- Providing high level subject matter expertise in relation to Overseas Conditions of Service as they apply to AUSTRAC employees, including the oversight of the accurate payment of relevant allowances.
- Drafting Individual Flexibility Agreements (IFA) and providing advice on IFA matters.

- Developing and/or implementing policies, guidelines and procedures reflecting legislation and APS policy in relation to employment matters.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Baseline Security Clearance

Notes

Why AUSTRAC?

- **Flexible, hybrid work environment:** We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement.
- **Diversity and Inclusion:** Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.
- **Employer of Choice:** We have a strong reputation as an Employer of Choice, renowned for our exceptional work culture and outstanding employee census results which highlight our dedication to creating a positive and engaging environment.
- **Mission Driven:** Make an impact at Australia's anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful work.

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

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

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

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

To Apply

Position Contact	Kate McDonald, PC_Enquiries@austrac.gov.au
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0764437

Australian Transaction Reports and Analysis Centre
(AUSTRAC)

Closing Date:Monday 03 November 2025

Enterprise Enablement
People and Business Solutions Employee Experience

Job Title	Manager, Pay and Conditions - Affirmative Measures Disability
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$123,799 - \$140,935
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible arrangements discussed upon commencement
Classification	Executive Level 1
Position Number	01887
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

AUSTRAC is seeking to fill position Manager, Pay and Conditions to manage and uplift our Payroll Operations and HR systems. Your day will involve working closely with key stakeholders, uncovering unique, HR and payroll challenges to build solutions that deliver measurable results. You'll be leading a motivated team of payroll professionals that manage end-to-end payroll process for approximately 850 staff, ensuring our people are paid accurately and on time. As a trusted adviser, you'll develop smooth, effective processes and procedures to align with legislation and APS policy. As an influential leader, you are a multiplier, guiding a geographically dispersed team and creating an atmosphere where people feel empowered and encouraged to contribute their best ideas. Combining proven leadership and team development experience, and strong stakeholder management, you'll keep us ahead of the curve on compliance, automation, and scalable processes as AUSTRAC continues to grow.

If you embrace challenges diligently, are passionate about leading teams in a collaborative environment, and eager to make a meaningful impact we encourage you to apply.

What are we looking for

Applied knowledge and experience in:

- **Human Resources**

Understanding and demonstrated capability in applying human resources principles and expertise.

- **Application of legislative and other governing frameworks**

Demonstrated ability to apply comprehensive work knowledge, precedent and established legislation, policy, procedures and guidelines to situations involving a high level of complexity and sensitivity which require considerable interpretation and analysis

- **For a complete list of the capabilities we're looking for, please refer to the Candidate Pack in the [AUSTRAC Job listing](#).**

Duties

The Manager Pay and Conditions under broad direction is responsible for:

- Leading and managing a highly dedicated team of five staff to ensure the ongoing sustainability of the pay and conditions function including capability development and maintaining high levels of staff engagement and performance.
- Planning and prioritising continuous improvement to business processes, including identifying opportunities to better utilise enterprise technologies.
- In collaboration with the Manager, HRIS, ensuring HR system (Aurion) capabilities and processes are fit for purpose by identifying and providing subject matter expertise to upgrades and enhancements.
- Developing and maintaining practices and systems to enhance the client experience of AUSTRAC employees in relation to pay and conditions matters.
- Managing relationships with third parties who support AUSTRAC's human resource processes and systems.

- Continuously assessing relevant best practice and and APS wide developments, including conducting research, to guide human resource led initiatives.
- Identifying risks relevant to pay and conditions, implementing appropriate risk controls and escalating risks where appropriate.
- Providing expert conditions of employment and policy advice to the Director Employee Experience and National Manager People and Business Solutions.
- Proactively cultivating opportunities for collaboration with other business units on relevant work.
- Providing high level subject matter expertise in relation to Overseas Conditions of Service as they apply to AUSTRAC employees, including the oversight of the accurate payment of relevant allowances.
- Drafting Individual Flexibility Agreements (IFA) and providing advice on IFA matters.
- Developing and/or implementing policies, guidelines and procedures reflecting legislation and APS policy in relation to employment matters.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Baseline Security Clearance

Notes

Why AUSTRAC?

- **Flexible, hybrid work environment:** We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement.
- **Diversity and Inclusion:** Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.
- **Employer of Choice:** We have a strong reputation as an Employer of Choice, renowned for our exceptional work culture and outstanding employee census results which highlight our dedication to creating a positive and engaging environment.
- **Mission Driven:** Make an impact at Australia's anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful work.

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

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to: • prevent criminal abuse of the financial sector • help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes • build and maintain trust and integrity in Australia's financial system. Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Kate McDonald, PC_Enquiries@austrac.gov.au
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0764438

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date: Monday 03 November 2025

Enterprise Enablement
People and Business Solutions Employee Experience

Job Title	Manager, Pay and Conditions - Affirmative Measures First Nations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$123,799 - \$140,935
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible arrangements discussed upon commencement
Classification	Executive Level 1
Position Number	01887
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

AUSTRAC is seeking to fill position Manager, Pay and Conditions to manage and uplift our Payroll Operations and HR systems. Your day will involve working closely with key stakeholders, uncovering unique, HR and payroll challenges to build solutions that deliver measurable results. You'll be leading a motivated team of payroll professionals that manage end-to-end payroll process for approximately 850 staff, ensuring our people are paid accurately and on time. As a trusted adviser, you'll develop smooth, effective processes and procedures to align with legislation and APS policy. As an influential leader, you are a multiplier, guiding a geographically dispersed team and creating an atmosphere where people feel empowered and encouraged to contribute their best ideas. Combining proven leadership and team development experience, and strong stakeholder management, you'll keep us ahead of the curve on compliance, automation, and scalable processes as AUSTRAC continues to grow.

If you embrace challenges diligently, are passionate about leading teams in a collaborative environment, and eager to make a meaningful impact we encourage you to apply.

What are we looking for

Applied knowledge and experience in:

- **Human Resources**

Understanding and demonstrated capability in applying human resources principles and expertise.

- **Application of legislative and other governing frameworks**

Demonstrated ability to apply comprehensive work knowledge, precedent and established legislation, policy, procedures and guidelines to situations involving a high level of complexity and sensitivity which require considerable interpretation and analysis

- **For a complete list of the capabilities we're looking for, please refer to the Candidate Pack in the [AUSTRAC Job listing](#).**

Duties

The Manager Pay and Conditions under broad direction is responsible for:

- Leading and managing a highly dedicated team of five staff to ensure the ongoing sustainability of the pay and conditions function including capability development and maintaining high levels of staff engagement and performance.
- Planning and prioritising continuous improvement to business processes, including identifying opportunities to better utilise enterprise technologies.
- In collaboration with the Manager, HRIS, ensuring HR system (Aurion) capabilities and processes are fit for purpose by identifying and providing subject matter expertise to upgrades and enhancements.
- Developing and maintaining practices and systems to enhance the client experience of AUSTRAC employees in relation to pay and conditions matters.
- Managing relationships with third parties who support AUSTRAC's human resource processes and systems.
- Continuously assessing relevant best practice and and APS wide developments, including conducting research, to guide human resource led initiatives.
- Identifying risks relevant to pay and conditions, implementing appropriate risk controls and escalating risks where appropriate.
- Providing expert conditions of employment and policy advice to the Director Employee Experience and National Manager People and Business Solutions.
- Proactively cultivating opportunities for collaboration with other business units on relevant work.
- Providing high level subject matter expertise in relation to Overseas Conditions of Service as they apply to AUSTRAC employees, including the oversight of the accurate payment of relevant allowances.
- Drafting Individual Flexibility Agreements (IFA) and providing advice on IFA matters.
- Developing and/or implementing policies, guidelines and procedures reflecting legislation and APS policy in relation to employment matters.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.

- Will need to obtain and maintain an ongoing Baseline Security Clearance

Notes

Why AUSTRAC?

- **Flexible, hybrid work environment:** We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement.
- **Diversity and Inclusion:** Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.
- **Employer of Choice:** We have a strong reputation as an Employer of Choice, renowned for our exceptional work culture and outstanding employee census results which highlight our dedication to creating a positive and engaging environment.
- **Mission Driven:** Make an impact at Australia’s anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful work.

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government’s financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to: • prevent criminal abuse of the financial sector • help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes • build and maintain trust and integrity in Australia’s financial system. Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Kate McDonald, PC_Enquiries@austrac.gov.au
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0763870

Australian Institute of Family Studies

Closing Date: Monday 10 November 2025

Systems and Services
Child and Family Evidence and Evaluation Evidence and Evaluation Support

Job Title	Evaluation Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Southbank VIC
Salary	\$116,973 - \$129,176
Future Merit Locations	Southbank
Office Arrangement	Hybrid
Office Arrangement Details	Combination of office attendance and work from home
Classification	Executive Level 1
Position Number	25-23
Agency Website	https://aifs.gov.au/

Job Description

<https://aifs.gov.au/main/work-with-us>

We are seeking a highly motivated individual with demonstrated skills and experience in leading evaluation projects. If you have experience in conducting evaluations, capability building, design and delivery, this might be the role for you.

About us

The Australian Institute of Family Studies (AIFS, or 'the Institute') is the Australian Government's key research body in the area of family wellbeing. It is an independent statutory authority established in 1980 under the *Family Law Act 1975*. It is also home to the Australian Gambling Research Centre (AGRC), established under the *Gambling Measures Act 2012* which builds the evidence base on gambling-related harm. The Institute is an agency within the portfolio of the Department of Social Services (DSS).

Our mission is to conduct high-quality, impartial research into the wellbeing of Australian families, to inform government policy and promote evidence-based practice in the family services sector. We conduct research, provide independent advice and communicate findings to government policymakers, service providers, researchers and the community about factors affecting family wellbeing. Through our research, we contribute to developing policy and practice to promote the wellbeing of families in Australia.

Our team

The Child and Family Evidence program at AIFS synthesises and translates evidence for decision-making in service settings about what works for children and families and supports practitioners to build their individual and organisational capability to use evidence in practice and undertake program and service evaluations.

The Evidence and Evaluation Support (EES) team leads on a range of evaluation functions within AIFS. These include:

- Working with Families and Children Activity providers to build their capability to use evidence in their practice
- Working with child and family services to build evaluation readiness and to design and implement monitoring and evaluation activities
- Working with other commonwealth or state and territory government agencies to deliver program, system and service evaluations and reviews.

Position Requirements

The Evaluation Manager in the EES team will contribute to a variety of evaluation capability building, research and/or evaluation tasks. These include:

- Evaluation capacity building and stakeholder engagement: supporting child and family service providers to use evidence and evaluation in their program delivery and undertaking high-quality research and evaluation projects focusing on a range of issues relevant to child and family wellbeing and/or policy design and delivery.
- Program evaluation: leading the design, implementation, and management of evaluation frameworks and processes across projects and programs
- Knowledge translation tasks including literature searches, synthesising existing research and the writing and preparation of publications, reports, short articles, webinars and other materials.

This role requires skills and experience in evaluation methods and evaluation capability building. Subject matter experience in one or more topic areas relevant to AIFS projects (for example child and family services, community development, domestic and family violence, family policy) is also preferred.

Duties

Position duties

Under the direction of the Senior Manager, Child and Family Evidence this role involves a lead contribution to several elements of the work delivered by the EES team, including:

- Leading evaluation projects, including maintaining project management, maintaining project records, drafting reports and overseeing updates to website and newsletter content.
- Developing theory of change and program logics, evaluation frameworks, data collection instruments, ethics applications and other monitoring and evaluation materials as needed.
- Undertaking research data collection and analysis
- Developing high quality evaluation reports and other deliverables
- Leading high-quality research syntheses and communicating the findings through the writing and preparation of publications, reports, short articles and other materials.
- Providing support to child and family services to encourage good evaluation practice and the use of evidence-informed programs and practices.
- Developing tools, resources and other capability building activities to assist sector professionals to build their capability to undertake evaluation and/or develop and implement evidence-informed programs and practices.
- Building and maintaining productive stakeholder relationships and contributing to other core research and dissemination functions at the Institute.
- Collaborating with the AIFS Privacy Team to incorporate privacy practices into work undertaken within the team.

Key to this role is a sound understanding of both the needs of the child and family sector and demonstrated experience in evaluation capability building, design and delivery.

Key Selection Criteria

- Professional expertise
- Delivering on objectives and achieving results
- Stakeholder management
- Communication skills
- Leadership and management
- Values and understanding our organisation

For a comprehensive overview of the selection criteria, please see the Position Description for more information.

Eligibility

To be eligible for engagement, applicants **must be Australian citizens** unless special approval is provided in exceptional circumstances. For example, applicants with permanent resident status who have applied for Australian citizenship may be considered for engagement.

Conditions of engagement including probation, health and character clearances (including police records check, Working with Children Check and security clearance) may apply to this position.

Terms

The Evaluation Manager role may be offered as a part-time or full-time, ongoing or non-ongoing position at the EL1 level. This will be with a salary range of between \$116,973 to \$129,176 depending on the skills and experience of the successful candidate, plus 15.4% superannuation. Our salaries and conditions of employment are set out in our [Enterprise Agreement](#).

Application information

Please visit: [Work with us | Australian Institute of Family Studies \(https://aifs.gov.au\)](https://aifs.gov.au) for full application requirements.

For your application to be considered, please:

1. Complete the Application Form.
2. Submit your resume and a cover letter (maximum 2 pages) addressing the selection criteria as outlined on the Position Description.

Notes

AIFS is committed to providing an inclusive and diverse workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, those from culturally and linguistically diverse backgrounds, people who identify as LGBTQIA+, and people with parenting and/or caring responsibilities.

We provide a collaborative and family-friendly work environment that supports the wellbeing and professional development of our diverse workforce. Benefits include workplace health and wellbeing initiatives and events, a hybrid flexible work arrangement policy, a good health promotion allowance and Christmas closedown period with no deduction from leave credits.

About the Australian Institute of Family Studies

We are the Australian Institute of Family Studies (AIFS), the Australian Government's key independent research body and advisor in the area of family wellbeing, based in Melbourne's CBD. We produce research about 'what works for families' and make it accessible to decision makers, practitioners and the general public.

To Apply

Position Contact	Human Resources, 03 - 9214 7888
Agency Recruitment Site	https://aifs.gov.au/main/work-with-us

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Treasury

Vacancy VN-0764441

Australian Securities and Investments Commission

Closing Date:Thursday 06 November 2025

Job Title	Lawyer/Analyst - Market Integrity
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Sydney NSW, Melbourne VIC, Perth WA
Salary	\$97,401 - \$115,820
Future Merit Locations	Brisbane, Sydney, Melbourne, Perth
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	APS Level 3;APS Level 4;APS Level 5;APS Level 6
Position Number	ASIC/1881713
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226392872

Duties

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

Play a key role in maintaining the integrity of Australia's financial markets. As an Analyst or Lawyer in ASIC's Corporate Finance team, you'll assess complex corporate transactions, provide regulatory advice, and contribute to policy reform that supports fair and transparent market conduct.

- **Brisbane, Perth, Sydney or Melbourne**
- **\$97,401 - \$115,820 (plus 15.4% superannuation)**
- **Permanent Position**
- **Applications close at 11:59pm AEDT, Thursday 6 November 2025**

The team

You'll be part of ASIC's Corporate Finance team within the Markets Group — a collaborative unit overseeing public corporate transactions such as IPOs and mergers. The team ensures market participants operate with integrity and transparency, and contributes to regulatory advice, policy reform, and stakeholder engagement.

The role

As an Analyst or Lawyer, you'll help businesses operate within the law by reviewing transactions, assessing applications, and contributing to regulatory and policy initiatives. You will be accountable for:

- Assessing applications for relief under the Corporations Act.
- Reviewing transaction structures and documentation for legal compliance.
- Supporting ASIC's engagement with the Takeovers Panel and other regulatory bodies.
- Drafting briefs and advising on disclosure and stop order matters.
- Contributing to surveillance, compliance, and policy development activities.

About you

You hold a relevant tertiary qualification and bring a strong interest in corporate finance, markets and the role regulation plays in shaping them. Whether your background is in law, commerce, economics, auditing, or regulation, you've developed strong analytical skills and a sound understanding of legal or regulatory frameworks. You're comfortable interpreting complex information, identifying key issues, and making well-reasoned recommendations in a dynamic environment.

You're comfortable working collaboratively and contributing to a supportive, high-performing team. You think critically, communicate with clarity and confidence, and present ideas effectively to a range of audiences. You're adaptable, proactive, and open to learning - ready to bring your experience and perspective to a team that values professionalism, cooperation, and continuous improvement.

View the position description for more information or click 'apply' to start your application.

Applications close at 11:59pm AEDT, Thursday 6 November 2025.

About ASIC

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

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

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

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

Click [here](#) to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our [website](#) or review our [Corporate Plan](#).

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

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Nicole Moore, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=2

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Treasury

Vacancy VN-0764442

Job Title	Lawyer/Analyst - Market Integrity
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Sydney NSW, Melbourne VIC, Perth WA
Salary	\$127,641 - \$149,295
Future Merit Locations	Brisbane, Sydney, Melbourne, Perth
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	Executive Level 1
Position Number	ASIC/1881712
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226392880

Duties

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

Join ASIC's Corporate Finance team and play a key role in overseeing major corporate transactions and shaping market conduct. You'll engage with capital market practitioners, assess fundraising and M&A activity, and contribute to regulatory advice and policy reform that supports confident and informed investment.

This is a unique opportunity to apply your legal, commercial, or financial expertise in a dynamic regulatory environment — helping ensure Australia's financial markets remain fair, transparent, and resilient.

- **Brisbane, Perth, Sydney or Melbourne**
- **\$127,641 - \$149,295 (plus 15.4% superannuation)**

- **Permanent Position**
- **Applications close at 11:59pm AEDT, Thursday 6 November 2025**

The team

The Corporate Finance team plays a critical role in overseeing public corporate finance transactions, including IPOs, mergers and acquisitions, and related applications for relief. The team also contributes to legislative instruments, policy reform, and regulatory advice.

The role

As an Analyst or Lawyer, you'll lead the review of high-profile corporate transactions and provide strategic advice across a broad range of corporate finance matters. You'll engage extensively with capital market practitioners and support ASIC's regulatory response to market developments. You'll also:

- Assess and advise on corporate transactions such as IPOs, takeovers, and schemes of arrangement to ensure transparent and efficient market conduct
- Evaluate applications for regulatory relief under the Corporations Act and contribute to ASIC's response to Takeovers Panel matters
- Prepare regulatory briefs and guidance on disclosure obligations, design and distribution requirements, and stop order decisions
- Support policy development and strategic projects through research, stakeholder consultation, and analysis of market conditions
- Mentor and guide team members, contribute to process improvements, and promote a collaborative, high-performing team culture

About you

You bring consolidated experience in corporate finance or related areas, gained through roles in accounting, law, consulting, government, or financial services. You have a strong understanding of corporate transactions and regulatory frameworks, and you're confident navigating complex legal and commercial issues in a dynamic environment. You demonstrate leadership through your ability to guide work, support colleagues, and contribute to team direction and decision-making.

You communicate with clarity and impact, engage confidently with stakeholders, and foster collaboration to deliver high-quality outcomes. You're proactive, adaptable, and focused on continuous improvement — ready to apply your expertise in a role that values professionalism, accountability, and leadership.

View the position description for more information or click 'apply' to start your application.

Applications close at 11:59pm AEDT, Thursday 6 November 2025.

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Eligibility Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Nicole Moore, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=2

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Treasury

Vacancy VN-0764288

Royal Australian Mint

Closing Date:Sunday 16 November 2025

Information and Security
Information Technology

Job Title	Associate Software Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Deakin ACT
Salary	\$86,716 - \$91,809
Future Merit Locations	Deakin
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated.
Classification	APS Level 5
Position Number	Multiple
Agency Website	https://www.ramint.gov.au

About the Mint

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

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

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

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

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

Branch and Team Overview

Information and Security Branch coordinates the IT and Security services and support to the Mint to enable the organisation to produce circulating coins, preserving the National Coin Collection and telling the stories of Australia by recognising significant anniversaries, events and organisations through coins.

Application Support team within the Information and Security Branch, is responsible for supporting the core IT applications of the Mint and works in collaboration with other IT teams within the branch to support the Mint in meeting its objectives and obligations.

About the Role

There are 2 streams for the Associate Software Analyst, one for Enterprise Services and another for Corporate Services, as covered below:

Associate Software Analyst – Enterprise Services

The Associate Software Analyst – Enterprise Services is responsible for delivering Level 1 and 2, and supporting Level 3, support services in relation to the Mint's Enterprise Resource Planning (ERP) environment including the ERP itself (Epicor Kinetic), Point of Sales (Precise POS), data analytics systems and other assigned applications.

This role works collaboratively in a small team to deliver support services to the Mint for the ERP and Asset Management environments.

This role collaborates with stakeholders throughout the Mint to contribute to the delivery of the Mint's objectives under direction of the Software Analyst – Enterprise Services. This role will identify opportunities for continuous improvement, and develop and maintain processes and work instructions, to support the operation of the relevant applications.

The Associate Software Analyst – Enterprise Services also escalates issues with external support providers and may contribute to ICT project work.

Associate Software Analyst – Corporate Services

The Associate Software Analyst – Corporate Services is responsible for delivering Level 1 and 2, and supporting Level 3, support services in relation to the Mint's Electronic Document Record Management System (EDRMS), Service Desk Solution and other applications used by the Mint for internal operations.

This role works collaboratively in a small team to deliver support services to the Mint for assigned applications.

This role collaborates with stakeholders throughout the Mint to contribute to the delivery of the Mint's objectives under direction from the Software Analyst – Corporate Services. This role will identify opportunities for continuous improvement, and develop and maintain processes and work instructions, to support the operation of the relevant applications.

The Associate Software Analyst – Corporate Services also escalates issues with external support providers and may contribute to ICT project work.

Duties

1. Delivering level 1 and 2 support services for allocated applications, under direction from the respective Software Analyst.

2. Expand knowledge on new technologies and continuous improvement of allocated applications.
3. Contributing to ICT projects and work packages, providing technical advice and ensuring compliance with legislation, and Mint and whole of government procedures, policies and frameworks.
4. Developing and maintaining application support processes and work instructions.
5. Coordinating with business areas and providing information and advice to support and achieve team requirements.
6. Assist the Software Analyst in identifying and testing options for different approaches for application development/configuration.
7. Investigate, manage and apply authorised request for changes to applications in line with the ICT change management process.
8. Developing and maintaining procedures, and documentation for level 1 and 2 services, incident resolutions and problem workarounds.
9. Monitoring customer feedback, service and incidents, and updating processes and procedures based on analysis.

Eligibility

Security clearance

This position requires a **Negative Vetting Level 1** security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Notes

How to apply

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

Please submit your application by **11:30pm on Sunday 16 November 2025**. You will need to upload:

- A current resume
- A two-page-pitch (maximum 750 words) that describes how your skills meet the requirements of the role as detailed in the position description.

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

About the Royal Australian Mint

To Apply

Position Contact	Brad Chugg, 02 6202 6883
Agency Recruitment Site	https://www.ramint.gov.au/about-us/work-us

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Treasury

Vacancy VN-0764293

Royal Australian Mint

Closing Date:Sunday 16 November 2025

Information and Security
Information Technology

Job Title	Data Specialist
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Deakin ACT
Salary	\$86,716 - \$91,809
Future Merit Locations	Deakin
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated.
Classification	APS Level 5
Position Number	Multiple
Agency Website	https://www.ramint.gov.au

Job Description

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

About the Mint

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

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

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

Branch and Team Overview

Information and Security Branch coordinates the IT and Security services and support to the Mint to enable the organisation to produce circulating coins, preserving the National Coin Collection and telling the stories of Australia by recognising significant anniversaries, events and organisations through coins.

Application Support team within the Information and Security Branch, is responsible for supporting the core IT applications of the Mint and works in collaboration with other IT teams within the branch to support the Mint in meeting its objectives and obligations.

About the Role

There are 2 streams for the Data Specialist, one for Enterprise Services and another for Corporate Services, as elaborated upon below.

Data Specialist – Enterprise Services

The Data Specialist – Enterprise Services is responsible for delivering Level 1 and Level 2, and supporting Level 3, support services in relation to the management, integration and sharing of data within the Enterprise Resource Planning (ERP) tools, Asset Management System and other assigned applications.

This role works collaboratively in a small team to deliver Level 2 and Level 3 support services to the Mint for the ERP and Asset Management environments.

The Data Specialist – Enterprise Services collaborates with stakeholders throughout the Mint to contribute to the delivery of the Mint's objectives under direction from the Solution Analyst – Enterprise Support. This role identifies opportunities for continuous improvement, and develop and maintain processes and work instructions, to support the operation of the relevant applications.

The Data Specialist – Enterprise Services also escalate issues with external support providers and may contribute to ICT project work.

Data Specialist – Corporate Services

The Data Specialist – Enterprise Services is responsible for delivering Level 1 and Level 2, and supporting Level 3, support services in relation to the management, integration and sharing of data within Electronic Document Record Management System (EDRMS), Collection Management System (CMS), Enterprise Service Management (ESM) System and other assigned applications.

This role works collaboratively in a small team to deliver Level 2 and Level 3 support services to the Mint for the corporate systems.

The Data Specialist – Enterprise Services collaborates with stakeholders throughout the Mint to contribute to the delivery of the Mint's objectives under direction from the Software Analyst – Corporate Services. This role identifies opportunities for continuous improvement, and develop and maintain processes and work instructions, to support the operation of the relevant applications.

The Data Specialist – Corporate Services also escalate issues with external support providers and may contribute to ICT project work.

Duties

1. Data extraction and reporting of information from authorised data sources.
2. Extract, prepare, cleanse and conduct data analysis checks using a range of tools to ensure data is accurate and reliable.
3. Under direction from the Software Analyst, support access and system management for applications which provide data reporting capabilities for business use, including the preparation of reports.
4. Expand knowledge on new technologies and continuous improvement of allocated applications.
5. Contributing to ICT projects and work packages, providing technical advice and ensuring compliance with legislation, and Mint and whole of government procedures, policies and frameworks.
6. Developing and maintaining application support processes and work instructions.
7. Monitoring customer feedback, service and incidents, and updating processes and procedures based on analysis.

Eligibility

Security clearance

This position requires a **Negative Vetting Level 1** security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Notes

How to apply

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

Please submit your application by **11:30pm** on **Sunday 16 November 2025**. You will need to upload:

- A current resume
- A two-page-pitch (maximum 750 words) that describes how your skills meet the requirements of the role as detailed in the position description.

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About the Royal Australian Mint

To Apply

Position Contact	Brad Chugg, 02 6202 6883
Agency Recruitment Site	https://www.ramint.gov.au/about-us/work-us

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Climate Change, Energy, the
Environment and Water

Vacancy VN-0764364

Bureau of Meteorology

Closing Date:Sunday 09 November 2025

Data and Digital
Application Services

Job Title	Senior Digital Workplace Specialist – Dynamics 365
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Darwin NT, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$115,443 - \$125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60019474
Agency Website	

Job Description

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

The Senior Digital Workplace Specialist – Dynamics 365 works in the Digital Workplace Applications team and has specialist knowledge in applying Microsoft technologies to assist people in the Bureau to get their work done. This role has a particular focus on Dynamics 365 and the Power Platform, including the Dynamics CRM. The incumbent will need to keep track of changes in the toolsets they're responsible for supporting and make recommendations as to how to apply those changes, including configuration choices. The incumbent will be expected to specialise in Dynamics 365 and the Power Platform but is expected to be familiar with the broader suite of Microsoft 365 technologies. The incumbent will also contribute to or lead small-scale projects to improve services provided to Bureau people.

To be successful in this role you will:

- Bring significant hands-on experience in configuring and supporting the Dynamics 365 CRM capability, as well as one or more of Microsoft 365, Purview and the Power Platform
- Have a sound understanding of Microsoft's preferred practices for their platforms and be able to apply those practices to the Bureau's platforms
- Have a sound understanding of cybersecurity needs and experience working with security teams to protect relevant platforms
- Have excellent verbal and written communication skills, including demonstrated ability to work closely with colleagues in a distributed team.

Duties

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

1. Providing specialist technical advice and support for one or more of:
 - a. Dynamics 365 CRM and Contact Centre
 - b. Microsoft 365 platform, including SharePoint, Teams, Exchange Online, and Lists
 - c. Power Platform environment, including development of solutions using Power Apps and Power Automate
 - d. Microsoft Purview, including Retention Labels and Policies, Sensitivity Labels and Policies, audit and compliance tools and data loss management solutions
 - e. Microsoft Copilot.
2. Providing expert advice on governance for the Microsoft 365 platform, and in conjunction with the Digital Workplace team, implementing changes to the Bureau's Microsoft 365 environment to deliver fit-for-purpose governance capabilities. This includes governance for the Power Platform along with other Microsoft 365 tools.

3. Development, testing, and implementation of CRM solutions including maintenance and enhancement activities, understanding and assessing business requirements, and liaising with business owners to ensure their requirements are met.
4. Advising on, and developing, solutions using the Power Platform to support the Bureau's needs, including automation of manual processes, integrations with other non-Microsoft 365 systems, and creation of dashboards and reporting to effectively support the Bureau's activities.
5. Independently provide consulting services on more complex issues.
6. Estimating and planning project initiatives, providing resource plans and providing technical leadership within projects, working with project managers to achieve Bureau outcomes.
7. Designing, configuring, and maintaining secure, user-friendly Power Portals and Power Pages integrated with Dynamics 365 to support customer interactions.
8. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Qualifications

A degree or diploma from an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.

Notes

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

About the Bureau of Meteorology

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To Apply

Position Contact	Alister Air, 03 9669 4768
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764365

Bureau of Meteorology

Closing Date:Sunday 09 November 2025

Business Solutions Group
Aviation, Land and Maritime Transport Program

Job Title	Aviation Meteorologist Training Lead
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$115,443 - \$125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60017140
Agency Website	

The Aviation, Land and Maritime Transport (ALMT) Program is responsible for the Bureau's business relationships with service delivery partners, government stakeholders, and both domestic and international customers operating in the Aviation, Land and Maritime Transport sectors.

In particular, the Aviation, Land and Maritime Transport Program is the sole provider of aviation meteorological services to the aviation industry within the Australian Flight Information Regions. Australian Civil Aviation Safety Regulations (CASRs) require pilots to plan flights using Bureau products. The Bureau's aviation services also contribute to meeting Australia's obligations under the Convention on International Civil Aviation.

The Service Delivery Optimisation team are responsible for providing a world-class operating environment for the service delivery teams within Aviation Operations. This includes deepening our people's understanding of the aviation industry, fostering continuous learning, capability building, ensuring quality management systems and processes are in place and contributing to the operationalisation of product, process, and technology change.

The Aviation Meteorologist Training Lead, working closely alongside the Competency Lead and Development Lead, is responsible for leading the design, development, and implementation of the technical training program for Aviation Meteorologists, ensuring alignment with regulatory frameworks. It maintains a robust knowledge repository and structured training content, while staying current with evolving training practices and national requirements. The role collaborates across the Bureau and with external stakeholders to coordinate training delivery and engagement opportunities. It promotes continuous improvement through coaching, mentoring, and quality assurance of aviation products, and identifies technical training gaps to develop targeted interventions. Leading change, and the leadership of indirect reports from the aviation meteorologist cohort who provide input into training outcomes and projects, the role fosters a safe, inclusive, and diverse culture, and manages change effectively across training and competency programs.

Duties

Under broad policy, control and direction of the Service Delivery Optimisation Manager, Aviation Operations, the responsibilities of the role include but are not limited to:

1. Lead the design, development, and implementation of the technical training program for Aviation Meteorologists, including the ongoing development and maintenance of the knowledge repository, technical resources, and other structured training content.
2. Contribute to the delivery of Aviation Competency Processes through performing competency assessments within the Bureau's competency framework.
3. Maintain up-to-date knowledge of emerging developments in aviation meteorology and training practice. This includes actively monitoring and integrating updates from national training best practice and requirements including Certificate IV in Training and Assessment (TAE) upgrades. Ensure that aviation meteorologist training program and resources remain aligned with current industry expectations. Remain aligned with current industry expectations.

4. Liaise with other areas of the Bureau, including Bureau of Meteorology Training Centre and other Bureau stakeholders to coordinate skills training delivery within aviation operations.
5. Promote continuous improvement in aviation meteorological services by fostering a continuous improvement culture within Aviation Operations through technical coaching, mentoring, and skills training as well as monitoring, assessing, and verifying aviation products in line with ALMT program's quality management system.
6. Lead the Aviation Operations training needs analysis in collaboration with the Meteorological Advisory Lead, aligning with the Aviation Operations Quality Management System and feedback channels. Identify technical training gaps and develop training outcomes and interventions for their resolution. Lead and develop a small team of indirect reports, responsible for the provision of Aviation Operations training across the Aviation Operations forecasting cohort and foster a working culture that is safe, inclusive and diverse.
7. Engage in continued professional development by developing and maintaining the required scientific, technological and educational knowledge, skills and competencies to carry out the above duties.

Eligibility

Qualifications

The role requires the Basic Instruction Package for Meteorologists (BIP-M) qualification as a minimum, and one year's experience in an operational meteorological service delivery environment is desirable. In keeping with current Quality Management requirements, a requirement to maintain an Aeronautical Meteorological Forecaster competency.

Accredited as a workplace trainer to at least Certificate IV level (or equivalent) or willing to undertake training to gain such accreditation.

Notes

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To Apply

Position Contact	Tim Baker, tim.baker@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764415

Bureau of Meteorology

Closing Date:Sunday 09 November 2025

Data and Digital Group
Data Program

Job Title	Calibration and Science Officer, Field Measurement and Standardisation
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC
Salary	\$94,563 - \$105,910
Future Merit Locations	Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements.
Classification	APS Level 6
Position Number	Multiple
Agency Website	

Job Description

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

The Field Measurement and Standardisation Team (part of the Standards and Metrology Laboratories)) Calibration and Science Officers are responsible for the calibration, acceptance testing and maintenance of a wide variety of electronic and mechanical meteorological instrumentation. Within FMS there is a specific focus on the end-to-end quality of measurements in the field including the research into the appropriateness of technology, calibration, data acquisition, physical sensor interfaces to the environment and siting of equipment.

The Calibration and Science Officers will assess new surface meteorological and hydrological instrumentation for use in the Australian network, provide technical advice and support other technical and scientific staff across the Bureau. They will be required to design laboratory and Field experiments as well as calibration and test systems, develop, operate and maintain calibration systems, use workflow and asset management database systems, technical diagrams and documentation, and procedures.

These rolls will be focused on data analysis projects supporting the characterisation of instruments as they perform in the field and maintenance/operation of the associate databases. The work is focused on understanding the factors that influence the quality, reliability and integrity of the observations the Bureau take in the field.

They will have a high level of oral and written communication skills and be able to work as part of a small team, or independently, depending on the circumstances. The Officers will participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation, and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 and ISO 17025 quality management Standards.

The successful candidate will help grow the world-class standards and metrology quality assurance capability and be focused on customer delivery.

The Standards and Metrology Laboratories Calibration and Science Officers will report directly to Principal Metrologist &Field Measurement and Standardisation, EL2L.

Duties

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

1. Develop, coordinate and undertake calibration, testing and maintenance of laboratory and field equipment.

2. Liaise with the Principal Metrologist, Standards & Metrology Laboratory Manager, Project Managers, other Calibration Officers and other Inventory Officers to schedule equipment calibrations to align with rollout schedules and optimise utilisation of laboratory capacity.

3. Conduct data analysis, investigations, evaluations, metrology research, system development and/or evaluation and make recommendations in support of proposed changes to:

- Observations systems, processes and issues,
- Evaluate the impacts of siting on existing observation quality.
- Siting of new instruments.
- Calibration systems.

4. Document processes, results and studies in the form of procedures, technical reports and work instructions.

5. Design, code, test and document computer programs and databases in support of scientific and operational activities.

6. Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 and ISO17025 quality management standards.

7. Model APS Values and ensure that policies and practices in relation to all elements of the Bureau's Commitment to Diversity & Inclusion are applied in the workplace and beyond.

8. Comply with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Qualifications

A degree or diploma from an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties

Notes

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To Apply

Position Contact	Jane Warne, 0409 335967
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the
Environment and Water

Vacancy VN-0764419

Bureau of Meteorology

Closing Date:Sunday 09 November 2025

Enterprise Services Group
Organisational Resilience Program

Job Title	Audit and Policy Governance Lead
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC
Salary	\$115,443 - \$125,832
Future Merit Locations	Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60017390
Agency Website	

Job Description

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

The Audit and Policy Governance Lead is responsible for managing the Bureau's Internal Audit function, including acting as a facilitator between the Internal Audit provider and the Bureau, monitoring agreed audit actions, and reporting audit outcomes to management and oversight committees.

The Audit and Policy Governance Lead is also responsible for the management of the Bureau of Meteorology Audit Committee (BMAC) and Financial Statements Sub-Committee (FSSC), including supporting the relationship with the Committee members, performing secretariat functions, managing action items and developing the Committee's strategic work plan.

The Audit and Policy Governance Lead also manages the Bureau's Policy Governance function, managing the framework for the development, approval, implementation, maintenance and review of the Bureau's policies, and associated procedures, processes and guidelines.

The Audit and Policy Governance Lead works to the Manager, Risk, Resilience, Integrity & Audit in the Organisational Resilience program.

Duties

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

1. Managing the Bureau's Internal Audit Program in conjunction with the Internal Audit provider, supporting the development of the Annual Internal Audit Plan and facilitating the delivery of audits in accordance with the plan.
2. Act as a facilitator between the Internal Audit provider and the Bureau, including facilitating engagement with senior executives, and providing strategic and contextual advice to the Internal Auditors.
3. Preparing high-quality committee papers to report on audit outcomes and monitor agreed audit management actions.
4. Perform the secretariat function for the Bureau of Meteorology Audit Committee (BMAC), preparing agendas, coordinating papers and presentations, preparing high-quality minutes and managing administration for the meetings. Manage the recruitment, onboarding and administration of Committee membership.
5. Managing the Bureau's Policy Governance function, including assisting with the design and implementation of the Policy Governance framework, managing the maintenance, review and approval of the Bureau's policies and procedures.
6. Providing best-practice advice on the development of high-quality policies and procedures.
7. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Qualifications

A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.

Notes

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environment, including droughts, floods, fires, storms, tsunami and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Martin de Bruyn, martin.debruyn@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the
Environment and Water

Vacancy VN-0764402

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

Closing Date: Sunday 09 November 2025

Office of Water Compliance
IGWC Legal Services Water and Regulatory Law and Corporate and
Administrative Law

Job Title	Senior Legal Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Albury NSW, Brisbane QLD, Canberra ACT, Dubbo NSW, Melbourne VIC, Mildura VIC, Sydney NSW, Goondiwindi QLD
Salary	\$124,861 - \$152,915
Future Merit Locations	Adelaide, Albury, Brisbane, Canberra, Dubbo, Melbourne, Mildura, Sydney, Goondiwindi
Office Arrangement	Hybrid
Office Arrangement Details	a mixed working arrangement about where the employee will work - it can be a combination of working from home, working onsite and working remotely.
Classification	Executive Level 1
Position Number	2025/3003
Agency Website	https://www.dcceew.gov.au/

Job Description <https://dcceewjobs.nga.net.au/?jati=9FD80B1F-1237-C53D-27D2-E44DA51532B1>

Who we are

The Inspector-General of Water Compliance (Inspector-General) is an independent statutory role and an identified integrity agency, supported by staff provided by the Department of Climate Change, Energy, Environment & Water (the Department).

Inspector-General's vision:

Water management and use within the Murray-Darling Basin is lawful, transparent, and accountable, and the Australian public is confident in the integrity of Basin Plan delivery.

Inspector-General's purpose:

The Inspector-General ensures various government bodies, water managers and users in the Murray-Darling Basin (the Basin) comply with their obligations under the Water Act 2007 (Cth) (Water Act) and the Basin Plan 2012 (Cth) (Basin Plan) and drives governments and water managers to uphold high standards of integrity and performance. The Inspector-General's role includes overseeing the performance of government agencies in the management of Basin water

resources, as well as ensuring compliance with various commitments under legislation. The Inspector-General currently has offices located in Adelaide, Albury, Brisbane, Canberra, Dubbo, Goondiwindi, Melbourne, Mildura and Sydney. The Inspector-General can support regional relocation to one of our Basin communities. For more information about us please visit our website.

The Legal Services Branch

IGWC's Legal Services Branch is newly established, situated in the Office of Water Compliance (OWC). The Legal Services Branch is led by the General Counsel and provides advice directly to the Inspector-General and staff and persons assisting the Inspector General. Operating in a fast paced, exciting, and complex legal environment, our lawyers are geographically dispersed.

Work across the Legal Services Branch includes:

- Providing legal advice on a broad range of issues including statutory interpretation and administrative law, regulatory actions, inquiries and investigations, procurement and commercial matters, probity, privacy and information law, discretionary claims, work health and safety, and integrity.
- Assisting with Freedom of Information requests, including internal reviews and reviews by the Information Commissioner.
- Working closely with the Australian Government Solicitor on tied Constitutional law issues regarding the Inspector-General's unique jurisdiction.
- Managing external legal procurements, including issuing requests for quotes and drafting contracts.
- Managing litigation across a broad range of matters including judicial review and regulatory enforcement, in a range of jurisdictions.
- Drafting legal agreements and other legal documents.
- Developing legal risk and mitigation strategies, particularly in areas of novel or complex work.
- Developing legal guidance resources and delivering training to the OWC.
- Upholding high standards of legal practice and ethical conduct in line with legislative and government expectations.

Duties

As a Senior Legal Officer, you will:

- Use your technical legal expertise to provide clear, concise, and practical legal advice on a broad range of complex and sensitive legal matters that meet the needs of the client and considers both legal and non-legal risks.
- Work on complex and sensitive matters with a significant degree of autonomy.
- Prepare, draft and review complex legal matters and documents with limited guidance.
- Build and maintain relationships with key stakeholders across OWC, the department and externally, anticipating and responding to stakeholder needs and expectations and promoting the Legal Services Branch as OWC's trusted advisor.
- Ensure knowledge of, and compliance with, Commonwealth legislative and policy frameworks and departmental guidelines and procedures.
- Help identify where external advice is required and procure legal services from external legal providers in accordance with the Legal Services Directions 2017 and Commonwealth Procurement Rules.
- Supervise and support junior staff, including by settling advice, managing performance and wellbeing, and identifying development needs and opportunities.

- Plan and coordinate the delivery of key business projects as required.
- Support the leadership of the OWC by contributing to corporate governance, reporting and operational activities.
- Provide advice and assistance on the Legal Services Branch's compliance and reporting obligations under relevant Commonwealth legislation, including the Legal Services Directions 2017.
- Drive continuous improvement and skills/capability uplift initiatives to mitigate areas of legal risk, including by delivering internal training to OWC on key issues and developing relevant artefacts, templates and tools.
- Advance professional legal expertise through participation in development and training opportunities and meeting Continuing Legal Education requirements.
- Ensure that records management obligations are met, and that new files are opened for new matters.

Eligibility

Mandatory qualifications

- Admission as a legal practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory.
- A current practising certificate issued by the Law Society in their state or territory of residence (or be eligible to acquire one within three months of taking up the role).

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

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

Mandatory qualifications – your suitability for employment will be dependent on you holding relevant mandatory qualifications.

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

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To Apply

Position Contact	Stephen Jones, 0468 579 340
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=9FD80B1F-1237-C53D-27D2-E44DA51532B1

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Climate Change, Energy, the
Environment and Water

Vacancy VN-0764408

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

Closing Date: Sunday 09 November 2025

Office of Water Compliance
IGWC Legal Services Water and Regulatory Law and Corporate and
Administrative Law

Job Title	Legal Officer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Adelaide SA, Albury NSW, Canberra ACT, Dubbo NSW, Melbourne VIC, Mildura VIC, Sydney NSW, Goondiwindi QLD
Salary	\$77,125 - \$111,347
Future Merit Locations	Brisbane, Adelaide, Albury, Canberra, Dubbo, Melbourne, Mildura, Sydney, Goondiwindi
Office Arrangement	Hybrid
Office Arrangement Details	a mixed working arrangement about where the employee will work - it can be a combination of working from home, working onsite and working remotely.
Classification	APS Level 3;APS Level 4;APS Level 5;APS Level 6
Position Number	2025/2939
Agency Website	https://www.dcceew.gov.au/

Job Description <https://dcceewjobs.nga.net.au/?jati=56DFF084-4B43-C481-5B9E-E44DA587D1EA>

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Work across the Legal Services Branch includes:

- Providing legal advice on a broad range of issues including statutory interpretation and administrative law, regulatory actions, inquiries and investigations, procurement and commercial matters, probity, privacy and information law, discretionary claims, work health and safety, and integrity.
- Assisting with Freedom of Information requests, including internal reviews and reviews by the Information Commissioner.
- Working closely with the Australian Government Solicitor on tied Constitutional law issues regarding the Inspector-General's unique jurisdiction.
- Managing external legal procurements, including issuing requests for quotes and drafting contracts.
- Managing litigation across a broad range of matters including judicial review and regulatory enforcement, in a range of jurisdictions.
- Drafting legal agreements and other legal documents.
- Developing legal risk and mitigation strategies, particularly in areas of novel or complex work.
- Developing legal guidance resources and delivering training to the OWC.
- Upholding high standards of legal practice and ethical conduct in line with legislative and government expectations.

Duties

As a Legal Officer you will:

- Work on routine or moderately complex legal matters, being accountable for your work and seek guidance where required.
- Manage requests for legal advice by acknowledging requests, seeking further information as required, managing client expectations, and keeping clients informed of progress.
- Provide clear, concise and practical legal advice, identifying relevant legal risks.
- Ensure knowledge of, and compliance with, Commonwealth legislative and policy frameworks and departmental guidelines and procedures.
- Support the delivery of the Inspector-General's strategic outcomes and OWC priorities.
- Develop and maintain relationships with key stakeholders across OWC, the department and externally, anticipating and responding to stakeholder needs and expectations.
- Assist with the procurement of legal services from external legal providers, in accordance with the Legal Services Directions 2017 and Commonwealth Procurement Rules.
- Contribute to OWC and Legal Services Branch activities, including drafting briefs and corporate reporting.

- Assist with the Legal Services Branch's compliance and reporting obligations under relevant Commonwealth legislation, including the Legal Services Directions 2017.
- Support the delivery of continuous improvement and skills/capability uplift initiatives, including by assisting with internal training to OWC on key issues and developing relevant artefacts, templates and tools.
- Continuously develop professional legal expertise, through participation in development and training opportunities and meeting Continuing Legal Education requirements.
- Provide administrative support with the management of shared mailboxes and the legal matter management system.
- Ensure that records management obligations are met and that new files are opened for new matters.

Eligibility

Mandatory qualifications

- Admission as a legal practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory.
- A current practising certificate issued by the Law Society in their state or territory of residence (or be eligible to acquire one within three months of taking up the role).

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

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

Mandatory qualifications – your suitability for employment will be dependent on you holding relevant mandatory qualifications.

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

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

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

To Apply

Position Contact	Stephen Jones, 0468 579 340
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=56DFF084-4B43-C481-5B9E-E44DA587D1EA

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

Communications and the Arts

Vacancy VN-0764432

National Museum of Australia

Closing Date:Sunday 09 November 2025

Growth and Engagement
Creative Content

Job Title	Interactive Producer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$94,563 - \$105,910
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated on commencement
Classification	APS Level 6
Position Number	150156
Agency Website	https://www.nma.gov.au/about/employment

The primary purpose of the Interactive Producer is to be the creative force that can get on the tools as well as managing the end-to-end project translating the National Museum's stories for a digital world. This involves acting as a bridge between curatorial experts and technical teams, shaping narrative concepts into compelling interactive installations, audio-visual content, and online experiences. As a strategic innovator, they are responsible for envisioning how emerging technologies can be used to tell Australia's stories in new and impactful ways, ensuring the Museum remains relevant and engaging for future generations.

Duties

- Lead the conceptualisation and development of innovative digital experiences for exhibitions, transforming ideas into engaging, audience-focused realities.
- Have the technical skills to create prototypes, conceptual mock-ups, 3D spatial renders and present ideas through imagery.
- Steer the end-to-end production and delivery of rich media content, including sophisticated audio soundscapes, video narratives, and interactive applications.
- Guide and inspire a talented team of creative content producers, fostering a culture of creativity, collaboration, and technical excellence.
- Oversee the entire project lifecycle, from user research and interface design to rigorous quality assurance, ensuring every digital product is seamless, intuitive, and impactful.
- Build and manage relationships with developers, designers, and production houses to bring digital experiences to life.
- Stay at the forefront of emerging technologies and trends, actively identifying and championing new opportunities for digital storytelling within the Museum.
- Oversee project budgets, timelines, and resources to ensure the delivery of high-quality digital products on schedule and within scope.
- Demonstrate a strong commitment to Work Health and Safety (WH&S) by actively supporting a positive safety culture, following the Museum's WHS policies and procedures, and complying with reasonable instructions to ensure alignment with the Work Health and Safety Act 2011

Eligibility

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

- be an Australian citizen
- undergo pre-employment checks, including a police record check
- hold or be eligible to hold a security clearance at the level specified in the position description.

Notes

To apply

Applicants must include a 2-page pitch addressing their suitability for the role against the essential and desirable Skills, experience and qualifications. Applicants must also provide a resume, contact details for 2 referees, and relevant examples/showreel if possible.

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

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

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

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

About the National Museum of Australia

The National Museum of Australia is recognised at home and around the world as the place where the story of Australia comes alive. The Museum is the only institution equipped to tell the complex and comprehensive story of Australia from 65,000 years ago to the present day. The story of Australia is a remarkable one, from the ancient and enduring histories of the world's oldest living cultures to the achievements of modern Australia. It is a story that is ever evolving and growing – and it is a story for a nation and for the world. Our vision and mission • The Museum inspires, challenges and empowers people to find their voice and place in the world. • We strive to build a just and equitable society that honours and respects the First Nations peoples of this continent and all who have come after. • We collect, document, research and make accessible heritage collections that represent the diversity of experience in Australia. • We engage with audiences physically and digitally to promote learning, dialogue and debate about our past, present and future. • We promote collaborative work across the breadth of artistic and creative practice to enhance the cultural life of our nation. • We value and respect the commitment and contribution of all who participate in and contribute to the Museum's community. • The National Museum of Australia brings to life the rich and diverse stories of Australia through compelling objects, ideas and events. For more information, visit the NMA website.

To Apply

Position Contact	Susanna Tyson, 0413 929 226
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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