



Australian Government

Commonwealth of Australia
APSJobs - Vacancies Daily
PS43 Daily Gazette Thursday - 27 October
2022.pdf

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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 - 27 October 2022.pdf.

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

These Vacancies Daily will also appear in the Gazette PS43 Weekly Gazette Thursday - 27 October 2022.pdf.

Gazette Lodgement Inquiries

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Vacancies

Vacancy VN-0714113

Australian Children's Education and Care Quality Authority

Closing Date: Wednesday 09 November 2022

Job Title	Manager NQF Qualifications Review
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$112,644 - \$148,634
Classification	
Position Number	P00233
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description

https://aeq.chris21.com/AEQ_eR21p/VacancyList.aspx

The Manager NQF Qualifications Review is responsible for managing the review of staffing and qualification requirements under the NQF, with a focus on early childhood teachers and outside school hours care educators to achieve greater national consistency. The review will inform government deliberation on national policy positions and is a key action (FA5-1) of the [National Children's Education and Care Workforce Strategy – Shaping our Future](#) (Strategy). Recommendation FA5-1 of the Strategy recognises some of the differences between staffing and qualification requirements across jurisdictions and the challenges faced in meeting these requirements, particularly in regional and remote Australia. This comprehensive review will also focus on jurisdiction-specific provisions, and workforce transitional and savings provisions which are due to expire at the end of 2023.

This role is full time for up to 12 months at ACECQA Band 6/7 (\$112,644 - \$148,634).

Duties

- Adhere to the spirit and practice of ACECQA's Code of Conduct and role model ACECQA's values and behaviours.
- Manage and oversee day to day delivery of this project including milestone management, progress reporting and risk assessment.
- Lead the research, mapping and analysis of current qualification requirements and the development of recommended options which focus on national consistency and supporting the Strategy's objective of ensuring a sustainable, high-quality children's education and care workforce.

- Manage consultations and engagement with external stakeholders to enable advice to be provided on the risks and benefits, scope, timing and implementation considerations of each recommended option.
- Build and maintain effective working relationships with state and territory regulatory authorities / departments of Education and the Australian Government
- Manage development of reports and policy papers for consideration by the CEO and Board and for submission to regulatory authorities, state and territory government officials, Education Ministers and other stakeholders in regard to the project.
- Develop and maintain effective working relationships with staff across the organisation.
- Other duties as required relating to policy analysis and review of relevant legislation and policies.

Eligibility

To be successful in this role you will need:

- Demonstrated high level capabilities and experience in managing a relevant area of policy and legislative review, resulting in evidence-based recommendations to inform government decision making.
- Proven track-record in applying sound project management skills to achieve positive outcomes gained through experience in an inter-governmental or similar environment.
- Demonstrated ability to be able to effectively consult and engage with internal and external key stakeholders, managing expectations to develop mutually beneficial partnerships and networks.
- Demonstrated ability to communicate with influence – both orally and in writing - including the ability to adapt to the relevant audience, with proven high level skills in negotiating persuasively.

Highly desirable skills, knowledge and experience:

- Knowledge of current trends, issues and policy in the education and care sector, particularly workforce.
- A tertiary qualification in a relevant discipline and knowledge of or ability to quickly acquire knowledge of the NQF will be an advantage.

ACECQA is committed to removing barriers and opening up opportunities. As an employer we seek to ensure people with differing needs and abilities have the same opportunities to successfully gain skills, knowledge and experience through work, social activities, education and training irrespective of their age, disability, colour, race, gender, religion, sexuality, family responsibilities, or location. In particular, we are committed to improving opportunities and outcomes for Aboriginal and Torres Strait Islander peoples. You must have the right to work and live in Australia to apply for this role.

The successful candidate will be required to consent to a national police check.

Notes

The closing date for applications is **9 November 2022** at 11.59pm.

Important Note: Please ensure you follow the recruitment process outlined below, otherwise you may not be considered for the role.

To apply, please register with the ACECQA [Recruitment Candidate Portal](#), navigate to Manager NQF Qualifications Review vacancy and click **Apply for Job**. The application process will require you to:

- Attach a CV of no more than 5 pages which demonstrates your ability to meet the criteria contained in the position description.
- Attach a cover letter of no more than 2 pages
- Provide the details of at least two referees that cover the last 3 years of employment.

All complete applications will be acknowledged.

More information

If you have any questions please email the HR team at recruitment@acecqa.gov.au.

Notice to agencies

ACECQA will not accept applications from any source other than directly from a candidate for this vacancy. Recruitment agencies must have received instructions from ACECQA in relation to a specific vacancy in order to submit applications on behalf of candidates.

ACECQA is collecting the information requested in the advertisement for the purpose of selection, recruitment and engagement of staff. ACECQA is authorised to do so by the Education and Care Services National Law. Please refer to our Privacy Policy which can be accessed at <http://www.acecqa.gov.au/privacy-policy>.

About the Australian Children's Education and Care Quality Authority

To Apply

Position Contact	Isabella Andonoski, 0421781049
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyList.aspx

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Vacancy VN-0714001

Australian Electoral Commission

Closing Date: Thursday 10 November 2022

Enabling and Regulation Group
TEW Support Election Systems and HR Service Desk

Job Title	Team Leader, Temporary Election Workforce (TEW) Support
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$85,083 - \$95,362
Classification	APS Level 6
Position Number	2022-180 13334
Agency Website	https://www.aec.gov.au/

Job Description

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

The People Branch at the AEC is responsible for employee relations and wellbeing, payroll and system, workforce modernisation and change, and recruitment.

The AEC is seeking interested applicants for the role of Team Leader, Temporary Election Workforce (TEW) Delivery. This role supports the Assistant Director, TEW Support in the day-to-day management of matters relating to the EmployTrainPay (ETP) Helpdesk and Election Systems. This role has a particular focus on the management of the agency's bespoke Election HR systems and participating in section planning for short term tasks and contributing to strategic planning for longer term initiatives.

Our 100,000+ temporary election workers play an essential role. There are a range of jobs before, on and after election day and the TEW Delivery team supports the engagement and payment of staff.

Duties

As the Team Leader, you will provide expertise and technical knowledge in the management and end to end functionality of the TEW information systems. In the role, you will provide analysis on complex issues and contribute to the management, preparation and coordination of policy formulation and/or project management.

Under general direction, contribute to the development and maintenance of associated policies and procedures in relation to the management and administration of the TEW. You may be required to supervise a team to ensure high quality outputs, including the development of team members, building team capacity and encouraging career development.

The volume of requests for advice and matters, along with the urgency to resolve matters, will increase significantly prior to and during federal electoral events.

Additional responsibilities during an Electoral Event

You will utilise functional expertise you will utilise functional expertise within the area of administration and management of the Election Systems, to ensure accuracy in data and functionality assurance and testing. This role will require providing support to the ETP Helpdesk as a point of escalation. You will ensure that all training programs operating procedures and key deliverables are available and ready to support program and project areas where required.

To excel you'll have:

- Provide expertise and technical knowledge in the management and end to end functionality of the TEW information systems, including administration.
- Contribute to the development and maintenance of associated policies and procedures in relation to the management and administration of the TEW.
- Develop and support key internal and external relationships, including managing stakeholders to achieve work area and agency goals. In addition, represent the agency by promoting it's interests in various forums.

- Demonstrate effective communication decisions using good judgement, expertise and knowledge, governed by legislation, regulations, best practice principles or relevant operating instructions and procedures.

Eligibility

- AEC employees must be Australian citizens.
- Any person who is, and seen to be active in political affairs, and intends to publicly carry on this activity, may compromise the strict neutrality of the AEC and cannot be considered.
- Applicants are required to consent to, undergo, obtain and maintain a character clearance.
- Applicants are required to consent to, undergo, obtain and maintain Baseline clearance for this role.

Notes

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

About the Australian Electoral Commission

The Australian Electoral Commission (AEC) is at the heart of Australian democracy. The AEC is responsible for conducting federal elections and referendums, maintaining the Commonwealth electoral roll and making sure the Australian public is informed about all electoral matters. Our goal is to see that all eligible Australians have a voice in our democracy. The AEC values of electoral integrity through quality, agility and professionalism drive strategic and corporate planning and assist in organising the agency in a way that will effectively deliver the business into the future. The AEC is an equal opportunity employer which upholds the APS employment principles and actively encourages a diverse and inclusive workplace. The AEC is committed to political neutrality, so that all Australians have confidence in the fairness and integrity of our electoral system. A person who is, and is seen to be, active in political affairs, and intends to publicly carry on this activity, is therefore not eligible for employment with the AEC.

To Apply

Position Contact	Nicole Thomson, (02) 6271 4540
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0714126

Job Title	Director of Personnel Security
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$150,731 - \$177,861
Classification	Executive Level 2
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

<https://www.asis.gov.au/Careers/Roles-and-Vacancies.html>

As the Director of Personnel Security, you will be responsible for leading and managing the personnel security function within ASIS. To undertake this role, you will have an advanced knowledge of Australian Government security policies and practices, and an understanding of contemporary personnel security issues, including insider threat management. You will be responsible for leading significant change within ASIS's personnel security function.

In addition, you will contribute to further enhancing the overall effectiveness and efficiency of ASIS's security practices and culture. You will also build and sustain effective relationships across government, as well as across ASIS's operational and corporate divisions, and with international partners.

Duties

KEY RESPONSIBILITIES AND TASKS

Outlined below are the key areas of responsibility for the position:

- Leadership and oversight of all facets of ASIS's personnel security policies and practices, including capability building and strategic forecasting;
- Leadership and management of the personnel security team, including re-evaluation, clearance maintenance and insider threat functions;
 - Including prioritisation, coordinating human and financial resources, and identifying and implementing efficiencies;
- Maintain personnel security policies, leading change and monitoring compliance in a risk managed environment;
- Lead the response to personnel security issues as they arise, including the provision of advice and investigations;
- Oversee the more sensitive or complex vetting and re-evaluation cases and provide quality assurance;
- Enhance organisational security culture; and
- Represent the Service across government and internationally, as appropriate.

EDUCATION / QUALIFICATIONS / EXPERIENCE

The following education, qualifications and/or experience will be highly regarded:

- Demonstrated experience in the senior-level management of security policy and operations within a risk-management environment in the Australian Government;
- Superior knowledge and understanding of current Australian Government security arrangements, including the Australian Protective Security Policy Framework;
- Demonstrated, current knowledge of personnel security policies and practices; and,
- Demonstrated ability to develop and implement proactive and effective security policies across an organisation;
- Demonstrated ability to address highly sensitive security issues effectively and with the highest levels of discretion;
- Ability to communicate effectively both orally and in writing - including effectiveness in negotiation, consultation and representation both internally and externally;
- Certificate IV in Personnel Security (Vetting) or Diploma in Personnel Security (Vetting);
- Demonstrated knowledge and understanding of National Security matters. foreign intelligence threats and counter-intelligence; and
- Demonstrated experience in personnel security within the Positive Vetting environment.

Eligibility

The position has conditions of service similar to those in the Australian Public Service, including superannuation.

Citizenship: To be eligible for engagement, applicants must be Australian citizens.

Security Assessment: The successful applicant will be required to undergo and maintain a high-level Security Clearance.

Notes

The position is Canberra based, with conditions of service similar to those in the Australian Public Service, including superannuation.

Please Note: ASIS does not provide feedback to unsuccessful applicants.

To apply go to <https://asis.gov.au> to view further job details and selection criteria.

Applications close Monday 14 November 2022

All applications for employment with ASIS are handled in the strictest confidence. It is essential that you maintain a similar level of confidentiality and that you not discuss your application with others. Discussing your application with anyone may harm your suitability of employment with ASIS.

About the Australian Secret Intelligence Service

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

To Apply

Position Contact	not provided, not provided
Agency Recruitment Site	https://www.asis.gov.au/Careers/Roles-and-Vacancies.html

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Vacancy VN-0714107

Department of Finance

Closing Date: Thursday 17 November 2022

Corporate Services
Human Resources

Job Title	Entry Level Program Co-ordinator
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$88,157 - \$107,593
Classification	APS Level 6
Position Number	2022/236
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH AND SECTION

The Human Resource (HR) Branch manages and consults on HR policies, provides advice and services related to employee conduct, payroll services and remuneration, work health and safety, workers compensation, recruitment and mobility, workforce planning and capability development, and performance management. The Branch also contributes to strategies to enhance organisational culture, diversity and leadership.

The Recruitment & Resource Management section is responsible for the management and delivery of:

- The Department's operational recruitment services, including advertising of vacancies and on-boarding of APS and SES employees and providing a range of recruitment advice and support
- Targeted project based recruiting, including stream (bulk) recruitment

- The whole of Australian Government recruitment processes for the AGGP - Generalist Stream and Career Starter Program, and new for 2023, the recruitment process for the AGGP – Accounting and Financial Management Stream
- The Finance Graduate Program, including cohort pastoral care and development programs
- SES Support.

These key deliverables are currently being managed across three sub-teams within the section, with cross-collaboration and all teams working closely to deliver our shared goals.

The sub-teams are:

- Recruitment Team
- Entry Level Programs Team
- SES Unit.

Duties

ABOUT THE OPPORTUNITY

It is an exciting time to be in recruitment and entry level programs. We are looking for an innovative leader to initially fill a temporary role at the APS6 classification, within the Entry Level Programs team.

The Recruitment and Resource Management team works closely with hiring managers, supervisors and colleagues across Corporate Services teams, including Security, ICT and Payroll (Service Delivery Office) to ensure the needs of our clients are met. Additionally, having responsibility for the whole of Australian Government recruitment processes for the Australian Government Graduate Program (AGGP) – Generalist Stream and Career Starters Program, you will often interact with our partner Agencies and ELP cohorts.

We are looking for a collaborative communicator that is client focused, passionate about innovation and brings a positive can-do attitude and approach to fit the great culture of this small and busy team. As we are a client focused area, we are looking for someone who is able to move between often competing priorities, with strong organisational skills and a strong attention to detail to ensure we continue providing an exceptional service to our clients and pastoral care to our ELP cohorts.

We want to hear from you if you have experience operating in a recruitment/Entry Level Program environment, possess strong stakeholder management and leadership skills with a focus on building the capability of more junior staff.

We are seeking someone who is excited by the opportunity to:

- Think outside the box by actively looking for efficiencies and opportunities to improve how we operate
- Contribute to the development of our entry level cohort
- Build great relationships with our client base across all levels
- Contribute to our positive team culture.

DETAILED VACANCY INFORMATION

For detailed information about this role, including the job specific capabilities, please refer to the downloadable job pack, which can be accessed by clicking the Apply Now button. **Eligibility**

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.

Notes

This role is being advertised as both ongoing and non-ongoing. The role may be offered as either ongoing or non-ongoing subject to business needs and/or candidate preference. Where a non-ongoing position is offered, the role will be filled as a specified term vacancy for an initial period of up to 12 months. Specified term vacancies may be extended up to a maximum period of three years.

This recruitment process is being used to fill current and future vacancies. A merit pool of suitable applicants may be created which may be used to fill future vacancies should they become available over the next 18 months.

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

About the Department of Finance

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

To Apply

Position Contact	Charlotte Keefe, A/g Director, Recruitment and Resource Management Section, (02) 6215 3421
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0714000

Department of Home Affairs

Closing Date: Wednesday 09 November 2022

Integrity Security & Assurance
Security Security Operations

Job Title	Regional Security Officer
Job Type	Full-Time, Ongoing
Location	Various locations - QLD QLD
Salary	\$75,381 - \$81,196
Classification	APS Level 5
Position Number	JR 125067
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/125067/>

Overview of the Branch and Section:

The Security Branch, which sits within the Department's Integrity, Security and Assurance (ISA) Division, is responsible for developing, implementing and administering security policies and procedures that promote a safe and secure workplace. These policies and procedures are designed to protect our people, information and assets with the recommended controls reflecting the threat environment the Department is facing as a national security and law enforcement agency.

Qld Security is part of the Security Operations Section, which forms one part of the Security Branch. The Security Operations Section is responsible for delivering the Department's physical security requirements across Australia and for ensuring preventative security strategies are in place for the Home Affairs and Australian Border Force stakeholders to function effectively in their relevant security environment. The section's operations includes physical security risk assessments, security auditing, certification and accreditation of security classified zones, and coordination of the regional security network.

The Security Operations Section are responsible for the management and delivery of contracted security teams servicing client functions across Australia. Regional Security teams deliver best practice protective security advice and services to Home Affairs and the Australian Border Force within their region/s of responsibility. They directly contribute to the implementation of the Department's protective security obligations and responsibilities.

About the role:

The Regional Security Officer (RSO) is an entry-level security practitioner role that forms an integral part of the Queensland Security Team. Broadly, the RSO assists the application of Australian Government and Departmental security policies through accurate advice, security risk management implementation, stakeholder liaison, Standard Operating Procedure (SOP) development and implementation.

Our ideal candidate:

Queensland Security is looking for a self-driven person who is a good multi-tasker that works well in a team environment and enjoys finding practical solutions to challenges. The RSO is a central part of the team and therefore must be a good team player. The successful applicant will be a good problem solver who can confidently engage with key stakeholders to determine the key detail of security issues. They will be good communicators across all platforms and will work with Regional Security Advisors (RSA) to provide solutions. It's a busy team and with a busy workload, good prioritisation skills to support the delivery of team objectives will be essential.

Duties

Specific duties/responsibilities:

- Implementing the Department's security policies via security guidance to stakeholders, site inspections, security practice reviews, pass coordination and inbox management
- Undertaking security system tasking and audits as directed
- Determining key detail about security issues and liaise with security contractors for fault resolution
- Developing and maintaining key relationships with site stakeholders, the security practitioner network and dedicated business areas

- Reviewing incidents via security management portals and resolving in consultation with the RSA providing guidance on the planning, implementation and use of security operating procedures
- Providing security advice and explaining security system processes to business areas and staff supporting security awareness training and education services as required.

Role requirements/qualifications:

A basic knowledge or experience in the following is desirable:

- Protective Security Policy Framework (PSPF)
- Risk management
- Security risk management
- Procedural writing and process mapping
- Policy interpretation
- Data reporting and interpretation skills
- Security containers
- Security system knowledge.

Position and Location:

The Qld Security team currently consists of two Regional Security Advisors (RSAs) and two RSOs (who report to the respective RSAs). The team is managed by an Assistant Director Regional Security and, collectively, the team oversees security for over 35 sites across Queensland. The RSO position forms part of a larger regional network of collegiate security practitioners.

Based in the Brisbane State Office, the RSO works core business hours and will conduct regular travel between metropolitan offices. Some out of hours work and regional and interstate travel may be required as part of the position. **Eligibility**

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

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

To be eligible to work in some roles, you may be required to be fully vaccinated against COVID-19. Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation, if a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable period, they may not be offered that role. Mandatory (and where applicable, role specific) screening questions are used within the application to ensure all successful applicants meet these minimum requirements of the Department.

Notes

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

This process is being used to fill immediate vacancies. A merit pool may be established and used to fill similar vacancies for up to 18 months from the date the vacancy was advertised in the Gazette.

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	Leonie Cunningham, 0466 864 091
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/125067/

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Vacancy VN-0714031

Department of Home Affairs

Closing Date: Wednesday 09 November 2022

Emergency Management Australia
National Crisis Operations National Joint Common Operating Picture and
Geospatial Operations

Job Title	Facilities and Systems Support Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$81,879 - \$96,873
Classification	APS Level 6
Position Number	JR 124999
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/124999/>

Overview of the Branch and Section:

This role is advertised under the Home Affairs Portfolio banner, however this position sits within the newly formed National Emergency Management Agency.

[National Emergency Management Agency](#) (NEMA) is a single, accountable Commonwealth authority that delivers a whole-of-nation approach to reducing disaster risk, planning, preparing for, responding to and recovering from all hazards across the emergency management continuum. NEMA brings together the former National Recovery and Resilience Agency (NRRA) and the former Emergency Management Australia (EMA) Group.

The National Crisis Operations Branch (NCOB) sits in the Emergency Management and Response Group of NEMA. It is made up of three Sections: National Situation Room (NSR) Operations, National Joint Operating Picture (NJCOP) & Geospatial Operations; and Current Crisis Operations Planning.

This role sits within the National Joint Common Operating Picture (NJCOP) & Geospatial Operations Section (GOS). The GOS delivers geospatial expertise to the NSR and Emergency Management and Response Group, including managing enhancements to the NJCOP – a near-real-time all-hazards geospatial platform. The Section also supports the NSR National Security Hotline, and facilities management.

About the role:

An APS6 Facilities and Systems Support Officer works under limited direction to provide professional expertise for the efficient functioning of facilities that support the critical functions of

NCOB. This provides an efficient and effective workplace for employees and their activities by using best business practices to manage resources, services and processes to meet the needs of NEMA.

The Facilities and Systems Support Officer maintains the highest levels of integrity in their interactions with internal and external stakeholders to thoroughly assess and mitigate issues relating to probity, including mandatory reporting. They have a good understanding of facility functions including estate planning, contract and program management, procurement, as well as management of capital works and facilities maintenance through various services providers, service delivery to stakeholders, and management of the Administered, Capital and Operating budgets.

They may develop applicable industry and market knowledge and may acquire operational knowledge relevant to property and facilities management. They undertake a range of activities including, risk management, stakeholder engagement, governance processes, repairs and maintenance, relocation management, accommodation planning and security.

They will also provide support to the broader functions of the NCOB including surge support for the National Situation Room and National Security Hotline.

Our ideal candidate:

Are you a natural leader? Are you an innovative, effective communicator with instinctive problem-solving skills? Do you enjoy working in a dynamic environment? Do you have facilities management experience with exceptional attention to detail? If the answer is yes - we are looking for you!

Our ideal candidate will:

- Demonstrate ability to build rapport and maintain stakeholder relationships
- Display ethical decision making and behaviour
- Act consistently in accordance with integrity frameworks and behaviours
- Be adaptable and flexible to changing policy, needs and resources
- Display transparency and accountability for decisions
- Demonstrate attention to detail in financial and contract documentation
- Demonstrate innovative thinking to develop alternative solutions
- Display resilience and agility to maintain and meet performance standards in pressured and unpredictable environments
- Be responsive to changing priorities within a fluid environment
- Be committed to developing team capability.

Duties

Specific duties/responsibilities:

- Establish, renew and manage contracts and licensing for the branch in line with Departmental procurement procedures and governance processes, including the monitoring of contracted service providers and appropriate record keeping to ensure capabilities are maintained.
- Be the point of contact to facilitate repairs and maintenance of primary and secondary sites and assets, and seek appropriate delegate approval and maintain records in accordance with financial policy.
- Maintain branch business continuity plans and ensure relocation management procedures are fit for purpose and aligned with branch requirements.
- Develop and maintain strong and cooperative working relationships, including maintain regular communication with suppliers, business areas and stakeholders.
- Support the National Situation Room and wider branch as required, including the National Security Hotline.

Role requirements/qualifications:

- Experience and/or qualifications in Facilities management
- A common understanding of Information Technology systems and processes
- Procurement and contract management experience, preferably in accordance with APS, legislation, policy and guidelines
- Communication and liaison, including the ability to network with industry
- Problem-solving skills that encourage mutual cooperation
- Ability to negotiate with internal and external stakeholders and service providers
- Ability to work under minimal direction to deliver high quality outcomes; collaborate with a team to ensure deadlines are met; and provide practical solutions to work issues through negotiation
- Ability to provide concise advice
- Dispute resolution
- Ability to provide professional supervision, feedback, mentoring and coaching
- Must hold, or have the ability to gain, an NV1 security clearance
- Must hold, or have the ability to gain an Employment Suitability Clearance
- Satisfy AFP building access requirement

Eligibility

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

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

To be eligible to work in some roles, you may be required to be fully vaccinated against COVID-19. Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation, if a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable period, they may not be offered that role.

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

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

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

To Apply

Position Contact	Brendan Turner, 02 6275 6205
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/124999/

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Vacancy VN-0714032

Department of Home Affairs

Closing Date: Wednesday 09 November 2022

AC East
Port Operations East Various

Job Title	Senior Border Force Officer - Operational Support
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW
Salary	\$75,381 - \$81,196
Classification	APS Level 5
Position Number	JR 125014
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/125014/>

Overview of the Branch and Section:

The Australian Border Force (ABF) is an operationally independent body under the Home Affairs Portfolio. Responsible for protecting Australia's border while enabling legitimate trade and travel, the ABF encompasses investigative, compliance, detention and enforcement functions. The ABF works in close partnership with a range of agencies across the Home Affairs portfolio, including intelligence and law enforcement agencies.

About the role:

The advertised APS 5 operational support position within ABF East provides a unique and challenging opportunity for you to enhance your corporate, administration and support skills, while gaining a strong strategic understanding of the pressures and capabilities across ABF East. You will work within a high profile and politically sensitive environment, primarily in roles supporting the ABF East Executive, and ensuring the region's operational areas are supported.

APS 5 Senior Border Force Officers may lead and supervise teams and/or be involved in a range of duties across various line areas in support of frontline ABF operational activities. They undertake work that is moderately complex to complex in nature, aligning with the Integrated Leadership System (ILS). <https://legacy.apsc.gov.au/integrated-leadership-system-ils-aps-5-profile>

Opportunities exist for Senior Border Force Officers across various NSW work areas all within administrative and support roles. These roles are all administrative and flex time positions, and do not involve shift work.

Recruitment is for the below areas:

- **Operations and Planning NSW** – Operations and Planning NSW officers manages all workforce positioning, surge requirements, postings and deployments, recruitment activities, operational reporting and management of the casual workforce
- **Chief of Staff NSW** – Chief of Staff NSW manages local ABF events and ceremonies, coordinates East training needs, provides workforce support and strategy and co-ordinates engagement activities across the Command (including visits)
- **Executive Support** – Executive Support provides direct administrative and co-ordination assistance to the Senior Executives (Commanders and Assistant Commissioner) within East.

Our ideal candidate:

- Will be very organised with excellent attention to detail
- Will have excellent time management skills, and able to juggle competing priorities
- Will thrive in a team-based office environment
- Will be highly professional and able to discreetly handle sensitive information
- Will have excellent communication skills (verbal and written) and able to engage positively with stakeholders at all work levels, including senior officers

- Will be self-motivated and able to work independently, with a commitment to delivering results.

As an ABF Officer you will have access to a range of benefits, personal development and career opportunities within a dynamic, agile, diverse and inclusive organisation, including:

- Role-specific training including formal accreditation
- Leadership development and training
- Flexible work options and focus on work-life balance
- Options to work from home
- Career Management Program providing pathways to gain experience across the organisation
- Competitive salary, plus 15.4% superannuation
- Corporate health and wellbeing programs and support mechanisms
- Diversity networks and forums
- Free onsite gym access
- Free annual influenza vaccination.

Duties

Specific duties/responsibilities:

An APS5 Senior Border Force Officer is accountable and responsible for supporting the delivery of a range of activities, which may include but are not limited to:

- Under limited direction, produce relevant policy, process and supporting documentation to support the operational functioning of East Command
- Co-ordinate resources (people, technology and other assets) to support the operational priorities of East
- Project-manage recruitment processes for a range of roles across the region
- Liaise effectively with a range of internal and external stakeholders, including corporate areas of the Department, and work areas across ABF East. This includes engaging with senior officers including Superintendents and members of the Senior Executive Service (SES)
- Lead a small team of officers, ensuring team members are supported to deliver against objectives
- Allocate activities to team members based on operational priorities, available resources and officer capabilities
- Provide advice regarding professional, technical and specialist skills required for the type of work being performed
- Provide advice to team members regarding interpretation of policy to ensure officers are acting in accordance with policy parameters
- Use professional judgement and a clear evidence base for decision making
- Oversee and support officers to manage performance and build capability, including through mentoring, feedback and coaching
- Promote and ensure that team members behave in accordance with WHS legislations, policies, procedures, written directions and reasonable instructions in relation to work health and safety
- Contribute to a culture of achievement, excellence and integrity.

Role requirements/qualifications:

This position requires the occupant to meet Border Force Officer essential qualifications including:

- Swear an oath or make an affirmation
- Actively participate in career management (postings and deployments)

- Be uniformed (position dependent)
- Obtain and maintain essential and role-specific qualifications

This position has been assessed in accordance with the APSC Role Evaluation Framework. To perform the job successfully, an individual should demonstrate the capabilities, skills and knowledge, and adhere to all relevant aspects described by:

- Work Level Standards
- ILS - A guide to the Integrated Leadership System
- Home Affairs Professional Standards and Integrity Framework
- APS Legislative Requirements
- APS Values and Code of Conduct

Eligibility

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

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

To be eligible to work in some roles, you may be required to be fully vaccinated against COVID-19. Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation, if a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable period, they may not be offered that role. Mandatory (and where applicable, role specific) screening questions are used within the application to ensure all successful applicants meet these minimum requirements of the Department.

<https://www.homeaffairs.gov.au/about-us/careers/working-with-us> **Notes**

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Remuneration: The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at

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

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To Apply

Position Contact	Leonie Cunningham, 0466 864 091
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/125014/

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Vacancy VN-0714047

Department of Home Affairs

Closing Date: Wednesday 09 November 2022

ICT
Architecture & Innovation Business Architecture and Security Architecture

Job Title	Associate ICT Architect
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$81,879 - \$96,873
Classification	APS Level 6
Position Number	JR 124869
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/124869/>

Overview of the Branch and Section:

Architecture, Design and Security Branch is located within the CIO's remit and is responsible for setting the strategic technology direction for the Department, enabling alignment between technology strategies and business needs. The branch works closely with the business to provide guidance and support to architecture design, delivery and sustainment decisions.

Business Architecture

The Business Architecture Section provides expert architecture assistance to business areas in the analysis and design of business change. The Section works with senior business representatives and subject matter experts to help shape strategic thinking and planning for change. By understanding both business needs and strategic direction, business architects help plan and describe this journey using a range of systems and methods.

Security Architecture

The Security Architecture Section is responsible for overseeing and managing a large and complex program of work to remediate cyber security issues across the Department and ABF, towards the ACSC maturity model. The section is also responsible for developing a sustainable framework that is embedded into systems development and systems sustainment processes to uplift and improve the Department's cyber security posture.

The Section will work across all delivery branches and Cyber Risk Services Branch within Technology & Major Capability Group.

About the role:

We are seeking candidates to fill positions across Business Architecture and Security Architecture sections.

Associate Business Architects work under the close guidance of Lead Architects to develop artefacts appropriate to their architecture space. These are development roles suitable for motivated problem solvers who can make connections, understand the bigger picture and distil information into clear and concise formats. These positions are an ideal introduction to architecture for experienced employees who are looking for a career change and have an attitude for learning and an enthusiasm to develop.

The Associate Security Architect is responsible for developing Standard Operating Procedures and policies which support implementation and sustainment of cyber security controls. The successful candidate will need to collaborate with program stakeholders and program team members to identify how policy and procedures can support achievement of the target state. They will be responsible for adhering to the Department's policy development process while

co-designing new policies with technical and business stakeholders. They will leverage their knowledge of the control solution, and relevant business and technical practices to create and document policies and procedures that ensure the target state is achievable and sustainable.

Our ideal candidate:

The Department is looking for dynamic and motivated people, who enjoy working in a rapidly evolving and forward thinking environment. With a focus on innovation and progression our ideal candidate will maintain a strategic focus to provide support to the Branch Head, Directors, Sections and Branch. They will work collaboratively to provide administrative support, assisting with tasking's and team management.

The successful candidates will be self-driven and seek to directly influence the key outcomes of the section, branch and organisation.

Duties

Specific duties/responsibilities:

- Assist with the development and review of appropriate documents that meet the Department's strategic requirements
- Assist with the development of the cyber security controls, policies and standards
- Supports changes to required service, process, organisation, operating model and other aspects in addition to technology components, and demonstrates how solutions meet agreed requirements (such as automation of business processes)
- Contribute to plans and reports for senior executives for strategic decisions on current and planned activities
- Business Architects work with the business area to unpack their business related capabilities including all the fundamental inputs to capability (FIC) and to undertake capability maturity assessments
- Under guidance, liaise with business areas to understand their current business and future direction and then capture and reflect this in an assortment of documents
- With direction, understand and articulate the journey from current state to desired future state with due consideration for strategic and contemporary priorities
- Security Architects are responsible for developing and documenting effective risk relevant security designs for a range of solutions.

Role requirements/qualifications:

Mandatory

- Strong writing and communication skills
- Strong team work, interpersonal, and organisational skills,
- Ability to manage multiple, competing work requirements
- Ability to proactively achieve outcomes for the Branch
- A relevant tertiary qualification or equivalent experience in a relevant discipline or field is preferred.

Eligibility

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

- Be an Australian Citizen
- Fulfil the Department's minimum requirements by satisfactorily answering all screening questions during the application process
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- Satisfy a probation period
- Undergo a health assessment (where applicable).

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To Apply

Position Contact	Michael Halling, 0401 143 989
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/124869/

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Vacancy VN-0714064

Department of Home Affairs

Closing Date: Wednesday 09 November 2022

Citizenship
Citizenship Program Delivery Citizenship NSW

Job Title	Citizenship Officer
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW
Salary	\$60,112 - \$69,064
Classification	APS Level 3
Position Number	125212
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/125212/>

Overview of the Branch:

The Citizenship Branch is responsible for the program management and delivery of the Australian Citizenship program. The Citizenship program includes: the citizenship test, citizenship ceremonies and applications for citizenship by conferral, evidence and renunciation. The Branch delivers all legislative and policy changes affecting citizenship.

About the role:

APS3 Citizenship Officers work under general supervision to process citizenship applications from clients in Australia who are resident in NSW using departmental systems. They provide

administrative support, in addition to processing straightforward cases, using a range of supporting documents and information, including risk profiles, in line with established procedures to make lawful, compliant decisions on citizenship applications. The roles will be based in Parramatta.

Our ideal candidate:

- Well-developed interpersonal skills that facilitate effective interactions with clients, peers and stakeholders
- Works collaboratively with team members and with a range of internal and external clients
- Organises work, sets priorities, and completes tasks within tight timeframes, including the ability to manage competing priorities
- Well-developed written and verbal communication skills including the ability to communicate with diverse audiences
- The ability to interpret and apply legislation and/or policy
- The ability to undertake a logical and balanced decision making process, and provide justification for that decision within defined parameters.

Duties

Specific duties/responsibilities:

- Reviewing information and supporting documents provided in citizenship applications, and using a variety of departmental and external systems to assess or progress straightforward applications
- Provide verbal or written responses to clients in regard to straightforward citizenship pre and post lodgement enquiries, received via face to face, telephone and email communication methods
- Assessing, researching and making decisions on a range of citizenship applications in line with legislation, procedures and protocols and with a range of complexity
- Processing cases in a collective case management environment, ensuring that all case notes are recorded accurately and completely in departmental systems to assist with further assessment of citizenship applications
- Conducting system interrogation to establish the identity of applicants.

Eligibility

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

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

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To Apply

Position Contact	Fiona TINLEY, 02 9078 3069
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/125212/

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Vacancy VN-0714066

Department of Home Affairs

Closing Date: Wednesday 09 November 2022

Citizenship
Citizenship Program Delivery Citizenship NSW

Job Title	Citizenship Officer
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW
Salary	\$69,127 - \$74,562
Classification	APS Level 4
Position Number	125206
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/125206/>

Overview of the Branch and Section:

The Citizenship Branch is responsible for the program management and delivery of the Australian Citizenship program. The Citizenship program includes: the citizenship test, citizenship ceremonies and applications for citizenship by conferral, evidence and renunciation. The Branch delivers all legislative and policy changes affecting citizenship.

About the role:

Citizenship Officers assess and finalise applications from clients who want to become an Australian citizen. This is the final legal step in their migration journey to Australia. Officers conduct citizenship appointments and are expected to be available during standard business hours for these duties. The teams work in a collective case management model where collegiality, well developed writing skills, and high attention to detail are highly valued. The roles will be based in Parramatta.

Our ideal candidate:

- Well-developed interpersonal skills that facilitate effective interactions with clients, peers and stakeholders
- Works collaboratively with team members and with a range of internal and external clients

- Organises work, sets priorities, and completes tasks within tight timeframes, including the ability to manage competing priorities
- Well-developed written and verbal communication skills including the ability to communicate with diverse audiences
- The ability to interpret and apply legislation and/or policy
- The ability to undertake a logical and balanced decision making process, and provide justification for that decision within defined parameters.

Duties

Specific duties/responsibilities:

- Assessing, researching and making decisions on citizenship applications with a range of complexity
- Liaising with clients and responding to inquiries via face to face, telephone, and written communication methods
- Conducting in person citizenship test appointments
- Preparing decision records, and complying with note making and record keeping responsibilities
- Conducting quality assurance activities to maintain integrity and consistency of the programme and record keeping.

Eligibility

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

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

To be eligible to work in some roles, you may be required to be fully vaccinated against COVID-19. Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation, if a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable period, they may not be offered that role. Mandatory (and where applicable, role specific) screening questions are used within the application to ensure all successful applicants meet these minimum requirements of the Department. **Notes**

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

This process is being used to fill immediate vacancies. A merit pool may be established and used to fill similar vacancies for up to 18 months from the date the vacancy was advertised in the Gazette.

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

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

About the Department of Home Affairs

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

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

To Apply

Position Contact	Marie-louise ALBANI, 02 8861 4047
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/125206/

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Vacancy VN-0714071

Job Title	Directors, Structural Analysis Branch (Varoious)
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$145,869 - \$167,407
Classification	Executive Level 2
Position Number	94-2022
Agency Website	www.treasury.gov.au

Job Description

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

The Treasury is seeking highly motivated leaders for units in Structural Analysis Branch, Macroeconomic Analysis and Policy Division.

This is an exciting opportunity to lead units driving continuous improvement in how the Treasury governs, manages and uses data (Data Strategy and Governance Unit), and leveraging microdata to lift the impact and influence of Treasury advice on policy, and macroeconomic conditions and trends (Business and Household Microdata Units).

These teams have generated a significant uplift in Treasury's capability since their beginnings prior to the COVID-19 pandemic. They have delivered influential insights into productivity and wages growth, and the importance of business and labour market dynamism. They have informed policy through the pandemic and beyond, building and acquiring new datasets, and contributing to the JobKeeper review. The teams continue to play a critical role in Treasury advice, with their work regularly enabling and generating insights featuring in speeches, the Budget, Intergenerational Report and the recently released Treasury Round Up.

Duties

As a Director of one of Treasury's two Microdata Units you will:

- Lead a team engaged in analysis of microdata to lift the impact and influence of Treasury advice on policy, and macroeconomic conditions and trends.
- Work collaboratively across the Treasury to develop, prioritise, and deliver a living work program. This is likely to include contributions to Budget documents, the Employment White Paper and Intergenerational Report, and supporting publications.
- Cultivate productive working relationships with experts across the APS, RBA, and domestic and international research communities to lift analytical capability.
- Lead a high-performing, multidisciplinary team with expertise in data analysis, applied microeconometrics and economic policy, including coaching and developing staff.

As a Director of the Data Strategy and Governance Unit (DSGU) you will:

- Support the newly established Chief Data Officer to provide strategic direction, stronger data governance and innovative data projects to lift data capability.
- Lead the development of the Treasury's Enterprise Data Strategy and engagement in the Data Availability and Transparency Act Scheme.
- Cultivate strategic partnerships across the APS, States, private sector and academia to unlock the value of administrative data and tangibly improve Australia's data landscape.
- Work collaboratively across the Treasury to build momentum and visibility of DSGU's work program and support analytical and policy teams to make more of data.

- Actively lead Treasury's engagement with the Australian Bureau of Statistics and Productivity Commission.
- Lead a high-performing, multidisciplinary team with expertise in data governance, use, visualisation and policy, including coaching and developing staff.

Across all roles you will:

- Work with your team to translate analytical insights into compelling written and oral briefing.
- Represent Treasury at meetings, workshops, conferences and other forums.
- Contribute to the leadership and culture of the Data and Structural Analysis Branch and Macroeconomic Analysis and Policy Division.

Eligibility

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

Notes

This recruitment process is being used to fill ongoing EL2 roles. A merit pool may be established to fill future ongoing and non-ongoing similar vacancies, should they become available within 18 months from the date advertised.

Non-ongoing opportunities may be offered for a specified term for an initial period of up to 12 to 18 months (determined by business requirements), with the possibility of extension up to three years.

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

About the Department of the Treasury

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

To Apply

Position Contact	Nathan Deutscher, 02 6263 3783
Agency Recruitment Site	http://careers.tspace.gov.au/cw/en/listing/

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Vacancy VN-0714087

Department of the Treasury

Closing Date: Thursday 10 November 2022

Job Title	Directors/Assistant Directors Personal and Indirect Tax, Charities and Housing Division
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Perth WA
Salary	\$119,422 - \$167,407
Classification	Executive Level 1;Executive Level 2
Position Number	98-2022
Agency Website	www.treasury.gov.au

Job Description

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

Treasury is looking for EL1 Assistant Directors and EL2 Directors to join the Personal and Indirect Tax, Charities and Housing Division.

Duties

Treasury is looking for Directors (at the EL2 level), Assistant Directors (at the EL1 level) with an interest in tax, charities and/or housing policy to join the Personal and Indirect Tax, Charities and Housing Division in the Revenue, Small Business and Housing Group. Staff undertake a range of responsibilities, including:

- Providing advice to Government on tax, charities and/or housing policy issues, and assisting in the preparation of reports, Cabinet submissions, briefing for Ministers and senior officials, and other correspondence; and
- Developing and maintaining productive relationships with other government agencies and with stakeholders in the private sector, industry, and academia.

Positions are available in all four branches of the Division.

The Indirect Tax Branch provides policy advice the Goods and Services Tax; State Taxes; Fuel, Alcohol and Tobacco Excise and Industry Tax Policy. More specialised positions are available in the Tax Framework Unit (TFU) of the Branch. TFU brings a longer-term, whole-of-system perspective to major policy issues including focusing on interlinkages between the personal and corporate income tax bases, superannuation, and indirect taxes. It undertakes analysis of medium to longer term trends and tax system pressures with a focus on identifying longer-term efficiency and equity risks to the overall tax system meeting fiscal goals. Qualifications in economics and basic quantitative skills would be viewed favourably for TFU positions as well as a general inquisitiveness and ability to manage ambiguity in navigating system complexity and technical detail.

The Housing Branch provides advice on housing-related policy, including housing supply and affordability, and financing of social and affordable housing. The Branch is also responsible for development and implementation of Commonwealth programs related to housing, including setting up the Housing Australia Future Fund and Housing Supply and Affordability Council.

The Not-for-profits and Tax Administration Branch provides advice to government on the regulatory framework for not-for-profit entities, including tax settings, to support a robust not-for-profits sector and to protect public trust and confidence. The Branch also provides policy advice on Australia's tax architecture and the regulatory framework for entities in the tax administration system (including the ATO, Tax Practitioners Board and Inspector-General of Taxation).

Personal and Small Business Branch provides policy advice on tax issues affecting all taxpayers including personal tax rates and thresholds, offsets, capital gains tax, deductions, and the Medicare levy. The Branch also has policy responsibility for small business tax, the R&D tax incentive, trust taxation issues, individual residency issues and fringe benefits tax.

To be successful as Director (Executive Level 2) you will demonstrate:

- An interest in tax, charities and/or housing policy;
- An ability to lead a team of people in a collaborative and supportive way including to deliver to tight timeframes, and to lead and exemplify a healthy and safe working environment;
- An ability to provide high level advice and recommendations on policy issues;
- Excellent communication skills, including the ability to communicate with relevant stakeholders (internal and external);
- An ability to build and maintain positive relationships, working collaboratively and respectfully and ethically at all times.

To be successful as an Assistant Director (Executive Level 1) you will demonstrate:

- An interest in tax, charities and/or housing policy;
- An ability to lead a workstream/s, provide direction for others, and to support and facilitate the effective management of your unit, branch and division;
- An ability to undertake and oversee analysis and draw conclusions, recognising links between interconnected issues, and an ability to make accurate judgments in a fastpaced and challenging environment;
- Strong communication skills (written and oral) to convey information clearly and ensure that views have been understood;
- An ability to build and maintain positive relationships, working collaboratively and respectfully and ethically at all times.

Desirable experience:

It is highly desirable that applicants have qualifications in a relevant field, including economics, law, finance, business, accounting, or public policy, and have demonstrated experience either in:

- a relevant field such as economics, law, accounting, or taxation (with an interest in public policy); or
- public policy development, with an interest in the tax system, charities and/or housing.
- A qualification in economics and basic quantitative skills would be viewed favourably for TFU positions.

Eligibility

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

Notes

This recruitment process is being used to fill ongoing EL1 and EL2 roles. A merit pool may be established to fill future ongoing and non-ongoing similar vacancies, should they become available within 18 months from the date advertised.

Non-ongoing opportunities may be offered for a specified term for an initial period of up to 12 to 18 months (determined by business requirements), with the possibility of extension up to three years.

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About the Department of the Treasury

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To Apply

Position Contact	Shawn Fracchia, 02 6263 4940
Agency Recruitment Site	http://careers.tspace.gov.au/cw/en/listing/

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Vacancy VN-0714089

Department of the Treasury

Closing Date: Thursday 10 November 2022

Job Title	Policy Analysts, Personal and Indirect Tax, Charities and Housing Division
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW, Canberra ACT, Perth WA, Melbourne VIC
Salary	\$81,161 - \$110,916
Classification	APS Level 5;APS Level 6
Position Number	97-2022
Agency Website	www.treasury.gov.au

Job Description

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

Treasury is looking for Policy Analysts at the APS5 and APS6 levels to join the Personal and Indirect Tax, Charities and Housing Division.

Duties

Treasury is looking for Policy Analysts at the APS5 and APS6 levels with an interest in tax, charities and/or housing policy to join the Personal and Indirect Tax, Charities and Housing Division in the Revenue, Small Business and Housing Group. Staff undertake a range of responsibilities, including:

- Providing advice to Government on tax, charities and/or housing policy issues, and assisting in the preparation of reports, Cabinet submissions, briefing for Ministers and senior officials, and other correspondence; and
- Developing and maintaining productive relationships with other government agencies and with stakeholders in the private sector, industry, and academia.

Positions are available in all four branches of the Division.

The Indirect Tax Branch provides policy advice the Goods and Services Tax; State Taxes; Fuel, Alcohol and Tobacco Excise and Industry Tax Policy. More specialised positions are available in the Tax Framework Unit (TFU) of the Branch. TFU brings a longer-term, whole-of-system perspective to major policy issues including focusing on interlinkages between the personal and corporate income tax bases, superannuation, and indirect taxes. It undertakes analysis of medium to longer term trends and tax system pressures with a focus on identifying longer-term efficiency and equity risks to the overall tax system meeting fiscal goals. Qualifications in economics and basic quantitative skills would be viewed favourably for TFU positions as well as a general inquisitiveness and ability to manage ambiguity in navigating system complexity and technical detail.

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The Not-for-profits and Tax Administration Branch provides advice to government on the regulatory framework for not-for-profit entities, including tax settings, to support a robust

not-for-profits sector and to protect public trust and confidence. The Branch also provides policy advice on Australia's tax architecture and the regulatory framework for entities in the tax administration system (including the ATO, Tax Practitioners Board and Inspector-General of Taxation).

The Personal and Small Business Branch provides policy advice on tax issues affecting all taxpayers including personal tax rates and thresholds, offsets, capital gains tax, deductions, and the Medicare levy. The Branch also has policy responsibility for small business tax, the R&D tax incentive, trust taxation issues, individual residency issues and fringe benefits tax.

To be successful as a Senior Policy Analyst (APS6) level or Policy Analyst (APS5) level you will demonstrate:

- An interest in tax, charities and/or housing policy;
- An ability to link the tasks you work on to the strategic objectives of your unit, and to deliver to agreed timeframes;
- Effective communication skills (written and oral) to present messages in a clear and concise manner while seeking to understand your audience and tailor your style and message accordingly;
- An ability to build and maintain positive relationships, working collaboratively and respectfully and ethically at all times;
- Proactive management of your professional development, seeking out opportunities to continue building capability.

Desirable experience:

It is highly desirable that applicants have qualifications in a relevant field, including economics, law, finance, business, accounting, or public policy, and have demonstrated experience either in:

- a relevant field such as economics, law, accounting, or taxation (with an interest in public policy); or
- public policy development, with an interest in the tax system, charities and/or housing.
- A qualification in economics and basic quantitative skills would be viewed favourably for TFU positions.

Eligibility

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

Notes

This recruitment process is being used to fill ongoing APS5 and APS6 roles. A merit pool may be established to fill future ongoing and non-ongoing similar vacancies, should they become available within 18 months from the date advertised.

Non-ongoing opportunities may be offered for a specified term for an initial period of up to 12 to 18 months (determined by business requirements), with the possibility of extension up to three years.

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

About the Department of the Treasury

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Government policy that affects all Australians. The Treasury's staff are drawn from many professions representing diversity in experience and skills. We seek passionate staff who will work collaboratively to deliver the ideas and advice that will help Australia meet the challenges of the coming years. Treasury offers attractive salaries and employer superannuation as well as a range of other benefits, including generous leave entitlements, salary packaging and a closedown period over the Christmas holiday. The Treasury is a flexible, dynamic and diverse workplace with offices in Canberra, Sydney, Melbourne and Perth.

To Apply

Position Contact	Shawn Fracchia, 02 6263 4940
Agency Recruitment Site	http://careers.tspace.gov.au/cw/en/listing/

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Vacancy VN-0714063

High Court of Australia

Closing Date: Thursday 10 November 2022

Public Information
Court Guides

Job Title	Court Guide
Job Type	Casual, Ongoing
Location	Parkes ACT
Salary	\$54,909 - \$60,849
Classification	APS Level 2
Position Number	Various
Agency Website	https://www.hcourt.gov.au

Job Description

<https://www.hcourt.gov.au/employment>

The High Court of Australia (the Court) is the highest court in the Australian judicial system. It was established in 1901 by section 71 of the Constitution. The functions of the Court are to:

- interpret and apply the law of Australia

- to decide cases of special federal significance including challenges to the constitutional validity of laws
- to hear appeals, by special leave, from Federal, State and Territory courts.

The seat of the Court is in Canberra, where it is located in its own building within the National Triangle. The Court also has locations in Brisbane, Sydney, and Melbourne, as well as sitting on circuit around Australia as required.

The Court Guides are the primary point of contact for visitors to the Court. They introduce the public to the history, role and operation of the High Court and its building. They conduct tours for visiting school groups and members of the public, including when the Court is in session.

The position of a High Court guide may suit individuals who are:

- studying and have flexible hours
- retired and are interested in casual employment.

Duties

The High Court has several vacancies for Court Guides. The vacancies are of a casual nature with hours and working day shifts varying as required, usually from 9:30am to 4:30pm Monday to Friday, generally offered on a four days per fortnight basis, however this is subject to change depending on the business of the Court. Some evening and weekend work may be required.

As a Court Guide you will be responsible for:

- welcoming visitors to the High Court
- explaining to visitors the history, role and function of the High Court as well as explaining the art and architecture of the High Court building
- delivering presentations on the High Court to school children and booked groups of all ages
- managing visitors entering the Court when in session
- providing administrative support to the Manager, Court Guides
- providing crowd marshal and safety support to the security staff
- assisting with reviewing and updating the Court's current educational presentations and resources.

The successful applicant will be able to demonstrate:

- excellent communication and presentation skills
- excellent customer service skills
- the ability to work collaboratively in a team of diverse backgrounds, work histories and cultures.

Eligibility

Mandatory

- Must be an Australian citizen.
- Must undergo a Working with Vulnerable People Check prior to commencement.

Desirable

- Experience in working with staff in the provision of public information and educational services.
- General knowledge of the Australian legal system, and the role of the High Court of Australia.

Notes

About the High Court of Australia

To Apply

Position Contact	Jessica Cram, 02 6270 6848
Agency Recruitment Site	https://www.hcourt.gov.au/employment

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Agriculture, Water and the Environment

Vacancy VN-0713992

Bureau of Meteorology

Closing Date: Thursday 10 November 2022

Science & Innovation
Research to Operations

Job Title	Scientific Software Engineer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Casuarina NT, Adelaide SA, Brisbane QLD, Sydney NSW, West Perth WA, Hobart TAS, Melbourne VIC, Canberra ACT
Salary	\$84,417 - \$115,768
Classification	APS Level 6; Executive Level 1
Position Number	60017804
Agency Website	

Job Description

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

The Bureau of Meteorology's mission is to provide trusted, reliable, and responsive weather, water, climate and ocean services for Australia –all day, every day. The Research to Operations (R2O) Program sits within the Science and Innovation Group, which comprises a diverse workforce utilising Earth System science in providing innovative systems and services for all Australians. R2O is focused on improving the development and delivery of operational prediction systems, driven by research outcomes, that are

better aligned to customer needs.

This position is in the Water Models team within the R2O Program, where the occupant will be a member of a team of software developers and hydrological modellers. The R2O Water Team's primary work is developing, building, and supporting operational forecasting and analysis systems that allow the Bureau to inform Australians on current and future water availability, flood risk, and many other products and services. Doing this requires working closely with scientists to translate new advancements in modelling methods and approaches into well-designed, efficient, and robust operational software and systems. This includes managing parallel execution in the BoM's high-end supercomputing environment or cloud computing services, as well as integrating models into enterprise systems for data workflows, storage, and spatial and other analysis.

The position will suit those with a passion for developing high-quality software and experience doing so in team projects, with an enthusiasm to further develop your capabilities in a scientific environment. Our software development languages include Python and C++, integrating good design principles with specialised scientific libraries for processing and data analysis such as pandas and xarray.

Our team strives to use best practices for software development, including Gitlab-based issue tracking, continuous integration and DevOps, thorough testing and verification, code review, iterative planning, and working closely with users and customers. The role will include a mix of project work and continual improvement to the design and functionality of our modelling systems based on feedback from their use in production.

Duties

1. Software development of applications to be built by the Water Modelling team, given broad direction from senior developers. This includes taking responsibility for leading development of sub-systems or features of an overall application.
2. Development and automation of test cases, continuous integration, and providing documentation for supporting the applications.
3. Managing software releases, using Git version control, tagging, and writing appropriate release documentation.
4. Work with project leads to develop technical plans and design documents, both at a high level and for specific development work packages.
5. Contribute to support and maintenance activities that ensure the current products and services delivered by the Water Models Team are available and performing as expected.
6. Comply with Data and Digital Group (DDG) delivery governance policies and DDG Operations change management policies.
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

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

Notes

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

About the Bureau of Meteorology

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

customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Alex Cornish, 0417 864 341
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0714072

Bureau of Meteorology

Closing Date: Thursday 10 November 2022

Data and Digital
Application Services

Job Title	Manager – Application Sourcing Services
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC
Salary	\$142,968 - \$152,631
Classification	Executive Level 2
Position Number	60017274
Agency Website	

Job Description

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

About Application Services

The Application Services Program (AS) is responsible for the delivery and sustainment of ICT applications and platforms across the Bureau. The Program uses a combination of traditional software development life cycle (SDLC) approaches and modern Agile delivery methodologies to provide solutions for our customers and to simplify our ICT environment. The Program is supported by automated processes, including testing and quality assurance.

The Program provides critical support and preventative maintenance for applications supporting Aviation, Public Weather, Extreme

Weather, Climate and Water sectors. The Program plays a significant role in supporting the delivery of the ROBUST program across the Application and Data & Integration work streams.

The AS Program aims to provide an outstanding customer experience for our internal and external customers by delivering reliable and innovative solutions which are sustainable into the future

Position overview

This role is part of the Application Services leadership team and will help to define, establish, and implement the Application Services Operational sourcing framework to drive consistent contract performance management.

You will support the Bureau vendor sourcing function, but its prime focus is the creation of the operational aspects of vendor contract management. You will provide leadership and direction in building this capability within Application Services, establishing a team with the specific focus on managing BAU vendors.

You will have a strategic influencer mindset, be supremely analytical and an exceptional communicator. Extensive engagement with internal stakeholders will be required to source, negotiate and provide governance for information technology related goods and services. This includes sourcing, governance, renewals, and cost management for each sourcing arrangement and future opportunities. You will also require specific knowledge related to the goods and services of the Data & Digital Group application stack.

Duties

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

1. Establishing Application Services Operational sourcing framework aligned to The Bureau's governance framework.

Consideration needs to be expansive of:

- o Application sourcing framework governance
 - o Application Selection
 - o Vendor / Relationship Management
 - o Contract & Procurement Management
 - o Enterprise Licensing Management & Compliance
 - o RFx Governance
 - o SLA Compliance
2. Contract(s) Performance Management
 - o Drive continual improvement.
 - o Conduct regular performance reviews with vendors.
 - o Instigate corrective actions for SLA deficiencies.
 - o Run Tender evaluation processes.
 - o Onboard / deboard new / existing vendors
 3. Liaise with the Legal and Security departments to assure all contract controls and protections are in place.
 4. Will be able to appraise and improve our sourcing activities by analysing the program's spending, supplying partnerships and new possibilities.
 5. Responsible to establish and build vendor and partner relationships, as well as manage the outsourced Service providers.
 6. Establishes Service Level Agreements for effective management of application services.
 7. Develop Contractual metrics (KPIs) and internal metrics.
 8. Perform periodic audits on services providers to ensure SLA's received the contracted services.

Eligibility

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

Notes

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

About the Bureau of Meteorology

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific. We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunami and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We

undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Anthony Volo, 03 9669 4667
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0714083

Bureau of Meteorology

Closing Date: Thursday 10 November 2022

Science and Innovation
Research

Job Title	Support Scientist
Job Type	Full-Time;Part-Time, Ongoing
Location	Perth WA, Darwin NT, Brisbane QLD, Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Hobart TAS
Salary	\$102,777 - \$115,768
Classification	Executive Level 1
Position Number	60014557
Agency Website	

Job Description

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

The Scientific Programmer will be a member of the Seasonal and Marine Applications Team in the Research Program. This team is responsible for developing applications to support the delivery of climate and marine services from synoptic to multi-year timescales in response to identified needs from internal and external customers. This work is in collaboration with other seasonal prediction, ocean modelling and Applications Science section teams within Research as well as more broadly R2O, Community Services and the Business Solutions Groups.

This position will assist in advancing the use of multiweek and seasonal climate predictions from the ACCESS-S coupled-model forecast system. The successful applicant will lead, develop, implement, and document computing software applications associated with archiving, accessing, analysing and web display of hindcast archives and real-time predictions from ACCESS-S. These functions will require expertise across the broad range of computing systems and software employed within the Bureau, including Unix servers, PCs, supercomputers, and in advanced web and visualization software and programming languages.

The work at this level includes participating in the co-operative development, modification and/or maintenance of complex computer systems and numerical programs for forecast archival, analysis, verification and web display of forecast products and the provision of broad IT support for the Science to Services Program. Persons working at this level will have sound computing expertise with several programming languages and operating systems. This role also involves complex numerical and statistical calculations and hence the person will possess advanced knowledge of mathematics and/or physical science. They are expected to have well-developed liaison and communication skills in order to represent the groups IT needs in planning activities, interface to external stakeholders, as well as an ability to set priorities and provide recommendations on the allocation of computing resources.

Duties

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

1. Contribute and lead components of the development of computing and information technology systems for efficient archival, analysis, and web display of multiweek and seasonal climate predictions and prediction products from the ACCESS-S forecast system.
2. Implement effective, leading-edge solutions for processing, analysing, verifying, and visual display of multiweek and seasonal climate predictions and prediction products and other voluminous climate data sets with a variety of programming languages and computing tools.
3. Provide leadership and support for the Seasonal and Marine Applications Team IT needs, including documentation and technical advice for computing on the full range of the Bureau platforms (desktop, mainframe and super computer), and represent the group's needs on relevant committees and negotiations.
4. Comply with all Bureau work, health and safety policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

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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To Apply

Position Contact	Andrew Marshall, NA
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0714095

Bureau of Meteorology

Closing Date: Thursday 10 November 2022

Data and Digital
Observing Systems and Operations

Job Title	Asset Management Technical Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Darwin NT, Perth WA, Adelaide SA, Hobart TAS
Salary	\$102,777 - \$115,768
Classification	Executive Level 1
Position Number	60016558
Agency Website	

Job Description

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

The Bureau's observing network assets portfolio is distributed across 12,500 sites covering all states and territories of Australia and other jurisdictions. Observing network assets include, but are not limited to, Radars, Automatic Weather Stations, Tsunami Boys, Rain Gauges and other measuring apparatus. The Asset Management Technical Officer will assist with the establishment and development of the Bureau's new asset management capability to ensure the efficient and effective lifecycle management of the Bureau's observing network asset portfolio.

With their experience using and supporting Maximo or similar Enterprise Asset Management systems, the Asset Management Technical Officer will provide support and assistance to the broader asset management and operational teams. This assistance will extend to business and technical support, report and other configuration activities, maintenance of data integrity and participation in system uplift projects.

A key measure of success will be the organisational adoption of an asset management culture involving the uptake and utilisation of the Enterprise Asset Management system, adherence to relevant policies and plans and the establishment of an environment that fosters collaboration and communication. The Asset Management Technical Officer will assist in this culture shift through the provision of guidance and training support to the wider organisation, the promotion of the asset management framework and strong collaboration with SMEs and asset owners.

Using their asset management experience and commercial acumen, the Asset Management Technical Officer will be called upon to

assist in the annual strategic planning cycle. This will involve provision of data and insight analysis for asset maintenance programs and budget setting.

Whilst the initial focus of this position will be the Bureau's observing network assets portfolio, the role may be expanded in future to include a diverse and significant asset base, including property and facilities, ICT, software and intangible assets such as IP and models.

Duties

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

User Support

1. Communicate and provide solutions to system users on both technical and operational support matters.
2. Identify areas for improvement for usability and system performance and translate business needs into technical requirements.
3. Assist with the development of Asset Management training collateral in collaboration with the Bureau's Training Centre.
4. Support the adoption of an Asset Management culture through process reinforcement and ongoing guidance to individual users and user groups.

Stakeholder Communication

5. Create relevant reports for asset performance and data integrity. using EAMS, other data sources, and reporting tools (e.g. PowerBI) as appropriate.
6. Coordination of end-to-end processes including the integration and / or maintenance of other related systems.
7. Provision of advice and recommended actions to the National Asset Manager
8. Update and maintain system documentation and user manuals.
9. Liaising with stakeholders to achieve Asset Management team outcomes.

Maintenance and Data Integrity

10. Creation and maintenance of asset hierarchies.
11. Review technical information and asset configuration to build or verify asset structures.
12. Defining and adhering to data standards in relation to data capture and data management.
13. Confirm equipment specification and identification information through field validation.
14. Update Location records to reflect current Location operating status.
15. Create and maintain asset records:
 - o Review vendor / project information to verify asset records.
 - o Update asset records to reflect asset moves and configuration changes.
 - o Create and maintain Job Plans.
16. Liaise with operational areas to consolidate and optimise Job Plans.
17. Establish and communicate the budget impact for new or changed Job Plans.
18. Update Master Data in EAMS, MDM and legacy systems as appropriate.

Eligibility

An associate diploma from an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR Relevant experience and training, which enables the employee to competently perform the duties at this level; OR Other comparable qualifications, which are appropriate to the duties.

Notes

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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	Chris McCabe, 0499 016 901
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0714106

Bureau of Meteorology

Closing Date: Thursday 10 November 2022

Enterprise Services
Organisational Development

Job Title	People Connect Advisor / Graduate Coordinator
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Broadmeadows VIC
Salary	\$76,553 - \$83,433
Classification	APS Level 5
Position Number	60017760
Agency Website	

Job Description

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

As part of the Organisational Development (OD) Program, the People Connect Advisor / Graduate Coordinator is a member of the People Connect team responsible for Human Resource (HR) advice and services. Additionally, the position is responsible for timetable coordination for the Graduate Diploma in Meteorology, a ten-month accredited program conducted in the Bureau of Meteorology Training Centre (BMTC).

PEOPLE CONNECT ADVISOR ROLE

The People Connect Advisor will be the first point of contact to review, triage and resolve HR ticket enquiries in the Cherwell

Service Management tool. As a key member of the People Connect team, they will enable and deliver an outstanding end user experience for Bureau staff and people managers, through the provision of HR advice and initiatives, reporting, quality assurance of payroll activities and HR data and system improvement initiatives.

The Advisor will need to have knowledge of:

- Recruitment policies, procedures and requirements – including onboarding and offboarding processes
- Pay and conditions including leave, allowances and general employee relations processes
- Analyse and update SAP HR data, assist with the identification of patterns and trends analysis of enquiries to support improvements to HR self-service products and services

GRADUATE COORDINATOR ROLE

The Graduate Coordinator will be responsible for timetabling the Bureau's Graduate Diploma in Meteorology, a ten-month accredited program attended by personnel from the Bureau, Royal Australian Navy, overseas National Meteorology and Hydrological Services and private meteorological providers. They will deliver an outstanding experience to teaching staff and graduates, through the provision of timetabling (including monitoring teaching staff availability, overtime, Temporary Assignment of Duties, and contract processing) and the onboarding and offboarding of graduates.

The Coordinator will need to have knowledge of:

- Advanced use of Microsoft Excel to facilitate timetabling (or other timetabling solution)
- Recruitment policies, procedures and requirements – including onboarding and offboarding processes

GENERAL

The People Connect Advisor / Graduate Coordinator reports directly to a People Connect Lead, with guidance from BMTC on support required for the Graduate Diploma in Meteorology, and is required to work closely in a team-based environment, with members of People Connect, BMTC and broader OD Program. The Advisor will contribute to the OD Service Delivery model through provision of advice, contributing to business improvement initiatives, may need to assist with the implementation and review of systems and the development of tools, policies and procedures.

The Advisor / Coordinator will be highly knowledgeable in the use of Microsoft Excel (or other timetabling solutions), APS pay, conditions, and/or recruitment/payroll functions, have a strong SAP HR background, well developed communication skills and the ability to provide a strong, professional customer service.

The Advisor / Coordinator works collaboratively, follows process and procedures, and is reasonably autonomous, exercising a degree of independent judgement in making decisions within defined parameters. They provide advice that requires reliance on specialist HR skills, knowledge and expertise to resolve issues and enhance the customer experience. The People Connect Advisor / Graduate Coordinator plans their work in the context of competing priorities and contributes to and implements changes in workplace practices as required.

Duties

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

1. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.
2. Coordinate the timetabling for the Graduate Diploma in Meteorology, including non-BMTC staff availability for marking and supervision, and arranging payment for TADs, contracts, and paid overtime.
3. Assist with onboarding and offboarding of graduates onto the Graduate Diploma in Meteorology.
4. Understand and comply with legislation, industrial awards and their application by maintaining an up-to-date technical expertise and knowledge base through reviewing Recruitment, Payroll and HR policies, process and procedures.
5. To provide a professional first point of contact service for responding, resolving and escalating of HR enquiries and /or incidents, using an early intervention approach, in line with established KPIs and best practice. Ensuring all HR tickets are correctly classified, categorised and recorded in the digital Cherwell Service Management tool
6. Ensure all customer interactions are logged using the service management tool (Cherwell) to manage workflow and recording all policy advice to employees to resolve enquiries/incidents. Facilitate further escalation of more complex tickets and work closely with OD/HR subject matter experts and multi-disciplinary teams.
7. Access and maintain processes in Acendre through the Bureau's Management Tool (BOMCareers) and conduct associated tasks in line with APS Jobs.
8. Assist the People Connect Team Lead to collect, monitor, analyse and escalate ticket patterns and trends, to inform and deliver innovative initiatives contributing to continuous improvement of products and services and change.

9. Develop and maintain internal and external relationships, whilst contributing to service excellence and support, while assisting in the promotion and engagement of employee self-service, digital channels and change.

10. Work productively under limited direction and minimal supervision on moderate to complex work, priorities and self-managed workload.

Eligibility

Tertiary qualification in Human Resources, AHRI Certification, Business, Customer Service, Organisational Psychology or a related discipline; or relevant experience will be highly regarded.

Notes

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To Apply

Position Contact	Kate Summers, NA
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Australian Commission for Law Enforcement Integrity

Closing Date: Thursday 10 November 2022

Corporate and Governance
Property and Security

Job Title	Senior Security Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT
Salary	\$83,589 - \$96,023
Classification	APS Level 6
Position Number	1117
Agency Website	https://www.aclei.gov.au/acleis-role

Job Description

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

Under the direction of the Assistant Director Security and Property (ACLEI's Agency Security Advisor) the successful candidate will contribute to ACLEI's security arrangements as required by the Protective Security Policy Framework and support the management of ACLEI's property and facilities.

Duties

Key activities of this position include:

- Management of personnel security matters including:
 - clearances and liaison with AGSVA
 - security related processes for on-boarding employees
 - security passes for all ACLEI sites.
- Management of all electronic security systems across the agency including CCTV, electronic access control, electronic key safes, safes and containers and intruder detection.
- Undertaking security risk assessments relating to physical and personnel security and site inspections of agency facilities and infrastructure.
- Contributing to the agency's security governance and the security policies and procedures that support ACLEI's protective security obligations.
- Providing guidance to staff and developing instructional materials on all aspects of protective security, including development and presentation of security awareness training for ACLEI.
- Undertaking security investigations in response to any security breaches or incidents.
- Liaison with relevant stakeholders within the agency, external agencies and security agencies on matters relating to ACLEI's security, property and facilities.
- Managing security and property projects and contracts
- As a member of the Security and Property team, assist with the property management function as required.

ACLEI is a small agency. In addition to these activities, from time to time you may be asked to undertake tasks that are outside your usual span of duties but that are within the range of your

capabilities.

Eligibility

Employment with ACLEI is subject to the following conditions:

- Citizenship – applicants must be an Australian Citizen.
- Security Clearance – this is a Designated Security Assessment Position (DSAP). The occupant of this position must obtain and retain an AGSVA security clearance to the specified level.
- Suitability assessment - ACLEI 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 any new ongoing engagement to 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 disability.

We will accommodate requests for reasonable adjustment for people with disabilities to assist in the application process and if successful, with the inherent requirements of the position. **Notes**

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

- competitive rates of pay and 15.4% superannuation
- 14 weeks paid parental leave
- 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
- access to studies assistance.

ACLEI provides a service allowance of \$1,774 per annum (pro-rata for part-time) to non-SES employees which acknowledges the special requirements of working in ACLEI. 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>

About the Australian Commission for Law Enforcement Integrity

ACLEI is an agency within the Attorney-General's Portfolio, established to support the Integrity Commissioner in carrying out his or her responsibilities for detecting and preventing corrupt conduct, and investigating corruption issues, in prescribed Australian Government agencies with law enforcement functions. The Integrity Commissioner has extensive powers, including the ability to hold hearings, and ACLEI operations staff are able to use a range of law enforcement powers to assist in the Integrity Commissioner's investigations.

To Apply

Position Contact	Donna Ironfield, 0427 011 908
Agency Recruitment Site	https://aclei.nga.net.au/cp/

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Attorney-General's

Vacancy VN-0713842

Australian Federal Police

Closing Date: Wednesday 23 November 2022

Chief Operating Officer
Chief Financial Officer Infrastructure and Logistics

Job Title	Project Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$110,255 - \$118,085
Classification	Executive Level 1
Position Number	10763
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/10763/>

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

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra mandatory leave rest days per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 16 weeks of paid maternity leave (after 12 months of service) + an additional 36 weeks of maternity leave without pay
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Access to ongoing training and development to support ambitions

What is the role?

Infrastructure Projects is responsible for the delivery of the organisations key capital works program including, but not limited to, refurbishment and fit out projects nationally. The role of Project Manager, Infrastructure Projects working to the Senior Team Leader and Coordinator of Infrastructure Projects is to initiate, plan, implement and finalise these projects within time, budget, scope and resourcing constraints and expectations. This delivery is achieved through establishing and leading projects under AFP governance framework, and delivering project outcomes through direct management of external contracts, including management, design and construction contracts and other contractors.

The successful candidate will have the ability to manage projects and their respective stakeholders across a range of levels and disciplines, excel under pressure, demonstrate an excellent ability to make sound decisions and use judgement across a range of issues. Lead and mentor a team. They will also have contemporary experience in project management of capital works and have strong expertise in stakeholder engagement, management and negotiation. This position works in a fast-paced environment and requires the capacity to think strategically, identify opportunities and prioritise effort. It, therefore, requires a proactive and pragmatic attitude and high levels of organisational skills, self-drive and initiative. They will be able to manage risk and work effectively under pressure in a changing environment, to deliver high-quality advice and outcomes.

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

Duties

What will you do?

- Manage the development, delivery and implementation of capital works projects, including full accountability for time, cost and quality outcomes.
- Engage with key stakeholders and form project specific relationships, to manage project outcomes in a successful and collaborative environment.
- Manage project procurement activities and participate in the negotiation of contracts and agreements, relating to the capital works projects.

- Lead, mentor and develop staff within the team.
- Provide the Team Leader, Coordinator and AFP Senior Management with high quality advice and provide progress reports/briefings on capital works projects.
- Pursue, develop and nurture internal and external professional networks and collaborative working relationships to ensure the efficient and effective management of the AFP's capital works projects.
- Maintain accurate records and comply with the reporting and other regulatory requirements of Government.
- Contribute to the development, implementation and evaluation of accommodation solutions, principles, standards and policies, in order to achieve efficient and optimal use of AFP premises and resources.
- Represent the AFP at various internal/external committee and stakeholder meetings.

Eligibility

Essential requirements

- You must be an Australian Citizen.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Minimum of five (5) years' experience in a like or related field.
- Demonstrated experience in delivering capital works, including refurbishments and fit out projects.
- Certificate IV in Project Management or other project management qualification.
- Demonstrated ability to lead a team.

Desirable requirements

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

- Has contemporary knowledge and experience relevant to the role including team leadership.
- Demonstrated understanding of Government procurement policies and legislation.

Notes

This is an AFP Band 7 position based in Canberra, ACT.

As part of your application you will be required to submit the following documents via the AFPs Recruitment System (MyCareer) prior to the closing date and time:

- Resume/CV
- Applicant [pitch](#) (maximum one page). Ensure your pitch tells us why you are the best fit for the role, addressing the selection criteria and [work level standards](#) for the role.
- External applicants please ensure you meet our employment suitability and COVID-19 vaccine requirements before submitting an application.

Only complete applications will be considered. Good luck with your application!

About the Australian Federal Police

As Australia's national policing agency, the AFP is a key member of the Australian law enforcement and national security community, leading efforts to keep Australians and Australian interests safe both at home and overseas. The AFP also has

responsibility for providing community policing services to the Australian Capital Territory and Australia's territories, including Christmas Island, Cocos (Keeling) Islands, Norfolk Island and Jervis Bay

To Apply

Position Contact	Jacque Stirling, 02 5126 6484
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/10763/

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Attorney-General's

Vacancy VN-0713851

Australian Federal Police

Closing Date:Wednesday 23 November 2022

Job Title	Senior Project Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$118,085 - \$128,535
Classification	Executive Level 1
Position Number	10769
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/10769/>

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

Working for the AFP provides you with a diverse and rewarding career. Whether you immerse

yourself in a position on the frontline, or provide critical operational or professional support, the work you do makes a big impact to the people of Australia.

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra mandatory leave rest days per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 16 weeks of paid maternity leave (after 12 months of service) + an additional 36 weeks of maternity leave without pay
- Generous salaries and incremental salary progression governed by the [AFP Enterprise Agreement](#)
- Flexible and hybrid working arrangement that provides work/life balance
- Access to ongoing training and development to support ambitions

What is the role?

Infrastructure Projects is responsible for the delivery of the organisations key capital works program including, but not limited to, refurbishment and fit out projects nationally. The role of Senior Project Manager, Infrastructure Projects working to the Coordinator of Infrastructure Projects is to provide strategic leadership and initiate, plan, implement and finalise these projects and programs within time, budget, scope and resourcing constraints and expectations. This delivery is achieved through establishing and leading projects under AFP governance framework, including through effective team leadership and delivering project outcomes through management of external contracts, including management, design and construction contracts and other contractors.

The successful candidate will also be a Senior Team Leader and have the ability to lead a team as well as projects and programs with key stakeholders across a range of levels and disciplines, excel under pressure, demonstrate an excellent ability to make sound decisions and use judgement across a range of issues. They will also have contemporary experience in program and project management of capital works and have strong expertise in stakeholder engagement, management and negotiation. This position works in a fast-paced environment and requires the capacity to think strategically, identify opportunities and prioritise effort. It, therefore, requires a proactive and pragmatic attitude and high levels of organisational skills, self-drive and initiative. They will be able to manage risk and work effectively under pressure in a changing environment, to deliver high-quality advice and outcomes.

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

Duties

What will you do?

- Manage the development, delivery and implementation of capital works programs and projects, including full accountability for time, cost and quality outcomes.
- Lead, mentor and develop staff within the team.

- Engage with key stakeholders and form project specific relationships, to manage project and program outcomes in a successful and collaborative environment, including strategic relationships with the Department of Finance and Parliamentary Works Committee.
- Manage project procurement activities and participate in the negotiation of contracts and agreements, relating to the capital works projects including understanding and applying Commonwealth government capital works process and regulatory requirements.
- Provide the Coordinator and AFP Senior Management with high quality advice and provide progress reports/briefings on capital works projects.
- Pursue, develop and nurture internal and external professional networks and collaborative working relationships to ensure the efficient and effective management of the AFP's capital works projects.
- Maintain accurate records and comply with the reporting and other regulatory requirements of Government.
- Contribute to the development, implementation and evaluation of accommodation solutions, principles, standards and policies, in order to achieve efficient and optimal use of AFP premises and resources.
- Represent the AFP at various internal/external committee and stakeholder meetings.

Eligibility

Essential Requirements

- You must be an Australian Citizen.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Demonstrated experience in delivering capital works, including refurbishments and fit out programs and projects.
- Diploma in Project Management or other project management qualification.
- Minimum of seven (7) years' experience in a like or related field.
- Demonstrated ability to lead a team.

Desirable Requirements

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

- Have contemporary knowledge and experience relevant to the role including leadership, cost management, stakeholder engagement and risk management.
- Demonstrated understanding of Government procurement policies and legislation.

Notes

This is an AFP Band 8 position based in Canberra

Application Information

As part of your application, you will be required to submit the following documents via the AFPs Recruitment System (MyCareer) prior to the closing date and time:

- Resume/CV
- Applicant [pitch](#) (maximum one page). Ensure your pitch tells us why you are the best fit for the role, addressing the selection criteria and [work level standards](#) for the role.
- External applicants please ensure you meet our employment suitability and COVID-19 vaccine requirements before submitting an application.

Only complete applications will be considered. Good luck with your application!

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To Apply

Position Contact	Jacque Stirling, 02 5126 6484
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/10769/

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Attorney-General's

Vacancy VN-0713854

Australian Federal Police

Closing Date: Wednesday 09 November 2022

People & Culture Command
Manager Shield Strategy & Capability

Job Title	Team Leader SHIELD - Procurement & Contract Management
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$110,255 - \$118,085
Classification	Executive Level 1
Position Number	10773
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/10773/>

Applications are sought from suitably qualified applicants wishing to be considered for the role of Team Leader SHIELD Procurement & Contract Management.

The core focus of SHIELD within the AFP is to deliver holistic health services to support the physical and mental health of all AFP personnel whilst identifying and minimising the risk of injury and harm to them and their families. SHIELD improves the way the AFP protects and supports the health and wellbeing of personnel with targeted prevention strategies and programs to address the stressors and threats associated with policing. SHIELD propels the AFP to a preventative, forward leaning, and face-to-face health service delivery in support of enhancing operational performance.

SHIELD is looking for a highly motivated and organised candidate who is able to work effectively to deliver procurement expertise to enable value for money and compliance across AFP SHIELD procurement and contract management activities. The team manages various health contracts across the procurement lifecycle

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

As a Team Leader SHIELD Procurement & Contract Management you will be pivotal in developing people, managing change and influencing behaviours that cultivates a culture that respects the perspectives, talents and value of individuals. Leveraging off your Commonwealth procurement experience, you will drive innovative and flexible procurement outcomes that are required to enable SHIELD service delivery both now and into the future.

This position requires a highly a motivated individual who is able to work effectively in a busy and demanding environment. Role responsibilities are delivered consistently to AFP Band 7 Work Level Standards. Please note this role is located in Canberra, ACT.

Duties

The Team Leader, SHIELD Procurement & Contracts leads a team who is responsible for a variety of procurement, contracting and project management functions. The role requires a highly motivated individual who is able to work effectively in a busy and demanding environment.

The role requires:

- Deliver procurement compliance and advisory services for complex procurement activities in line with relevant Commonwealth procurement legislative frameworks, rules and guidance
- Develop and review AFP procurement documentation.
- Maintain currency with relevant Commonwealth procurement legislative frameworks, rules and guidance.
- Actively maintain SHIELD procurement governance, practices and related documentation in line with legislative changes and policy.

- Demonstrated ability to manage the key elements of the development, delivery and implementation of SHIELD's contract procurement and management plan, including accountability for time, cost and quality outcomes.
- Demonstrated ability to build and maintain effective relationships based on trust and respect to influence professional practices.
- Sound negotiation, risk management and decision making skills.

Eligibility

Essential Requirements

- You must be an Australian Citizen.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Relevant qualification or extensive experience and knowledge in area of expertise.
- Demonstrated experience in managing activities across the procurement lifecycle with an emphasis on complex and high value health related contracts.
- Demonstrated experience in effectively managing complex and strategic contracts.
- Demonstrated ability to lead a team.

Notes

This role is an AFP Band 7 and located in Canberra ACT

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To Apply

Position Contact	Sirpa Salminen, (02) 5126 5070
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/10773/

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Attorney-General's

Vacancy VN-0713931

Australian Federal Police

Closing Date: Wednesday 23 November 2022

Operational Science & Technology

Job Title	Cloud Support Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Adelaide SA, Melbourne VIC, Perth WA
Salary	\$110,255 - \$118,085
Classification	Executive Level 1
Position Number	10723
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/10723/>

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- 18 days of paid personal leave per year
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- 16 weeks of paid maternity leave (after 12 months of service) + an additional 36 weeks of maternity leave without pay
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Access to ongoing training and development to support ambitions

What is the role?

Applications are sought from suitably qualified applicants wishing to be considered for the role of Cloud Support Engineer.

The Cloud Enablement Services Team within the Operational Science & Technology portfolio is responsible for the delivery and maintenance of a range of cloud capabilities that directly supports collaboration across the organisation, delivers cloud based solutions to support operational and business outcomes. The team is a multi-disciplinary team focused on delivering business value and continuous improvement by leveraging innovative cloud based services. **Duties**

Roles and responsibilities of the team include:

- Providing operational support and technical advice through the development, deployment, and maintenance of cloud based services.
- Understanding of Automation principles and its use to support and manage a hybrid cloud environment.
- Troubleshoot incidents, identify root cause, fix and document problems, and implement preventive measures.
- Employ exceptional problem-solving skills, with the ability to see and solve issues before they affect business productivity.
- Collaborating across multiple teams within Operations Technology and the business to evaluate and identify optimal cloud solutions.
- Managing cloud environments in accordance with Information Security Manual (ISM) and Protective Security Policy Framework (PSPF).
- Implementing and supporting Public PROTECTED Cloud environments such as Microsoft Azure and/or Amazon Web Services, Google Compute Platform.
- Proactive approach to documenting all output of learning, development, testing and operation activities.

Eligibility

- Must be an Australian Citizen
- Relevant formal qualifications from a recognised tertiary institution, or demonstrated equivalent skills and experience.
- Proven experience across Microsoft solutions such as Microsoft Azure, M365 and Teams
- Understanding of automation frameworks and tools such as Ansible and Terraform
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one

Desirable Requirements

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

- Microsoft Azure and/or Amazon Web Services certifications

Notes

This position is an AFP Band Level 7.

About the Australian Federal Police

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To Apply

Position Contact	Chris Culloden, 02 5126 3581
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/10723/

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Attorney-General's

Vacancy VN-0713933

Australian Federal Police

Closing Date: Wednesday 23 November 2022

Operational Science & Technology

Job Title	Cloud Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Perth WA, Sydney NSW, Brisbane QLD, Adelaide SA, Melbourne VIC
Salary	\$118,085 - \$128,535
Classification	Executive Level 2
Position Number	10713
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/10713/>

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- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
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- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 16 weeks of paid maternity leave (after 12 months of service) + an additional 36 weeks of maternity leave without pay
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Access to ongoing training and development to support ambitions

What is the role?

Applications are sought from suitably qualified applicants wishing to be considered for the role of Cloud Engineer.

The Cloud Enablement Services Team within the Operational Science & Technology portfolio is responsible for the delivery and maintenance of a range of cloud capabilities that directly supports collaboration across the organisation, delivers cloud based solutions to support operational and business outcomes. The team is a multi-disciplinary team focused on delivering business value and continuous improvement by leveraging innovative cloud based solutions. **Duties**

Roles and responsibilities of the include:

- Providing operational support and technical advice through the development, deployment, and maintenance of cloud based solutions.
- Driving an Automation first approach, developing and documenting best practices and strategies for application and infrastructure delivery in a hybrid cloud environment.
- Troubleshoot incidents, identify root cause, fix and document problems, and implement preventive measures.
- Employ exceptional problem-solving skills, with the ability to see and solve issues before they affect business productivity.
- Collaborating across multiple teams within Operations Technology and the business to evaluate and identify optimal cloud solutions.
- Managing cloud environments in accordance with Information Security Manual (ISM) and Protective Security Policy Framework (PSPF).
- Implementing and supporting Public PROTECTED Cloud environments such as Microsoft Azure and/or Amazon Web Services, Google Compute Platform.
- Maintenance and enhancement of platform architecture and sustainment of Public PROTECTED Cloud environments such as Microsoft Azure, M365 and/or Amazon Web Services, Google Compute Platform.
- Proactive approach to documenting all output of learning, development, testing and operation activities.

Eligibility

- You must be an Australian Citizen.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one
- Relevant formal qualifications from a recognised tertiary institution, or demonstrated equivalent skills and experience.
- Demonstrated experience across Microsoft solutions such as Microsoft Azure, M365 and Teams
- Understanding of automation frameworks and tools such as Ansible and Terraform
- Understanding of governance frameworks and principles in a cloud environment

Desirable Requirements

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

- Microsoft Azure and/or Amazon Web Services certification

Notes

This position is an AFP Band Level 8.

About the Australian Federal Police

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To Apply

Position Contact	Chris Culloden, 02 5126 3581
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/10713/

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Attorney-General's

Vacancy VN-0714075

Australian Federal Police

Closing Date: Wednesday 09 November 2022

Asia Pacific Group
Technical Assistance and Training Team Pacific Technical Assistance Team

Job Title	Deputy Director, Asia Pacific Group
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$110,255 - \$118,085
Classification	Executive Level 1
Position Number	10470
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/10470/>

The [Asia/Pacific Group on Money Laundering \(APG\)](#) is an inter-governmental organisation founded in 1997. The APG is the FATF-style regional body for the Asia/Pacific region, where 41 member jurisdictions have come together to implement the international standards against money laundering, terrorist financing and financing the proliferation of weapons of mass destruction. To achieve this goal, the APG works collaboratively with FATF and other regional and international organisations.

The APG is celebrating its 25th year in 2022 and the Secretariat is filling multiple vacancies in order to strengthen support for its members well into the future.

The APG Secretariat prides itself on a collaborative and inclusive environment where Deputy Directors have a high degree of autonomy and input.

The APG Secretariat supports APG members and serves as a focal point for APG activities in providing secretariat services to APG members, the co-chairs and APG committees. The APG Secretariat is hosted by the Australian Federal Police in Sydney, Australia.

The core activities of the APG Secretariat include:

- Coordinating and leading mutual evaluations of APG members
- Coordinating technical assistance and training with donors and providers
- Providing expertise and research on money laundering, terrorist financing and financing the proliferation of WMD
- Providing advice and information to, and linkages between, international and regional agencies (especially financial, legal and law enforcement agencies) on AML/CFT/CPF matters
- Organising and contributing to APG events and projects and attending and contributing to FATF events and projects
- Establishing and maintaining effective working relationships with relevant international and regional organisations

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra mandatory leave rest days per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 16 weeks of paid maternity leave (after 12 months of service) + an additional 36 weeks of maternity leave without pay
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Access to ongoing training and development to support ambitions

What is the role?

Applications are sought from suitably qualified applicants wishing to be considered for the role of Deputy Directors to further strengthen the APG's priority AML/CFT programmes.

The APG Secretariat is a small dynamic team hosted by the AFP in Sydney and Canberra. Deputy Directors work on priority AML/CFT projects and issues across the region as part of multi-jurisdictional and multi-disciplinary teams. The APG Secretariat is a collaborative and inclusive environment where Deputy Directors have a high degree of autonomy, responsibility and leadership roles.

APG Deputy Directors provide leadership at international, regional, jurisdictional and sectoral levels. The position contributes at a high level to multi-jurisdictional and multi-disciplinary teams. APG Deputy Directors represents the APG at regional and international forums.

APG Deputy Directors work with all Secretariat staff, APG Co-Chairs, committee co-chairs, heads of delegations and the widest range of APG stakeholders to achieve the Secretariat's goals.

The position of APG Deputy Director encompasses a high degree of liaison with regional and international organisations as well as a culturally and functionally diverse range of officials across the Asia/Pacific. Moreover, Deputy Directors regularly interact with the FATF and with government agencies in the host jurisdiction (Australia), including the AFP, AUSTRAC, Commonwealth Attorney General's Department, DFAT and others.

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

Duties

APG Deputy Directors produce high quality work in line with the APG's Business Plans and strategic priorities by:

- providing professional leadership in, and improving the quality of assessments, research, training and advice;
- managing projects relating to AML/CFT/CPF policy, implementation and research;
- enhancing the skills of colleagues through effective peer review and mentoring;
- ensuring that key stakeholders (internal and external) are effectively managed and supported to achieve APG business; and
- identifying strategic issues and matters of concern to the APG.

Eligibility

Essential Requirements

- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one
- A relevant university degree related to legal, law enforcement, international relations or finance
- At least 5 years' project management / policy experience
- Well-developed analytical and research skills
- Advanced written and oral communication to a wide range of audiences
- English language fluency at a professional level

Notes

This is an AFP Band 7 position.

As part of your application you will be required to submit the following documents via the AFPs Recruitment System (MyCareer) prior to the closing date and time:

- Resume/CV
- Applicant [pitch](#) (maximum two pages). Ensure your pitch tells us why you are the best fit for the role, addressing the selection criteria and [work level standards](#) for the role.
- External applicants please ensure you meet our employment suitability and COVID-19 vaccine requirements before submitting an application.

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To Apply

Position Contact	David Shannon, 02 5126 3000 or +61 418 110 607
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/10470/

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Attorney-General's

Vacancy VN-0714096

Australian Federal Police

Closing Date: Wednesday 09 November 2022

Chief Operating Officer
Chief Learning Officer Investigations and Operational Learning

Job Title	Team Member, Strategic Coordination Team
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$78,467 - \$92,243
Classification	APS Level 5
Position Number	10800
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/10800/>

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- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
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- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 16 weeks of paid maternity leave (after 12 months of service) + an additional 36 weeks of maternity leave without pay
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Access to ongoing training and development to support ambitions

What is the role?

Applications are sought from suitably qualified applicants wishing to be considered for the role of Team Member, Strategic Coordination Team.

The Strategic Coordination team sits within the Learning and Development Command, providing a central management point for Investigations and Operational Learning (IOL) and Policing Development and Innovation (PD&I) business activities and utilises its diverse capabilities to deliver strategic output and advice.

As a member of the Strategic Coordination team you will be responsible for providing coordination and support on a range of strategic and emerging issues for IOL, PD&I and the Learning and Development Command more broadly. You will work closely with stakeholders to support the strategic priorities of the Learning and Development Command, including taking opportunities to work across teams.

To enable IOL and PD&I to deliver on their purposes, the Strategic Coordination team utilises internal capabilities as well as facilitating stakeholder engagement with key business partners to coordinate activities across the following (but not limited to):

- Ministerial
- Reporting obligations including annual reporting; ANZPAA reporting; ANAO reporting; KPI and adhoc reporting
- Strategic communications through development of key messaging
- Talent hunting and strategic workforce management
- Coordinating and value adding to the contribution of the Learning and Development Command strategic plan
- Provide strategic support and surge capacity to IOL training and projects

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

Duties

What will you do?

- Undertaking a range of operational support and administrative tasks for IOL and PD&I.
- Coordination and management of content, advice and briefings for various forums/audiences as well as provide secretariat support as needed.
- Regular engagement with stakeholders to ensure clear communication to coordinate the completion of tasks within agreed timeframes.
- Compilation of reporting to strategic forums.
- Build and maintain relationships with internal and external stakeholders.
- Adaptability to perform various duties in support of Learning and Development Command priorities.

Eligibility

Essential Requirements

- You must be an Australian Citizen.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Excellent communication and interpersonal skills.
- High level customer service skills.
- Ability to work effectively in a small team environment including sharing information with other team members.

Notes

This is an AFP Band 4 role based in Canberra

Application Information

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To Apply

Position Contact	Madi White, 02 5126 3176
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/10800/

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Attorney-General's

Vacancy VN-0714097

Australian Federal Police

Closing Date: Wednesday 09 November 2022

Operational Science & Technology

Job Title	Team Leaders - Cyber Security & Risk Branch
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$118,085 - \$128,535
Classification	Executive Level 2
Position Number	10700
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/10700/>

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- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 16 weeks of paid maternity leave (after 12 months of service) + an additional 36 weeks of maternity leave without pay
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Access to ongoing training and development to support ambitions

What is the role?

Applications are sought from suitably qualified applicants wishing to be considered for the role of Team Leaders - Cyber Security & Risk Branch

The AFP is seeking multiple Band 8 positions within the following cyber security teams:

- **Vulnerability Management and Cyber Threat Intelligence.** Responsible for identifying vulnerabilities, recommending rectification actions, conducting cyber threat intelligence collection, and reporting.
- **Security Operations and Hunt.** Responsible for monitoring and reporting security events and configuring security controls to maintain a secure network.
- **Incident Response and System Forensics.** Responsible for responding to and investigating security events, identifying security controls, conducting forensic artefact collection and malware reverse engineering.
- **Governance, Compliance and Report Writing.** Responsible for auditing AFP systems, ensuring risk controls are implemented and maintaining standard operating procedures, playbooks, and technical reports.
- **Educator and Staff Awareness.** Responsible for developing and delivering staff awareness and ICT administrator training programs.
- **Technical Design and Security Architects.** Responsible for advising and designing risk based secure system diagrams and overview documents.
- **Cyber Assurance.** Responsible for providing detailed cyber security advice to business areas and senior management concerning the requirements for achieving and maintaining a secure cyber posture at the AFP

Duties

Operational Science and Technology (OS&T) is the key enabling AFP Command that provides scientific and technological solutions to combat a crime and support operational members through innovative solutions that impact upon the criminal environment. The Cyber Security & Risk Branch within OS&T is responsible for:

Monitoring AFP networks using a comprehensive suite of enterprise tools;

- Responding to security breaches and resolving security incidents;
- Identifying, monitoring, and resolving security vulnerabilities;
- Analysing, developing, and reporting on technical and business cyber threat intelligence;
- Enabling risk management through developing and implementing risk plans and controls;
- Assessing systems and technologies to provide advice on system architecture and design;
- Developing security frameworks and policies based on senior management direction;
- Educating all staff on cyber security requirements and good practices;
- Ensuring appropriate procedures are established for handling and protectively marking information;
- Managing access to information;
- Ensuring the AFP IT systems are protected against unauthorised access or compromise; and
- Establishing a positive security culture where 'Cyber Security is everyone's responsibility'.

The key responsibilities for the Team Leaders may include:

- Responsible for ensuring that identified cyber security risks and treatments are monitored and mitigated to safeguard the systems in accordance with the Australian Government Security Standards;
- Resolving and responding to complex cyber security enquiries;
- Ensure a strategic and integrated approach to cyber-security practice and functions, with a focus on information management, staff development and risk-based decision making;
- Engage and manage contractors and consultants, as required, to contribute to the delivery of secure services and projects;
- Understand and comply with the agency risk management framework and relevant legislation, and contribute to the achievement of appropriate risk strategies. Guide others to identify and mitigate foreseeable risks; and

- Drive a collaborative and strategic approach to information and cyber security, constantly seeking innovative and value add solutions for the business and ensuring reliability and security of the AFP's working environment.

Eligibility

- You must be an Australian Citizen.
- **All.** Demonstrated stakeholder engagement skills being able to work collaboratively.
- **All.** Experience working in and understanding complex systems and scenarios.
- **All.** Demonstrated managerial experience and/or project delivery.
- **All.** Negative Vetting 1 Commonwealth security clearance or the ability to obtain one.
- **Vulnerability Management and Cyber Threat Intelligence.** Experience using vulnerability scanning tools, static and dynamic analysis tools or with undertaking open source and dark web intelligence.
- **Security Operations and Hunt.** Experience with enterprise management, security information and event management solutions, writing alerting rules, conducting hunt activities, and implementing alternate competing hypothesis or infection chain techniques.
- **Incident Response and System Forensics.** Experience with enterprise management, endpoint security tools, digital and mobile forensic tools, chain of custody, analysing artefacts and producing reports.
- **Governance, Compliance and Report Writing.** Experience in financial or IT auditing, using ISO27001 or NIST SP 800 series frameworks or technical writing.
- **Educator and Staff Awareness.** Experience developing course curriculums, defining course material, and delivering training within a VET environment.
- **Technical Design and Security Architects.** Experience with security architecture and system design including SABSA.
- **Cyber Assurance.** Experience in managing staff and resources across an enterprise ICT security network and developing and implementing strategies to protect AFP's networks and systems.

Desirable Requirements

- Tertiary qualification in an information technology discipline, such as,
 - Cyber Security, Computer Science, Networks and Information Systems, Engineering, or relevant industry experience.
- Experience securing a range of enterprise grade technologies, including cloud solutions.
- Industry recognised cyber security or vendor qualifications such as SABSA, CISSP, CISM or SANS.
- Cloud certifications or hands on experience.

Additional Information

The roles are intended to provide experience and skills to enable successful applicants to advance within functional streams or to move between AFP Cyber Security roles. **Notes**

This position is an AFP Band Level 8.

About the Australian Federal Police

As Australia's national policing agency, the AFP is a key member of the Australian law enforcement and national security community, leading efforts to keep Australians and Australian interests safe both at home and overseas. The AFP also has

responsibility for providing community policing services to the Australian Capital Territory and Australia's territories, including Christmas Island, Cocos (Keeling) Islands, Norfolk Island and Jervis Bay

To Apply

Position Contact	Michael Tabisz, 02 5126 3557
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/10700/

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Attorney-General's

Vacancy VN-0714104

Fair Work Commission

Closing Date: Thursday 10 November 2022

General Manager Branch Legal Counsel

Job Title	Legal Policy Advisor
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$89,938 - \$103,455
Classification	APS Level 6
Position Number	2157
Agency Website	https://www.fwc.gov.au/about-us/careers

Job Description

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

The Legal Policy Advisor will be accountable for providing high quality legal and policy advice and assistance as part of the Commission's Office of Legal Counsel.

The Legal Policy Advisor will have an in-depth knowledge and understanding of the Fair Work laws and in particular, the Commission's modern awards jurisdiction. They will develop and foster collaborative working relationships with a range of internal and external stakeholders, including with the Commission's senior leadership, proactively contribute to process improvement and behave with integrity; enabling them to build trust and communicate with influence.

The position reports to Legal Counsel and works under the direction of Legal Counsel and Senior Legal Counsel.

Duties

- Working with Legal Counsel, provide comprehensive, authoritative, practical, and impartial legal advice and assistance to the Commission's administration, President and Members regarding the Fair Work laws and tribunal operations.
- Support the Modern Awards team in delivering staff research and analysis for the President on technical and complex issues particular to the Commission as the national workplace relations tribunal, including procedural advice in relation to modern awards major cases.
- Use plain language to draft documents for the tribunal including staff discussion papers, Commission forms, procedures and resource materials and other complex and sensitive documents for internal and external use and/or publication.
- Contribute to consultation processes on legislative proposals and the implementation of amendments to the Fair Work laws (as relevant).
- Contribute to project or policy work for the General Manager or President, including by attending working group meetings and supporting the work of other teams.
- Identify opportunities for continuous improvement and demonstrate flexibility and responsiveness to changes in requirements and workplace practices, often within short timeframes.
- Build and sustain productive and influential relationships with a range of internal and external stakeholders to facilitate cooperation and ensure high quality support and services are delivered, objectives achieved, and future needs addressed.
- Perform other duties as directed by Legal Counsel.

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. The successful applicant must also be willing to undergo and satisfy a baseline security clearance from the Australian Government Security Vetting Agency (AGSVA), if required.

How to apply: Applications must be lodged online through the Commission's web-based e-recruitment system and include -

- a resume detailing your recent employment history, relevant to this position
- a copy of your university academic transcript; and
- a statement of claim of no more than 1000 words, highlighting through examples how your skills, knowledge and experience will be relevant to this position, 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 up to 18 months with the possibility of a further extension (up to a total period of 3 years) or becoming ongoing.

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

About the 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 2017- 2020.

To Apply

Position Contact	Samantha Mikkelsen, (03) 8656 4852
Agency Recruitment Site	https://fwc.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0714137

Federal Court of Australia

Closing Date: Thursday 17 November 2022

Job Title	IT Service Support Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Sydney NSW, Launceston TAS
Salary	\$76,560 - \$78,958
Classification	APS Level 5
Position Number	1851
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

The IT Service Support Officer is responsible for providing 1st level IT support to the Federal Court of Australia, Federal Circuit and Family Court of Australia and National Native Title Tribunal's (NNTT) judiciary and staff. The IT Service Desk is the initial point of call for users of IT services provided by the Information Technology section.

Primary responsibility is being the initial point of contact with clients of the Service Desk within a small team, which is part of a larger team delivering support to clients. The majority of work will entail answering of calls to the IT Service Desk and monitoring email and IT Service Portal queries. These interactions are to be logged in the IT Service Management tool (Ivanti Service Manager) where possible queries are to be resolved and where not possible escalated to other support teams.

Clients of the IT Service Desk include Judges, Registrars, Members and Registry staff along with external clients who utilise the Court's eApplications.

Duties

- Delivery of quality ICT support services to clients
 - Excellent communication skills, written and verbal
 - Ability to understand, troubleshoot
 - Understand IT policies and procedures
 - Provide support via phone, remotely and in-person
- Incident\Service Request Management
 - Recording of all incidents\service requests\problems in IT Service Management Tool
 - Management of individual work queue, as well as assist in team queue management
 - Creation of knowledge base articles for use by Judge's & Court staff and within IT
 - Technical skills to support clients working in a Microsoft environment on Windows 10 using MS Office 2016 suite.
 - User Administration: creation, deletion and modification of individual user accounts, email mailboxes utilising O365 administration
 - Deployment of Hardware, SOE, and approved software
- Teamwork and Leadership
 - Ability to work effectively within a geographically dispersed Service Desk within Australia
 - Contribute and working with other IT teams to achieve and ICT delivery goals.
 - Establish and maintain relationships with each registry, with particular focus to your location
 - Ongoing Training/Education and induction of clients and colleagues

Eligibility

Selection Criteria

1. Minimum of two years' experience in a Service Desk\Help Desk or ICT Support role. Demonstrating the ability to provide support remotely via telephone/email/instant messaging and physically onsite. Experience within a legal environment is desirable.
2. Demonstrated ability working with IT best practice based on ITIL, including the use of an ITIL compliant ITSM tool, Ivanti Service Manager is desirable. An understanding of IT security fundamentals and ensuring processes and policies are adhered to.
3. Proven high level analytical and problem-solving skills, including resolving issues with users working remotely out of the office. The capability to define issues, determine workarounds and the best course of action to address the issue.
4. Demonstrated ability to work both autonomously and as a member of a geographically dispersed team. This includes the ability to perform well under pressure, manage competing priorities, meeting deadlines, and contributing to team goals and resources (e.g., documentation creation).
5. Knowledge and ability to support the following technologies:
 - Microsoft Environment (Windows 10, Office 2016, Active Directory)
 - O365 Administration
 - Networking troubleshooting (DNS, proxy)

- Microsoft Teams
- Microsoft Always On VPN
- Citrix end-user and server support
- Video conferencing facilities (Cisco CUCM & TMS)
- Hardware deployment and maintenance (laptops, desktops, tablets, smartphone)
- Printer support and vendor engagement
- Dictation Devices & Applications (Olympus and Dragon Naturally Speaking)

Notes

Special Requirements

The IT Service Desk currently operates from 8AM EDT\EST to 5PM WST. Team members are rostered to provide appropriate coverage. Whilst primarily rostered hours will be between 08:00- 18:00 local time. If required to deliver support for project work, rural or interstate travel may be required.

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

About the Federal Court of Australia

The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the Federal Court of Australia Act 1976, the Federal Circuit and Family Court of Australia Act 2021 and the Native Title Act 1993, constitute a single Statutory Agency for the purposes of the Public Service Act 1999. Employees are engaged to work in support of the following courts or tribunal: • Federal Court of Australia, • Federal Circuit and Family Court of Australia, and • National Native Title Tribunal. Employees are covered by the Federal Court of Australia Enterprise Agreement 2018–2021. The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

To Apply

Position Contact	Ash Plummer, 03 8638 6666
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Defence

Vacancy VN-0713533

Department of Defence

Closing Date: Thursday 10 November 2022

Capability Acquisition and Sustainment Group
CASG Business Management

Job Title	Senior Systems Engineer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$108,195 - \$122,044
Classification	Executive Level 1
Position Number	CASG/07057/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=2DD33AED-C4A6-44BE-D7E1-C9039074598F>

Duties

The Role

Are you looking for the next career opportunity in a world class enterprise environment that brings together your management skills in engineering?

Do you value an inclusive, diverse and integrated workforce that supports work life balance and offers flexible working arrangements?

Secure your next role with us at Defence as an APS employee for job security and generous employment benefits including professional learning opportunities.

This exciting opportunity will suit an innovative Senior Systems Engineer who is looking to join a highly complex engineering environment to lead the corporate engineering function team that supports various branches within Capability Acquisition and Sustainment Group (CASG). The Senior Systems Engineer role leads the development and interpretation of good engineering processes, procedures, advice, guidance and training within CASG.

The role requires a wide breadth of engineering knowledge and enthusiasm to promote good engineering practice. A core requirement of the role is to be an advocate for Systems Engineering and Specialist Engineering fundamentals and their utilisation in an application context across CASG. It involves communicating and engaging stakeholders to influence the implementation of good engineering governance to deliver key milestones for the Defence material capability life cycle working closely with the Engineering and Technical function teams in each domain.

Key responsibilities will include:

- Lead, plan, deliver, maintain and evolve critical and complex engineering policy and practice and provide advice regarding its implementation under limited direction.
- Research and Implement relevant engineering knowledge and processes to deliver advancements to established engineering principles, techniques, methods and regulations.
- Work collaboratively, communicate effectively with internal and external stakeholders, and influence the work of teams to ensure successful delivery of project, system or platform outputs.
- Motivate and mentor developing engineers, aligning complementary skills and allocate resources in a manner that delivers results.
- Review technical and design documentation and standards and policy from projects and other services and groups.
- Evaluate engineering activities to understand critical factors for success and engage in continuous improvement.
- Encouraging a culture of knowledge-sharing through activities to promote good engineering practices and habits.

Although the role is primarily based in Canberra ACT; flexible work arrangements, including remote work out of non-ACT Defence bases, may be considered on case by case basis for the successful candidate.

About Our Team

The Function Delivery Branch within CASG is an integrated team comprising of Australian Public Service (APS), Australian Defence Force (ADF) and contractor personnel.

The Engineering and Technical (E&T) Function Centre supports the 2100 strong engineering and technical workforce to efficiently and effectively deliver Defence Capability to the warfighter. The team provides a range of enabling services to CASG E&T function members, most of whom work within Projects and Systems Program Offices to deliver and sustain capability to the ADF. Our E&T Function members are involved in the development and control of the requirements, design, construction, configuration, performance, verification, validation, maintenance and modification of a product; including activities such as the conduct of technical investigations, reviews, and assessment of designs, materiel and incident management.

Due to the wide and complex work our function members are faced it is the team's role to provide good practice policies, clear procedures, development opportunities, engaging advice, communicate and connect knowledge for function members.

Our Ideal Candidate

The Engineering and Technical Function within CASG is a world-leading complex enterprise with a heavy dependence on systems engineering and its people.

We are not only looking for a highly competent senior systems engineer but also looking for a team player who can drive engagement and innovation in the workplace. Our ideal candidate will come from a skilled engineering background with demonstrated experience and knowledge in managing effective engineering teams.

Key attributes and experience we are looking for:

- A sound understanding of systems engineering principles with a demonstrated ability to apply this in a complex product development and sustainment context.
- A proven track record in one of the engineering specialties – such as concept document definition, system safety, requirements engineering, product acceptance, and test and evaluation.
- Innovative and forward-leaning to solve problems in a large and multi-disciplined organisation with a diverse range of stakeholders, and with minimal directions.
- An experienced engineer who can lead and manage a small team to successful outcomes
- A confident communicator with excellent verbal and written communication skills.
- Experience in developing policy, process and application guidance in a defence or complex engineering environment.
- 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 or an equivalent technical qualification.
- The ability to meet the competency requirements of Chartered Professional Engineer (Engineers Australia), Registered Professional Engineer (Professionals Australia) or Fellow/Member of Royal Institution of Naval Architects, or Certified Systems Engineering Professional (CSEP) certification or equivalent and, demonstrated capacity and commitment to obtain such status within 12 months.

A merit pool will be established with suitable candidates to consider for similar vacancies over the next 12 months. **Eligibility**

Security Clearance:

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

Mandatory Qualifications

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>

About the Department of Defence

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

To Apply

Position Contact	Adnan Munshi, 02 5109 0067
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2DD33AED-C4A6-44BE-D7E1-C9039074598F

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Defence

Vacancy VN-0713603

Department of Defence

Closing Date: Thursday 10 November 2022

Security and Estate Group
Service Delivery Division

Job Title	Director of Estate and Land Management
Job Type	Full-Time, Ongoing
Location	Various locations - WA WA, various locations in QLD QLD, Various locations - ACT ACT, Various locations in NSW NSW, various locations in NT NT, Various locations in SA SA, Various locations - TAS TAS, various locations in VIC VIC
Salary	\$125,622 - \$150,785
Classification	Executive Level 2
Position Number	SEG/07225/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3E1DD8CD-A494-35A8-B68C-C903CBEAC2D7>

Duties

The Role

Life in our team is never dull. We deliver a broad range of services including our business as usual activities for the Defence Estate, as well as the occasional crisis response and everything in between.

We are looking for an enthusiastic, motivated and agile thinker to join our service delivery team. As the Director of Estate and Land Management in Estate Service Delivery (ESD) branch, you will have the opportunity to lead a team of professionals, ensure the provision of safe, functional and fit for purpose estate and facilities in support of Defence capability and focus on the strategic and operational requirements that must be met to deliver services across over 70 major bases, 25,000 buildings and 2 million hectares of land.

You will play an integral part in the oversight of the Base Services Contracts, working with the large private companies that hold these contracts and deliver all the services that ADF and APS use daily on Defence bases. These contracts are worth approximately \$2.4b per annum, and must be diligently managed to achieve maximum value for money for the Commonwealth.

About our Team

Our branch is one of three branches within Service Delivery Division (SDD) that provide essential, on-the-ground services and support to Defence personnel around Australia in SDD's three geographic Zones. We achieve job satisfaction through continuous improvement and the knowledge that we enable Defence personnel to achieve their mission through delivery of excellent services on Defence Bases. We also play a role in helping the Government achieve its strategic objectives, for example the establishment of a sovereign defence industry in Australia, and employment support to local communities through the subcontracting of Defence work to small-to-medium sized Australian businesses. One of the best things about our team is the variety of our work. Every day is different, with new challenges to solve and interesting work crossing our desks.

Our team delivers:

Customer Service

- We deliver services from cleaning to catering, construction to gardening, security to aircraft refuelling and lots more. We support every Defence base and site across Australia and strive for excellence in Service Delivery.

Crisis response

- Crises happen when you least expect - Our response to cyclones, floods, bushfires and the occasional global pandemic must be managed effectively to maintain the integrity of the Estate. We do it all at short notice including on weekends and late into the night when the situation demands it.

Collaboration

- To achieve the level of service delivery needed we work collaboratively with our industry partners – the ten Base Services contractors.

Our team works with representatives from industry to foster creativity and explore ideas that can improve service delivery for Defence bases.

Our Ideal Candidate

ESD prides itself on its positive, collaborative, and supportive workplace culture.

For us it's all about the team, and we want people who want to be a part of the culture we've created.

Our ideal candidate will enjoy working in a dynamic workplace on a wide variety of tasks.

The candidate will be energetic, and able to create and maintain positive working relationships with key Defence and private industry stakeholders.

Previous contract management experience is preferred along with an understanding of Defence's business, objectives, and strategic drivers.

Our ideal candidate will be pragmatic, decisive, and maintain a strong moral and ethical stance; this includes possessing the confidence to offer contrary advice for consideration. Strong communication skills and an ability to work with senior Defence leaders and represent the Director General for ESD is essential.

Most importantly, we're seeking a team-oriented person with a positive attitude who can navigate the occasional stresses of a busy role with good humour.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Maureen Greet, 02 510 92631
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3E1DD8CD-A494-35A8-B68C-C903CBEAC2D7

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Defence

Vacancy VN-0713626

Department of Defence

Closing Date: Thursday 10 November 2022

Naval Shipbuilding and Sustainment Group
Submarines

Job Title	Quality Control Officer
Job Type	Full-Time, Ongoing
Location	Rockingham WA
Salary	\$78,143 - \$83,700
Classification	APS Level 5
Position Number	NSSG/07307/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=42AE6D87-BA97-52A0-3318-C903CD1404DC>

Duties

The Role

The Collins Submarine Program within Capability Acquisition and Sustainment Group is responsible for the maintenance and programmed upgrade of Australia's Collins Class submarines. The Program works in partnership with the Royal Australian Navy and Industry to deliver the strategic submarine capability of Collins. Whether you are looking to start your journey in Quality Control or you are a seasoned QC Officer, we are looking for capable, flexible and bold problem solvers to jump into a range of challenging and rewarding roles.

As a member of the Quality team, you will perform engineering and technical work with both internal and external stakeholders in support of Collins Class submarines. You will develop and maintain technical knowledge of relevant process, packages, products and equipment and apply your technical knowledge and experience in a Quality Control environment. You will also identify and define issues, and report on non-conformances to ensure the accuracy of completed work during the maintenance activity. You will formalise your findings through excellent report writing and documentation.

This position is required to:

- Perform moderately complex mechanical or electronics-electrical activities and associated tasks working to agreed priorities and outcomes within the Quality Control environment
- Conduct witnessing activities on board the Submarine during survey and test & inspection activities and sign acceptance documentation assessing the system is Fit for Purpose
- Assess technical packages, reports, processes and product and equipment performance to meet specified requirements, provide recommendations for consideration
- Apply technical knowledge and experience, understand priorities to identify, define issues and implement corrective actions
- Independently travel to and work at multiple work sites including HMAS Stirling, Rockingham WA and at supplier sites in Henderson, WA.
- Routinely conduct work onboard a submarine which involves climbing stairs and ladders, and working in tight (confined) spaces.

Our Team

The Quality team are responsible for providing Quality control and assurance activities across the Collins Submarine Program, and work closely in partnership with Defence industry partners

You will have access to generous and attractive working conditions as an Australian Public Servant in Defence. Working for Defence will support you in balancing work life with family and other priorities. You can access a variety of flexible working arrangements, including part-time work, occasionally working from home and working hours that aren't always nine to five.

Information on Defence employees' working conditions, including an attractive remuneration package that may respond to industry variations and a generous superannuation contribution (15.4%), can be sourced from the 'Employment Agreement' section of this information pack.

If you require further information please email build.the.future@defence.gov.au

Our Ideal Candidate

The ideal candidate will be a self-motivated engineer/technician with significant demonstrated experience delivering moderately complex engineering/technical support to Submarine platforms during maintenance periods.

The ideal candidate will be accountable under limited direction to perform and achieve moderately complex technical work within an integrated workforce. They are accountable to have and maintain a well-developed understanding of and compliance to relevant legislative frameworks, government decision-making and Defence's mission and policy requirements.

The ideal candidate will demonstrate high levels of agility to respond to changing priorities and challenges that are present in Collins Class program. Sound decision making and judgement skills, excellent communication and stakeholder engagement skills are key attributes requirements for the position.

The ideal candidate will build and sustain positive relationships with team members and actively participate in team work and group activities. Continually communicate effectively with internal and external stakeholders via technical packages, reports, written correspondence, discussion and presentations.

The ideal candidate will coordinate and contribute to the work of a team consistent to a work plan and provide advice and assistance on methods of task completion to team members. They will be required to engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve work unit and Defence outcomes. They will be accountable to contribute towards

ongoing self-improvement and professional development.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 4 qualification in a relevant technical domain (mechanical, electronics-electrical)

Notes

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

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To Apply

Position Contact	Naval Shipbuilding Recruitment, build.the.future@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=42AE6D87-BA97-52A0-3318-C903CD1404DC

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Defence

Vacancy VN-0713637

Department of Defence

Closing Date: Thursday 10 November 2022

Air Force
Air Command Australia

Job Title	Aerodrome Maintenance Manager
Job Type	Full-Time, Non-Ongoing
Location	Amberley QLD, Williamtown NSW
Salary	\$78,143 - \$83,700
Classification	APS Level 5
Position Number	AF/06851/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=54666AE9-6E62-89B9-AD5D-C90403DFA494>

Duties

The Role

The Aerodromes Maintenance Program Manager (AMPM) plans and monitors the implementation of the Aerodrome Maintenance Program across certified RAAF Aerodromes, ensuring they are sustained IAW DASR.139 regulation and applicable aerodrome standards. The AMPM will be accountable for organising their workflow and making independent decisions relating to the aerodrome maintenance requirements. They will liaise with internal and external service providers to set priorities for DASR 139 compliance and provide advice to Aerodrome Maintenance Program Sponsors based on legislation, policy and procedures. They will identify, report and track progress of aerodrome maintenance activities for DASR 139 certified aerodromes to ensure the aerodrome certification basis is maintained.

The AMPM may be required to engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

About our Team

The airbase operations team assists with delivering Defence capability, by providing certified aerodromes that are well maintained and support safe flight operations on Defence Bases across Australia. We deliver a range of functions to satisfy the Aerodrome Maintenance Program, assuring appropriate ongoing maintenance is carried out by suitably qualified, competent and authorised individuals and/or organisations. The team works in a multifaceted, high tempo environment that brings rewarding challenges and a great sense of purpose.

Our Ideal Candidate

We are looking for team members and leaders who find solutions to complex problems. They will actively seek out collaboration with others; and who value a diversity of backgrounds and experience. Our workforce is dispersed throughout Australia, so we are seeking people who are able to build rapport with others.

Our ideal candidate possesses a strong work ethic and will:

- Excel in working in ambiguous and rapidly changing environments;
- Be self-motivated and organised;
- Thrive in a high tempo environment;
- Manage competing priorities and deadlines;
- Work autonomously, and as part of a team;
- Be flexible while maintaining attention to detail within a dynamic environment;
- Maintain an outcomes focus;
- Possess sound verbal, written and negotiation skills;
- Have experience with regulatory systems that support safety outcomes;
- Have experience with auditing or assurance systems;
- Adapt to change in a positive manner; and

- Exercise initiative/ sound judgement in the interpretation and operational application of policy.

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	Squadron Leader Lee Rider, (07) 5362 2086
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=54666AE9-6E62-89B9-AD5D-C90403DFA494

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Defence

Vacancy VN-0713660

Department of Defence

Closing Date: Thursday 10 November 2022

Security and Estate Group
Service Delivery Division

Job Title	Estate Environment Officer
Job Type	Full-Time, Ongoing
Location	Rockhampton QLD, Townsville QLD
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	SEG/06326/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=B03E7C08-7955-6856-2C8D-C903CC11DBD9>

Duties

The Role

1. Demonstrated ability to deliver environmental management activities in accordance with Defence environmental policies, procedures and relevant legislation;
2. Ability to monitor and deliver Defence's environmental and estate management programs and systems;
3. Ability to understand and apply environmental obligations to ensure compliance with Defence's environmental management responsibilities;
4. Identify environmental management required on Defence estates in order to align with Defence's obligations, policies or management plans;
5. Demonstrated ability to facilitate, build and maintain positive and productive relationships in order to represent and communicate Defence's environmental requirements, policies and activities;
6. Employ sound and informed judgement and provide advice on environmental management issues;
7. Analyse, prioritise and initiate improvements to business practices to further Defence's environmental policy objectives;
8. Understand and act on environmental risk factors associated with operating in a Defence context.

About our Team

The Environment & Sustainability (E&S) team manage the oversight, input and implementation of environmental and heritage programs, policy & initiatives to support the sustainable use and management of the Defence estate.

This role involves travel to regional and remote Defence sites and Training Area's. Services provided by the E&S team NQ include:

- Providing environmental, heritage, contamination and pollution advice to Defence and external stakeholders;

- Providing technical advice on land management factors across the estate (fire, feral animal, weed assessment, landscape and water quality monitoring) and assess activities and impacts for long term ecological sustainable development;
- Managing the receipt and resolution of environmental incident reporting;
- Regional stakeholder engagement on environmental matters;
- Assess Military training requirements proposed for the estate ensuring legislative compliance and long term sustainable management of the estate for future users;
- Assisting sponsors with and approving Environmental Clearance Certificates.

Our Ideal Candidate

The Environmental and Sustainability (E&S) Team in NQ is co-located in Townsville and Rockhampton, and provides environmental support to the ADF bases and training areas in the region. We are seeking self-motivated people in Townsville and Rockhampton, with sound judgement that work well in a diverse and integrated environment, ability to prioritise and escalate concerns in a timely manner, as well as the capacity to think quickly and come up with original, creative solutions to environmental problems, would be advantageous. The candidates will be required to work with key environmental stakeholders both internal and external to Defence across a range of environmental disciplines. The E&S team supports a learning and development culture, including opportunities to mentor and knowledge share environmental risks and opportunities with other staff. The ideal candidates will demonstrate they can work within a team environment, and create a culture that supports the Defence Values and Behaviours. **Eligibility**

Security Clearance

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

Notes

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To Apply

Position Contact	Peta Ross, 0408 712 793
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B03E7C08-7955-6856-2C8D-C903CC11DBD9

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Defence

Vacancy VN-0713694

Department of Defence

Closing Date: Sunday 13 November 2022

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Commercial Manager
Job Type	Full-Time, Ongoing
Location	Amberley QLD, Brindabella Business Park ACT
Salary	\$108,195 - \$122,044
Classification	Executive Level 1
Position Number	CASG/07184/22
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=B7EE21CC-021B-E45F-9014-C904066671FD>

Duties

The Role

Do you want to take your career to the next level and challenge yourself across complex and strategic business deliverables that supports Australia's National Interests? If so, Heavy Air Lift System Program Officer is seeking two senior EL1 Commercial Managers to support Heavy Air Lift Capabilities for Air Force; one located in Brisbane (RAAF Base Amberley) and the other located in Canberra (Brindabella Park).

The Amberley position will be embedded into the Business Management Unit responsible for supporting HALSPO Commercial business and practice. The Canberra position will be embedded into the Special Purpose Aircraft Management Unit (SPAMU) responsible for supporting the Boeing BBJ and Falcon J 7X Jets Special Purpose aircraft and supporting systems. These positions will be responsible for delivering quality commercial leadership and support and have the opportunity to grow your career as a leader and commercial specialist through professionalisation programs and training.

You will be responsible for developing and fostering productive relationships with matrixed stakeholders and clients, further, driving commercial outcomes compliant with Commonwealth Government Legislation and policy requirements.

About our Team

The Heavy Air Lift Systems Program Office (HALSPO) provides sustainment support for four products including the KC-30A Multi Role Tanker Transport, C-17A Globemaster Heavy Lift Transport, Boeing Business Jet and Falcon 7X Special Purpose Aircraft. These fleets form the backbone of the Strategic Air Mobility capability within Defence and are utilised for roles ranging from humanitarian support to high end operations.

These positions are located in the Business Management Unit of HALSPO at RAAF Base Amberley and the Special Purpose Aircraft Management Unit (SPAMU) in Canberra. HALSPO's key function is to undertake a governance assurance role that delivers effective outcomes for Air Force through the management of Through Life Support contracts and by coaching and mentoring the through life support industry partners.

The overarching Program Office is comprised of both Australian Public Service and Australian Defence Force members across the domains of Engineering and Technical Support, Supply Support, Contract Management, Logistics Management & Governance and

Reporting.

Our Ideal Candidate

You will have the ability to leverage your diverse complex management skill sets and experience to deliver and support effective capability outcomes to the Heavy Airlift Enterprise.

HALSPO is seeking commercial candidates who:

- can demonstrate superior analytical skills, with motivation to be innovative, and to challenge traditional ways of conducting business.
- have an ability to lead and mentor integrated teams to achieve results in a collaborative and inclusive manner.
- have exemplar communication skills, with an ability to confidently influence and engage with stakeholders with diverse backgrounds and seniority.
- are passionate about ongoing self-improvement, and professional development for your staff.
- have an ability to support complex procurement activities, whilst maintaining integrity, and fostering a positive team culture.

If you are someone who:

- enjoys supporting challenging and highly complex commercial activities,
- is creative, pragmatic and solutions focussed, and
- is not afraid to challenge the traditional ways of doing business. Then this is the role for you!

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Rosalin Hocking, 0438 917 595
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B7EE21CC-021B-E45F-9014-C904066671FD

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Defence

Vacancy VN-0713750

Department of Defence

Closing Date: Thursday 10 November 2022

ARMY
ADFHQ-Office of Chief of Army

Job Title	Technical Intelligence Analyst
Job Type	Full-Time, Ongoing
Location	Adelaide SA
Salary	\$78,143 - \$83,700
Classification	APS Level 4
Position Number	ARMY/07364/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=724DA86C-4DB8-6AE9-E794-C904413F8AA9>

Duties

The Role

The Directorate of Land Intelligence, Surveillance Reconnaissance and Electronic Warfare is seeking a motivated and talented team member to perform and achieve complex scientific or technical research and analysis work within an integrated workforce.

Our aim is to bring together people from a variety of backgrounds and disciplines to create a highly effective and cohesive workforce.

As an APS 5 Technical Intelligence Analyst you will:

- Be responsible for the creation of theatre based Intelligence Vets (INTVETs) using current Threat Matrices provided by the Non-Conventional Threats Section of the Defence Intelligence Organisation (DIO).
- Coordinate defence wide Request for Information (RFI's) to support the production of Mission fills.
- Undertake specialist technical intelligence research and analysis, conduct reviews and investigations to prepare complex technical briefs and intelligence assessments.
- Coordinate and contribute to the work of a team consistent to a work plan and provide advice and assistance on methods of task completion to team members.

Whilst being objective, you will have creative approaches to thinking and possess strong research skills. You will cultivate productive working relationships throughout government and with Allies.

This is an opportunity to apply innovative and tactical thinking in an intelligence analyst environment. The work will provide you with opportunities for engagement with Defence, Australian and the International intelligence community.

As the APS 5 Technical Intelligence Analyst you will be required to represent Army at a number of domestic and international Counter Improvised Explosive Devices (IED) focused intelligence conferences.

About our Team

If you're looking for a challenging role that makes a real difference, then this Technical Intelligence Analyst role within Army is an excellent opportunity. You will have access to generous working conditions as an Australian Public Servant within Defence. You will be supported in balancing work life and other priorities.

Within this cell, you will enjoy the diverse and interesting work within a supportive and collaborative working environment. We are a fully integrated civilian-military workforce, drawing on motivated people who embody Defence and Australian Public Service values. We aim to create a highly effective and cohesive workplace to achieve the best possible intelligence analysis.

The Land Countermeasures Reprogramming Cell (LCRC) is a sub unit of the Land Intelligence, Surveillance, Reconnaissance and Electronic Warfare (LISREW) Program in Land Capability Division. LCRC's mission to develop Mission Data Files and other supporting products for in-service Force Protection Electronic Countermeasures (FPECM) Systems. The team achieves this through a rigorous engineering process that relies heavy on intelligence reporting, engaging with stakeholders in Defence Science and Technology Group (DSTG), Capability Acquisition and Sustainment Group (CASG), Defence Intelligence Organisation (DIO) and International partner nations (Five-Eyes and NATO).

Our Ideal Candidate

The successful candidate will possess excellent judgement and problem solving skills, initiative, and the ability to develop productive relationships and be self-motivated.

As an APS5 Technical Intelligence Analyst, you will analyse and evaluate information from a variety of sources, and provide clear verbal and written intelligence assessments. We are looking for someone who is eager to contribute to Australia's national security priorities and its environment.

Our ideal candidate will also have an inquiring mind, seeking to confirm probabilities, and the ability to scrutinise and recognise trends and patterns from intelligence reports. You must be a team player and be capable of cultivating productive working relationships within Land Countermeasures Reprogramming Cell and its supported agencies. You will have excellent interpersonal, written and verbal communication skills, and demonstrate initiative and resilience in your approach to your work. **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	CAPT Andrew Rowlands, 08 7375 5131
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=724DA86C-4DB8-6AE9-E794-C904413F8AA9

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Defence

Vacancy VN-0713780

Department of Defence

Closing Date: Thursday 10 November 2022

ARMY
Forces Command

Job Title	Senior Contract Management Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	ARMY/07447/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=84466182-3B24-67F4-9924-C90443207414>

Duties

The Role

The Forces Command (FORCOMD) Training Systems Contract Management Cell is a matrix organisation consisting of an EL1 Contract Manager, an APS 6 Senior Contract Management Officer, and four APS 5 Contract Management Officers, of which this position is the supervisor. The Contract Management Cell provides contract and procurement management functions for the 14 Contracts, 2 Standing Offer Panels, and 32 Official Orders under varying Standing Offer Panels for the delivery of training and the development services in implementing Future Ready Training Systems projects across FORCOMD.

All Contract Management Officers have the same roles and responsibilities being:

- Contract Management Advice,
- Contract Management Support,
- Support to the conduct of Tenders,
- Contract reporting and whole of life cost management,
- Other procurement and contracting support including the procurement of services under standing offer.

The four APS 5 Contract Management Officers are assigned to provide primary support to ALTC, DCSTC, RMC-A and HQ FORCOMD while being capable of providing support to other Training Centres and organisations.

Tasking priorities are:

Priority One: Management of Contract Management Officers; Provision of Contract Management Advice and Support; Maintenance of the FORCOMD Contract Register; Contract reporting.

Priority Two: Panel Manager for the ADF Driver, Machinery and Plant Training Standing Offer Panel and other panels as they are developed.

Priority Three: Support to: TC contracts; ADF Driver, Machinery and Plant Training Official Orders; FORCOMD organisations utilisation of Standing Offers as required; Other FORCOMD contracting projects and activities as required.

About our Team

The Contract Management Cell (CMC) works within Training Systems under the Director General Training and Doctrine, and is embedded within HQ FORCOMD, RMC-A, ALTC and DCSTC. The CMC is responsible for the provision of contracting and procurement advice and support for commercial strategies, whilst developing and fostering productive relationships with key stakeholders, ensuring project outcomes can be met.

Our Ideal Candidate

Our ideal candidate will be able to provide the following deliverables:

- Contract management, administration and procurement;
- Research, preparation and presentation of material to the project team;
- Build, manage and maintain strong relationships with internal and external stakeholders;
- Ensure both project team and contractors are achieving all of their stated obligations;
- Process purchase orders and invoices through Defence Finance Systems (Myfi and VIM);
- Draft, evaluate, negotiate and execute contracts and contract changes;
- Communicate contract related information to all stakeholders in a variety of mediums.

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	David Cassidy, (03) 9290 2718
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=84466182-3B24-67F4-9924-C90443207414

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Defence

Vacancy VN-0713826

Department of Defence

Closing Date: Thursday 10 November 2022

Australian Defence Force HeadQuarters
Command Support Branch-ADFHQ

Job Title	Information Records Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$78,143 - \$97,790
Classification	APS Level 5; APS Level 6
Position Number	ADFHQ/07314/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=72945459-B3E8-FF20-C1A3-C9047BBFD12F>

Duties

The Role

APS 5

The key duties of the role include the management and analysis of complex information related to the Inspector General of the ADF (IGADF) Afghanistan Inquiry. As the APS5 Information and Records Management Officer you will assist the team in ensuring information is managed in accordance with the Defence Security Principles Framework, Freedom of Information Act 1982 and the National Security Information (Criminal and Civil Proceedings) Act 2004. As the Information and Records Management Officer (APS5) you will, under supervision, apply the relevant legislation and policy with regard to information requests, and where appropriate identify and escalate matters of complexity to your supervisor.

As an Information Assurance Officer (APS5) you will work within an existing information management framework. You will assist in the analysis and review of information for sensitivities, identify issues and manage expectations of stakeholders.

The successful applicant should have excellent communication and client liaison skills and a strong customer centric focus, as the role involves liaising with internal stakeholders including Australian Geospatial Organisation, Defence Intelligence Organisation and the Groups and Services and external stakeholders such as the Office of the Special Investigator, Australian Signals Directorate, Attorney-General's Department and the Australian Federal Police. The successful applicant should be skilled at working collaboratively within a team to achieve deadlines. As a routine requirement of your position, you will be regularly handling sensitive information to be dealt with on a strict need-to-know basis. You will be exposed to written, verbal and pictorial objectionable material that may trigger discomfort. Before applying for this position, you should consider whether this position would be suitable for you.

APS 6

The key duties of the role include the management and analysis of complex information related to the Inspector General of the ADF (IGADF) Afghanistan Inquiry. As the APS6 Information and Records Management Officer you will manage a small team to ensure information is managed in accordance with the Defence Security Principles Framework, Freedom of Information Act 1982 and the National Security Information (Criminal and Civil Proceedings) Act 2004. As the Information and Records Management Officer (APS6) you will apply the relevant legislation and policy with regard to information requests, and where appropriate identify and escalate matters of complexity to your supervisor.

As an Information Assurance Officer (APS6) you will manage a small team and work within an existing information management framework. You will assist in the analysis and review of information for sensitivities, identify issues and manage expectations of stakeholders.

The successful applicant should have excellent communication and client liaison skills, leadership experience and a strong customer centric focus, as the role involves liaising with internal stakeholders including Australian Geospatial Organisation, Defence Intelligence Organisation and the Groups and Services and external stakeholders such as the Office of the Special Investigator, Australian Signals Directorate, Attorney-General's Department and the Australian Federal Police. The successful applicant should be skilled at working collaboratively within a team to achieve deadlines. As a routine requirement of your position, you will be regularly handling sensitive information to be dealt with on a strict need-to-know basis. You will be exposed to written, verbal and pictorial objectionable material that may trigger discomfort. Before applying for this position, you should consider whether this position would be suitable for you.

About our Team

The IGADF Afghanistan Inquiry was initiated by Defence in 2016 to determine whether there was any substance to rumours and allegations relating to possible breaches of the Law of Armed Conflict by members of the Special Operations Task Group.

The Afghanistan Inquiry Response Task Force (AIRTF) is the lead for Defence's response to matters arising from the Inquiry.

The AIRTf has a number of direct responsibility tasks including:

- Support to senior Defence leadership relating to the Inquiry;
- Coordination of strategic communication;
- Engagement of external and internal stakeholders;
- Development of the reform plan for CDF;
- Oversight of execution of the reform plan;
- Legal coordination relating to Defence interests in related civil litigation and criminal matters; and
- Coordination of access to Defence information related to legal and other consequences of the Afghanistan Inquiry.

The Information Access and Assurance and Security team is responsible for:

- The coordination of the release of information to requesting entities;
- Applying a consistent approach across Defence in the identification and handling requirements to be applied to sensitive information prior to its release;
- Support to enable controlled access and ensure physical security of information; and
- Coordinating all requests for information, subpoenas, warrants and Freedom of Information requests related to the IGADF Afghanistan Inquiry.

Our Ideal Candidate

Our ideal candidates will be self-motivated, proactive and have sound administration skills that allow engagement with a range of military, APS and external stakeholders. It would be desirable if you have a broad understanding of Defence its operational environment, and/or intelligence products.

You will be an independent worker who can identify and prioritise your work to ensure effective contribution to team outcomes and deadlines, taking the lead where necessary to progress your work. Your attention to detail will support you to work autonomously yet be adaptable and flexible to meet the needs of the team. **Eligibility**

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

Notes

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

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To Apply

Position Contact	Kristie O'Sullivan, 02 5109 9248
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=72945459-B3E8-FF20-C1A3-C9047BBFD12F

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Defence

Vacancy VN-0713829

Department of Defence

Closing Date: Thursday 10 November 2022

ARMY
ADFHQ-Office of Chief of Army

Job Title	Business Support Officer
Job Type	Full-Time, Ongoing
Location	Keswick SA
Salary	\$71,207 - \$77,739
Classification	APS Level 4
Position Number	ARMY/07330/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=87534993-2692-83B1-B343-C9047C44EC1B>

Duties

The Role

The APS 4 Business Support Officer (BSO) will be responsible for the provision of administrative support to the South Australian, Australian Army Cadet (AAC) Brigade.

Primary responsibilities include the administration of the AAC's online business application CadetNet; processing of Adult Cadet Staff travel, reimbursements and allowances; assisting with ADF personnel administration and oversight of the AAC's electronic records management system. Additionally, the BSO will assist in processing youth safety clearance checks, which are critical to ensuring the AAC meets its mandatory Defence Youth Safety Framework obligations.

The BSO must be able to establish and maintain effective working relationships with diverse staff groups, including Defence personnel, APS, volunteers, and have an ability to work with youth.

The successful applicant will have the opportunity to work in one of Army's most diverse working and professionally rewarding environments.

The position offers distinct opportunities to contribute to youth development across a broad range of activities.

About our Team

Supporting the conduct of the South Australian AAC Bde activities, the South Australian AAC Brigade is responsible for the management and support of some 800 cadets operating from 30 Community and School Based Units across the state.

The SA AAC Bde Headquarters is predominantly staffed by Army Reserve personnel managing the functions of operations, personnel, training and logistics, working to the Brigade Commander, an Army Reserve Colonel, and under the direction of the Deputy Commander, an Army Reserve Lieutenant Colonel.

The fulltime staff of the headquarters comprises: an EL 1 Executive Officer, the APS 5 Formation Safety Advisor, a Regular Army Operations Warrant Officer and the APS 4 Business Support Officer (BSO). The Brigade also consists of Army Cadet Staff (ACS), who are the adult volunteer group that delivers the youth development program.

ACS wear a military uniform, but are not required to hold military qualifications. The Cadets range from the age of 13, when they enter the Australian Army Cadets, to 18, when they 'retire' from the program. The BSO will have ongoing and frequent interaction with all of these groups within the Brigade, including interaction with Cadets during key activities and events.

Our Ideal Candidate

To succeed in this role you must be a self-starter and have personal drive and integrity with a demonstrable ability to:

- Be able to monitor and track the progress of multiple assigned tasks.
- Have strong communication skills and maintain professional working relationships with internal and external stakeholders.
- Be able to prioritise tasks and shift priorities quickly, and deliver outcomes as an individual and as part of a team.
- Be proficient in the Microsoft Office suite of products including intermediate skills in Outlook, Excel and Word.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Mr David Jury, 0422 132 012
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=87534993-2692-83B1-B343-C9047C44EC1B

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Defence

Vacancy VN-0713849

Department of Defence

Closing Date: Thursday 10 November 2022

Joint Capabilities Group
Australian Defence College

Job Title	DLE Policy & Governance Officer
Job Type	Full-Time, Ongoing
Location	Weston Creek ACT
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	JCG/07371/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=DCAE83BC-55BA-8B9F-BEF8-C9043FACB484>

Duties

The Role

The APS 6 DLE Policy & Governance Officer is responsible for complex policy and governance activities to ensure DELTA complies with Defence legislation and policy in conducting its business efficiently and effectively while supporting strategic initiatives to transform Defence's Learning Environment to meet future education and training needs.

The position will be responsible for coordinating and consulting internal and external stakeholder engagements to review and refine governance and business practices and to generate, implement and sustain robust resilient and effective business processes across the enterprise learning environment.

This role is also responsible for generating records of meetings and briefs and reports to inform senior leaders. The role is also

responsible for ensuring action items from meetings are addressed. Previous experience working in a similar role is desirable but not essential.

About our Team

The APS 6 DLE Policy & Governance Officer will work as part of the small Defence Learning Environment team, within the broader directorate of DELTA (Defence Education, Learning and Training Authority) at the Australian Defence College.

Strong team collaboration and communication skills are desirable for this role as there will be regular engagement with internal and external stakeholders, followed by generating, implementing and sustaining appropriate and robust governance and business practices to effectively support the Defence Transformation Strategy and HR and E&T Reform.

Our Ideal Candidate

It is desirable that applicants have demonstrated experience with managing meetings and workflow, records management and strategic communication. The ideal person will also be experienced working with Share Point, Objective or similar records management systems, and be able to maintain meeting deadlines for paper submission and outcomes. The ideal candidate will have high end time management skills as they will be responsible for generating time-critical responses to issues and proposals for change in the HR and E&T reform areas.

The role will be responsible for the collation of information, feedback, and input from E&T stakeholders to support the E&T enterprise position and requirements. This APS 6 role will be accountable for organising their tasks and making independent decisions relating to their area of responsibility. They will coordinate administrative and business support activities for the broader team, identify risks and support appropriate actions to meet stakeholder needs. They will support engagement and negotiation with stakeholders on complex issues to achieve business outcomes and work collaboratively, build and sustain effective relationships and constructive feedback.

In particular, the role will require extensive consultation with internal and external stakeholders. This position will be responsible for the coordination of engagements for senior DELTA staff with key senior stakeholders.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Nileshni Karan, 03 9290 2470
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DCAE83BC-55BA-8B9F-BEF8-C9043FACB484

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Defence

Vacancy VN-0713858

Department of Defence

Closing Date: Thursday 10 November 2022

Naval Shipbuilding and Sustainment Group
Patrol Boats and Specialist Ships

Job Title	Contract Management Officer
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	\$78,143 - \$83,700
Classification	APS Level 5
Position Number	NSSG/07423/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=B7559DC0-5922-A53E-DDC5-C9047E2D31A5>

Duties

The Role

- Are you a high performing professional, with excellent communication and interpersonal skills and have experience in Contract administration?
- Do you want to be a key contributor to our Defence maritime capability?
- Are you seeking a unique 'top end' lifestyle that allows you to both work and play in our beautiful Northern Territory?

If so, you may be well suited to our role as a Contract Management Officer within our Patrol Boat Systems Program Office located in Darwin.

Our Darwin office is responsible for providing through life support to the Navy's Armidale Class Patrol Boats, ADF Cape Class Patrol Boats and the evolved Cape Class Patrol Boats.

The successful applicant will report to the Contract Governance Manager, and is responsible for the provision of advice and assistance to stakeholders including Defence personnel and the In Service Support Contractors and highly skilled at managing key supplier relationships.

The Contract Management Officer will perform and achieve complex contract management and procurement activities within an integrated workforce, undertake specialist research and analysis, conduct reviews, perform procedural and clerical support and procurement work in accordance with Defence Procurement Framework to achieve results. You will have an in-depth knowledge of and compliance with legislative frameworks, Government decision-making and Defence's mission and policy requirements, and will have the opportunity to engage and communicate regularly with service support contractors, Navy personnel and other Defence agencies.

The successful applicant will also experience life in Australia's most northern city where boundless lifestyle opportunities exist.

The following links provide you further information on the important issues when considering living in Darwin, such as housing, education and recreation.

[Darwin – Boundless Possible - The Territory \(nt.gov.au\)](https://www.nt.gov.au/darwin-boundless-possible), [Defence - Northern Territory Economy](#)

About our Team

The Patrol Boat System Project Office is dedicated to the continued professional development of its staff and you can expect to enhance your skills through additional formal training. As the position is located in Darwin and considered to be a remote locality as defined in the Defence Enterprise Agreement 2017-2020, the successful candidate will have access to additional entitlements including:

- Additional Leave Entitlement.
- District Allowance.
- Assisted Leave Fares Allowance.

You will enjoy Australian Public Service conditions which include an attractive salary package and flexible, family-friendly working arrangements.

Our staff have access to flexible working hours with opportunities for part-time and home-based work. Defence provides employees with a superannuation contribution of 15.4 per cent, higher than most industries, with the opportunity for you to make additional personal contributions.

We are committed to the personal and professional development of our staff, and welcome interested candidates to apply to join our team.

Our Ideal Candidate

As the Contract Management Officer you will be required to demonstrate a range of key competences.

These include:

Applying knowledge: We are looking for a Contract Management Officer who can draft and deliver procurement related documentation including templates, schedule, correspondence, reports, submissions, plans and strategies, risk and performance reviews, contract change proposals and other contract management documentation.

Accountable: You will be accountable to ensure you have knowledge of and compliance with legislative frameworks, procurement, government decision-making and Defence's mission and policy requirements. You will be accountable for organising your workflow and making independent decisions relating to your area of responsibility including tendering and contract formation and contract management activities.

Analysis and risk management: You will be adept in analysing information, probing for clarity,

producing solutions, making judgements and have the ability to think systematically. This includes the ability to monitor and manage contract administration, performance and risks against the contract and contribute to implementing appropriate action.

Communication and relationship management: You will be an excellent communicator, with the ability to leverage interpersonal skills to build and sustain productive relationships with team members and actively participate in team work and group activities. You will be required to engage and negotiate with clients and stakeholders including project team members and subject matter experts and respond to complex enquiries and contract management issues.

Commitment to compliance: As a Contract Management Officer within Defence, you will be someone who can demonstrate a commitment to a range of compliance requirements and show commitment to your organisation. You will interpret and provide advice within the contract management function based on legislation, policy and procedures.

Commercial Thinking: In the context of your role, you will be required to keep up to date with market information and trends and identify commercial opportunities, whilst demonstrating financial awareness and cost management.

If you have the above competences and a strong personal drive to develop and contribute to Australia's maritime capability, we look forward to hearing from you. **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	Naval Shipbuilding Recruitment, build.the.future@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B7559DC0-5922-A53E-DDC5-C9047E2D31A5

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Defence

Vacancy VN-0713862

Department of Defence

Closing Date: Thursday 10 November 2022

Job Title	Engineer Professional Team leader - Technical Services Manager
Job Type	Full-Time, Ongoing
Location	Graytown VIC
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	JCG/07106/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=BE40563E-5872-84A1-3354-C9047E9678B6>

Duties

The Role

Joint Proof & Experimental Unit (JPEU) is an integral part of Explosive Ordnance Branch, Joint Logistics Command and is tasked to provide dynamic, static and environmental test and evaluation services for the Australian Defence Organisation. JPEU consists of a Headquarters at Port Wakefield SA, and two Ranges, Proof and Experimental Establishment (P&EE) Graytown VIC, and P&EE Port Wakefield SA.

We are seeking a dynamic and motivated person to perform the role of Technical Services Manager at P&EE Graytown. In this exciting and challenging role you will plan and schedule the procurement, induction into service, maintenance and disposal of equipment used to carry out Test and Evaluation activities. You will work closely with stakeholders to develop the required documentation to support procurement activities of specialised Test and Evaluation equipment.

Employment at Graytown attracts a Special Defence Locality Assistance allowance of approximately \$3,952.00 per annum (\$152.00 per fortnight).

About our Team

The P&EE Graytown team carryout Test and Evaluation activities for a range of small arms and other associated munitions. They capture performance data of the munitions and provide that information to the customer. The equipment used to capture the data ranges from high speed video cameras, ballistic tracking systems (radar) along with the weapon systems used to dynamically fire or statically test the munitions. The onsite workshop is used to equipment is used to manufacture targets and maintain these systems.

The successful candidate will be able to coordinate with other stakeholders (Business, Data Acquisition, Engineering, Range Services, Trials Management and Workshops) and project manage the development of statements of requirement, statements of work, functional performance specifications (working with the engineering team), carry out market research and seek funds for the required equipment, engage stakeholders to assist with tender and other documents to support the procurement processes.

Our Ideal Candidate

The successful candidate will have experience in a logistics / engineering / technical equipment management environment working with multiple stakeholders to deliver the required outcomes.

- They will have knowledge of how Defence Logistics functions or similar organisations work, and have the ability to work with stakeholders to identify technical equipment requirements.
- They will be an excellent communicator and be able to influence outcomes to ensure that 'Best Outcomes for Defence' are provided as required.
- They will be dynamic and keen to continuously improve systems and processes in an effort to ensure that Lean methodologies are used by the team and organisation.
- They will be able to use a wide range of tools to aid in carrying out their work such as Microsoft tools and IT systems.
- They will be motivated and always be seeking to contribute to the organisation goals and vision.

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	Chris Kenny, 08 7374 2601
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BE40563E-5872-84A1-3354-C9047E9678B6

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Department of Defence

Closing Date: Thursday 10 November 2022

Defence
Nuclear Powered Submarine Taskforce

Job Title	Technology - Nuclear Powered Submarine Task Force Positions
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Melbourne VIC
Salary	\$108,195 - \$122,044
Classification	
Position Number	D/07311/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=574BB266-929B-B117-CCDC-C9047EE279D9>

Duties

The Role

Multiple roles across the Technology Division of the Nuclear Powered Submarine Taskforce (NPSTF).

Role responsibilities within the Technology Division will include supporting the definition and development of technical advice for the future nuclear powered submarine capability. This includes the development of Government advice and planning proposals. Seeking specific experience in the areas of naval combat and weapon systems, systems engineering and program management technologies, training and simulation technologies, construction technologies and hydrodynamic systems and performance.

Interstate travel will be required on a semi-regular basis, and frequent access to the DSN will be needed to complete tasks and participate in meetings.

About our Team

The Technology Division, within the NPSTF is responsible for technology strategy and policy, including the development of engineering, science, technology and innovation capacity within Australian industry, workforce and research institutions.

The Innovation, Science and Technology Branch in particular is responsible for the development of the technical risk assessment advice related to the future nuclear powered submarine program. It works with a wide variety of subject matter experts to develop this advice.

The Technology Enterprise Branch is responsible for the definition and development of the technical and technology workforce of the future nuclear-powered submarine program.

Our Ideal Candidate

Our ideal candidate will have skills and experience in technical management or innovation of complex or high performance systems.

The officer will be required to anticipate, identify and respond to stakeholders' needs and expectations to achieve Division, NPSTF and Defence outcomes. You will need to enjoy working collaboratively in a fast-paced work environment, display initiative, have sound judgement and deliver quality work within deadlines and competing priorities.

Demonstrated experience in the development, operation, sustainment or innovation of Defence maritime systems is desirable.

The applicant will have demonstrated their flexibility to work with limited guidance within a complex environment framework to deliver high quality advice.

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	Michelle Traynor-Brack, (02) 6212 0737
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=574BB266-929B-B117-CCDC-C9047EE279D9

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Defence

Vacancy VN-0713886

Department of Defence

Closing Date: Thursday 10 November 2022

Capability Acquisition and Sustainment Group
Ships

Job Title	Business Cost Administrator
Job Type	Full-Time, Ongoing
Location	Osborne SA
Salary	\$78,143 - \$83,700
Classification	APS Level 5
Position Number	CASG/06694/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=79A54533-4AEC-3F63-5DB7-C904F5D519AE>

Duties

The Role

The APS 5 Business Cost Administrator will be required to work in a complex operating environment as part of the Naval Construction Branch (NCB), which has staff located in Adelaide and Perth. The position supports the implementation and delivery of continuous shipbuilding, is an integral part of the Business Cost Team and will have an opportunity to embed business cost processes, ensuring a clear and consistent approach that aligns with management and financial accounting activities.

The routine business activities that the role will undertake includes analysis of costs, preparation of reports and briefs, auditing of business transactions and engagement with external and internal stakeholders to secure financial and costing information for assurance purposes.

The position is located in Adelaide, is the supervisor of an APS 4 and some travel may be required interstate.

The key responsibilities and duties for the position are:

- Manage financial reporting activities and assist management to identify actual performance and variations against agreed budgets including reforecasting the year-end expected outcomes;
- Provide assistance in establishment and management of shipbuilding budgets for effective reporting and forecasting which includes investigation and analysis of data;
- Undertake analysis of the financial aspects of complex procurement submissions and quotes to ensure compliance with relevant Commonwealth legislation, Defence policies and NCB processes;
- Manage performance and workflow of APS 4 staff including setting the direction of work priorities and allocating tasks;
- Contribute to the delivery of the NCB Strategic Plan in relation to the Business Cost Function by assisting with the development, review and implementation of processes and systems to support current and future business requirements.

About our Team

The Naval Construction Branch (NCB) is accountable for the assurance of ship construction, set-to work and transit of vessels constructed at the Osborne Naval Shipyard and Henderson precinct. We are headquartered in Osborne, SA and have a detachment in Henderson, WA.

NCB is furthering Continuous Naval Shipbuilding and growing sovereign capability by overseeing the construction to ensure quality and standards are met, storing lessons learnt and developing

standard shipbuilding procedures for construction. NCB will oversee the construction of many different Navy vessels including Offshore Patrol Vessels, Hunter Class Frigates, Young Endeavour, Mine Hunter Vessels, Evolved Cape Class, Pacific Patrol Boats, and Nuclear powered submarines.

Working at NCB will enable you to be at the grassroots of Continuous Naval Shipbuilding, where you are part of a working shipyard, being able to see and contribute to the vessels delivered and used in Service by Navy.

NCB currently has highly skilled and diverse shipbuilding experience which will be shared to grow your hands on construction knowledge. You will work alongside Navy Personnel, Internal project management offices and Prime Contractors.

Our Ideal Candidate

The key qualities, skills and knowledge sought in the applicant are:

- Personal drive to actively support a team based performance focused culture and have a shared responsibility for the achievement of team goals and objectives;
- Build trust and demonstrate integrity with internal and external stakeholders;
- Support the NCB leadership team by monitoring and effectively reporting the progress of assigned tasking in a timely manner;
- Communicate effectively with stakeholders at various organisational levels and across teams;
- Willingness to learn and ability to prioritise tasks based on organisational requirements.

Eligibility

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

Notes

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To Apply

Position Contact	Kylie Janzow, 08 8165 7472
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=79A54533-4AEC-3F63-5DB7-C904F5D519AE

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Defence

Vacancy VN-0713887

Department of Defence

Closing Date: Thursday 10 November 2022

Joint Capabilities Group
Joint Support Services Division

Job Title	Business Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	JCG/07210/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A7B957F9-CE37-326D-F0A3-C904F6046FD4>

Duties

The Role

Come join a small and dynamic team dedicated to the implementation of the UNSCR 1325 agenda across Defence. We are looking for a self-motivated Business Manager who is well-informed on gender, peace and security issues. Reporting to the XO (ADF O4), the primary focus of the role is to perform and achieve complex administrative and business support functions within an integrated environment.

The role includes some or all of the following tasks:

- Exercise initiative and judgement to facilitate effective budget management outcomes with stakeholders, including invoice processing and reconciliation of services conducted with service providers;
- Coordinate and assist in the preparation of written submissions, briefs, corporate reports, minutes and other correspondence.
- Gaining and maintaining subject matter expertise in recruitment and human resources;
- Build and sustain relationships with team members, stakeholders, and actively participate in team work and group activities;
- Monitor and track concurrent activities, planning and tracking details and outcomes.

About our Team

The Gender, Peace and Security (GPS) Directorate is a newly established team in the Joint Support Services Division within Joint Capabilities Group. It is the strategic centre for implementing UN Security Council Resolution 1325 on Women, Peace and Security principles across the Defence portfolio. It is accountable for implementation of the Defence GPS Mandate, which is Defence's contribution to the Australian National Action Plan on Women Peace and Security (2021 – 2031). The Mandate drives the work of the Directorate and articulates how Defence will integrate a gender perspective into mission planning, operations and international engagement. The GPS Directorate is a small and dynamic team rapidly establishing a reputation for professionalism and expertise, and there is ample opportunity for the right person to help shape the GPS landscape over the next decade.

Our Ideal Candidate

Our ideal candidate will have demonstrated experience in driving successful business administration outcomes within a small organisation. You will be expected to work collaboratively in a team based environment actively contributing to team meetings and exchange information to support the work area and team objectives.

You will possess strong written and verbal communication skills and be able to effectively engage with stakeholders across Defence and contracted service providers to further Defence and Australian gender, peace and security objectives.

You will have good time management skills and be able to prioritise between competing priorities. You will be respectful of the unique nature of ADF service and the operational context and seek common ground with ADF colleagues in order to achieve shared goals. A collaborative and inclusive mindset is the default position. Finally, you will have a sense of fun and contribute to a working environment that is safe and rewarding. **Eligibility**

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Captain (Navy) Nick Mathews, RAN, 0407 910 248
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A7B957F9-CE37-326D-F0A3-C904F6046FD4

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Defence

Vacancy VN-0713888

Department of Defence

Closing Date: Thursday 10 November 2022

Naval Shipbuilding and Sustainment Group
Submarines

Job Title	Platform Systems Engineer
Job Type	Full-Time, Ongoing
Location	Adelaide SA
Salary	\$78,143 - \$83,700
Classification	APS Level 5
Position Number	NSSG/07431/22
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=0D93CD79-0699-5D25-2D01-C904F9FE23E7>

Duties

The Role

You will be working as part of a small Systems Engineering Team supporting the life of type extension of Australia's submarine capability. You will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of your work. You will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. You will have considerable level of stakeholder engagement and will liaise with stakeholders in relation to complex issues.

Reporting to the APS6 Engineering Professional – Systems, the duties of an APS5 Platform Systems Engineer include the following:

- Application of System Engineering to project activities.
- Participate in the management of system requirements and governance of the system design effort.
- Supporting the contractor and project team in the conduct of Mandated System Reviews in line with ASDEFCON guidance.
- Review of contractor delivered Systems Engineering artefacts.
- Prepare correspondence, briefs and reports as directed.
- Run and chair project working groups as required.
- Provide assistance to other teams including V&V, safety and ILS.

- Build and sustain collaborative stakeholder engagement (internal and external) including the ability to communicate with influence and negotiate effectively.

About our Team

The Collins Submarine Program within NSSG is responsible for the maintenance and programmed upgrade of Australia's Collins Class submarines. The Program works in partnership with the Royal Australian Navy and Industry to deliver the strategic submarine capability to the nation.

You will have access to generous and attractive working conditions as an Australian Public Servant in Defence. Working for Defence will support you in balancing work life with family and other priorities. You can access a variety of flexible working arrangements, including part-time work, occasionally working from home and working hours that are not always nine to five.

Information on Defence employees' working conditions, including an attractive remuneration package that may respond to industry variations and a generous superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement.

If you require further information, please email build.the.future@defence.gov.au

Our Ideal Candidate

The ideal candidate will be self-motivated, with demonstrated experience delivering Systems Engineering support to acquisition projects or in-service platforms.

Direct experience with submarine systems is not essential but is preferred. Sound decision making judgment skills, excellent communication and stakeholder engagement skills are key attributes required for the position.

The ideal candidate will demonstrate high levels of flexibility and the ability to respond to changing priorities and challenges that are present in the Collins life of type extension project.

The candidate will be able to demonstrate and apply Systems Engineering knowledge and experience to develop and review design packages, identify risks and appropriate mitigations, and provide advice and recommendations to decision makers.

They will be able to demonstrate the ability to work as part of a team, setting work priorities and exercising people and financial responsibilities.

The candidate will have a demonstrated history in the ongoing upskilling and development of colleagues and self-improvement through professional development. **Eligibility**

Mandatory Qualifications

These engineering positions require a Bachelor of Engineering degree within the fields of Electrical, Mechanical, Marine Engineering or Naval Architecture from an Australian institution, or a qualification gained elsewhere, that satisfies the requirement of the Washington Accord for recognition as a Professional Engineer.

Security Clearance

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

Notes

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

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To Apply

Position Contact	Naval Shipbuilding Recruitment, build.the.future@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=0D93CD79-0699-5D25-2D01-C904F9FE23E7

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Defence

Vacancy VN-0713893

Department of Defence

Closing Date: Thursday 10 November 2022

Capability Acquisition and Sustainment Group
Land Systems

Job Title	Project Scheduler
Job Type	Full-Time, Ongoing
Location	Orchard Hills NSW, Rockingham WA
Salary	\$78,143 - \$97,790
Classification	APS Level 5; APS Level 6
Position Number	CASG/07357/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=F48997E2-D702-B323-94BE-C9047A715951>

Duties

The Role

Are you looking for a role where you can apply your project planning and scheduling skills to support some of the largest and complex programs in Australia? This is the role you have been searching for!

Now is an exciting time to join the Explosive Ordnance Maintenance Directorate (EOMD) in Explosive Material Branch (EMB) at the Department of Defence. As part of the project scheduling and planning team, you will deliver and sustain some of the most exciting Australian Defence Force (ADF) systems that are at the leading edge of Defence capability.

We are seeking applications to fill two positions:

- **APS 6 – Project Scheduler (Rockingham WA):** Under broad direction, you will oversee a small and dynamic team to perform and achieve complex planning and scheduling work within an integrated workforce.
- **APS 5 – Project Scheduler (Orchard Hills NSW):** Under limited direction, you will perform and achieve complex planning and scheduling work within an integrated workforce.

Every day will be different as you embrace opportunities to:

- Develop and maintain project planning activities;
- Coordinate project performance, including identifying opportunities for improvement;
- Prepare project briefs and reports; and
- Work collaboratively with stakeholders.

About our Team

EMB is a group of approximately 560 dedicated employees working across engineering, project management, commercial, logistics and corporate enabling services. Our mission is acquiring and sustaining guided weapons and munitions for the ADF across the life-cycle phases: requirements setting; contracting; procurement; international logistics; domestic manufacturing; item management and maintenance, and co-ordination of disposal activities. EMB partners with domestic and international industry to deliver materiel capability to Defence, managing a multi-billion dollar portfolio of complex, high-profile acquisitions and sustainment activities to support the ADF.

EOMD is a dynamic and diverse team within EMB, focused on guided weapons maintenance, and was established to bring together all guided weapon maintenance activities performed by EMB.

Our people are capable, innovative, committed and diverse. We support an inclusive culture, that emphasises respect and collaboration.

In EMB, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get with any other organisation.

Other benefits include:

- A career pathway with comprehensive professionalisation and skilling programs to support your development and career;
- An ability to work with visionary and experienced professionals;
- A generous remuneration package including 15.4% employer superannuation contributions, conditions of service, flexible working arrangements and leave entitlements.

Our Ideal Candidate

We are seeking enthusiastic and motivated individuals to join our team, who are excited to work in

a high tempo environment.

Our ideal candidate will:

- Think strategically, and identify risks and opportunities across multiple projects;
- Take the initiative and apply sound judgment to resolve issues;
- Apply organisational and time management skills, with an attention to detail, to deliver project milestones on time and within budget;
- Exercise excellent communication and stakeholder management skills, in order to inform and influence decision making processes; and
- Be self-motivated and an active team member, with strong collaboration and team working skills.

Eligibility

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

Notes

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

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To Apply

Position Contact	Brad Thomas or Richard Lowe, 02 4728 0842 or 08 9580 3857
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F48997E2-D702-B323-94BE-C9047A715951

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Department of Defence

Closing Date: Thursday 10 November 2022

Naval Shipbuilding and Sustainment Group
Patrol Boats and Specialist Ships

Job Title	Program Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	Executive Level 2
Position Number	NSSG/07069/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=361AC512-4104-B43C-2622-C9052E9942A5>

Duties

The Role

Specialist Ships Branch, within Patrol Boats and Specialist Ships Division, is seeking a motivated and experienced Program Director to provide ongoing project management support to the Commonwealth Governments continuous naval shipbuilding projects. Specialist Ships Branch is one of the most dynamic organisations within Defences Naval Shipbuilding and Sustainment Group (NSSG) and the role of EL2 Program Director offers a rare opportunity to develop your career under the direct leadership of our Assistant Secretary.

The successful applicant will be involved in providing program management support to a number of Major Acquisition Projects across the branch, working in collaboration with senior leadership to develop your skills further.

We're seeking applicants with demonstrated program management and commercial experience, particularly those with experience in, and comprehensive knowledge of, maritime project management, commercial and business activities within the lifecycle of an acquisition project.

Project management experience is required, preferably in the maritime domain, with applicants being required to demonstrate significant stakeholder liaison and strong communication skills.

About our Team

Specialist Ships Branch, under Patrol Boats and Specialist Ships Division, is an exciting and complex environment, offering a rewarding career in one of the most dynamic organisations within the Naval Shipbuilding and Sustainment Group (NSSG). We are responsible for the acquisition of complex maritime capability and delivery of Specialist and Minor War Vessels to the Navy. Currently, Specialist Ships Branch has ten (10) projects with many more coming. This gives our staff a unique opportunity to continually change and grow, learning through all stages of the capability lifecycle in a reduced timeframe.

You will enjoy Australian Public Service conditions which include an attractive salary package and flexible, family-friendly working arrangements. Our staff have access to flexible working hours with opportunities for part-time and home-based work. Defence provides employees with the option to undertake further studies, training and a superannuation contribution of 15.4 per cent, higher than most industries, with the opportunity for you to make additional personal contributions. We are committed to the personal and professional development of our staff, and welcome interested candidates to apply to join our team.

Our Ideal Candidate

We are looking for a driven and enthusiastic self-starter who will thrive in an evolving dynamic environment, where there is opportunity to directly influence the delivery of capability.

You will have proven experience supporting the delivery of projects, ideally having performed project management, project governance, business operations, and program/project management roles.

The Program Director directly supports the Assistant Secretary Specialist Ships to fulfil their program management and corporate

accountabilities in accordance with the Capability Life Cycle Manual and the CASG Business Framework.

Functions managed within the office of Program Director Specialist Ships include:

- Program Strategy;
- Strategic Needs of the Future;
- Program level Assessments;
- Program Risk Assessments/Program Assurance;
- Program Governance;
- Program Coordination;
- Branch Corporate & Statutory Reporting; and
- Branch Business Management (including Workforce & Capacity Management).

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	David Kingston, Phone Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=361AC512-4104-B43C-2622-C9052E9942A5

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Department of Defence

Closing Date: Thursday 10 November 2022

ARMY
Aviation Command

Job Title	CAMM2 Data Manager
Job Type	Full-Time, Ongoing
Location	Palmerston NT
Salary	\$78,143 - \$83,700
Classification	APS Level 5
Position Number	ARMY/04908/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=1B678DDA-A4E6-DEDA-1062-C9052EA0F3E7>

Duties

Your Role

The role of the MCS Data Manager Supervisor encompasses the coordination and completion of tasks associated with the operation of the aviation Maintenance Control Section. The role underpins the management and quality assurance of the organisation's aircraft maintenance documentation, contained primarily within the Computer Aided Maintenance Management (CAMM2) system. In broad terms, the primary requirements of this role are:

- Ensure all CAMM2 related information is being correctly entered or reported by unit technical and supply personnel and detect and correct errors to maintain the integrity of the aircraft maintenance documentation system (CAMM2 and other records).
- Carry out maintenance policy management and update in line with authorised orders, instructions and publications.
- Carry out all Maintenance Control Section tasks to the standard and timelines mandated by related orders, instructions and publications.
- Carry out administration of CAMM2 user access.
- Provide advice and assistance to unit staff when required.

Our Team

The APS 5 Data Manager Supervisor works as part of a 4-5 person team within the Maintenance Control Section of the 1st Aviation Regiment, Technical Support Squadron. The team shares a sometimes demanding office environment, undertaking data management and assurance activities, reporting tasks and supporting technicians and unit key staff in daily activities and problem solving.

The MCS team are required to meet routine daily, weekly and monthly assurance related goals and reporting deadlines. The successful applicant will experience the satisfaction of working within a professional, dynamic and safety focused organisation, including exposure to highly technical

aviation assets and interaction with highly trained maintenance and operational staff. The successful applicant will be working as part of the integrated aviation team, managing key aircraft maintenance data, through supporting electronic systems and procedures.

Our Ideal Candidate

The ideal candidate will be an individual with the following experience, training and attributes:

- Hold a CAMM2 Data Manager qualification, with requisite experience in a Maintenance Control Section, or be willing to undertake all training requirements leading to the above qualification (including pre-course and a residential course of approximately eight weeks)
- Hold a qualification in a recognised aviation technical trade (military or civilian)
- An aptitude for computer-based work
- A sound working knowledge of CAMM2 at Maintenance Certifier – B Category licence level or Specialist
- A sound working knowledge of aviation maintenance certification and recording practices and their relationship with the maintenance of airworthiness standards.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	David Howard, 07 3514 0819
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1B678DDA-A4E6-DEDA-1062-C9052EA0F3E7

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Defence

Vacancy VN-0713906

Department of Defence

Closing Date: Thursday 10 November 2022

Security and Estate Group
Service Delivery Division

Job Title	Planning and Development Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$78,143 - \$83,700
Classification	APS Level 5
Position Number	SEG/07460/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=C6C88C4C-15CA-B2E5-E6B7-C9052F36F164>

Duties

Your Role

Program Management and Governance Branch within Service Delivery Division (SDD) has a unique and exciting opportunity for an APS 5 Administration Officer, within the Directorate of Relocations and Housing (DRH). The Planning and Development Officer is a member of the small team within DRH responsible for the strategic planning of one of the Commonwealth's largest housing portfolios. The Strategic Planning section develops the Defence Housing Forecast (DHF) and a range of comprehensive housing plans, monitors portfolio performance, and manages the delivery of major housing projects to assure ADF housing requirements now and into the future.

In this role, you will be required to deliver quality outcomes within agreed timelines. You will be responsible for data management, monitoring of a range of housing information, and providing advice to DRH staff in support of the Directorate's broader objectives. You will perform a variety of administrative, operational, and complex statistical tasks to assist planning and performance reporting.

It is essential you are competent in the use of the Microsoft Office suite (particularly demonstrating competency in Excel). You will maintain records and filing systems, draft, edit, and format correspondence and other documents, and contribute to section research on housing and relocation matters. You will have highly developed communication skills, both written and verbal and have the ability to adapt to change in a positive and flexible manner. You will be a team player who enjoys a dynamic work environment and is outcome focused. We will support and encourage you to build on your strengths and professional expertise.

If you require further information please call the contact officer on the front of this Information Pack.

Our Team

Directorate of Relocations and Housing (DRH) is responsible for the provision and delivery of quality housing and related services to ADF members under national contracts and in accordance with Defence Policy.

Our Ideal Candidate

An APS5 Planning and Development Officer will be responsible to: plan, manage and perform business support, clerical, administrative and managerial activities including:

- Program implementation

- Records management
- Quality assurance
- Governance
- Contract management and
- Project support functions.

Translate, understand, implement, use, improve, administer, comply and promote legislative, regulatory, procedural, policy and program requirements within Defence. An APS5 Planning and Development Officer is accountable under limited direction to undertake complex procedural, operational, administrative and business support tasks and activities within an integrated workforce. They will work within a framework of legislation, established principles, work practices and procedures in accordance with Defence's mission and business objectives.

An APS5 Planning and Development Officer will take individual responsibility for accurate completion of work and will apply the skills, knowledge and experience necessary to provide advice and support for a range of interrelated administration and business management activities involving a variety of established processes and methodologies. They will undertake various activities that support the delivery of program implementation, policy development, records management, quality assurance, governance, contract management and project support functions across Defence.

An APS5 Planning and Development Officer may coordinate and contribute to the work of a team consistent to a work plan and provide advice and assistance on methods of task completion to team members. They are expected to be capable of reviewing and developing the quality of work undertaken by others within a work group. They will have some authority and discretion to exercise initiative and judgement to achieve results.

An APS5 Planning and Development Officer will be required to engage with relevant stakeholders to identify expectations and concerns and develop a clear understanding of the issues and solutions to achieve outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development. **Eligibility**

Security Clearance:

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

Notes

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To Apply

Position Contact	Guy Taylor, 02 6192 7301
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C6C88C4C-15CA-B2E5-E6B7-C9052F36F164

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Defence

Vacancy VN-0713909

Department of Defence

Closing Date: Thursday 10 November 2022

Joint Operations Command
Headquarters Joint Operations Command

Job Title	Intelligence Assessment Analyst
Job Type	Full-Time, Ongoing
Location	Bungendore NSW, Canberra ACT
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	JOC/05636/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D3BEE322-5BD0-C121-4AE4-C9052E8EB9D4>

Duties

The Role

Headquarters Joint Operations Command (HQJOC) is seeking a Senior Intelligence Assessment Analyst to join a specialist team working at Bungendore. This team liaises closely within the headquarters as well as across other Australian Government organisations to produce high profile assessment products for Defence senior leaders in support of Australian Defence Force (ADF) campaigns and operations.

In this role you will lead, and be part of, a small multi-disciplinary team of ADF and APS analysts working on operationally focused problem sets, often with long lead times. You will collect and consolidate operationally relevant information, including direct/indirect observation of current operations, to measure the progress of operation(s) towards accomplishing objectives and

evaluation of campaign progress in order to enable the rapid recognition of changing conditions and subsequent adaptation of the campaign.

Your assessments (including proposed alternative courses of action) will inform operational planning and decision making within senior levels of Defence, to optimise operational effectiveness of the joint force. You will be required to brief your assessments to senior Defence decision makers at the operational and strategic levels.

About our Team

As part of HQJOC Modernisation, Assessment and Evaluation Branch, the Directorate of Theatre Assessment (known as J83) conducts assessment of Campaign, Operations and Joint Collective Training (JCT) to evaluate performance and progression to meet objectives, and subsequently develops detailed assessment products to inform operational and campaign planning.

The team is widely recognised across Government and Allied agencies as leaders in their field, and individuals have ample opportunities to brief their work to the highest levels of Defence leadership.

J83 offers a diverse range of work in a mixed public service/military/contractor workplace, innovative methodologies and techniques, flexible work arrangements, and regular engagement with a broad range of stakeholders. There are also domestic and overseas opportunities for short-term assessment engagements and analytical exchanges with Allied agencies.

Our Ideal Candidate

Our ideal candidate will be a strong small team leader, creative thinker, keen problem solver, and able to foster effective working relationships with other teams by demonstrating commitment to collaboration and team work. You will have excellent written and verbal communication skills, and be able to work with a high level of independence.

Formal qualifications and/or experience in analytical technics for operational assessment in a military context is highly desirable. Experience and/or training in military operational assessment is desirable. Further training in military operational assessment and operational planning may be available pending individual requirements.

For this role, you will undertake a psychological assessment to be able to work within HQJOC Bungendore and must be able to obtain and maintain a TSPV security clearance.

Eligibility

Security Clearance

Prior to commencement, successful applicants will be required to undergo a psychological assessment and an extensive security clearance process.

As a Positive Vetting clearance is required, applicants must be Australian Citizens; be able to account for their personal background for their whole life; and be able to demonstrate suitability to work in a high security intelligence environment.

Notes

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

About the Department of Defence

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To Apply

Position Contact	Mark Carleton, 02 5108 6693
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D3BEE322-5BD0-C121-4AE4-C9052E8EB9D4

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Defence

Vacancy VN-0713915

Department of Defence

Closing Date: Thursday 10 November 2022

Joint Capabilities Group
Joint Health Command

Job Title	Health Records Co-ordinator
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	JCG/07481/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=2325A6F5-273E-3C20-795B-C905302F08E2>

Duties

The Role

We have a unique opportunity for a Health Records Co-ordinator to join the HIO. Joint Health command is looking for a diligent individual who will assist in the co-ordination of Health Information Requests.

This person will also have excellent communication skills and assist in the service delivery of health information to both members and third parties in accordance with relevant legislation, Defence policy and processes.

The Health Records Co-ordinator will be responsible for:

- Accountable for the HIO HR inbox, including prompt response to health information requests, allocation of work, resources and tasks, setting work priorities and management of workflows.
- Development of SOPs and provide leadership, mentoring, training and advice to a small team of Health Records Officers.
- Ensure relevant extant Legislative, Policies and Processes are updated and followed.
- Capture and record work throughout for reporting purposes
- Ensure appropriate governance and archival of health information release and quality assurance activities
- Other administration tasks within HIO including Content Management of HIO Sharepoint site and records management.

About our Team

Joint Health Command (JHC) enables a healthy, ready, and supported Force from enlistment through to transition, through the delivery of reliable, resilient, affordable and best practice health services for Defence members. JHC provides a joint health effect to enable ADF capability.

The Health Information Office (HIO) within JHC was established in September 2019 to manage health information governance, health record extracts and data provision, as well as driving digital health transformation in Defence through advanced analytics.

The HIO serves a critical function and service in providing the Surgeon General of the Australian Defence Force (SGADF), commanders and clinicians with health system insights that help to inform, improve member care and service delivery efficiencies.

Our Ideal Candidate

The ideal candidate will have the ability to work with a considerable degree of independence as a mentor and leader in an integrated workforce.

They will engage in complex problem solving and issues management and will be responsible for the coordination and prioritisation of health information requests received.

They are accountable to ensure they and the team have knowledge of and compliance with legislative frameworks and policy requirements.

They will have a high level of written and verbal communication skills and be able to work in a fast paced environment, be flexible and prioritise tasks.

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	Sanchia Chadwick, 0410 486 332
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2325A6F5-273E-3C20-795B-C905302F08E2

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Defence

Vacancy VN-0713916

Department of Defence

Closing Date:Friday 11 November 2022

Science and Technology Group
Sensors and Effectors

Job Title	Researcher - Radar Signal Processing Engineer
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$71,207 - \$97,790
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	DSTG/07306/22
Agency Website	

Job Description

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

Duties

The Role

The Surveillance Systems Branch in Edinburgh is looking for an enthusiastic person with an interest in tackling practical problems in radar, through research and experimentation. Surveillance Systems Branch undertakes world leading research into passive and active radar systems and collaborates with organizations around the world in performing this research. You will research challenging problems and undertake design and development of radar signal processing and visualization software that contribute to the system performance and survivability of active and passive radar systems. As the ideal candidate, your passion to improve how radar systems operate today and your desire to innovate will contribute directly to programs within the Australian Defence Force to improve their capabilities in radar surveillance. You will have the opportunity to think critically and work in collaboration with ADF personnel, academia and industry. You will have access to world class radar research facilities onsite in Edinburgh to assist you in your research and development.

Under guidance, duties of the Radar Electronic Protection Researcher will include:

- Undertake research in radar signal processing and develop software to implement research outcomes for active and passive radar systems.
- Maintain experimental radar systems using technologies such as C++, CUDA and MATLAB
- Generate new knowledge to produce enhanced capability for clients and sponsors in the area of Signal Processing and Electronic Protection.
- Undertake field trials of radar systems, data analysis, and documentation of outcomes for military clients.
- Test and evaluation of radar systems, through research, analysis and measurements.
- Collaborative work with team members from DSTG, industry and academia to progress development of novel radar signal processing algorithms.

Our Ideal Candidate

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

- Science research or engineering or technical experience relevant to the role;
- A strong interest in working in radar systems and a willingness to expand your knowledge in the area;
- Demonstrated ability to apply scientific or technical and engineering techniques to solve problems;
- Ability to work independently and as an inclusive team member, valuing diversity of ideas.
- Sound communication skills with ability to adapt communication style to meet the needs of different stakeholders;
- Ability to build good stakeholder relationships;
- A commitment to ongoing self-improvement and professional development.
- A commitment to ongoing self-improvement and professional development.

Our Team

Sensors and Effectors leads the impetus for innovation within Australian force operations by providing science and technology advice about equipment, personnel and processes. The Surveillance Systems (SS) Major Science and Technology Capability (MSTC) within DST Group's Sensors and Effectors Division (SED) drives the application of science and technology to solve problems and deliver solutions for the Australian Government and the Australian Defence Force (ADF) and improve their capabilities in radar surveillance. One of the key roles of the Resilient Radar Systems team is conduct to develop and demonstrate resilient radar technologies and systems, including Active Electronically Scanned Array (AESA) radar, passive radar, multi-static and multi-function RF capabilities. **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	Dr Bobby Yau, 08 8393 3933
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencecode=defenceext

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Defence

Vacancy VN-0713917

Department of Defence

Closing Date: Thursday 10 November 2022

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	ILS Officer Sustainment
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	CASG/06420/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=CCCD6D62-A423-C9F4-E7C1-C905303B9398>

Duties

The Role

Are you looking for a career that puts you at the forefront of cutting edge and sensitive technology? The only way you will find out how good our technology is, is by joining us. Do you want to contribute to the delivery of critical Defence Command, Control, Communication and Computer (C4) and Electronic Warfare (EW) capability?

The Capability Acquisition and Sustainment Group's (CASG) Joint Systems Division has exciting opportunities to do just that in a diverse, inclusive team environment where innovation and staff development are priorities.

Joint System Division (JSD) is seeking highly motivated, skilled and experienced Logistics Officers who will be responsible for administrating and maintaining plans related to Integrated Logistic Support and materiel data management processes and procedures within multiple Defence inventory management systems. The role requires experience in planning and managing a large annual budget, responsibility for a large and complex supply and repair chain using an integrated enterprise resource system, dealing with contract service providers and managing an integrated fleet team. This role supports the SPO's sustainment management unit through provision of advice related to operational spares requirements, repair and maintenance activities, and critical fleet support activities.

The right people for these roles will show the flexibility to respond to the changing context and shifting priorities of the Defence environment and the agility to realign resourcing to meet new demands. Successful applications will provide support and guidance to your team to ensure they are sensitive to Defence strategic direction and equipped to excel in their capabilities.

We are seeking candidates with a diverse range of experience and backgrounds in Logistics, including people who have gained their experience outside Defence and Government.

About our Team

The Joint Systems Division is responsible for acquiring, integrating and sustaining a range of complex, sophisticated military command and control systems, deployable network systems, intelligence, surveillance, reconnaissance and electronic warfare systems, communications systems and satellites systems that underpin critical Defence capability.

The Division manages over 40 major acquisition projects currently underway and sustains a wide range of in-service equipment for Defence and other Government agencies. The Division's prime and over-riding focus is to provide the best possible support to the Australian Defence Force employing the materiel provided in protecting Australia's interests.

Our people are located in all states and territories across Australia, as well a number of locations internationally.

Our Ideal Candidate

Do you enjoy working with a diverse range of people? Are you interested in joining a great workplace in a challenging and rewarding role?

JSD is seeking applicants who are able to demonstrate initiative and the ability to apply established engineering principles, techniques and methods to solve problems relating to the sustainment, design, development, integration and evaluation of military equipment or other complex military Command, Control, Communication and Computer (C4) and Electronic Warfare (EW) systems.

Key attributes and experience we are looking for include:

- Experience working in and/or providing support to Integrated Logistics Support management and legislative frameworks.
- Demonstrated ability to establish clear plans and timeframes and be able to respond positively to change and uncertainty.
- An Innovative and adaptive thinker, who will take accountability while applying a risk based and flexible approach to delivering outcomes.
- A confident communicator, who is collaborative, agile and can effectively manage within an integrated team environment.
- Sound commercial and business acumen and a demonstrated understanding of the Defence Industry sector in Australia.
- Sound initiative and judgement in the interpretation of policy and the application of practice and procedures expert policy advice.
- Excellent communication skills and proven ability to liaise with various levels of stakeholders in relation to complex issues.
- A team leader who values team work and performs well in a diverse and integrated environment.

Eligibility

Security Clearance

All positions within JSD require up to a Negative Vetting 1 security clearance at minimum, some positions require up to a Positive Vetting security clearance. The successful candidate may be able to commence a role with a lower clearance however, failure to attain the required security clearance may necessitate a role change.

Notes

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To Apply

Position Contact	Nathan Gabrielsen, (02) 5108 2724
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CCCD6D62-A423-C9F4-E7C1-C905303B9398

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Defence

Vacancy VN-0713923

Department of Defence

Closing Date: Thursday 10 November 2022

NAVY
Fleet Command

Job Title	Security Officer
Job Type	Full-Time, Ongoing
Location	Garden Island NSW
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	NAVY/07331/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=FECAF6CB-B111-82B5-6213-C9053052E2BA>

Duties

The Role

As the Security Officer, you will:

- Work with internal and external stakeholders to protect the Centre's physical facilities, its personnel and its information holdings.
- Develop and maintain security policies, plans and procedures in line with the Australian Government Protective Security Policy Framework (PSPF).
- Regulate, monitor and report on Centre security, conduct security threat & risk assessments, and promote security awareness.
- Administer security compliance across the Centre's geographically dispersed facilities. In line with the preceding duties, you will manage security incidents and conduct, facilitate or assist in investigations.

About our Team

The Maritime Warfare Centre is custodian for the Royal Australian Navy's data on weapon firings, underwater signature measurement and expert analytic products essential to decision makers and the warfighting community.

The Centre's Systems Team provides critical infrastructure, information management services and systems support, enabling the provision of the Centre's information product.

The Systems Team provides a working environment that offers challenging work, flexibility to be innovative, talented colleagues, and the guidance and support that that you need to succeed.

Our Ideal Candidate

In addition to possessing the essential and desirable criteria, our ideal candidate will be a self-starter with solid communication skills and an ethos of continuous improvement.

With the latter in mind, we would hold in high regard someone seeking to develop their own skills and we would support them in this endeavour. **Eligibility**

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Gregory Long, 02 9537 0683
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=FECAF6CB-B111-82B5-6213-C9053052E2BA

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Defence

Vacancy VN-0713936

Department of Defence

Closing Date: Thursday 10 November 2022

NAVY
Fleet Command

Job Title	Logistics Compliance Officer
Job Type	Full-Time, Ongoing
Location	Waverton NSW
Salary	\$78,143 - \$83,700
Classification	APS Level 5
Position Number	NAVY/06844/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=F2E24301-CF3E-3884-3A52-C905310065BE>

Duties

Your Role

Fleet Logistics Directorate (FLD) is looking for a Compliance Officer to work closely with an integrated team of logistics specialists and become the Subject Matter Expert (SME) for logistics policy, supporting the units attached to HMAS Waterhen. Some key duties of this role include, but not limited to:

- Continual review and development of unit processes to ensure compliance
- Manage audits on processes to ensure compliance with technical regulation.
- Analyse compliance and assurance outputs and prepare detailed reports with recommendations on audit results.
- Support unit remediation and reporting with identified process non-compliance
- Assist with all C&A progressive stocktaking activities and reporting to support of Defence-wide stocktaking programs
- Provide compliance and assurance, analysis, performance measurement, reporting and improvement of Navy's Supply Chain & Logistics processes and systems to ensure the effective and efficient use of Navy's logistics resources
- Build and sustain effective relationships with team members and actively participate in team work and group activities.
- Interpret and comply with legislative, policy and regulatory frameworks
- Provide advice to stakeholders on logistics compliance policies and regulations

Our Team

Fleet Logistics Directorate (FLD) is a team of Maritime Logistics (ML) Officers and Subject Matter Expert providing guidance and direction for all areas of ML across Fleet Command. This includes governance oversight and logistics assurance. The team is extremely supportive and experienced in compliance and assurance guidance, working collaboratively with each other across all the Forces to achieve results.

Our Ideal Candidate

To be successful in this role you will:

- Previous compliance and audit experience
- Good written and verbal communication skills

- Experience in understanding and implementing government policy
- Demonstrated analytical skills, including sound judgement and the ability to interpret legislation, policy, procedures and data to form evidence-based recommendations
- The ability to interpret legislation and complex matters then communicate in a simple, clear easy to understand manner
- Demonstrated ability to use data and other supporting evidence when making decisions relating to investigations and to provide this in a written format to both internal and external stakeholders.
- The ability to build positive, collaborative working relationships with a wide range of internal and external stakeholders

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Jason Najm, 02 9537 1752
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F2E24301-CF3E-3884-3A52-C905310065BE

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Defence

Vacancy VN-0713947

Department of Defence

Closing Date: Sunday 13 November 2022

Defence People Group
People Services

Job Title	Recruitment Administrator
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Brindabella Business Park ACT, Raymond Terrace NSW, Melbourne VIC
Salary	\$71,207 - \$77,739
Classification	APS Level 4
Position Number	DPG/07530/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=F7788606-2B4A-C21E-E4C6-C90531B465E7>

Duties

The Role

Your role as Recruitment Administrator will involve supporting a variety of recruitment activities across Defence. The Recruitment Administrator role has a key focus on completing end to end recruitment processes including placing job advertisements, supporting customers throughout the recruitment process and completing candidate onboarding. The role will not involve the screening of candidates but will involve high level customer service by providing sound advice and guidance about recruitment activities and working within Defence's legislative and policy frameworks.

The major responsibilities of this role will include:

- Processing customer advertising requests and assisting with customer requests to access Merit Pools.
- Preparing candidate onboarding documentation for various movement types.
- Acting as the first point of contact to support customers and candidates throughout the recruitment process.
- Assisting with candidate enquiries during the selection and onboarding processes.
- Engaging with candidates on merit pools to retain our talent pools for future roles.
- Contributing to process improvement initiatives.
- Meeting quality and timeframe requirements.

About our Team

Defence APS Recruitment is a dynamic team that partners with business to facilitate recruitment processes, attracting and retaining the best candidates into jobs. We seek to promote or source the best talent using fair, transparent, timely and contemporary approaches.

Defence APS Recruitment aspires to provide an innovative, strategic and agile service that is highly valued by its customers and candidates. Successful candidates will work as part of a high tempo team, focussed on contributing to a positive culture and work environment.

These roles may be offered on an ongoing or non-ongoing basis in Canberra, Raymond Terrace and Melbourne. A merit pool of suitable candidates will be created to fill future vacancies.

Our Ideal Candidate

Our APS Recruitment Team prides themselves on superior customer service, an impeccable work ethic and being motivated by a challenge. We are looking for individuals to join our team who enjoy a fast paced team environment, are energetic, creative and always looking for an opportunity to improve and who have excellent attention to detail and strong computer skills. If this sounds like you we welcome your application. Your role as Recruitment Administrator will involve supporting a variety of recruitment activities across Defence. **Eligibility**

Security Clearance

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

Notes

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To Apply

Position Contact	Fiona Rogers, (07) 5362 8986
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F7788606-2B4A-C21E-E4C6-C90531B465E7

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Defence

Vacancy VN-0713977

Department of Defence

Closing Date: Thursday 10 November 2022

Chief Information Officer Group
ICT Delivery Division

Job Title	Project Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$125,622 - \$150,785
Classification	Executive Level 2
Position Number	CIOG/07392/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=73A4DDA1-3D3A-F83C-27D8-C9047C7A8721>

Duties

The Role

We are seeking to recruit highly motivated individuals for roles within CIOG. Opportunities are available for two Project Director positions. Our Project Directors are responsible for achieving large multi-year ICT infrastructure projects.

The Project Directors are accountable to the Assistant Secretary ICT Infrastructure Delivery (IID) and will manage a multi-disciplinary team of APS staff and contractors across multiple locations. They will work with other CIOG business units, including utilisation of our strategic delivery partners, to achieve key capability outcomes, through deliveries under these substantial strategic commercial arrangements.

The Project Directors are responsible for building strong working relationships and partnerships with stakeholders to achieve positive outcomes for Defence Information Environment users. Each project effectively operates as a sub-business unit within the Branch. Therein, Project Directors are responsible for leading their sub-business unit to ensure Project operation and deliveries are appropriately governed and assured.

About Our Team

The ICT Infrastructure Delivery Branch is a team of experts experienced in delivering complex and complicated ICT infrastructure projects. The main purpose of the Branch is to bring life scoped and funded ideas to upgrade or introduce new ICT infrastructure underpinning Defence capabilities. The Branch consists of complex and medium-to-long duration ICT infrastructure projects. Infrastructure extends to both software and hardware, from operating systems to commercially available and bespoke applications to the core server systems and desktop services that run them.

Our project teams consist of like-minded, self-motivated and progressive thinking team players who:

- Listen and respond to changes in requirements.
- Manage risks and impacts.
- Engage stakeholders and customers at the right moments.
- Deliver on-time, in-budget and fit-for-service outcomes, through high performance, teamwork and respect.

We attract high performers who like challenges and employment opportunity across a broad range of ICT infrastructure projects.

Our Ideal Candidate

Project Directors work with considerable independence. They are accountable to achieve ICT capability deliveries by planning work and delivery strategies, and by managing human and material resources. These roles require mature people management skills and knowledge to lead

high performing team(s). They exercise people, procurement and financial responsibilities.

Our ideal candidate will have the following skills and attributes:

- Ability to operate and produce high quality outcomes in a fast-paced environment with competing priorities.
- Excellent leadership skills with strong people management, both in leading a team and in liaising with stakeholders.
- Set work aligned with strategic objectives for the team(s), lead and monitor workflow and performance, and communicate progress against required outcomes.
- Provide clear, strategic advice to their senior management, and the external stakeholder group.
- Display excellent interpersonal, communication and engagement skills with the ability to influence to achieve results and a positive approach to issues resolution.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Glenn Thomas, 02 5108 9239
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=73A4DDA1-3D3A-F83C-27D8-C9047C7A8721

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Defence

Vacancy VN-0713982

Department of Defence

Closing Date: Thursday 10 November 2022

Army
Forces Command

Job Title	Brigade Security Advisor
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	\$78,143 - \$83,700
Classification	APS Level 5
Position Number	ARMY/04910/22
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=4D73613F-17D8-44F6-EC82-C9056A1BA8B0>

Duties

Your Role

The Brigade Security Advisor (BSA) assists Brigade senior leadership analyse the security environment and to plan to counter unacceptable risks.

The BSA provides advice to Unit Security Officers on security assurance and compliance in accordance with extant Defence policy. The BSA is required to have a detailed knowledge of Defence, Army and Command protective security policy, principles and minimum standards.

The BSA plays an integral role in the ongoing monitoring of security procedures and systems. Oral and written communication, interpersonal skills and policy interpretation are critical skills for this role.

Key job functions include:

- Providing security advice, including interpretation and implementation, on Defence security policy to Brigade leadership, Brigade staff and units under command.
- Monitoring and facilitating security assurance and compliance within the Brigade.
- Conducting liaison with other security appointments within the Brigade, Formation, Service, Department or other Government agencies as required.

About Our Team

Headquarters 1 Brigade is a dynamic team environment that is responsible for Commanding Unit's within the Brigade. The Brigade is currently going through an active Force Modernisation process that is seeing it develop towards a Littoral Manoeuvre force. This is seeing considerable change to the Brigade with the Staff focusing on understanding and preparing for this new role.

The Brigade also conducts a considerable amount of Security Engagement activities with regional partners. This sees the Brigade both deploy personnel across the region and also host members

of foreign militaries for various exercises and activities. The Brigade also has a strong relationship with the USMC through the regular rotation of MRF-D personnel through the NT.

Overall, 1 Brigade has a diverse number of activities it conducts on a regular basis and is a rewarding and innovative work environment.

Our Ideal Candidate

- Requires excellent written and verbal communication skills.
- The ability to establish and maintain productive working relationships across a broad range of stakeholders.
- Have a demonstrated ability to interpret policy and develop and deliver solutions to complex security policy problems.
- Be a self-starter that is able to prioritise work, manage time and conflicting deadlines and work proactively with limited direction.
- Understand, or have the ability to develop an understanding of the unique requirements of working within an active Combat Brigade environment.
- Be willing to upskill where necessary in areas relating to emerging Defence capabilities and security policy.
- Have a background in security, policy and corporate governance.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Sandi Williams, 08 7971 3392
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4D73613F-17D8-44F6-EC82-C9056A1BA8B0

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Defence

Vacancy VN-0713984

Department of Defence

Closing Date: Thursday 10 November 2022

Army
2nd Division

Job Title	Logistics Officer
Job Type	Full-Time, Ongoing
Location	Hawthorn VIC
Salary	\$62,863 - \$69,265
Classification	APS Level 3
Position Number	ARMY/07124/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=5FB76DB1-151C-6283-6672-C9056AA1BF4D>

Duties

The Role

Key duties and responsibilities of the APS3 Logistics Officer include:

- Perform governance duties on logistics inventory management activities in accordance with the electronic supply chain manual.
- Deliver logistics inventory management through the use of information management systems.
- Draft responses to correspondence, briefs and reports.
- Provide advice to stakeholders.
- Build effective relationships with team members.
- Listen and adapt communication style to audience.
- Seek feedback when required.
- Take initiative to learn and comply with logistics procedures, legislation, policy and regulatory frameworks.

About our Team

The team is required to provide support internally to subordinate units and be prepared to support higher authorities on request.

Our Ideal Candidate

Our ideal candidate is someone who has a background in MILIS operations, with store managing ability and capable with Microsoft office. They will be required to undertake procedural, clerical, administrative support and some operational tasks.

They will require a driver's licence to be able to deliver, receive and purchase equipment.

The successful candidate must be able to communicate directly to personnel and have a fluid written communication skill. They must be able to work in a team environment and may be required to provide some limited supervision and on the job training to Defence employees.

Our ideal candidate will be accountable to perform logistics inventory management, as well as accountable to understand and comply with systems, legislation and policy requirements, in accordance with the Electronic Supply Chain Manual. **Eligibility**

Security Clearance

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

Notes

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

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To Apply

Position Contact	Chris Hawkins, 0402 048 410
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5FB76DB1-151C-6283-6672-C9056AA1BF4D

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Department of Defence

Closing Date: Thursday 10 November 2022

Defence Science and Technology Group
Sensors and Effectors

Job Title	Principal Explosive Ordnance Safety Advisor (PEOSA)
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$108,195 - \$122,044
Classification	Executive Level 1
Position Number	DSTG/07390/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=52298A0B-1C84-E76B-B1B1-C9056C10A84F>

Duties

The Role

As the Principal Explosive Ordnance Safety Advisor (PEOSA), you will be the lead agent for Defence Science and Technology Group (DSTG) energetic materials and explosive ordnance (EO) safety, assurance and compliance matters, including the reporting of any explosives incidents or accidents.

This is a science safety specialist role responsible for the provision of energetic materials and EO safety and scientific advice and guidance in order to ensure EO risks are minimised and managed appropriately across the whole of DSTG.

The duties of the PEOSA will include:

- Support the identification and assessment of EO safety vulnerabilities and risks, and the implementation, monitoring and assurance of controls in order to ensure EO risks are minimised and managed appropriately across the whole of DSTG.
- Maintain the DSTG Explosives Management System (XMS) in accordance with Commonwealth, State and Defence regulations to enable staff and environmental safety and organisational compliance and assurance.
- Review and endorse safe systems of work and procedures, including trials plans, risk assessments and safe operating procedures (SOPs) for DSTG operations and activities involving EO.
- Plan, support, conduct and assess training for staff involved in EO activities and operations, including the delivery of EO awareness and refresher training.
- Advise and support the DSTG EO assurance program through the inspection and monitoring of DSTG EO facilities, licenses, procedures and practices to ensure they comply with all relevant Defence, Commonwealth and State regulations; consistent with world's best practice for safety and environmental aspects.

The PEOSA works within the Explosive Ordnance Safety and Management team and reports to the Director Explosive Ordnance Safety and Management (DEOSM).

About our Team

Sensors and Effectors Division (SED) applies science and technology to the capability analysis, development and operation of Weapon and Combat Systems relevant to the Australian Defence Force (ADF).

The Advanced Propulsion & Weapon Effects (APWE) Major Science and Technology Capability (MSTC) sits within SED and drives the application of science and technology to solve problems and deliver solutions for the Australian Government and the ADF to improve their capabilities in weapon effects.

The APWE branch has unique sovereign capabilities and expertise in weapons and explosive ordnance (WEO) science and technology (S&T). This capability is strategically important for Defence supporting all stages of the munition life cycle by sustaining current weapons and transitioning next generation technology to ADF capability.

The PEOSA is embedded within the Explosive Ordnance Safety Management (EOSM) team which is positioned within APWE. EOSM exists to provide critical safety, management and assurance, specialist advice and technical support to all DSTG research programs involving energetics and explosive ordnance (EO).

Our Ideal Candidate

Our ideal candidate will possess relevant demonstrated skills in:

- Providing advice to senior leadership on explosive safety matters.
- Promoting a positive EO safety culture of continuous improvement and best practice.
- Representational duties in EO incident and WHS committees.
- Preparing EO safety performance reports, update briefs, technical reports and bulletins.
- Acting as a primary contact for committees, internal and external stakeholders.
- Key stake holder in Explosive Ordnance related safety panels.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Craig Wall, 08 8393 2772
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=52298A0B-1C84-E76B-B1B1-C9056C10A84F

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Defence

Vacancy VN-0714017

Department of Defence

Closing Date: Wednesday 16 November 2022

Navy
Fleet Command

Job Title	Technical Officer - Systems
Job Type	Full-Time, Ongoing
Location	Garden Island NSW
Salary	\$78,143 - \$83,700
Classification	APS Level 5
Position Number	NAVY/07338/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=B383FD4D-202D-2B62-7141-C9056CB1CD21>

Duties

The Role

The Maritime Warfare Centre (MWC) is currently developing exciting solutions for sharing critical knowledge and insights within Defence. As Technical Officer - Systems, you will work with the Systems Team to engage diverse stakeholders and facilitate the success of these solutions. This includes assisting with the day-to-day administration and improvement of the ICT environment to ensure peak performance and maximum uptime.

The Technical Officer - Systems' duties include:

- Systems access and permissions;
- First level support in resolving equipment, networking and software issues;
- Basic server administration;
- Maintaining documentation on processes, policies, server & application configuration; and
- Following ICT security, disaster recovery and business continuity policies and procedures.

About our Team

The Maritime Warfare Centre is custodian for the Royal Australian Navy's data on weapon firings, underwater signature measurement and expert analytic products essential to decision makers and the warfighting community. The Centre's Systems Team provides critical infrastructure, information management services and systems support, enabling the provision of the Centre's information product. The Systems Team provides a working environment that offers challenging work, flexibility to be innovative, talented colleagues, and the guidance and support that that you need to succeed.

Our Ideal Candidate

The successful candidate will have:

- Experience providing user support comprising well-developed ICT trouble shooting skills with the ability to develop and articulate appropriate remediation actions;
- Experience installing/configuring/removing hardware and software in a Windows-based environment; and
- Knowledge of basic TCP/IP networking.

Additionally, our ideal candidate will be a self-starter with solid communication skills and an ethos of continuous improvement. With the latter in mind, we would hold in high regard someone seeking to develop their own skills and we would support them in this endeavour. **Eligibility**

Security Clearance

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

Notes

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To Apply

Position Contact	Gregory Long, (02) 9537 0683
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B383FD4D-202D-2B62-7141-C9056CB1CD21

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Defence

Vacancy VN-0714117

Department of Defence

Closing Date: Thursday 10 November 2022

Australian Defence Force Headquarters
Vice Chief Defence Force Executive

Job Title	Director Force Structure Cost Analysis
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$125,622 - \$150,785
Classification	Executive Level 2
Position Number	ADFHQ/07513/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=4BB8BD79-88D2-BCE6-D5E8-C905A8B4F432>

Duties

The Role

Do you want to help shape the Australian Defence Force of the future?

Here's the context: Defence continually reviews the capabilities and systems that make up the Australian Defence Force and the supporting organisations more broadly. The current strategic environment is complex and challenging. Defence needs to make sure the significant funding provided annually by the Australian Government acquires and supports the technology and capabilities necessary to support Australia's security and national interests. Defence capabilities and people are an essential part of supporting the community during national disasters and in times of crisis. You will have a critical role in shaping the decisions made in ensuring the future Defence organisation is best positioned to respond to all of these requirements.

As a Project Cost Estimation Analyst and Director within Force Options and Plans (FOAP), the senior decision makers inside the Department trust that you have analysed a range of options, conducted extensive consultation across the Department and can provide the evidence and data that supports good decision making. Specifically, you will lead and manage the provision of ongoing portfolio cost estimation and modelling to support regular Force Structure activities. Your advice could affect the ADF's contribution to national security and Whole of Government policy.

Director Force Structure Cost Analysis is a demanding appointment required to lead the Force Structure Cost Analysis Directorate in its planning and execution of the central-led cost estimation and cost assurance body of work as part of the regular Defence Capability Assessment Program. This effort will support FOAP Branch in delivering affordable and achievable optimum joint force by design options while sustaining the understanding and trust of the Department's Senior Leaders and Central Agencies through credible costing methodologies and regular engagement communicating planning requirements, considerations and outcomes. This appointment is of strategic importance for the VCDFE.

Specifically, you will:

1. Lead and manage the provision of ongoing portfolio cost estimation and modelling to support regular Force Structure activities.
2. Develop strategy for and supervise the DCAP cost assurance body of work including oversight independent cost assurance and production of DCAP Cost Assurance Report.
3. Lead a Defence parametric costing capability within FDD and an improved awareness about parametric costing, best cost estimation and cost assurance practices employed by FDD across the Department
4. Lead the engagement with Groups and Services to ensure capability costings are transparent, professionally accomplished and scrutinised.
5. Coordinate Cost Assurance activities to assure the transparency of the DCAP costing practices.
6. Work closely with counterparts in IPMB, Contestability, DFG, CASG, E&IG and CIOG and other stakeholders for continuous improvement of the existing enterprise costing practices in Defence; including data collection and management
7. Lead, manage and mentor the staff of the Force Structure Cost Analysis and contracted staff.
8. Enable Force Design Strategy through provision of costed capability options and offset finding based on best practice in cost risk and uncertainty analysis.
9. Enable Force Options Development Directorate in the estimation of total cost of ownership of Gaps and Opportunities and the development of the cost estimate of capability options.
10. Enable Joint Experimentation Directorate testing and validation activities, through the development of Gaps and Opportunities cost estimation data.
11. Enhance the development of FDD workforce identity across the Department.

To succeed in this environment, you must demonstrate integrity, curiosity, resilience, a willingness to learn, the ability to work effectively in an integrated environment, and lead a small team, as well as demonstrate the personal drive to deliver better outcomes for Defence and Government. FOAP welcomes individuals who have demonstrated high-level stakeholder engagement (including cross-agency), strong analytical and critical thinking skills, high-level written and oral communication, sound professional judgement and a desire to be innovative in finding solutions to support the Defence capability system.

About our Team

FOAP supports the highest-level decision makers in Defence to deliver the outcomes required by Government. We directly provide decision support to the Vice Chief of Defence Force in his role as Chair of the Investment Committee, by providing independent analysis and advice to deliver a more capable ADF. We are an influential voice with the ability to shape and assure outcomes on all integrated investment program proposals to improve the way that Defence delivers capability for Government on an ongoing basis. FOAP is a small, yet influential team trusted to advise Defence on capability and investment matters.

FOAP will provide you the opportunity to lead and work within a dynamic and flexible environment as part of an inclusive, diverse, innovative, and well-respected team. You will have opportunities for professional development, including formal qualification courses and on-the-job training. Through experience and feedback, you will develop the analytical, consultative and communications skills necessary to provide trusted advice on cutting-edge capabilities and the policy and evidence used to confirm their priority. The skills and experience we provide are highly valued across Defence and the broader Australian Public Service.

Our Ideal Candidate

The short answer: someone with integrity, curiosity, resilience, a willingness to learn, the ability to work effectively in a dynamic team within a high tempo environment, and a wish to deliver better Defence capability outcomes. This isn't an ordinary cost analyst job. FOAP Directors need to be strategic thinkers with strong analytical and critical thinking skills. You will be able to see and

assess second and third order effects of potential decisions, and have the communications and stakeholder engagement skills to enable you to gather data and produce evidence-based advice to senior decision makers.

People skills are critical in this position. We seek employees with the desire and ability to work in (and with) small teams in an integrated, dynamic and fast-paced environment. You will need to engage early and often with a variety of stakeholders (including cross-agency), being able to stand by your judgements, call out omissions or errors, and contribute to the development of solutions.

The successful candidate will be able to effectively demonstrate the following skills:

- Critical thinking, emotional intelligence and maturity
- Leadership and collaborative planning to address complex problems
- Financial modelling, quantitative data and statistical analysis
- Highly effective communication skills

Additionally, our ideal candidate will have the following experience:

- Capability Life Cycle Cost Estimation
- Applications (Desktop & System Applications):
 - True Planning
 - Microsoft Office Suite (Powerpoint, Word, Excel, Visio, Access, Outlook)

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	Nicole Saker, (02) 5130 3742
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4BB8BD79-88D2-BCE6-D5E8-C905A8B4F432

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Education, Skills and Employment

Vacancy VN-0714049

Department of Education (EDUCATION)

Closing Date: Sunday 13 November 2022

Early Learning, Programs and Youth Division
Early Learning and Indigenous Priorities Branch Early Childhood Policy
Partnership

Job Title	Senior Policy and Governance Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Hobart TAS, Brisbane QLD, Adelaide SA, Darwin NT, Perth WA
Salary	\$91,584 - \$100,710
Classification	APS Level 6
Position Number	22/1590
Agency Website	https://www.dese.gov.au/

Job Description

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

We have a **number of exciting APS Level 6 positions** to support our newly established Closing the Gap Early Childhood Care and Development Policy Partnership (the Partnership). The Partnership is Co-Chaired by the Department of Education and the national peak body for Aboriginal and Torres Strait Islander children and families, the *Secretariat of National Aboriginal and Islander Child Care (SNAICC) – National Voice for our Children*, with membership comprising senior officials from all Australian governments and Aboriginal and Torres Strait Islander representatives.

The Partnership will develop joined up advice to support Aboriginal and Torres Strait Islander children to thrive and develop to meet their potential in the first five years of life. It delivers a key commitment under the National Agreement on Closing the Gap to support genuine partnership between Aboriginal and Torres Strait Islander representatives and governments to drive progress against all early childhood Closing the Gap targets, which cover maternal and child health, early childhood education and care, child safety, and families and children.

The **Senior Policy and Research Officer** will support the operations of the Partnership, including strategic policy development, analysis and research activities.

The **Senior Governance Officer** will join a new Secretariat function to support the operations of the Partnership, including governance, project and Secretariat activities.

Both roles will support our new team to work in partnership with SNAICC, other Aboriginal and Torres Strait Islander representatives and government stakeholders to drive improvements in early childhood outcomes.

Please note this is an Identified position, meaning that part or all of the duties impact on Aboriginal and Torres Strait Islander communities or their representatives. Applicants will need to have an understanding of the issues affecting

Aboriginal and Torres Strait Islander peoples and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people. Indigenous job seekers are encouraged to apply for this vacancy.

Duties

The duties and responsibilities of the **Senior Policy and Research Officer** will include:

- manage and build collaborative relationships with Commonwealth agencies, state and territory governments and Aboriginal and Torres Strait Islander representatives,
- shape and support the development of the Policy Partnership's workplan and strategic priorities to improve early childhood outcomes for Aboriginal and Torres Strait Islander children, in collaboration with SNAICC and other Partnership members ,
- support development of papers, briefings and research proposals in collaboration with SNAICC and other Partnership members,
- undertake project activities, policy analysis, data analysis and research as required by the Partnership, and
- supervise staff and support staff development.

The duties and responsibilities of the **Senior Governance Officer** will include:

- engage collaboratively with Commonwealth agencies, state and territory governments and Aboriginal and Torres Strait Islander representatives,
- support effective Secretariat activities, including drafting agendas, papers, briefings in collaboration with SNAICC and other Partnership members,
- undertake project activities, as required by the Partnership,
- provide meeting support and logistics for quarterly Partnership meetings,
- support regular shared reporting to Joint Council on Closing the Gap and a formal review process of the Partnership, and
- assist in managing relevant Partnership funding, contracts and grants as required.

Eligibility

Citizenship - to be eligible for employment with the Department, you must be an Australian Citizen or, in limited circumstances, in the process of obtaining it.

Security Clearance - our successful candidate is required to hold, or have the ability to obtain, and maintain a Baseline security clearance.

Notes

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

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

About the Department of Education (EDUCATION)

The Department of Education contributes to Australia's economic prosperity and social wellbeing by creating opportunities and driving better outcomes through access to quality education and learning. A strong early childhood education system built around early learning and child care gives children the best start in life—supporting them to build social and behavioural skills to help prepare them to transition to school. For parents and carers, affordable child care enables them to participate in the workforce, pursue further education or other opportunities to contribute to their community — bolstering the social wellbeing and economic prosperity of the nation. As children continue their journey through school, access to quality education creates the foundation for a bright future – it opens a world of possibilities and equips children and young people with the skills, knowledge, and career advice to prepare them for further work or study to fulfil their dreams. An affordable, and accessible higher education sector allows Australians and international students to pursue their passion in life or reskill for the jobs of the future. A strong higher education

and research sector in step with national priority areas provides people with an opportunity to choose a career path that addresses skill shortages or the challenges of the future including, clean energy, advanced manufacturing, health, and education. Through education and learning, we change lives, create opportunities, and support Australia's economic success and social wellbeing.

To Apply

Position Contact	Alana Winslow, 0427 506 986
Agency Recruitment Site	https://dese.nga.net.au/cp/index.cfm?event=jobs.listJobs&jobListid=AE666EAD-7B6B-8CB5-5ACB-B6

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Education, Skills and Employment

Vacancy VN-0714111

Department of Education (EDUCATION)

Closing Date: Sunday 06 November 2022

Child Care
Child Care Markets and Reform Child Care Reform

Job Title	Director, Child Care Reform
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$132,522 - \$159,076
Classification	Executive Level 2
Position Number	22/1620
Agency Website	https://www.dese.gov.au/

Job Description

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

Reporting to the Assistant Secretary, Child Care Markets and Reform, this role involves leading a team to deliver the Government's Cheaper Child Care commitment. The role involves significant stakeholder engagement and strong support for the Minister's Office to identify risks and mitigations with delivery of the commitment.

Duties

- Develop policy and implementation advice on the Government's child care election commitments, including working with the Minister's office, other Commonwealth and State agencies and relevant areas of the Department of Education
- Work closely with relevant stakeholders to deliver more affordable and accessible child care
- Provide leadership in the delivery of strategic objectives for the Team, Branch, Division, Group and Department
- Effectively support the Senior Executive in delivering government and departmental objectives
- Building and maintaining productive working relationships with stakeholders, which may include early childhood education and care providers, peak bodies, state and territory regulatory authorities and other federal government agencies.
- Manage people in a collaborative team environment based on supportiveness, development, knowledge sharing and effective communication
- Foster a performance culture by coaching and mentoring staff, supporting career development, and effectively managing under performance
- Convey a positive and professional image of DESE and model the expected behaviours of the DESE Values, APS Code of Conduct and APS Values providing support to the SES to deliver Departmental and Government priorities

Eligibility

Citizenship - to be eligible for employment with the Department, you must be an Australian Citizen or, in limited circumstances, in the process of obtaining it.

Security Clearance - our successful candidate is required to hold, or have the ability to obtain, and maintain a Baseline security clearance.

Notes

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

About the Department of Education (EDUCATION)

The Department of Education contributes to Australia's economic prosperity and social wellbeing by creating opportunities and driving better outcomes through access to quality education and learning. A strong early childhood education system built around early learning and child care gives children the best start in life—supporting them to build social and behavioural skills to help prepare them to transition to school. For parents and carers, affordable child care enables them to participate in the workforce, pursue further education or other opportunities to contribute to their community — bolstering the social wellbeing and economic prosperity of the nation. As children continue their journey through school, access to quality education creates the foundation for a bright future – it opens a world of possibilities and equips children and young people with the skills, knowledge, and career advice to prepare them for further work or study to fulfil their dreams. An affordable, and accessible higher education sector allows Australians and international students to pursue their passion in life or reskill for the jobs of the future. A strong higher education and research sector in step with national priority areas provides people with an opportunity to choose a career path that addresses skill shortages or the challenges of the future including, clean energy, advanced manufacturing, health, and education. Through education and learning, we change lives, create opportunities, and support Australia's economic success and social wellbeing.

To Apply

Position Contact	Michele Arcaro, 0403 314 771
Agency Recruitment Site	https://dese.nga.net.au/cp/index.cfm?event=jobs.listJobs&jobListid=AE666EAD-7B6B-8CB5-5ACB-B6

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Education, Skills and Employment

Vacancy VN-0714121

Department of Education (EDUCATION)

Closing Date: Sunday 13 November 2022

Early Learning, Programs and Youth Division
Early Learning and Indigenous Priorities Branch Early Childhood Care and
Development Policy Partnership

Job Title	Policy and Governance Assistant Directors
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Perth WA, Darwin NT, Adelaide SA, Brisbane QLD, Hobart TAS, Melbourne VIC, Sydney NSW
Salary	\$112,617 - \$124,466
Classification	Executive Level 1
Position Number	22/1592
Agency Website	https://www.dese.gov.au/

Job Description

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

We have a number of new, **exciting Assistant Director positions** to support our newly established Closing the Gap Early Childhood Care and Development Policy Partnership (the Partnership). The Partnership is Co-Chaired by the Department of Education and the national peak body for Aboriginal and Torres Strait Islander children and families, the *Secretariat of National Aboriginal and Islander Child Care (SNAICC) – National Voice for our Children*, with membership comprising senior officials from all Australian governments and Aboriginal and Torres Strait Islander representatives.

The Partnership will develop joined up advice to support Aboriginal and Torres Strait Islander children to thrive and develop to meet their potential in the first five years of life. It delivers a key commitment under the National Agreement on Closing the Gap to support genuine partnership between Aboriginal and Torres Strait Islander representatives and governments to drive progress against all early childhood Closing the Gap targets, which cover maternal and child health, early childhood education and care, child safety, and families and children.

The **Policy and Research Assistant Director** will manage the operations of the Partnership, including strategic policy development, analysis and research activities.

The **Governance Assistant Director** will join a new Secretariat function to manage the operations of the Partnership, including governance, project and Secretariat activities.

Both roles will support our new team to work in partnership with SNAICC, other Aboriginal and Torres Strait Islander representatives and government stakeholders to drive improvements in early childhood outcomes.

Please note this is an Identified position, meaning that part or all of the duties impact on Aboriginal and Torres Strait Islander communities or their representatives. Applicants will need to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people. Indigenous job seekers are encouraged to apply for this vacancy.

Duties

The duties and responsibilities of the **Policy and Research Assistant Director** will include:

- manage and build collaborative relationships with Commonwealth agencies, state and territory governments and Aboriginal and Torres Strait Islander representatives;
- develop the Policy Partnership's workplan and strategic priorities, in collaboration with SNAICC and other Partnership members;
- develop papers, briefings and research proposals in collaboration with SNAICC and other Partnership members;
- manage project activities, policy analysis, data analysis and research as required by the Partnership; and
- supervise staff and support staff development.

The duties and responsibilities of the **Governance Assistant Director** will include:

- engage collaboratively with Commonwealth agencies, state and territory governments and Aboriginal and Torres Strait Islander representatives;
- manage effective Secretariat activities, including drafting agendas, papers, briefings in collaboration with SNAICC and other Partnership members;
- manage project activities, as required by the Partnership;
- manage and coordinate meeting support and logistics for quarterly Partnership meetings;
- develop regular shared reporting to Joint Council on Closing the Gap and a formal review process of the Partnership;
- manage relevant Partnership funding, contracts and grants as required; and
- supervise staff and support staff development.

Please visit our website to learn more about these positions. **Eligibility**

Citizenship - to be eligible for employment with the Department, you must be an Australian Citizen or, in limited circumstances, in the process of obtaining it.

Security Clearance - our successful candidate is required to hold, or have the ability to obtain, and maintain a Baseline security clearance.

Notes

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

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

About the Department of Education (EDUCATION)

The Department of Education contributes to Australia's economic prosperity and social wellbeing by creating opportunities and driving better outcomes through access to quality education and learning. A strong early childhood education system built around early learning and child care gives children the best start in life—supporting them to build social and behavioural skills to help prepare them to transition to school. For parents and carers, affordable child care enables them to participate in the workforce, pursue further education or other opportunities to contribute to their community — bolstering the social wellbeing and economic prosperity of the nation. As children continue their journey through school, access to quality education creates the foundation for a bright future – it opens a world of possibilities and equips children and young people with the skills, knowledge, and career advice to prepare them for further work or study to fulfil their dreams. An affordable, and accessible higher education sector allows Australians and international students to pursue their passion in life or reskill for the jobs of the future. A strong higher education and research sector in step with national priority areas provides people with an opportunity to choose a career path that addresses skill shortages or the challenges of the future including, clean energy, advanced manufacturing, health, and education. Through education and learning, we change lives, create opportunities, and support Australia's economic success and social wellbeing.

To Apply

Position Contact	Alana Winslow, 0427 506 986
Agency Recruitment Site	https://dese.nga.net.au/cp/index.cfm?event=jobs.listJobs&jobListid=AE666EAD-7B6B-8CB5-5ACB-B6

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Education, Skills and Employment

Vacancy VN-0714043

Department of Employment and Workplace Relations (DEWR)

Closing Date: Thursday 10 November 2022

Legal and Assurance Division
Commercial and Information Law Information Law Team

Job Title	Senior Government Lawyer – Information Law Team
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Canberra ACT
Salary	\$112,617 - \$137,955
Classification	Senior Government Lawyer
Position Number	22/1366
Agency Website	https://www.dese.gov.au/

Job Description

dese.nga.net.au/cp

We are seeking to fill vacancies in the well-established and well-respected Information Law team. This team consists mainly of lawyers who manage all FOI and privacy requests received by the department, advice related to secrecy provisions in portfolio legislation and sharing Australian Government data under the DATA Scheme.

The Information Law team is responsible for privacy policy within the department and the provision of legal advice in relation to privacy, secrecy provisions and data management. Given the department's broad and diverse portfolio responsibilities for employment, skills, workplace relations and workforce from overseas, this makes for a very diverse and interesting information law practice.

Lawyers in the Information Law team have the opportunity to work collaboratively with business areas in providing practical and solutions focussed advice on a variety of interesting, complex, and high-profile matters, including in relation to policy implementation and reforms, and program and legislative compliance.

Lawyers also have the opportunity to process and assess complex and significant FOI requests, prepare and make decisions, draft submissions to the Office of the Australian Information Commissioner, and provide advice on FOI legislation. The Information Law team works collaboratively with business areas in the department to provide practical legal guidance and ensure FOI requests are handled in a timely and professional manner.

Duties

Duties and responsibilities in the Information Law team may include:

- Identifying, researching, and advising on matters related to FOI, privacy, data handling and management, and secrecy provisions in legislation relevant to the department's programs and activities
- Working with business areas on and drafting Privacy Impact Assessments and data sharing agreements between Commonwealth agencies and third parties
- Undertaking activities to ensure the department meets its requirements under the privacy code, including helping and support to the department's privacy champion
- Processing and making decisions on FOI requests
- Drafting internal review decisions and submissions to the Office of the Australian Information Commissioner
- Assisting with the department's reporting obligations to the Office of the Australian Information Commissioner
- Building and maintaining relationships with various stakeholders, both internal and external to the department
- Organising and delivering training and other presentations to staff about privacy, the DATA Scheme and the FOI process and legislative framework
- Organising and delivering inter-agency Privacy and FOI forums

- Working flexibly with other teams in response to changes in business demands
- Supervising and mentoring team members

Eligibility

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

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

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

Qualifications and Education

- A degree in laws from an Australian tertiary institution, or a comparable overseas qualification, which is appropriate to the duties of the position; and
- Admission as a legal practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory.

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

About the Department of Employment and Workplace Relations (DEWR)

The Department of Employment and Workplace Relations enables access to quality skills, training and employment to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper. Secure jobs are vital for our nation to prosper—driving future economic growth and providing people with the certainty to achieve their life goals. In the midst of fast-paced, social, economic and global changes, we focus on equipping Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment to achieve their aspirations in life. We work actively to fill skill gaps fundamental to Australia's economic growth by to identify industries with skill shortages and emerging industries fundamental to the prosperity of individuals, businesses, and our nation. We support a world leading vocational education and training sector offering apprenticeships, cadetships, and traineeships to connect people to alternative pathways to employment while helping to address future skill demands such as engineering, nursing, technology and teaching—driving better outcomes through an agile skills sector in tune with market demands. This work leads to local, stable, and secure employment, strengthened by work health and safety, and a safety net and conditions that help to define workplace rights and responsibilities that both employers and employees can have confidence in. Together, we contribute to a safe, secure and responsive employment sector where workers are assured of continued employment and employers retain a productive, reliable and skilled workforce to achieve long term goals—sustaining the future prosperity of our nation.

To Apply

Position Contact	Mr Shayne Howard, (02) 6121 5492
Agency Recruitment Site	dese.nga.net.au/cp

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Education, Skills and Employment

Vacancy VN-0714057

Department of Employment and Workplace Relations (DEWR)

Closing Date: Thursday 10 November 2022

Legal and Assurance Division
Commercial and Information Law Information Law Team

Job Title	Government Lawyer – Information Law Team (APS5 and APS6)
Job Type	Full-Time; Part-Time, Ongoing
Location	Adelaide SA, Canberra ACT
Salary	\$83,199 - \$100,710
Classification	Government Lawyer
Position Number	22/1613 EXT
Agency Website	https://www.dese.gov.au/

Job Description

dese.nga.net.au/cp

We are seeking to fill vacancies at APS5 and APS6 level in the well-established and well-respected Information Law team. This team consists mainly of lawyers who manage all FOI and privacy requests received by the department, advice related to secrecy provisions in portfolio legislation and sharing Australian Government data under the DATA Scheme.

The Information Law team is responsible for privacy policy within the department and the provision of legal advice in relation to privacy, secrecy provisions and data management. Given the department's broad and diverse portfolio responsibilities for employment, skills, workplace relations and workforce from overseas, this makes for a very diverse and interesting information law practice.

Lawyers in the Information Law team have the opportunity to work collaboratively with business areas in providing practical and solutions focussed advice on a variety of interesting, complex, and high-profile matters, including in relation to policy implementation and reforms, and program and legislative compliance.

Lawyers also have the opportunity to process and assess complex and significant FOI requests, prepare and make decisions, draft submissions to the Office of the Australian Information Commissioner, and provide advice on FOI legislation. The Information Law team works collaboratively with business areas in the department to provide practical legal guidance and ensure FOI requests are handled in a timely and professional manner.

Duties

Duties and responsibilities in the Information Law team may include:

- Identifying, researching, and advising on matters related to FOI, privacy, data handling and management, and secrecy provisions in legislation relevant to the department's programs and activities
- Working with business areas on and drafting Privacy Impact Assessments and data sharing agreements between Commonwealth agencies and third parties

- Undertaking activities to ensure the department meets its requirements under the privacy code, including helping and support to the department's privacy champion
- Processing and making decisions on FOI requests
- Drafting internal review decisions and submissions to the Office of the Australian Information Commissioner
- Assisting with the department's reporting obligations to the Office of the Australian Information Commissioner
- Organising and delivering training and other presentations to staff about privacy, the DATA Scheme and the FOI process and legislative framework
- Organising and delivering inter-agency Privacy and FOI forums
- Working flexibly with other teams in response to changes in business demands

Eligibility

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

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

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

Qualifications and Education

- A degree in laws from an Australian tertiary institution, or a comparable overseas qualification, which is appropriate to the duties of the position; and
- Admission as a legal practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory.

Please refer to the Job Information Pack for more information about the role. Please specify which classification you are applying for in your pitch.

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

About the Department of Employment and Workplace Relations (DEWR)

The Department of Employment and Workplace Relations enables access to quality skills, training and employment to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper. Secure jobs are vital for our nation to prosper—driving future economic growth and providing people with the certainty to achieve their life goals. In the midst of fast-paced, social, economic and global changes, we focus on equipping Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment to achieve their aspirations in life. We work actively to fill skill gaps fundamental to Australia's economic growth by to identify industries with skill shortages and emerging industries fundamental to the prosperity of individuals, businesses, and our nation. We support a world leading vocational education and training sector offering apprenticeships, cadetships, and traineeships to connect people to alternative pathways to employment while helping to address future skill demands such as engineering, nursing, technology and teaching—driving better outcomes through an agile skills sector in tune with market demands. This work leads to local, stable, and secure employment, strengthened by work health and safety, and a safety net and conditions that help to define workplace rights and responsibilities that both employers and employees can have confidence in. Together, we contribute to a safe, secure and responsive employment sector where workers are assured of continued employment and employers retain a productive, reliable and skilled workforce to achieve long term goals—sustaining the future prosperity of our nation.

To Apply

Position Contact	Mr Shayne Howard, (02) 6121 5492
Agency Recruitment Site	dese.nga.net.au/cp

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Education, Skills and Employment

Vacancy VN-0714016

Tertiary Education Quality and Standards Agency

Closing Date: Wednesday 09 November 2022

Risk and Compliance Financial Advisory and Risk

Job Title	Risk Analyst
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC
Salary	\$78,449 - \$83,868
Classification	APS Level 5
Position Number	18950
Agency Website	www.teqsa.gov.au

Job Description

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

About you

- are you passionate about contributing to the excellence of Australian higher education?
- are you a strong team player with a drive for innovation and collaboration?
- do you want to work in a challenging, dynamic, and rewarding environment that is mission-focused?

About the position

As the **Risk Analyst**, you will work under limited direction to provide specialist technical services, including undertaking risk assessments of higher education providers, analysing information from

a range of sources, and translating intelligence into appropriately framed and well-evidenced assessments. You will also undertake tasks which are moderately complex to complex in nature to support the delivery of the annual risk assessment cycle and relevant monitoring programs.

Duties

The core duties of the **APS5 Risk Analyst** role include:

- providing logistical and administrative support to enable the smooth delivery of risk assessments, including the preparation of procedural and other documentation and management of communications and interactions with providers and other stakeholders.
- undertaking risk-based assessments as required, reviewing, and analysing evidence submitted by providers and derived from other sources, interpreting legislation, and applying sound judgment to prepare well-argued recommendations for consideration by decision-makers.
- integrating qualitative and quantitative data in undertaking risk analysis and risk monitoring tasks and activities.
- contributing to the preparation of reports to TEQSA's Commission and senior management to support decision making and education, including relying upon internal and external facing data, research, analysis, and commentary.
- contributing to the continuous improvement of TEQSA's risk assessment and risk monitoring program and processes.
- building, maintaining, and applying work knowledge to deliver timely and effective outcomes, including knowledge of relevant legislation, policy, procedures, and guidelines.
- working effectively and harmoniously in a team, managing competing priorities and requests, solving problems, and providing advice, training and support to others as required.

Our ideal candidate

TEQSA is looking for a high-performing team member who is passionate about contributing to the excellence of Australian higher education.

Experience working in a regulatory environment and/or experience working in the Australian higher education sector is highly regarded.

Our ideal candidate has the following:

1. Well-developed analytical skills including the ability to collect, analyse, interpret, monitor, and report on data/trends including a demonstrated ability to undertake analysis of both qualitative and quantitative datasets.
2. Sound administrative skills including the ability to prepare documentation and reporting systems to support the delivery of regulatory risk analysis and risk monitoring programs.
3. Strong written and verbal communication skills including experience communicating complex data and information to a range of audiences verbally and/or in the form of high-quality concise and accurate reports and briefs.
4. Ability to work under limited direction, to be proactive in making decisions and exercising judgement within defined parameters and manage competing priorities and deadlines.
5. Ability to build and maintain cooperative relationships with internal and external stakeholders.

Eligibility

The successful applicant must:

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

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

- this recruitment process is being used to fill an ongoing vacancy.
- a merit pool of suitable applicants will be created from this process and may be used to fill similar ongoing and non-ongoing vacancies within TEQSA. It is active for 18 months from the date of this advertisement.

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

About the Tertiary Education Quality and Standards Agency

The Tertiary Education Quality and Standards Agency (TEQSA) is Australia's independent national quality assurance and regulatory agency for higher education. TEQSA's purpose is to deliver quality assurance that protects the interests of students and the reputation and standing of Australian higher education. As an independent quality assurance and regulatory agency, TEQSA adopts a risk-based approach that is guided by principles of necessity, risk, and proportionality, and which supports quality, diversity, innovation, and excellence in tertiary education. TEQSA has three strategic objectives in delivering its purpose: 1. Promote and support good practice and effective self-assurance across the sector. 2. Identify, analyse, and respond to risks to the sector. 3. Ensure compliance with applicable legislation through effective and efficient regulation.

To Apply

Position Contact	Penelle Stern, 03 8306 2546
Agency Recruitment Site	https://www.teqsa.gov.au/careers

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Foreign Affairs and Trade

Vacancy VN-0714128

Austrade

Closing Date: Sunday 13 November 2022

Simplified Trade System Implementation Taskforce
Simplified Trade System Implementation Taskforce Simplified Trade System
Implementation Taskforce

Job Title	Program Finance Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$105,366 - \$118,522
Classification	Executive Level 1
Position Number	3722_10/22
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Work at the STS Taskforce is fast-paced and presents an exciting opportunity to collaborate, design and deliver whole-of-government outcomes. The roles are unique in scope, with the opportunity to work across and bring together a broad suite of skills, including strategic policy, regulatory reform, data and digital strategy, human-centred design, business engagement, program management, and corporate support.

The **Program Finance Manager** is a manager role within the Business Engagement and Program Management Branch. This role provides financial subject matter expertise to the Taskforce, undertaking financial analysis and forecasting, and providing insight to support the Taskforce Executive to make informed decisions and to drive business strategy. Under limited direction, the accountabilities for this role include, but are not limited to:

- Lead a small, specialised team and build Taskforce capability in the management of program finances, procurement and contract management.
- Develop bottom-up based budgets and work closely with Taskforce teams to ensure that budgets reflect the Branch's strategy and remain within the budget allocation.
- Support cross-border trade policy proposals, through costing and funding analysis.

Duties

- Manage team resources and directed outputs, ensuring that all components are delivered, aligned, coordinated and reported.
- Provide sound financial, procurement and contracting guidance, reporting and subject matter expertise to all teams in the Taskforce.
- Lead the development and documentation of better practice methodologies and templates to support the financial and procurement lifecycle, in partnership with Austrade finance, procurement and legal teams.
- Ensure Taskforce compliance with the requirements of the Commonwealth Procurement Rules and Austrade policies.
- Identify and provide advice and insight on accounting and finance issues, and contribute to the development of the Taskforce's financial management strategy and internal controls
- Support Taskforce input into Portfolio Budget Statement (PBS), Portfolio Additional Estimates Statements (PAES), Senate Estimates, Performance reporting and Austrade's Annual Report.
- Establish and maintain relationships, both internally and externally, to ensure maximum engagement and successful completion of project deliverables for government.
- Provide input and support the Taskforce's program resource approvals, including but not limited to Departmental and Government project approvals and funding increase requests through the budget setting process.

Eligibility

Australian citizenship – Under section 22(8) of the Public Service Act 1999, the successful candidate must be an Australian citizen.

Security clearance – our successful candidate is required to hold, or have the ability to obtain, and maintain a **Baseline** security clearance.

Notes

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

About the Austrade

The Australian Trade and Investment Commission – Austrade – is Australia's leading trade and investment agency. We are experts in connecting Australian businesses to the world and the world to Australian businesses. We have a proud history of helping Australian businesses pursue their global ambitions and have the power to open doors, unlock opportunities and help Australian businesses go further, faster. We help attract game-changing investment to Australia, to support new industries, enhance existing ones and bolster our world-class research and development – strengthening global supply chains, creating local jobs and boosting the economy. With over 80 offices around the world, our experts in Australia and abroad collaborate to provide the best 'in-country' advice. Our diverse team, consisting of country experts, industry specialists, and trade and investment analysts, provides clients with actionable macro and micro insights. From trade and investment processes to protocols and regulation - we help Australian businesses, big or small, navigate complex overseas markets and make it easier for them to go global. At the same time, our advice, contacts and support at every step, reduce the commercial risk of exporting to overseas markets. And, our work continues. At a time of increasing global uncertainty, we are transforming our services, to help ensure Australia's growth and a global future for all. Austrade offers exciting careers both in Australia and overseas. Here are some key reasons why you might choose to work for Austrade: - Interesting work supporting Australia's trade and investment development - Networking with people from all over the world - Opportunities for overseas travel and postings - Career opportunities within Austrade and the broader Australian Public Service

To Apply

Position Contact	Fritz D'Ambrosio, +61 (2) 6201 7495
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Health

Vacancy VN-0714026

**Australian Commission on Safety and Quality in
Health Care (ACSQHC)**

Closing Date: Thursday 10 November 2022

ACSQHC
ACSQHC National Standards

Job Title	Project Officer, National Standards (Cosmetic Surgery)
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$88,431 - \$99,763
Classification	APS Level 6
Position Number	20024068
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

ACSQHCHR@safetyandquality.gov.au

The National Standards Program is responsible for the development and maintenance of the National Safety and Quality Health Service Standards. This includes ongoing support and resource development for health services implementing the National Safety and Quality Health Service Standards, Pathology and Diagnostic Imaging Standards and National Safety and Quality Primary and Community Healthcare Standards.

The National Standards Program also provides a lead within the Commission on projects related to the development and maintenance of the Australian Health Service Safety and Quality Accreditation Scheme and accreditation for General Practice. The Commission is developing an accreditation for the primary care sector and will take over administration of accreditation for pathology and diagnostic imaging from July 2021.

The Project Officer will work with the Manager, Primary Health Care and Senior Project Officers of the program to support the development and implementation of Standards for cosmetic surgery providers. This work will involve project management, organising and assisting with public consultation processes, providing secretariat support to program committees, writing reports, briefings and other documents, analysing information and provision of advice on procedure and policy across the program areas.

Duties

Position duties include, but are not limited to, the following:

1. Undertake project management activities including input into project planning and documentation; assistance with implementation; monitoring and reporting on progress, identifying problems and proposing possible solutions.
2. Research, review and analyse data, reports, published material and expert opinion to provide information and advice to support the development of projects and program initiatives.
3. Collate, edit and draft meeting papers, correspondence, discussion papers, submissions, consultation materials, briefing notes and other written materials associated with the program.
4. Provide secretariat support for committees and expert groups, including preparation of agenda papers, meeting notes, logistics and other administrative tasks.
5. Undertake procurement and contract management activities including financial administration and budget preparation and monitoring as necessary.
6. Collaborate with other team members and other program teams within the Commission to support the work of the team.
7. Liaise with national and state authorities, professional organisations, individuals and non-government organisations to progress the program's work priorities.
8. Other duties as required which may include projects and providing assistance to the Commission's corporate functions.

Eligibility

The successful candidate will possess:

- Strong conceptual, analytical and research skills, including demonstrated sound judgement and innovative problem solving skills.
- Demonstrated project management skills and experience.
- Demonstrated strong writing skills, including the ability to write high level documents including briefing papers, reviews, submissions and meeting papers.
- Demonstrated strong interpersonal skills with an ability to communicate effectively and develop productive working relationships with a range of stakeholders.
- An understanding of Australia's health care system and key safety and quality issues relevant to the National Standards Program.

Notes

For the full position description and applicant pack please visit: <https://www.safetyandquality.gov.au/careers>

To apply for this position please submit:

- A CV summarising your relevant experience and qualifications
- A two-page cover letter broadly addressing your suitability against the selection criteria and position description.

Candidates must be Australian citizens to apply.

Please note: in accordance with Commission policy, subject to any valid exemption, it is a condition of engagement that staff be up-to-date with vaccinations against COVID-19 and provide evidence of their vaccination status prior to their engagement.

Applications should be emailed to ACSQHCHR@safetyandquality.gov.au. Interested candidates are encouraged to contact Kim Packham on (02) 9126 3618 to further discuss this role.

Applications are due by **midnight, Thursday 10 November 2022**.

About the Australian Commission on Safety and Quality in Health Care (ACSQHC)

The Australian Commission on Safety and Quality in Health Care's (the Commission) role is to lead and coordinate national improvements in the safety and quality of health care. The Commission works in partnership with the Australian Government, state and territory governments and the private sector to achieve a safe, high-quality and sustainable health system. In doing so, the Commission also works closely with patients, carers, clinicians, managers, policymakers and healthcare organisations. Key functions of the Commission include developing national safety and quality standards, developing clinical care standards to improve the implementation of evidence-based health care, coordinating work in specific areas to improve outcomes for patients, and providing information, publications and resources about safety and quality. The Commission works in four priority areas: 1. Patient safety 2. Partnering with patients, consumers and communities 3. Quality, cost and value 4. Supporting health professionals to provide care that is informed, supported and organised to deliver safe and high-quality health care. For more information please visit the Commission's website.

To Apply

Position Contact	Kim Packham, (02) 9126 3618
Agency Recruitment Site	ACSQHCHR@safetyandquality.gov.au

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Health

Vacancy VN-0714053

Australian Commission on Safety and Quality in Health Care (ACSQHC)

Closing Date: Thursday 10 November 2022

ACSQHC
ACSQHC National Standards

Job Title	Senior Project Officer, National Standards (Cosmetic Surgery)
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$108,669 - \$123,939
Classification	Executive Level 1
Position Number	20041227
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

ACSQHCHR@safetyandquality.gov.au

The Commission is seeking a Senior Project Officer to work with the Manager, Primary Health Care and National Standards. They will be responsible for leading the work on the assigned work plan deliverables and the development of standards for cosmetic surgery as required as well as contributing to broader activities to support the National Standards Program. This will include undertaking research and analysis of information, project management, policy development, stakeholder management, facilitation of meetings, preparation of project documentation and collaborating with other relevant programs within the Commission.

Duties

Position duties include, but are not limited to, the following:

1. With the Manager, Primary Health Care and National Standards, lead the planning and conceptualisation of strategies and national guidance to support the National Standards Program.

2. Review, analyse and summarise published literature, data, policy papers and other published material to inform policy and program direction.
3. Undertake project management activities including project planning and documentation, implementation, monitoring and reporting on progress; providing recommendations about managing risk, and identifying and resolving problems.
4. Consult with experts and stakeholders including development of consultation strategies and coordination of formal consultation processes to achieve the objectives of the Commission.
5. Liaise, and foster productive working relationships with other agencies, clinical organisations, consumer groups, government authorities, industry bodies and contractors.
6. Participate in, and present to, committee meetings, forums and workshops on relevant topics.
7. Participate on the roster of the Commission Advice Line available to health services seeking practical and technical advice when implementing the National Safety and Quality Health Service (NSQHS) Standards.
8. Maintain knowledge of relevant legislative and reporting requirements, Australian and International standards, quality assurance procedures and best practice models.
9. Other duties as required and directed.

Eligibility

The successful candidate will have:

- Highly developed research, strategic analysis and interpretation skills and excellent writing skills
- Highly developed and excellent project management skills and experience, including a sound ability to manage multiple priorities, recognise common links, identify and manage risks and align key objectives
- Excellent interpersonal skills with demonstrated ability to cultivate positive working relationships with both internal and external stakeholders
- Experience in analysing evidence and developing conceptual models and approaches to complex problems
- High quality experience in policy development at a national or state level and preferably within a healthcare context
- Qualification with a legal background or a health professional with clinical experience desirable
- Masters level qualifications desirable.

Notes

For the full position description and applicant pack please visit: <https://www.safetyandquality.gov.au/careers>

To apply for this position please submit:

- A CV summarising your relevant experience and qualifications
- A two-page cover letter broadly addressing your suitability against the selection criteria.

Candidates must be Australian citizens to be eligible to apply.

In accordance with Commission policy, subject to any valid exemption, it is a condition of engagement that staff have an up-to-date COVID-19 vaccination status and are able to provide evidence of their vaccination status prior to commencing their engagement.

The Commission is an inclusive workplace and we welcome and encourage applications from candidates with diverse backgrounds and experiences. We encourage everyone to be themselves without fear of discrimination or judgement about their ancestry, age, gender identity, religion, sexual orientation, cultural background and/or disability status.

Applications should be emailed to ACSQHCHR@safetyandquality.gov.au. Interested candidates are encouraged to contact Kim Packham on (02) 9126 3618 to further discuss this role.

Applications are due by **midnight, Thursday 10 November 2022**.

About the Australian Commission on Safety and Quality in Health Care (ACSQHC)

The Australian Commission on Safety and Quality in Health Care's (the Commission) role is to lead and coordinate national improvements in the safety and quality of health care. The Commission works in partnership with the Australian Government, state and territory governments and the private sector to achieve a safe, high-quality and sustainable health system. In doing so, the Commission also works closely with patients, carers, clinicians, managers, policymakers and healthcare organisations. Key functions of the Commission include developing national safety and quality standards, developing clinical care standards to improve the implementation of evidence-based health care, coordinating work in specific areas to improve outcomes for patients, and providing information, publications and resources about safety and quality. The Commission works in four priority areas: 1. Patient safety 2. Partnering with patients, consumers and communities 3. Quality, cost and value 4. Supporting health professionals to provide care that is informed, supported and organised to deliver safe and high-quality health care. For more information please visit the Commission's website.

To Apply

Position Contact	Kim Packham, (02) 9126 3618
Agency Recruitment Site	ACSQHCHR@safetyandquality.gov.au

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Health

Vacancy VN-0714130

Australian Institute of Health and Welfare

Closing Date: Wednesday 09 November 2022

Deputy CEO Group
Mental Health Analytics & Reporting Service Unit

Job Title	APS6 Senior Data Analyst and Senior Research Officer (DCEOG/MHARSU)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darlinghurst NSW, Canberra ACT
Salary	\$90,505 - \$100,051
Classification	APS Level 6
Position Number	125_10/22
Agency Website	

Job Description

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

The Mental Health Analytics & Reporting Service Unit (MHARSU) of the Australian Institute of Health and Welfare (AIHW) is responsible for a range of data analysis and reporting functions, including production of the Mental health services in Australia report.

The MHARSU is looking for an experienced Data Analyst and Research Officer who are passionate about improving mental health and welfare data, reporting and want to be involved in the expansion of the mental health work program. This program is broad and includes analysis and reporting on mental health-related data including the national mental health data collections, hospitals data, MBS and PBS. New work programs will involve the development of an enhanced data analytics capability including linked data development and analysis.

The Unit have the following two position vacancies:

Senior Data Analyst

There is an opportunity for a talented and motivated Data Analyst to join the Analytics Team in the MHARSU. The Analytics Team is responsible for a range of activities including undertaking analysis for the Mental health services in Australia report, international mental health reporting for the OECD, undertaking complex and exploratory analysis on a range of health and welfare data collections, and analysis of linked data collections—including the National Integrated Health Service Information (NIHSI) linked data asset.

Senior Research Officer

There is an opportunity for a talented and motivated Research Officer to join the Reporting Team in the MHARSU. The Reporting Team is responsible for a range of activities including data analysis, data visualisation, report preparation and web content development for the Mental health services in Australia report and other mental health-related publications, including the AIHW's flagships reports—Australia's health and Australia's welfare.

Both roles will also involve other tasks relevant to the mental health work program as required.

Duties

Under general direction, the successful candidates will:

- Undertake complex research and/or data analysis, interpretation of data, and preparation of reports and data visualisations, such as for the Mental health services in Australia report.
- Contribute to a range of research, design, project planning, management and development tasks to deliver required outcomes/outputs.
- Provide advice and options on professional, technical and administrative matters.
- Develop and apply new work methods to the mental health workplan.
- Represent the AIHW and liaise with people both inside and outside the AIHW as relevant to the above duties.

Eligibility

Our ideal candidates will have most, or all, of the following skills and knowledge:

- Well-developed conceptual and analytical skills, including the demonstrated ability to:
 - Senior Data Analyst – Investigate and interrogate data sets using SAS or other data analysis and visualisation tools such as SQL, R, Python and/or Tableau.
 - Senior Research Officer – Undertake research and synthesise information from a range of sources (including academic research and grey literature) to produce high quality written work in a range of formats.
- Well-developed liaison and communication skills, including the ability to communicate effectively with internal and external clients and work within, and contribute to, a team.
- Sound organisational skills, including the demonstrated ability to determine priorities, manage projects and workflows, and meet deadlines.

Desirable

- High-level SAS and/or SQL programming skills (Data Analyst role).
- Experience as a CMS author/understanding of website content management (Research Officer role).
- Tertiary qualifications in a relevant health or welfare discipline, previous experience in a role involving data development, collation and/or research analysis and reporting, or subject matter expertise relevant to the role.

Notes

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Jason Thomson, 02 6244 1229
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0713940

Australian Radiation Protection and Nuclear Safety Agency

Closing Date: Tuesday 08 November 2022

Office for Business Support Digital Technology

Job Title	Manager Data Governance
Job Type	Full-Time, Ongoing
Location	Yallambie VIC
Salary	\$110,305 - \$126,917
Classification	Executive Level 1
Position Number	13517
Agency Website	https://www.arpansa.gov.au/

Job Description

<https://www.arpansa.gov.au/about-us/careers/applying-job>

Primary purpose of the role

The Manager Data Governance is responsible for the development of strategic and tactical plans for the agency's data, information and library collections. Working under broad direction, this role is expected to provide expert advice on value creation from the use of the agency's Digital information and data assets, as well as interaction with the external information ecosystem. The role will lead the agency in the investigation of information and data-driven insights that help support exploitation of strategic and tactical business opportunities, and be a champion for a data governance driven culture.

A Key focus of the role is to ensure that all policies, frameworks, systems and services are aligned to the strategic priorities established by the agency and Government.

Duties

Key accountabilities

- Develop and support productive relationships with ARPANSA's Executive, Branches and Offices to influence how Digital solutions can enable new sources of value;
- Plan, manage and lead the strategic and operational services of the agency's Digital information, records, library and data management capability;
- Under broad direction, maximise the value of agency information and data assets and the analytics used to render insights for decision making and regulatory reporting;
- Establish, manage and undertake the Digital Information and Data procurement and contract management activities;
- Drive the development and implementation of best practice policies, processes and systems to support agency and Government initiatives and priorities, particularly in the areas of data governance, quality, analytics and security, digital information, records and content management;
- Lead organisational-wide technology related culture change initiatives in a dynamic workplace.

Eligibility

Job specific capabilities

To be considered for this position you will have a proven knowledge and extensive experience in successfully managing contemporary approaches to digital information, including data Governance, record and content management, library services, data and analytics and of the Commonwealth's legislative and policy frameworks in these areas. You will have a sound understanding of the provision of library services in a government, legal or research environment.

You will possess highly developed leadership and management skills, including the ability to lead change and develop Data Management and Digital Information solutions that improve the agency's capability and performance and data quality. You will have a proven record of developing positive relationships and the ability to influence diverse stakeholder groups and staff.

You must hold Australian citizenship or possess permanent residency status leading to citizenship and be prepared to travel interstate on occasions. You should note that ARPANSA requires all employees to undertake and maintain, as a minimum, a Baseline Security Clearance as a condition of their employment.

Selection criteria

There are six Selection criteria for this position. If you want to advance your career, please tell us your skills, experiences and achievements that demonstrate all selection criteria in no more than 1000 words in total.

1. Proven executive level leadership ability together with high level experience in successfully developing and managing a range of Data Management and Digital Information strategies and operational frameworks within a corporate or public sector environment;
2. Demonstrated ability to develop, implement and coordinate the delivery of Data Management and Digital Information solutions that support agency commitments and continuous improvement, and the ability to respond positively and flexibly to new and changing environments in a timely manner;
3. Demonstrated knowledge and understanding of legislative and policy frameworks within a corporate or public sector environment, i.e., Protected Security Policy Framework, Information Security Manual, National Archives of Australia;
4. High level interpersonal and communication skills including the ability to explain digital concepts and technologies to business leaders, as well as business concepts to technologists;
5. Demonstrated capability to work collaboratively and build and sustain positive relationships with staff and a range of key stakeholders and clients; and
6. Demonstrated ability to effectively balance team and individual responsibilities, manage competing demands and achieve outstanding results.

Notes

For further information, please contact Denise De Keyzer via phone 03 9433 2395

Application close: 08 November 2022

To find out more about working at ARPANSA, please visit
<https://www.arpansa.gov.au/about-us/careers/applying-job> .

To apply, please submit your resume, the ARPANSA application cover sheet and a '1000-word pitch' that considers the position overview, job responsibilities, and the selection criteria, to recruitment@arpansa.gov.au.

ARPANSA values workplace diversity and is committed to providing a supportive, inclusive and respectful

work environment. We welcome people with diverse skills, experiences, perspectives and backgrounds, and encourage applications from Aboriginal and Torres Strait Islander People, people with disabilities, people that identify as LGBTIQ+, and people from culturally and linguistically diverse backgrounds.

Should you require special assistance through any stage of the selection process, please contact the Human Resources team.

About the Australian Radiation Protection and Nuclear Safety Agency

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

To Apply

Position Contact	Denise De Keyzer, 03 9433 2395
Agency Recruitment Site	https://www.arpansa.gov.au/about-us/careers/applying-job

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Health

Vacancy VN-0713042

Department of Health and Aged Care

Closing Date: Thursday 10 November 2022

Information Technology Division
Operation and Infrastructure Branch Digital Workspace & Infrastructure
Delivery (DWID) Section

Job Title	VIP Support
Job Type	Full-Time, Ongoing
Location	Woden ACT
Salary	\$88,439 - \$99,772
Classification	APS Level 6
Position Number	22-ITDIV-15430
Agency Website	

Job Description

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

Duties

The Department is looking for an enthusiastic APS6 to join our newly developed VIP Team. The ideal candidate will have excellent stakeholder management and communication skills, including the ability to build and maintain relationships with key stakeholders including the Department of Health staff, other government agencies, Ministers' Offices, and IT partners.

Eligibility

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

Notes

Applications close 11:30PM AEDT

Applicants should quote reference number 22-ITDIV-15430 to assist when making an enquiry.

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

About the Department of Health and Aged Care

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

and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Ross Crawford, 0422 227 652
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0714118

Organ and Tissue Authority

Closing Date: Sunday 06 November 2022

Organ and Tissue Authority
Communications and Engagement

Job Title	Marketing and Digital Coordinator
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$73,707 - \$84,616
Classification	APS Level 4; APS Level 5
Position Number	20020016
Agency Website	https://donatelife.gov.au/

Job Description

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

The Organ and Tissue Authority (the OTA) is a small Commonwealth agency who works in close collaboration with the DonateLife network, states and territories, health clinicians and the community to improve the rates of donation in Australia to enable more people access to lifesaving transplants. The OTA is a statutory authority established by the *Australian Organ and Tissue Donation and Transplantation Authority Act 2008*.

The OTA's Communications and Engagement team delivers innovative and effective communication, marketing, and stakeholder engagement strategies to the Australian public. Through the DonateLife brand, the team's focus is building community awareness about organ and tissue donation and increasing the number of registered organ and tissue donors – which contributes to increasing the rates of organ and tissue donation in Australia. We achieve this by running a national community engagement and education program, and as a team are responsible for marketing, PR, website management, social media, community and stakeholder engagement, education, partnerships and grants, media and issues management, internal communications, events, branding and design.

Working as part of a small and dynamic team as the Marketing and Digital Coordinator, you will assist in the coordination and delivery of key DonateLife marketing and digital strategies and campaigns, including social media.

Duties

Under general direction, in this role you will:

- Assist in the delivery of strategic planning, coordination, implementation, and execution of national marketing campaigns and strategy (including the annual DonateLife Week campaign)
- Coordinate the day-to-day content calendar and meet publishing needs of the website and social media channels (Facebook, Instagram, Twitter, LinkedIn) including monitoring comments, moderation, and managing community expectations – escalating issues as they develop
- Be able to respond to and implement changing priorities and requests quickly, identifying and communicating issues and make decisions with a focus on achieving key marketing and digital outcomes, often within challenging timeframes
- Manage relationships with external suppliers as needed including PR, creative, advertising, graphic design, merchandise and website support arrangements
- Manage requests for the use of the DonateLife brand, graphic design and merchandise on behalf of OTA and the DonateLife network to ensure consistency
- Work closely with key internal and external stakeholders to maximise marketing and digital opportunities as they arise
- Develop high-quality plain English content and marketing communications products for a range of audiences, including video and rich media content that align with the strategy
- Maintain effective and efficient project management processes, coordinating requests, approvals and deadlines
- Coordinate regular updates, reports and analytic reports to evaluate progress against key marketing and digital objectives
- Ensure competing priorities are delivered to a high standard, bringing energy and drive to progressing work with a commitment to getting the job done, during a time of change
- Provide support to the National Manager and Communications and Engagement team, agency senior leadership team and DonateLife network regarding marketing and digital activities.
- Adhere to the [APS Values](#), [Code of Conduct](#) and demonstrating capability in line with the APS Integrated Leadership System and Work Level Standards at the APS 4/5 level.

Eligibility

To be successful in the role you will be able to demonstrate capability in line with the APS Integrated Leadership System and Work Level Standards at the APS 4/5 level.

Relevant skills and experience

- Demonstrate experience working on successful digital channels including website and social media that drive community engagement
- Have a proven ability to support the delivery and roll-out of integrated marketing campaigns and activations that achieve results

Shapes strategic thinking

- Have innovative, creative thinking that allows you to think outside of traditional approaches to meet objectives and budget requirements
- A proven ability to deliver and evaluate social media and stakeholder engagement strategies that achieve results

Achieves Results

- Have strong organisation and project management skills and be able to support the delivery of multiple projects concurrently
- Possess excellent organisation and time management skills and the ability to manage competing priorities while maintain high work standards
- Be self-motivated but able to collaboratively in a team to respond to urgent tasks and adapt quickly to a changing environment

Cultivate productive working relationships

- Possess excellent people skills including being able to build and maintain relationships with key stakeholders including partners, community groups, other agencies, external suppliers

Exemplifies personal drive and integrity

- Behaviours consistent with the values of our organisation and the Australian Public Service
- A demonstrated commitment to the health, safety and wellbeing of all employees

Communicates with influence

- Communicates clearly with stakeholders including listens, understands and adapts to audience
- Demonstrate exceptional plain English written and verbal communication skills

Notes

Please visit the [employment](#) page of our website for more information about the OTA, our recruitment processes and how to apply. Alternately, you can call the Contact Officer or send us an [email](#).

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

About the Organ and Tissue Authority

The Organ and Tissue Authority (OTA), leads the implementation of the Australian Government's national program for increasing organ and tissue donation for transplantation. They work in partnership with the national DonateLife Network, state and territory governments, the donation and transplantation clinical sectors, eye and tissue banks, and the community. The OTA aims to increase the capability and capacity within the health system to maximise donation and transplant rates and to raise community awareness and stakeholder engagement with the goal of encouraging all Australians to make a decision to support organ and tissue donation.

To Apply

Position Contact	Brianna Elms, 0402 331 424
Agency Recruitment Site	https://www.donatelife.gov.au/work-us

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Industry, Science, Energy and Resources

Vacancy VN-0713951

Department of Industry, Science and Resources (DISR)

Closing Date: Thursday 24 November 2022

Questacon
Operations Strategic Engagement

Job Title	Senior Manager - Strategic Engagement
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$132,573 - \$142,737
Classification	Executive Level 2
Position Number	511639
Agency Website	https://www.industry.gov.au/

Job Description

<https://careers.industry.gov.au/en/listing/>

About the department

The department plays a key role in the Australian Government's agenda to create jobs and build a stronger, more resilient and competitive economy. Our work builds on Australia's existing strengths, supports businesses to grow, and drives new opportunities for long-term productivity growth and prosperity. The success of the department helps Australia recover from the economic consequences of COVID19 and adapt to its ongoing effects. Through our work, we support the government's economic recovery plan and help to deliver a better future for all Australians.

About the team

Questacon – The National Science and Technology Centre is a division of the Australian Government Department of Industry, Science and Resources. Our Vision is “a better future for all Australians through engagement with science, technology and innovation.” We deliver on that vision through our Mission “to excite and motivate people through inspirational learning

experiences". Science communication is at the heart of what we do.

We have Five Strategic Priorities:

1. Operate Australia's National Science and Technology Centre across two facilities to deliver hands on science engagement.
2. Deliver on our National Presence Strategy and engagement role to build STEM capacity.
3. Facilitate community STEM engagement through national networks and flagship activities.
4. Provide leadership in Australia's informal learning sector of science centres and museums and actively contribute to the work of the National Cultural Institutions.
5. Focus on remaining a high performing organisation through our passionate, creative and imaginative people.
6. As an employee of Questacon your manager, peers and team members are all jointly responsible for helping us to meet those priorities and make Questacon an amazing place to work.

The Strategic Engagement team is responsible for the following key functions for Questacon:

- Working across Questacon, shape and implement our strategic engagement with the Minister's Office, Department, Whole of Government, business and funding partners, and key stakeholders
- Coordination of strategic planning, annual business and risk planning, and internal staff communications.
- Executive Support including oversight of the Executive Officer to the Director and Executive Assistants.
- Coordination of reporting into Departmental Governance Structures and Parliamentary Reporting.
- Coordination functions in support of Departmental and Ministerial requirements including liaison on media requests with the Departmental Communications Team.
- Governance oversight including secretariat services to the Questacon Advisory Council.
- National partnerships with corporate and philanthropic partners including liaison with the Q Australia Foundation Ltd.
- Leading the business improvement processes for Questacon to drive efficiency and organisational outcomes.
- Coordination of New Policy Proposals, Cabinet and other Commonwealth Government processes including Parliamentary Hearings and Senate Estimates Hearings.
- Coordination of Questacon's International Engagement strategy.
- Oversight of Business Development for new and existing financial partners.

Our ideal candidate

Our people are passionate, professional and authentic, demonstrating the best values of the APS and global museum leadership. You are expected to demonstrate these attributes as part of a cohesive leadership team that values creativity, experimentation and neuro-diverse approaches to the world.

You will work collaboratively across Questacon's leaders, staff, colleagues and stakeholders. You will demonstrate excellent communication skills and contribute to a productive workplace in a complex and challenging environment with competing demands. You will demonstrate your ability to proactively plan for the whole organisation and effectively lead your team. You will be able to represent Questacon as a senior leader.

The Questacon Executive Leadership Team is jointly responsible for upholding the values and behaviours of the Australian Public Service and Questacon in delivering on the Questacon

Strategic Plan. Questacon values resilient leaders who show an inclusive approach to building relationships, to foster a positive culture and enhance our people's capability.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way. **Duties**

The Senior Manager Strategic Engagement is responsible for:

- Delivering the key functions of the Strategic Engagement Team.
- A cohesive and productive leadership culture across Questacon including an excellent safety culture.
- Leading by example on key areas of Departmental focus including diversity and inclusion.
- Highly effective management of your team to allow Questacon staff to build a high performing workforce.
- Providing assurance to the Questacon, and Departmental Executive about the quality, accuracy and timeliness of work from your team.

Eligibility

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

The successful applicant of this role is required to hold and maintain a valid ACT Working with Vulnerable People (WWVP) card.

The Senior Manager Strategic Engagement role, as part of their work activities, may be required to work with children who are unable to be vaccinated or remote and regional Indigenous communities. Consequently, and in accordance with the DISR COVID-19 Vaccination Policy, the specified personnel fulfilling this role is required to have an up-to-date COVID-19 vaccination status (as defined by the Australian Technical Advisory Group on Immunisation (ATAGI)). The specified personnel may be required to provide proof of vaccination. Proof of vaccinations may include a vaccination certificate (an Australian Government COVID-19 digital certificate or COVID passport), or information from a government health body, a GP or treating specialist.

Notes

You are employed as a member of the Australian Public Service as an employee of the Questacon Division of the Department of Industry, Science and Resources. This is an ongoing APS role as the EL2 level.

The demands of the role are full time but open to job sharing arrangements. You will work within the scope of the Department's Enterprise Agreement and other policies. Outside of the usual pattern of work, this role may require some after-hours or weekend work, and may involve some interstate and international travel as required.

The location of the role will require you to spend a large part of your time at Questacon's two Canberra facilities in the National Science and Technology Centre and The Ian Potter Foundation Technology Learning Centre, but this does not preclude hybrid working arrangements, including remote working. In particular, if you identify as an Aboriginal or Torres Strait Islander person and wish to develop working patterns that assist you to maintain connections to your Country, suitable arrangements may be available subject to operational requirements.

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

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

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

About the Department of Industry, Science and Resources (DISR)

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision

supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the LGBTIQ+ community and people with disability. The department wants to give candidates the opportunity to demonstrate their full potential during a recruitment process. We encourage candidates who require any adjustments or support as part of the recruitment process to reach out and discuss them with the job's contact officer. Candidates are also welcome to contact our Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

Position Contact	Kate Driver, 0262702864
Agency Recruitment Site	https://careers.industry.gov.au/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0714024

IP Australia

Closing Date: Wednesday 09 November 2022

Customer Services Division
Patents Oppositions, Business Improvement and PBR Group IT Reform &
Patents Modernisation Initiative

Job Title	ICT Business Assurance and Transition Lead
Job Type	Full-Time, Ongoing
Location	various locations in VIC VIC, various locations in QLD QLD, Various locations in NSW NSW, Various locations - ACT ACT, various locations in NT NT, Various locations in SA SA, Various locations - WA WA, Various locations - TAS TAS
Salary	\$107,686 - \$121,201
Classification	Executive Level 1
Position Number	494197
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

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

Do you have knowledge and experience of agile ways of working in significant ICT projects or product streams? Are your stakeholder engagement and communication skills of high standard? Do you want to work with Business Analysts, Delivery Managers, and ICT Quality Assurance resources? This position might be the position for you!

Duties

An opportunity exists to join the section as an Assistant Director responsible for supervising the development, testing and release of ICT Products and ensure that changes are properly embedded into business operation teams. The role will work closely with IT Delivery Teams and the Customer Experience Group here at IP Australia to ensure that changes to existing systems and new capabilities are successfully transitioned to business as usual.

IPA utilises an Agile Approach to delivering services and products. You will be required to manage your time across several projects at the same time. You will work with Product Management Teams, IT Quality Assurance, and Release Engineers to specify business requirements; identify possible impacts of change; and communicate upcoming changes to business areas.

The specific duties of the ICT Business Assurance and Transition Lead role include, but are not limited to:

- Represent the Customer Experience Groups interests in the development of products drawing on information you will elicit from Subject Matter Experts and key stakeholders within the group.
- Provide accurate advice on requirements for new systems, including confirming legal and practice advice, as well as advice on the prioritisation of requirements.
- Work under limited supervision from the Director of Business Technologies and assist various product owners in the review of requirements and prototypes;
- Work with Business Analysts, Delivery Managers, and ICT Quality Assurance resources to determine if releases are fit for production.
- Participate in the project team's daily routines, and be available to answer questions from the project team members;
- Coordinate User Acceptance Testing Participation, prepare training and showcase upcoming product features
- Support Release Management to determine outage windows and coordinate business validation testing (BVT) activities during releases.

The successful candidate will have:

- Knowledge and experience of agile ways of working in significant ICT projects or product streams.
- Experience working in multi-disciplinary teams;
- The ability to participate in and lead agile ceremonies as required
- Experience with business validation testing and user acceptance testing preparation and execution.
- Be able to negotiate with influence to get successful outcomes;
- Stakeholder Engagement with good oral/written communication;
- Change Management; and
- Decision making based on sound professional judgement and the evaluation of risks.

This is not an ICT Quality Assurance role. It is a role that supports the business operations that will use new ICT products and services. An understanding of processes and the ICT Systems that support the administration (including financial management) of Patents, Trade Marks, Designs and Plant Breeders Rights is preferred but not essential.

For more information about this role, including the type of person we are looking for, please refer to the Candidate Kit available by clicking the 'Apply Now' button.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

The successful candidate/s may be required to obtain and maintain a security clearance at a specified clearance level – please check the candidate kit for security clearance requirements.

The successful applicant/s must be willing to disclose all relevant and required information.

Notes

At the end of the recruitment process, a merit pool of suitable candidates may be created. Those found suitable will be advised that they have been placed in the pool. The merit pool is valid for 18 months from the date the process was advertised. The merit pool may be used throughout the period to fill similar positions in the event positions become vacant.

IP Australia acknowledges that those with diverse experiences, perspectives, and backgrounds enhance our workplace and our capability for innovation. Applications from Aboriginal and/or Torres Strait Islander People, People with Disability and LGBTIQ+ people are encouraged to apply for any advertised position, that they may be suitable for, within IP Australia.

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

About the IP Australia

IP Australia is a Government agency with a passion for bright ideas. We offer a flexible workplace and rewarding career paths in the IP industry. If you get excited by creativity, innovation and breakthrough technologies, you should consider applying for a job with us. Be part of the team protecting Australian inventions and ideas while maintaining a balanced lifestyle. We offer stimulating jobs with strong career paths in the exciting and fast-growing world of Intellectual Property. We administer IP rights and legislation relating to patents, trademarks, designs and plant breeder's rights. We contribute to the innovation system more broadly by using our skills and experience to advise government and Australian businesses to make the most of their IP. Our vision is to have a world leading IP system that builds prosperity for Australia.

To Apply

Position Contact	Daniel Jack, (02) 6222 3667
Agency Recruitment Site	https://www.ipaustralia.gov.au/about-us/careers/vacancies

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0713958

Civil Aviation Safety Authority Australia

Closing Date: Thursday 10 November 2022

Finance
Finance

Job Title	Financial Accountant
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$93,483 - \$102,560
Classification	APS Level 6
Position Number	2031
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

This position reports to the Team Leader Financial Accounting and sits within the Financial Services and Reporting section. The Financial Services and Reporting area is responsible for preparing the financial reporting as well as Accounts Receivable, Accounts Payable, Credit Cards and Travel.

The Finance Branch has an immediate ongoing, permanent, vacancy for the position of Financial Accountant at the Corporate Services Level 3 above barrier (APS 6 equivalent) level. This recruitment activity will also be used to create a merit pool to fill future ongoing and non-ongoing vacancies as they arise.

Duties

The Financial Accountant responsibilities may include, but are not limited to the following deliverables:

- Maintenance of the asset register including revaluations
- Assistance with preparation of annual and monthly financial statements
- Reconciliation of balance sheet accounts
- Preparation, approval and posting of complex and simple journals
- Preparation of Department of Finance monthly and annual reporting and entry of results into Central Budget Management System (CBMS)
- Preparation of fringe benefits tax return
- Contribution to the development of relevant operating and accounting policies and procedures
- Provision of advice to internal stakeholders on application of accounting policies and procedures
- Promotion of workplace safety and equity and diversity and environmental management in the workplace in accordance with and act in accordance with the CASA Values and Behaviours.

The position will be based in Canberra.

Our ideal candidate

We are seeking a motivated Financial Accountant with high professional standards and commitment to personal development and continuous growth. Our ideal candidate will have:

- Demonstrated technical knowledge and/or experience in financial accounting including experience in assisting with preparation of complex financial statements in line with relevant frameworks.
- Demonstrated analytical and problem-solving skills and a high degree of attention to detail, with a proven ability to use initiative, investigate issues, collect and analyse data and to make recommendations on solutions.
- Proven organisational skills and ability to prioritise own workload and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes.
- Excellent communication skills and demonstrated ability to build strong relationships with internal and external stakeholders to achieve a high level of trust and respect.
- Highly developed computer skills, including proficiency using the MsOffice suite, advanced Excel skills and experience using Technology One financials or similar Financial Management Information System.

- A tertiary qualification in accounting or finance.

Eligibility

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

- At minimum, prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
- Applicants must be an Australian citizen and be able to obtain and maintain a Baseline security clearance. More information on the security vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

We encourage applications from Aboriginal and/or Torres Strait Islander people, people with disability, culturally and linguistically diverse people and people of the LGBTIQ+ community, including transgender, gender diverse, and intersex people.

Notes

About the Civil Aviation Safety Authority Australia

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

To Apply

Position Contact	Vlad Agrizko, 02 62171111
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0713975

Civil Aviation Safety Authority Australia

Closing Date: Thursday 10 November 2022

Finance
Finance

Job Title	Financial Accountant - Affirmative Measure - Disability or Indigenous
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$93,483 - \$102,560
Classification	APS Level 6
Position Number	2031
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

This position reports to the Team Leader Financial Accounting and sits within the Financial Services and Reporting section. The Financial Services and Reporting area is responsible for preparing the financial reporting as well as Accounts Receivable, Accounts Payable, Credit Cards and Travel.

The Finance Branch has an immediate ongoing, permanent, vacancy for the position of Financial Accountant at the Corporate Services Level 3 above barrier (APS 6 equivalent) level. This recruitment activity will also be used to create a merit pool to fill future ongoing and non-ongoing vacancies as they arise.

Duties

The Financial Accountant responsibilities may include, but are not limited to the following deliverables:

- Maintenance of the asset register including revaluations
- Assistance with preparation of annual and monthly financial statements
- Reconciliation of balance sheet accounts
- Preparation, approval and posting of complex and simple journals
- Preparation of Department of Finance monthly and annual reporting and entry of results into Central Budget Management System (CBMS)
- Preparation of fringe benefits tax return
- Contribution to the development of relevant operating and accounting policies and procedures
- Provision of advice to internal stakeholders on application of accounting policies and procedures
- Promotion of workplace safety and equity and diversity and environmental management in the workplace in accordance with and act in accordance with the CASA Values and Behaviours.

The position will be based in Canberra.

Our ideal candidate

We are seeking a motivated Financial Accountant with high professional standards and commitment to personal development and continuous growth. Our ideal candidate will have:

- Demonstrated technical knowledge and/or experience in financial accounting including experience in assisting with preparation of complex financial statements in line with relevant frameworks.
- Demonstrated analytical and problem-solving skills and a high degree of attention to detail, with a proven ability to use initiative, investigate issues, collect and analyse data and to make recommendations on solutions.
- Proven organisational skills and ability to prioritise own workload and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes.
- Excellent communication skills and demonstrated ability to build strong relationships with internal and external stakeholders to achieve a high level of trust and respect.
- Highly developed computer skills, including proficiency using the MsOffice suite, advanced Excel skills and experience using Technology One financials or similar Financial Management Information System.
- A tertiary qualification in accounting or finance.

Eligibility

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

- At minimum, prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
- Applicants must be an Australian citizen and be able to obtain and maintain a Baseline security clearance. More information on the security vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process. Affirmative measures vacancies are only available to Aboriginal and/or Torres Strait people or people with disability. To be engaged under the affirmative measures provision, evidence of Aboriginal or Torres Strait Islander Australian heritage or disability will be required.

We encourage applications from Aboriginal and/or Torres Strait Islander people, people with disability, culturally and linguistically diverse people and people of the LGBTIQ+ community, including transgender, gender diverse, and intersex people.

Notes

About the Civil Aviation Safety Authority Australia

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

To Apply

Position Contact	Vlad Agrizko, 02 62171111
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Prime Minister and Cabinet

Vacancy VN-0714100

Aboriginal Hostels Limited

Closing Date: Wednesday 09 November 2022

NSW Hostel Operations
Biala Hostel

Job Title	Head of Boarding
Job Type	Full-Time, Ongoing
Location	Allambie Heights NSW
Salary	\$72,854 - \$77,350
Classification	APS Level 5
Position Number	VN14622
Agency Website	

Job Description

<https://www.ahl.gov.au/employment>

Exciting management position in Sydney as Head of Boarding at Biala Hostel!

Looking for a hands-on role supporting Aboriginal and Torres Strait Islander students?

Want school holidays off?

Want the benefits of the Australian Public Service including generous remuneration?

Then this role may be for you!

Our commitment in our student hostels is to ensure that we provide a fair, honest and culturally respectful environment that values each student and their connection to country.

The Head of Boarding leads a team creating a home away from home environment for students in Sydney. You will work closely with community and families, schools and other stakeholders, to support students to thrive in the hostel environment and achieve educational and personal goals.

Duties

As Head of Boarding you will be critical in managing and supervising the day to day operations of the hostel to ensure appropriate pastoral care is provided to students. You will be a leader for the Deputy Head of Boarding, Residential Youth Workers and Hostel Workers, and key contact for students, teachers, parents and stakeholders.

Your duties will cover areas such as Student Services, Hostel Operations, Staff Management, Professional Service and Community Engagement, Work, Health & Safety and Property Maintenance.

To be success in the role you will have prior management experience and be able to manage staffing matters as well as difficult student situations and behaviours.

Eligibility

You will need to hold a First Aid Certificate, Emergency Warden Training; Food Safety Supervisor Certificate (or willing to obtain within the first 6 months of employment).

In addition, you will need to:

- Be an Australian citizen.
- Undergo a Satisfactory National Criminal History Check.
- Meet Fitness for Duty requirements.
- Hold and maintain a Working with Children Check in NSW; and
- Have a valid Driver Licence/LR bus licence.

Notes

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

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

About the Aboriginal Hostels Limited

To Apply

Position Contact	Katrina Nash, 0474 915 108
Agency Recruitment Site	https://www.ahl.gov.au/employment

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Prime Minister and Cabinet

Vacancy VN-0714112

Aboriginal Hostels Limited

Closing Date: Wednesday 23 November 2022

Hostel Operations
Top End Hostels

Job Title	Director Frontline Services
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	\$120,871 - \$124,047
Classification	Executive Level 2
Position Number	VN14722
Agency Website	

Job Description

<https://www.ahl.gov.au/employment>

AHL's purpose is to provide safe, comfortable, culturally appropriate and affordable short-term accommodation for First Nations Australians who need to be away from home to access medical services, education and economic opportunities.

A career with AHL will provide you with a chance to contribute to improving the quality of life and economic opportunity for First Nations Australians. We offer rewarding experiences and generous employment conditions.

A new management opportunity is available for a motivated and experienced individual to join AHL in a fast paced, operational environment. Director Frontline Services roles are critical to the organisation, overseeing the operations of a number of hostels within a geographical cluster to ensure appropriate and efficient services are delivered to our residents, as well as leading and developing the workforces in those hostels. Success in this role requires strong management and leadership experience, commitment and passion for servicing First Nations communities, flexibility to travel regularly, and willingness to work "on the ground".

The successful applicant will have a wealth of experience in accommodation management and will have proven success in developing teams capable of delivering high quality customer service. The Northern Territory (Top End) Director will oversee a range of AHL hostel offerings including short stay hostels, and secondary education hostels that support students who have relocated to complete secondary schooling.

Duties

The main responsibilities of the role can be categorised as:

- Lead and deliver high quality accommodation services to AHL residents
- Lead a high performing team to deliver quality customer service
- Financial management, performance and administration
- Facilities
- Develop and maintain productive relationships with stakeholders

To view the full position description and to download the application form, visit our website -

<https://ahl.gov.au/employment> **Eligibility**

Successful applicant will need to:

- Provide evidence of Australian Citizenship
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Be flexible to travel on a regular basis and capacity to work out of hours if required
- Hold and maintain a NT Working with Children Check
- Hold or obtain the relevant mandatory qualification/s, including a valid Driver's Licence.

Notes

This role will be based within a hostel located in Darwin.

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

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

About the Aboriginal Hostels Limited

To Apply

Position Contact	Bob Harvey, 02 6212 2023
Agency Recruitment Site	https://www.ahl.gov.au/employment

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Prime Minister and Cabinet

Vacancy VN-0714132

Australian National Audit Office

Closing Date: Sunday 13 November 2022

Financial Statement Audit Services Group

Job Title	Auditor - Financial Audit
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$82,318 - \$89,701
Classification	APS Level 5
Position Number	115/2022
Agency Website	https://www.anao.gov.au

Job Description

<https://anaocareers.nga.net.au/?jati=A09CA4BC-C23A-7122-B116-C905A8145D40>

This is your opportunity to undertake work that you can't do anywhere else. The position is unique within the Australian Public Service. You will work side-by-side with experienced leaders and play a pivotal role in ensuring accountability and transparency in the Australian Government sector.

What you can expect

- supporting accountability and transparency in the biggest and most diverse group of entities in Australia
- to be seen and acknowledged for your meaningful contributions
- the training you deserve for the accreditation you need
- support to progress your career goals with a variety of career development opportunities
- generous studies assistance. Don't have a CA or CPA? Let us invest in your future.
- team collaboration to achieve common goals
- a workplace culture with a sense of community
- a team who takes their work seriously, but not themselves
- activity-based, informal, and formal working arrangements
- a diverse workforce with strong inclusion values, priorities, and policies

Duties

As an Auditor, Financial Audit at the Australian National Audit Office (ANAO) your role will be to:

- conduct financial statement audits, both individually and as part of a team, in accordance with an approved plan
- document client agency accounting systems to identify key controls
- conduct audit tests and record the results
- prepare reports that are credible and evidence-based, and reflect sound judgement
- help maintain and enhance client agency relationships
- help plan audits and design audit strategies
- identify work priorities and monitor workflow.

In performing this role, you will work with our diverse client base of agencies large and small, and on engagements of varying complexity. The broad experience of public sector accounting and audit you will receive here is completely unique, and something that will continue to serve you throughout your career.

Is this you? Do you have the following?

- well-developed accounting, auditing and/or IT technical skills
- strong research and analytical skills
- the ability to translate complex information for a non-technical audience
- a strong track record in project management
- the ability to communicate effectively to a diverse audience
- interpersonal and teamwork skills

Desirable qualifications

- Given the nature of the role, an accounting or equivalent tertiary qualification is highly desirable. Candidates who hold a CA or CPA will be highly regarded.

Eligibility

Citizenship – To be eligible for employment with the ANAO, applicants must be an Australian citizen.

Security Clearance – The successful candidate will be required to obtain and maintain an AGSVA security clearance. For more information about the security clearance process, please refer to the AGSVA website.

Notes

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

About the Australian National Audit Office

The Australian National Audit Office (ANAO) is a specialist public sector entity that provides a full range of audit services to the Australian Parliament, the Australian Government and public sector entities. The 'Auditor-General Act 1997' provides the legislative framework for the role of the Auditor-General and the ANAO. The purpose of the ANAO is to drive accountability and transparency in the Australian Government sector through quality evidence based audit services and independent reporting to Parliament, the Executive and the public, with the result of improving public sector performance. The Executive is accountable to Parliament for its use of public resources and the administration of legislation passed by the Parliament. The Auditor-General scrutinises and provides independent assurance as to whether the Executive is operating and accounting for its performance in accordance with Parliament's purpose.

To Apply

Position Contact	Lorena Skipper, (02) 6203 7805
Agency Recruitment Site	https://anaocareers.nga.net.au/?jati=A09CA4BC-C23A-7122-B116-C905A8145D40

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Prime Minister and Cabinet

Vacancy VN-0714135

Australian National Audit Office

Closing Date: Sunday 13 November 2022

Financial Statement Audit Service Group

Job Title	Team Leader – Financial Audit
Job Type	Full-Time; Part-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$91,199 - \$104,820
Classification	APS Level 6
Position Number	116/2022
Agency Website	https://www.anao.gov.au

Job Description <https://anaocareers.nga.net.au/?jati=68E38408-A4CE-F58C-5F66-C905A84CEBAA>

This is your opportunity to undertake work that you can't do anywhere else. The position is unique within the Australian Public Service. You will work side-by-side with experienced leaders and play a pivotal role in ensuring accountability and transparency in the Australian Government sector.

What you can expect

- supporting accountability and transparency in the biggest and most diverse group of entities in Australia
- to be seen and acknowledged for your meaningful contributions
- the training you deserve for the accreditation you need
- support to progress your career goals with a variety of career development opportunities
- generous studies assistance. Don't have a CA or CPA? Let us invest in your future.
- team collaboration to achieve common goals
- a workplace culture with a sense of community
- a team who takes their work seriously, but not themselves
- activity-based, informal, and formal working arrangements
- a diverse workforce with strong inclusion values, priorities, and policies

Duties

The opportunity

As a Team Leader, Financial Audit in our Financial Statement Audit Services Group (FSASG), your role will be to:

- lead and manage a small team to deliver low/medium risk audit services.
- conduct financial statement audits on complex and higher risk audit services.
- liaise with stakeholders across the Australian Government sector and represent the ANAO.
- help maintain and enhance client agency relationships
- plan audits and design audit strategies.
- manage budgets and work allocations.
- discuss findings with client agencies and prepare reports that are credible and evidence-based and reflect sound judgement.
- supervise a team, reviewing performance and providing feedback; and
- mentor, coach, and train staff.

Is this you?

Are you curious, team-minded, and skilled in communicating with others? Will you fit in with a high integrity and performance culture? Do you have the following?

- well-developed accounting, auditing and/or IT technical skills.
- strong research and analytical skills.
- the ability to translate complex information for a non-technical audience.
- a strong track record in project management.
- capability to lead and manage financial statement audits.
- the ability to communicate effectively to a diverse audience.
- interpersonal and teamwork skills.
- the ability to supervise a small team, providing guidance and support for junior staff.

Desirable qualifications:

- Given the nature of the role, an accounting or equivalent tertiary qualification is highly desirable. Candidates who hold a CA or CPA will be highly regarded.

Eligibility

Citizenship – To be eligible for employment with the ANAO, applicants must be an Australian citizen.

Security Clearance – The successful candidate will be required to obtain and maintain an AGSVA security clearance. For more information about the security clearance process, please refer to the AGSVA website.

Notes

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To Apply

Position Contact	Lorena Skipper, 02 6203 7805
Agency Recruitment Site	https://anaocareers.nga.net.au/?jati=68E38408-A4CE-F58C-5F66-C905A84CEBAA

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Prime Minister and Cabinet

Vacancy VN-0714138

Australian National Audit Office

Closing Date: Sunday 13 November 2022

Financial Statement Audit Services Group

Job Title	Director - Financial Audit
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$111,928 - \$126,131
Classification	Executive Level 1
Position Number	117/2022
Agency Website	https://www.anao.gov.au

Job Description

<https://anaocareers.nga.net.au/?jati=57ED28F1-9B76-240A-CC0E-C905A8BFC14F>

This is your opportunity to undertake work that you can't do anywhere else. The position is unique within the Australian Public Service. You will work side-by-side with experienced leaders and play a pivotal role in ensuring accountability and transparency in the Australian Government sector.

What you can expect

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- a team who takes their work seriously, but not themselves
- activity-based, informal, and formal working arrangements
- a diverse workforce with strong inclusion values, priorities, and policies

Duties

The opportunity

As a Director - Financial Audit at the Australian National Audit Office (ANAO) your role will be to:

- lead and manage a team to deliver complex, moderate to high-risk and strategically important audit services;
- exercise strategic resource management and allocate work in line with team priorities;
- plan and investigate audits, and design audit strategies;
- prepare audit reports;
- manage audit projects from end to end;
- ensure quality control;
- formulate and contribute to the development of strategic solutions, operational plans and work plans;
- liaise with stakeholders across the Australian Government sector and represent the ANAO;
- manage and develop a high-performing team through sound leadership; and
- review staff performance and providing regular, meaningful feedback.

In performing this role, you will work with our diverse client base of agencies large and small, and on engagements of varying complexity. The broad experience of public sector accounting and audit you will receive here is completely unique, and something that will continue to serve you throughout your career.

Is this you? Do you have the following?

- exceptional accounting, auditing and/or IT technical skills;
- detailed knowledge of financial statement and related audit risk-based methodologies and practices;
- demonstrated research, analytical and presentation skills;
- the ability to translate complex information for a non-technical audience;
- a strong track record in project management;
- the ability to communicate effectively both verbally and in writing;
- the ability to establish positive working relationships with team members and stakeholders; and
- experience in managing and leading a team, providing ongoing guidance and support.

Desirable qualifications

- Given the nature of the role, an accounting or equivalent tertiary qualification is highly desirable. Candidates who hold a CA or CPA will be highly regarded.

Eligibility

Citizenship – To be eligible for employment with the ANAO, applicants must be an Australian citizen.

Security Clearance – The successful candidate will be required to obtain and maintain an AGSVA security clearance. For more information about the security clearance process, please refer to the AGSVA website.

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To Apply

Position Contact	Lorena Skipper, 02 6203 7805
Agency Recruitment Site	https://anaocareers.nga.net.au/?jati=57ED28F1-9B76-240A-CC0E-C905A8BFC14F

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Prime Minister and Cabinet

Vacancy VN-0714143

Australian National Audit Office

Closing Date: Sunday 13 November 2022

Financial Statement Audit Service Group

Job Title	Senior Director - Financial Audit
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$128,531 - \$160,410
Classification	Executive Level 2
Position Number	118/2022
Agency Website	https://www.anao.gov.au

Job Description

<https://anaocareers.nga.net.au/?jati=ADC6B683-5C77-5313-6CAF-C905A9C767AE>

This is your opportunity to undertake work that you can't do anywhere else. The position is unique within the Australian Public Service. You will work side-by-side with experienced leaders and play a pivotal role in ensuring accountability and transparency in the Australian Government sector.

What you can expect

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- a workplace culture with a sense of community
- a team who takes their work seriously, but not themselves
- activity-based, informal, and formal working arrangements
- a diverse workforce with strong inclusion values, priorities, and policies

Duties

The opportunity

As a Senior Director - Financial Audit at the Australian National Audit Office (ANAO) your role will be to:

- lead and manage a team to deliver complex, moderate to high-risk and strategically important audit services;
- exercise strategic resource management;
- conduct high level planning and audit investigation;
- prepare audit report and ensure quality controls;
- manage audit projects from end to end;
- formulate and contribute to the development of strategic solutions, operational plans and work plans, and make a significant contribution to the achievement of corporate objectives;
- liaise with stakeholders across the Australian Government sector and represent the ANAO; and
- manage and develop a high-performing team through sound leadership.

In performing this role, you will work with our diverse client base of agencies large and small, and on engagements of varying complexity. The broad experience of public sector accounting and audit you will receive here is completely unique, and something that will continue to serve you throughout your career.

Is this you?

Do you have the following?

- exceptional accounting, auditing and/or IT technical skills;
- detailed knowledge of financial statement and related audit risk-based methodologies and practices;
- demonstrated research, analytical and presentation skills;
- the ability to translate complex information for a non-technical audience;
- a strong track record in project management;
- the ability to communicate effectively both verbally and in writing;
- the ability to establish positive working relationships with team members and stakeholders; and
- experience in managing and leading a team, providing ongoing guidance and support.

Desirable qualifications

- Given the nature of the role, an accounting or equivalent tertiary qualification is highly desirable. Candidates who hold a CA or CPA will be highly regarded.

Eligibility

Citizenship – To be eligible for employment with the ANAO, applicants must be an Australian citizen.

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Notes

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To Apply

Position Contact	Lorena Skipper, (02) 6203 7805.
Agency Recruitment Site	https://anaocareers.nga.net.au/?jati=ADC6B683-5C77-5313-6CAF-C905A9C767AE

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Prime Minister and Cabinet

Vacancy VN-0713912

Department of the Prime Minister and Cabinet

Closing Date: Sunday 13 November 2022

Industry, Infrastructure & Environment
Environment, Resources & Agriculture

Job Title	Assistant Secretary, Environment, Resources & Agriculture Branch
Job Type	Full-Time; Part-Time, Ongoing; Non-Ongoing
Location	Barton ACT
Salary	-
Classification	Senior Executive Service Band 1
Position Number	PMC SES/2022/018
Agency Website	

Job Description

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

The Opportunity

The Industry, Infrastructure and Environment Division offers fascinating work on issues that matter to communities. The content is diverse, the work is hard and fast but meaningful, and the people and culture are great. Our responsibilities are wide ranging from energy and climate change; infrastructure investment and transport policy; communications and the arts; agriculture and regional policy; industry and science; and water and the environment. Across these issues, we collaborate with other Commonwealth agencies to analyse and advise on policy and programs, as well as chaperoning Budget and Cabinet processes and the legislative and Parliamentary activities of our line agencies.

We ensure the Prime Minister and the Cabinet have the benefit of clear and candid advice and a diversity of perspectives, so policy choices are well informed and able to be communicated effectively and delivered efficiently. We pride ourselves on having exceptionally strong relationships and networks, getting things done, making a difference and focusing on what matters most.

We are looking for an experienced candidate to lead the Environment, Resources and Agriculture Branch within the Industry, Infrastructure and Environment Division (II&E). The successful candidate, whether an established Assistant Secretary or a high-performing and experienced EL2 seeking an opportunity, will lead a branch with responsibility for providing advice to the Prime Minister and the Cabinet on policy issues spanning the environment, water, resources and agriculture policy domains. Working hand-in-glove with colleagues across PM&C, other central agencies and the portfolio agencies we shadow, you will bring whole-of-government and whole-of-economy perspectives to the role, driving a coordinated and coherent approach supported by robust, evidence-based and nuanced advice.

As an Assistant Secretary, you will also form an integral part of the senior leadership team of the Division, with shared responsibility for supporting an inclusive and staff-centric approach to wellbeing, and cultivating the cohesive and productive culture that sits at the core of II&E's identity.

This advertisement may also be used to fill other Assistant Secretary roles within the Division.

Duties

Our Ideal Candidate

To be successful you need to be able to work in a fast-paced, flexible environment – responding to key policy priorities, meeting tight timeframes and building organisational effectiveness. You will be an experienced leader with excellent influencing and negotiation skills, who is adept at building relationships across the public service, Ministers' offices, industry and academia. You will

be able to lead and manage a team of professionals from a wide range of backgrounds, motivating them to bring their best to their role. You will display an inclusive, collegiate approach to leadership.

You will thrive under pressure and have experience delivering fast, frank and forensically accurate advice, and delivering outcomes in a complex, multi-layered and dynamic environment. You will need excellent judgement and risk management skills, and possess high-level capacity for conceptual and analytical work balanced with an ability to distil core issues from complex scenarios.

You will also have the confidence and capability to participate as a member of the Department's broader executive leadership team. If you're motivated by the prospect of being part of a dynamic agenda, working closely with various stakeholders to drive change, and have a deep understanding of PM&C's role in setting and delivering policy directions, we want to hear from you.

The occupant of this position is considered an Officer under the *Work Health and Safety Act 2011* and is required to exercise due diligence in complying with their obligations under this Act.

Eligibility

Under section 22(8) of the [Public Service Act 1999](#), employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply (see below FAQs for more details).

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

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

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

Where a non-ongoing specified term is offered, this would be for an initial period of up to 18 months, with possibility of extension up to a maximum period of three years.

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

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

About the Department of the Prime Minister and Cabinet

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

To Apply

Position Contact	Marianne Dolman, 02 6271 6265
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0713913

Australian Bureau of Statistics

Closing Date: Wednesday 09 November 2022

Technology and Security
Applications and Capability Statistical Processing Systems

Job Title	Technical Lead Developers
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Belconnen ACT, Perth WA, Hobart TAS, Docklands VIC
Salary	\$105,758 - \$122,254
Classification	Executive Level 1
Position Number	22/SPSS_EL1
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/?jati=943A546D-3A97-0261-9803-C9052F071CA8>

The Australian Bureau of Statistics (ABS) is looking to fill a number of Technical Lead Developer roles to assist with a range of development and support projects across our statistical support portfolio. These teams maintain and develop key statistical processing software which are critical to core ABS publications and are used by a large number of ABS staff.

These are permanent positions at the EL 1 classification level. The successful applicants can work from any of our offices located in Belconnen (ACT), Docklands (Melbourne), Adelaide (CBD), Perth (CBD) or Hobart (CBD), although flexible working arrangements (including a hybrid model of working from home and the office) apply.

Duties

As an Executive Level 1 (EL1) in our Technology and Security Division (TSD) you may be required to:

- provide technical leadership to the team, educate technical staff and drive process improvement
- manage and mentor staff across a number of ABS offices
- provide advice to the business on how best to achieve outcomes as well as assisting with a technical strategy/roadmap for statistical processing systems and platforms
- liaise with clients and other stakeholders to negotiate an achievable, balanced work program for systems, with consideration to business need, system operational health and overall divisional priorities

- work with your section Director to ensure that the agreed work program is delivered on time and to agreed quality expectations
- manage key risks across your work and liaise with other parts of the division to resolve them when required
- maintain an awareness of broader divisional strategies and initiatives and their impact on your local forward work program
- analyse client requirements and deliver new functionality to meet ABS needs
- develop programs and test packs and then release using ABS Change Management procedures
- anticipate, investigate and resolve issues in a timely manner so that statistical processing deadlines can be achieved
- work closely with other EL1s in the team to maintain staff knowledge and coverage of the large number of surveys that are being supported.

Positions are currently open in these teams:

Industry Statistics Support Team ~ supports the timely production of key ABS business statistics by developing and maintaining statistical processing systems using a variety of languages including Java, SAS, Gupta Team Developer and Oracle PL/SQL.

Location Technology Team ~ delivers technology solutions that enable the ABS to collect, process, analyse and disseminate geospatial data using a variety of technologies including Esri ArcGIS, Java, .NET, Web technology, Python and Amazon Web Services.

Social Statistics Support Team ~ supports the timely production of key ABS household statistics by developing and maintaining statistical processing systems using a variety of languages including Lotus/IBM/HCL Notes, SAS and Oracle.

What we are looking for (selection criteria)

To be suitable you should have most or all of the following skills, qualities and experience:

- proven staff management skills including the ability to remotely manage staff in different geographic locations
- well-developed skills in IT project management with an emphasis on Agile and DevOps practices and processes
- software development experience implementing solutions across front-end, back-end or full technology stacks and a tertiary accredited qualification in a relevant ICT discipline (or equivalent additional industry experience)
- strong problem-solving skills with an ability to apply technical knowledge, creativity and initiative to develop workable solutions
- well-developed communications skills
- ability to work with a complex set of stakeholders and nurture positive working relationships
- experience with systems integration to provide a seamless user experience using a diverse range of technologies.

Experience in any of the following technologies is highly desirable. Training will be provided to successful applicants.

- Java, JBoss, JSF, Spring Framework, Web Technology, ReactJS
- SAS, Gupta Team Developer, Oracle and PL/SQL
- Esri products (ArcGIS Enterprise, ArcGIS Pro, ArcGIS Online and ArcGIS API for JavaScript), Amazon Web Services, Oracle Spatial and Graph, PostgreSQL, Python, .NET
- JIRA, BitBucket, Karate, Docker, Jenkins, Octopus Deploy
- IBM Domino Designer.

Eligibility

To be eligible for these positions you:

- must be an Australian citizen at the time you apply
- will need to undertake pre-employment checks, including national police check and health assessment
- may need to obtain (or hold) and maintain at least Baseline security clearance.

Notes

The positions are only available to be filled in the locations specified (Perth, Canberra, Adelaide, Melbourne and Hobart), based on the needs of the hiring areas and to meet the requirements of being a merit based process.

The ABS will negotiate relocation arrangements, consistent with the ABS Enterprise Agreement 2019, if you are required to relocate.

ABS employees who have access to market sensitive information are restricted in market trading activities. You may not be allowed to trade in financial products while employed. These roles are restricted in trading.

If found suitable but not offered a role you will be placed in the merit pool. If you agree in your application this means you may be offered a similar role in the ABS or another APS agency.

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

About the Australian Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at <https://www.abs.gov.au/careers>

To Apply

Position Contact	Brendan Moylan, (02) 6252 5043
Agency Recruitment Site	https://abs.nga.net.au/?jati=943A546D-3A97-0261-9803-C9052F071CA8

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Job Title	Analyst User Support
Job Type	Full-Time, Non-Ongoing
Location	Traralgon VIC, Melbourne VIC, Sydney NSW
Salary	\$70,797 - \$81,153
Classification	APS Level 4;APS Level 5
Position Number	1635286
Agency Website	https://asic.gov.au/about-asic/what-we-do/

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

- **ASIC is seeking a full time Analyst User Support to join their Regulatory Systems -Business Engagement and Enquiries Team**
- **Temporary (12 month) position based in Sydney, Melbourne or Traralgon**
- **Salary starting from \$70,797 (plus 15.4% superannuation) depending on experience**

A future with ASIC means that your work will contribute to ASIC's vision for a fair, strong and efficient financial system for all Australians. We value what you will bring. We value those with sharp, analytical minds and are open to challenging the way things are done.

The team

Regulatory Systems - Business Engagement and Enquiries delivers and supports regulatory business systems and processes that build excellence in regulatory operations.

Regulatory Systems manages the ongoing development of the key platform underpinning the regulatory workflows across ASIC – the ASIC CRM, Regulatory Portal, ASIC Search and related data and document repositories.

Duties

The role

- Handle enquiries relating to One ASIC Regulatory systems, including trouble shooting issues and acting as a conduit between the business, relevant project teams and IT, to resolve or escalate complex issues

- Liaise with external stakeholders on online interactions via the ASIC Regulatory Portal
- Support internal and external stakeholder training activities including updates to learning resources
- Contribute to process improvement and innovation initiatives
- Support user acceptance and product verification testing for system improvements, new products and/or system releases
- Develop and maintain relationships with subject matter experts and other stakeholders across ASIC's regulatory businesses

About you

- A relevant bachelor's degree and/or experience maintaining customer relations and resolving customer issues in a complaints or support desk environment.
- Ability to understand business processes and undertake user acceptance testing.
- Ability or experience analysing and interpreting information on databases and providing solutions.
- Problem solving skills, including the ability to triage and resolve stakeholder and system issues.
- Experience working in a team environment.
- Strong experience in the use of business systems including Microsoft Dynamics CRM, SharePoint and other similar software.
- Strong customer service skills including the ability to identify and resolve internal and external user issues.
- Ability to manage tasks efficiently, meet timelines and produce quality results.
- Strong verbal and written communication skills.

About ASIC

ASIC is Australia's corporate, markets, financial services and consumer credit regulator. Our vision is for a fair, strong and efficient financial system for all Australians.

A future with ASIC means that your work will contribute to achieving ASIC's vision.

ASIC is an equal opportunity employer seeking people who want to make a difference. ASIC is committed to a diverse and inclusive workplace where the very best talent in Australia chooses to work. Applications from people of all ages, cultural backgrounds, abilities, LGBTIQ+ identity, and people of Aboriginal and Torres Strait Islander descent are encouraged to apply.

To work with us, you need to be an Australian citizen, and be prepared to complete an ASIC Suitability and Baseline Assessment which is issued ASIC's Security team.

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

Applications for this role will close at 11:59pm on Wednesday, 9 November 2022.

Eligibility Notes

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

About the Australian Securities and Investments Commission

To Apply

Position Contact	Zaynah Dastoor, 0435 700 074
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All

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Treasury

Vacancy VN-0713877

Australian Taxation Office

Closing Date: Thursday 10 November 2022

ATO People
Payroll Services

Job Title	Payroll Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$135,609 - \$153,703
Classification	Executive Level 2
Position Number	EXT_ATOP_903_22
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=CA245ED3-AEA2-3F74-AFE4-C9043F9DC468>

Duties

We are looking for a dynamic Payroll Director to join our Payroll Services team.

As a **Payroll Director** in our **ATO People** business area, you will perform complex duties that involve interacting with senior management and clients. You'll implement business improvement strategies and solutions to issues impacting on HR operations and the agency.

You will play an important leadership role and direct multiple work teams, setting broad agency objectives and priorities. You'll oversee the management of team performance, capability and quality of completed work. You will have the opportunity to improve your professional abilities in a collaborative, client-focused team environment.

Eligibility Notes

People with disability and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 18 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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

About the Australian Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	Susan Moriarty, 02 6216 1777
Agency Recruitment Site	https://ato.nga.net.au/?jati=CA245ED3-AEA2-3F74-AFE4-C9043F9DC468

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Australian Taxation Office

Closing Date: Wednesday 09 November 2022

Service Delivery
Various teams

Job Title	Service Delivery Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Wollongong NSW, Townsville QLD, Dandenong VIC, Gosford NSW, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Penrith NSW, Parramatta NSW, Perth WA, Box Hill VIC, Albury NSW, Upper Mount Gravatt QLD, Adelaide SA, Burnie TAS
Salary	\$112,682 - \$122,848
Classification	Executive Level 1
Position Number	EXT_SD_824_22
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext>

Duties

We are seeking motivated leaders to join our Service Delivery group.

As a Service Delivery Manager, in our Client Account Services and Lodge and Pay business areas, you'll undertake an essential leadership role and ensure the delivery of all priorities within your work area. You'll drive a diverse and large-scale operational workforce to achieve key corporate and business objectives.

You will influence the design and development of tailored strategies that deliver contemporary client experiences and outstanding results for business.

You will inspire a future-focused mindset and a culture of innovation and continuous improvement. Your relationship and negotiation skills will ensure that strategic partnerships and effective planning for new initiatives are implemented effectively.

Eligibility Notes

People with disability and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 18 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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

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To Apply

Position Contact	Marielle Delgado, (07) 3213 3545
Agency Recruitment Site	https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext

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Treasury

Vacancy VN-0714014

Australian Taxation Office

Closing Date: Sunday 06 November 2022

Client Engagement Group, Law Design and Practice
Various teams

Job Title	Tax Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Wollongong NSW, Box Hill VIC, Brisbane QLD, Canberra ACT, Dandenong VIC, Geelong VIC, Gosford NSW, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Perth WA, Sydney NSW, Townsville QLD, Upper Mount Gravatt QLD, Albury NSW
Salary	\$87,972 - \$101,008
Classification	APS Level 6
Position Number	EXT_CEG LDP_912_22
Agency Website	http://www.ato.gov.au/careers

Job Description

www.ato.gov.au/specialistcareers

Duties

Are you flexible and client-focused? Are you looking to take the next step in your career and put your skills to use in a meaningful way? We are looking for experienced and motivated tax professionals to join various teams across our Client Engagement Group (CEG) and Law Design and Practice (LDP) groups and build community confidence and trust through the administration of a world-class tax and superannuation system.

As a Tax Officer, you will undertake a range of activities related to tax and superannuation. You'll provide advice, make decisions, resolve and prevent various complex and sensitive issues, whilst collaborating with your peers and communicating clearly with all stakeholders.

Eligibility Notes

People with disability and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 18 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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

About the Australian Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	www.ato.gov.au/specialistcareers

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Australian Taxation Office

Closing Date: Sunday 06 November 2022

Client Engagement Group, Law Design and Practice
Various teams

Job Title	Tax Officer
Job Type	Full-Time; Part-Time, Ongoing; Non-Ongoing
Location	Adelaide SA, Albury NSW, Box Hill VIC, Brisbane QLD, Canberra ACT, Dandenong VIC, Geelong VIC, Gosford NSW, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Perth WA, Sydney NSW, Townsville QLD, Upper Mount Gravatt QLD, Wollongong NSW
Salary	\$81,478 - \$86,376
Classification	APS Level 5
Position Number	EXT_CEG LDP_910_22
Agency Website	http://www.ato.gov.au/careers

Job Description

www.ato.gov.au/specialistcareers

Duties

Are you flexible and client-focused? Are you looking to take the next step in your career and put your skills to use in a meaningful way?

We are looking to fill a range of Tax Officer roles across the Client Engagement Group (CEG) and Law Design and Practice (LDP) groups in the ATO, which could see you working with a diverse range of clients to help them meet or resolve their tax and superannuation obligations or disputes.

Eligibility Notes

People with disability and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 18 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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

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reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	www.ato.gov.au/specialistcareers

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Treasury

Vacancy VN-0714041

Australian Taxation Office

Closing Date: Sunday 06 November 2022

Client Engagement Group, Law Design and Practice
Various teams

Job Title	Tax Officer (Indigenous affirmative measure)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Albury NSW, Wollongong NSW, Upper Mount Gravatt QLD, Townsville QLD, Sydney NSW, Perth WA, Penrith NSW, Parramatta NSW, Newcastle NSW, Moonee Ponds VIC, Melbourne VIC, Box Hill VIC, Brisbane QLD, Canberra ACT, Dandenong VIC, Geelong VIC, Gosford NSW, Hobart TAS
Salary	\$87,972 - \$101,008
Classification	APS Level 6
Position Number	EXT_CEG LDP_913_22
Agency Website	http://www.ato.gov.au/careers

Job Description

www.ato.gov.au/specialistcareers

This vacancy is only open to Aboriginal and Torres Strait Islander applicants. This initiative helps to increase the number of Aboriginal and Torres Strait Islander people employed in the APS, to better reflect the diversity of the Australian community.

Duties

Are you flexible and client-focused? Are you looking to take the next step in your career and put your skills to use in a meaningful way? We are looking for experienced and motivated tax professionals to join various teams across our Client Engagement Group (CEG) and Law Design and Practice (LDP) groups and build community confidence and trust through the administration of a world-class tax and superannuation system.

As a Tax Officer, you will undertake a range of activities related to tax and superannuation. You'll provide advice, make decisions, resolve and prevent various complex and sensitive issues, whilst collaborating with your peers and communicating clearly with all stakeholders.

Eligibility

Candidates applying under the affirmative measure provision must provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.

For further information about this requirement and the application process please select the Apply now button.

Notes

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 12 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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

About the Australian Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	www.ato.gov.au/specialistcareers

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Australian Taxation Office

Closing Date: Thursday 10 November 2022

Various
Various Various

Job Title	APS 4 Executive Assistant
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Penrith NSW, Sydney NSW, Parramatta NSW
Salary	\$73,086 - \$79,323
Classification	APS Level 4
Position Number	EXT_EA_941_22
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext>

We are seeking enthusiastic, friendly and highly motivated executive assistants who shine the brightest in a fast-paced environment. This is an exciting opportunity to work closely with ATO senior executives and help us make a difference to the lives of Australians.

If you have exceptional organisation skills, great attention to detail, a passion for connecting with people and a flair for communication then this job is for you.

Duties

As an Executive Assistant, you'll provide professional support to our senior executives. You'll be a key problem solver, identifying issues and resolving them quickly with innovative solutions. You'll be the first point of contact for your senior executive and your ability to build rapport and deliver a great client experience through every interaction will be highly valued.

Your day-to-day responsibilities will also include:

- providing daily guidance on priority meetings, emails and actions
- escalating urgent matters for attention and response
- tracking follow-up on action items to ensure deadlines are met
- scheduling of meetings and forward planning (including management of conflicts)
- booking venues for meeting and organising/assisting with the use of collaboration tools and web based communication platforms
- drafting replies to less complex correspondence
- organising travel arrangements
- preparing logistics and completing meeting papers (electronic or in hard copy)
- managing the flow of correspondence and documents
- maintaining office and document security.

Eligibility

Notes

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

About the Australian Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	Emily Fidge, 07 3149 5743
Agency Recruitment Site	https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext

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Treasury

Vacancy VN-0713996

Royal Australian Mint

Closing Date: Sunday 06 November 2022

Sales, Marketing and Innovation Branch
Sales Section

Job Title	Sales Representative - Coin Shop
Job Type	Casual, Non-Ongoing
Location	Deakin ACT
Salary	-
Classification	APS Level 2
Position Number	SEVERAL
Agency Website	https://www.ramint.gov.au

Job Description

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

We are seeking enthusiastic people to work as Sales Representatives at the Royal Australian Mint Tourist Shop.

Duties

Duties

Customer service

- Over the counter sales using the Mint's Sales management system (Epicor, Precise POS).
- Provide customers with accurate information.
- Manage customer returns and exchange requests.

Sales administration

- Process over the counter sales.
- Work with multiple computerised packages.
- Process customer returns.
- Assist with stock management in a retail environment.
- Manage banking transactions on a daily basis.

Eligibility

Skills

- Experience working in a demanding customer service role.
- Customer empathy.
- Proactive task completion.
- Excellent communication skills.
- Attention to detail.
- Ability to work under pressure with passionate customers.
- Willingness to learn quickly and adapt to constant change.
- Capable of working as part of a team but also self-driven and can work individually.
- Ability to seek advice and accept feedback.
- Good organisational skills including time management.
- Ability to answer incoming general enquiry phone calls.
- Accurate data entry.
- Ability to gain coin knowledge quickly.
- Problem solving skills.

Security clearance

BASELINE

For more information on the role, please refer to the **position description**.

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 (<https://ramint.gov.au>)

Please submit your application by **11:30pm** on **Sunday 6 November 2022**. To be considered for this position, you will need to upload:

- A **cover letter**.
- A current **resume** including the contact details of two referees.

Should you have any questions regarding the role, please contact Mr Todd Matthews on (02) 6202 3411.

Information on applying for a job in the Australian Public Service can also be found at the Employment page of our website.

About the Royal Australian Mint

To Apply

Position Contact	Todd Matthews, (02) 6202 3411
Agency Recruitment Site	https://www.ramint.gov.au/employment-opportunities

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Treasury

Vacancy VN-0714122

Royal Australian Mint

Closing Date: Thursday 17 November 2022

Engineering, Operations and Logistics

Job Title	Facilities Asset Manager
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	-
Classification	Executive Level 1
Position Number	1152
Agency Website	https://www.ramint.gov.au

Job Description

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

An exciting position for a Facilities Asset Manager to systematically develop, implement and maintain lifecycle asset management processes for the Royal Australian Mints manufacturing equipment, built property and associated operational infrastructure.

Duties

Duties

- Assisting in the development and implementation of comprehensive maintenance plans and budgets including operational and capital expenditure forecasts.
- Implementing programs for the regular inspection and assessment of asset condition.
- Developing and supporting maintenance improvements plans for all Mint facilities, services, plant and equipment to ensure condition, function, safety and compliance are maintained to agreed standards.
- Maintaining an Enterprise Asset Management (EAM) software system (MainPAC) ensuring the operation and utilisation of functionality is at its maximum potential.
- Creating long term plans to upgrade, refurbish or replace equipment and services to ensure that the Mint is able to meet or exceed operational, statutory and compliance requirements, including the condition and suitability of equipment.
- Developing forward works plans for end-of-life asset replacement and refurbishments, and to meet forecast increases in service demand.
- Ensuring asset criticality is clearly identified and understood and implementing risk mitigation strategies to ensure the reliability of critical assets.
- Undertaking regular reviews and monitoring of maintenance plans, asset risk registers, and asset performance to minimise risk, achieve stakeholder expectations, and achieve continuous improvement.
- Negotiating and developing service agreements with original equipment manufacturers (OEMs), distributors and suppliers where required.
- Maintaining organisation's asset register including asset condition and criticality ratings and ensuring that it is accurate.
- Ensuring all new and replacement assets are created and uploaded into the EAM and included in the preventative maintenance schedule.
- Establishing schedules and methods for providing facility maintenance services; identifying resource needs and allocating resources accordingly.
- Responsibility for centralised strategy of the procurement of equipment, parts and service agreements for facilities assets.
- Providing direction to the business (based on analysis) – recommendation of when to turnover over assets, cost vs repair vs hire sourcing approach
- Overseeing the sourcing, review, negotiation and recommendation of quotations for new plant items as requested by branch managers.
- Collaborating with stakeholders to achieve strategic and operational goals.
- Ensuring compliance with all statutory, legislative and regulatory requirements, workplace health and safety standards requirements relating to the Facilities Section.

Eligibility

The successful applicant will need to have the following knowledge, skills and experience.

- Required Tertiary qualification (or trade) in facilities, engineering, asset management, or other relevant technical field.
- Project Management experience and relevant qualification.
- Proven experience working in a buildings property asset management position involving critical assets and programmed servicing schedules, ideally within a manufacturing environment.
- Demonstrated experience effectively managing staff day to day as well as technical and trade qualified consultants/contractors.

- Highly motivated and autonomous, displaying strong team collaboration with strong attention to detail including data management and interpretation.
- Exceptional communication abilities both written and verbal.
- Experience in the use of Computerised Maintenance Management Systems (CMMS).
- Advanced skills in Microsoft Office software, such as Word and Excel.
- Experience developing Asset Management Plans and asset lifecycle planning.
- Working knowledge of work health and safety laws, model codes of practice and relevant standards.
- Innovative thinker with a focus on continuous improvement who is able to lead change and innovation.

Security clearance

Negative Vetting 1

For more information on the role, please refer to the **position description. 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 (<https://ramint.gov.au>)

Please submit your application by **11:30pm** on **Thursday 17 November 2022**. To be considered for this position, you will need to upload:

- A current **resume** including the contact details of two referees
- A **one-page-pitch** which describes how your skills meet the requirements of the role as detailed in the **position description**.

Should you have any questions regarding the role, please contact Mr Colin Dedourek on (02) 6202 8705.

Information on applying for a job in the Australian Public Service can also be found at the Employment page of our website.

About the Royal Australian Mint

To Apply

Position Contact	Colin Dedourek, (02) 6202 8705
Agency Recruitment Site	https://www.ramint.gov.au/employment-opportunities

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0713894

Department of Veterans' Affairs

Closing Date: Thursday 10 November 2022

Client Benefits Division
VEA Compensation and Support Initial Liability & Compensation Melbourne

Job Title	EL1 Assistant Director - Senior Clinician
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC
Salary	\$114,777 - \$126,039
Classification	Executive Level 1
Position Number	DVAO1606
Agency Website	https://www.dva.gov.au/

Job Description

<https://www.dva.gov.au/about-dva/jobs>

The Initial Liability and Compensation Melbourne Section is responsible for the investigation and determination of liability claims under the Veterans' Entitlements Act 1986 (VEA), Military Rehabilitation and Compensation Act 2004 (MRCA) and the Safety, Rehabilitation and Compensation Act 1988 (DRCA), and in the case of VEA claims, determine the appropriate rate of Disability Pension.

The Specialised Case Team (SCT) is located within the Initial Liability and Compensation Melbourne Section. The SCT includes a group of highly skilled and trained Delegates investigating and determining Initial Liability claims for injury or disease relating to abuse suffered in Defence and are supported by social workers who provide case management services.

Duties

- Lead and manage a multi-disciplinary team, including social workers and initial liability delegates
- Gather and record data to identify trends in social work referrals and case management needs
- Enhance and improve the team functions by developing standardised work procedures, improved referral processes and general communication with wider SCT team
- Provide secondary clinical consult to wider team, support Delegates to liaise effectively with Veterans utilising a trauma informed approach and support to liaise with the mental health and wellbeing division and other business areas where required
- Provide debriefing and reflective practice for Delegates
- Respond and support the Director group with escalations from Senior Management
- Provide an escalation point for social workers when assessing clients identified to be at serious risk of harm to self or others.
- Contribute to the preparation of high level client summaries and briefs, including maintaining high quality documentation.

- Undertake a range of client assessments including intake assessments and risk assessments.
- Manage a limited case load of highly complex clients.

Eligibility

- Applicants must be an Australian citizen to apply.
- Post Graduate qualifications in social work, psychology or mental health nursing
- Ability to meet the membership eligibility requirements or the Australian Association of Social Workers (AASW) or the Australian Health Practitioner Regulation Agency (AHPRA)

Notes

A merit pool will be established that may be used to fill similar positions within the next 18 months.

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

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DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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About the Department of Veterans' Affairs

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To Apply

Position Contact	Meaghan Morton, 03 9284 6048
Agency Recruitment Site	https://www.dva.gov.au/about-dva/jobs

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0713907

Department of Veterans' Affairs

Closing Date: Sunday 06 November 2022

General Counsel
Royal Commission and Inquiries Implementation Team Transformation,
Engagement and Design

Job Title	APS 5 & APS 6 Engagement and Co-Design Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$83,013 - \$103,605
Classification	APS Level 5; APS Level 6
Position Number	DVAO1607
Agency Website	https://www.dva.gov.au/

Job Description

<https://www.dva.gov.au/about-dva/jobs>

The DVA Transform, Engage, Design Team (TED) works within the Royal Commission, Reviews and Inquiries Implementation Team (RCRIIT). The RCRIIT supports the Department to respond to, and implement changes based upon, recommendations of key external review activities including the Royal Commission into Defence and Veteran Suicide and the Productivity Commission review, 'A Better Way to Support Veterans'. The TED Team supports this Division through leading the veteran community engagement required to respond to the recommendations made by such reviews. The TED Team also delivers engagement and co-design services to the Department more broadly, including external stakeholder workshops, staff and executive surveys and engagements, and the DVA Culture Program.

Duties

For specific duties related to each position please see Job Description Document.

Eligibility

- Applicants must be an Australian citizen to apply.

Notes

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To Apply

Position Contact	Nicholas Harrison, 02 6289 6725
Agency Recruitment Site	https://www.dva.gov.au/about-dva/jobs

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0713994

Department of Veterans' Affairs

Closing Date: Thursday 03 November 2022

Client Engagement and Support Services
Client Access and Rehabilitation Various

Job Title	APS 4 - Various Opportunities
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Brisbane QLD, Adelaide SA
Salary	\$74,462 - \$79,419
Classification	APS Level 4
Position Number	DVAO1608
Agency Website	https://www.dva.gov.au/

Job Description

<https://www.dva.gov.au/about-dva/jobs>

The Client Access and Rehabilitation Branch (CARB) in the Department of Veterans' Affairs facilitates access to quality health and community related services, and has responsibility for; Service delivery – responding to general and specific enquiries via inbound phone calls, emails, online or at a front counter, from members of the veteran community and providers to connect and support clients' access to medical services and treatment to meet their needs. Processing and decision making on claims for payment for medical and transport services; and approvals for clients and service providers in line with the relevant legislation and policies. Providing whole-of-person, client centred rehabilitation assistance and services to entitled serving and former serving Australian Defence Force members. Undertaking a centralised role with DVA's feedback management. Coordinating responses to the Commonwealth Ombudsman Office and Processing all statutory information access requests and complex administrative access requests.

Duties

- Provide ongoing technical support to the team via mailbox's and face-to-face advice
- Allocate workloads to required teams or providers
- Liaise with relevant stakeholders internal and external on various subjects
- Assist the management in the development of team resources
- Prepare and deliver training to new and existing staff
- Perform Quality Assurance activities on team processing and telephony work
- Assist APS3 staff to develop skills
- Process complex requests
- Providing technical updates to management
- Handle and respond to inbound telephony and written enquiries
- Contributing to the preparation of Ministerial responses, complaints and general requests for information.
- Driving innovation and improvement in service delivery, promoting continuous improvement amongst the team and within the wider department.
- Undertake additional duties as directed.

Eligibility

- Applicants must be an Australian citizen to apply.

Notes

A merit pool will be established that may be used to fill similar positions (ongoing and non-ongoing) within the next 18 months.

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To Apply

Position Contact	Tanya Creedy, (07) 3223 8483
Agency Recruitment Site	https://www.dva.gov.au/about-dva/jobs

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Parliamentary Department

Vacancy VN-0713942

Department of Parliamentary Services

Closing Date: Wednesday 02 November 2022

Secretary's Office

Job Title	Manager, Parliament House Hair and Beauty Therapy Salon
Job Type	Full-Time, Ongoing
Location	Capital Hill ACT
Salary	-
Classification	APS Level 6
Position Number	JR30864
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentary_Services

Job Description

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

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Service Level 6 Hair and Beauty Salon Manager.

This is an exciting opportunity to support the work of the Parliament and over 1,500 building occupants. You will also enjoy a competitive remuneration package, free secure underground parking, gym membership and access to recreational facilities including pool, fitness classes, tennis and squash courts, on-site childcare and value-for-money dining options.

DPS comprises over 1,000 staff that support the Parliament of Australia through innovative, unified and client-focussed services. The Department delivers a broad range of services and experiences that enable the operating of a working parliament, enable engagement by the public with the parliamentary process and is a custodian for Australian Parliament House which is a significant and iconic visitor destination.

To be successful in this role, you will be experienced in leading and managing a hair and beauty therapy salon and demonstrated ability to foster effective professional relations and exemplary customer service.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

At DPS, we acknowledge the value diversity brings. We are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We welcome applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with disability.

About the Department of Parliamentary Services

The Department of Parliamentary Services (DPS) supports Australia's Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

To Apply

Position Contact	Alicia Lewis, (02) 6277 2507
Agency Recruitment Site	https://career10.successfactors.com/career?company=DPS

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