



Commonwealth of Australia
APSJobs - Vacancies Daily
PS43 Daily Gazette Tuesday - 28 October 2025.pdf

Australian Government

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS43 Weekly Gazette Thursday - 30 October 2025.pdf.

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

The date of publication of this Gazette is PS43 Daily Gazette Tuesday - 28 October 2025.pdf. The date of publication establishes the date the vacancy was notified in the Gazette for the purpose of 25(1)(b) of the Australian Public Service Commissioners Directions 2022.

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

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Vacancies

Vacancy VN-0764435

Australian Government Solicitor

Closing Date: Friday 07 November 2025

Australian Government Solicitor
Dispute Resolution DR Executive

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

Job Description

<http://www.ag.gov.au/employment/current-vacancies.html>

Duties

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

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

About us

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

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

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

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

About the role

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

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

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

In this role you will be responsible for:

- providing high quality, accurate, and timely administrative support to senior executives, including the DR National Leader
- managing and coordinating all administrative aspects, including diary and travel arrangements

- working under broad direction and taking initiative to progress requests that meet business needs
- responding to the needs and expectations of stakeholders when handling and prioritising incoming communication (written and verbal) and requests.

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

About you

The successful candidate will ideally have:

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

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

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

To apply

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

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

Further enquiries

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

Eligibility

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

Notes

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

About the Australian Government Solicitor

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

To Apply

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

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Vacancy VN-0764420

Department of Home Affairs

Closing Date: Monday 10 November 2025

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

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

Job Description

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

About our team

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

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

Our ideal candidate

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

Duties

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

Eligibility

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

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

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

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

Notes

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

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

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

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

About the Department of Home Affairs

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

To Apply

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

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Vacancy VN-0764486

Department of Home Affairs

Closing Date:Monday 10 November 2025

Executive Coordination
Media & Communication Media and Social Media

Job Title	Public Affairs Officer 3 - National Security and Crisis Communication
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$129,867 - \$143,543
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	
Position Number	140000
Agency Website	www.homeaffairs.gov.au

Job Description

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

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

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

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

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

Our ideal candidate

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

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

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

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

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

Duties

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

Additional information

Required qualifications

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

Desirable skills

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

- Ability to liaise and negotiate with all levels of senior management to promote quality outcomes for the department, Portfolio and Government.

Eligibility

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

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

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

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

Notes

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

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

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

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

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

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

To Apply

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

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Vacancy VN-0764480

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

Job Description

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

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

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

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

Duties

In this role, you will take ownership of investment transaction implementations from an Investment Operations perspective, coordinating activities across multiple asset classes to ensure operational

precision and compliance with established operational standards. You will apply your deep operational expertise to review and interpret investment legal documentation—such as IMAs, LPAs, side letters, and subscription agreements—identifying requirements and negotiating outcomes that safeguard the Agency's interests.

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

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

Eligibility

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

Please note this opportunity is open to Australian Citizens only.

Notes

About the Future Fund Management Agency

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

To Apply

Position Contact	Grace Foley, +61 3 8656 6400
Agency Recruitment Site	https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

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Vacancy VN-0764457

National Library of Australia

Closing Date:Wednesday 12 November 2025

Collection Collection Care

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

Job Description

nla.nga.net.au/cp/

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

Duties

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

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

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

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

To succeed in this role, you will have:

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

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

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

Eligibility

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

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

Notes

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

About the National Library of Australia

To Apply

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

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Attorney-General's

Vacancy VN-0764478

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

Job Description

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

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

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

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

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

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

Duties

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

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

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

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

What will you do?

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

Eligibility

The ideal candidate will:

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

Essential Requirements:

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

Desirable Requirements:

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

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

Notes

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

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

To Apply

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

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Defence

Vacancy VN-0764233

Department of Defence

Closing Date:Monday 10 November 2025

Australian Submarine Agency
Australian Submarine Agency

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

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

Duties

The Role

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

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

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

policy frameworks to support Submarine Rotational Force - West, and negotiating international arrangements with our AUKUS trilateral partners. Depending on the role, there may be opportunities for domestic and international travel.

About our Team

Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people. We offer flexible working arrangements and a range of formal and informal professional development opportunities. The Policy, Strategy and Engagement Division is responsible for leadership of the policy and strategy framework for the Agency, which will implement key aspects of the trilateral strategic partnership and program in accordance with the Optimal Pathway.

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

Our Ideal Candidate

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

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

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

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

- Commitment to collaboration and teamwork.
- Enthusiastic and eager to learn, with demonstrated analytical and communication skills.
- Strong written and verbal communication skills and an understanding of Australia's national security environment, and ability to apply these skills in a sensitive environment.
- Sound judgement, initiative, and an ability to work in ambiguous environments, as well as a demonstrated ability to manage competing priorities.

- Capable of undertaking sensitive, dynamic work and experience in distilling information and thinking strategically in the conduct of policy development.
- Excellent stakeholder management skills and the ability to identify, anticipate, and respond to diverse stakeholders in the management of complex issues.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Alison Mountain, 02 6246 8131
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=ADAE69AB-6661-2280-854D-E44D2C8CEF1D

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Department of Defence

Closing Date: Monday 10 November 2025

Australian Submarine Agency
Policy Strategy & Engagement

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

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

Duties

The Role

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

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About our Team

Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people. We offer flexible working arrangements and a range of formal and informal professional development opportunities. The Policy, Strategy and Engagement Division is responsible for leadership of the policy and strategy framework for the Agency, which will implement key aspects of the trilateral strategic partnership and program in accordance with the Optimal Pathway.

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Our Ideal Candidate

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

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

- We are a dynamic organisation seeking employees who are agile, innovative and energised by fast-paced work.
- We are seeking highly motivated and collaboratively minded people who will have the opportunity to contribute to a multi-decadal program.

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

- Commitment to collaboration and teamwork, including assisting others adapt to a changing environment.
- Enthusiastic and eager to learn, with demonstrated analytical and communication skills.

- Strong written and verbal communication skills and a demonstrated understanding of Australia's national security environment, and ability to apply these skills in a sensitive environment.
- Sound judgement, initiative, and an ability to work in ambiguous environments, as well as a demonstrated ability to manage competing priorities.
- Capable of undertaking sensitive, dynamic work and have experience in distilling information and thinking strategically in the conduct of policy development.
- Excellent stakeholder management skills and the ability to identify, anticipate, and respond to diverse stakeholders in the management of complex issues.
- We are looking for motivated and responsive people to come and join this exciting undertaking.

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

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Biance Selway, 02 5133 3067
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=51FC86B9-9CD6-13E3-8D42-E44D2DE8BD0E

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Health

Vacancy VN-0764454

Aged Care Quality and Safety Commission

Closing Date:Tuesday 11 November 2025

Various
Various

Job Title	Executive Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Hobart TAS, Adelaide SA, Brisbane QLD, Perth WA
Salary	\$118,588 - \$135,251
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Work from Home & Office
Classification	Executive Level 1
Position Number	954_10/25
Agency Website	

Job Description

<https://agedcarequalitycareers.nga.net.au/?jati=45B1A26A-6E32-3A88-AB54-E44ECD2E11FA>

Are you a highly organised leader with a sharp strategic mind and a strong understanding of government operations? Do you excel in managing competing priorities, supporting executive decision-making, and building strong relationships? If so, we invite you to apply for this exciting opportunity to join our team as an EL1 Executive Officer (multiple positions).

Reporting to a Deputy Commissioner or Assistant Commissioner across various Divisions the Executive Officer provides high-level support to Commission Executive. This dynamic role involves coordinating divisional priorities, overseeing strategic projects, managing executive correspondence, and supporting workforce and budget planning.

You will act as a trusted advisor, escalate key issues with recommended solutions, and contribute to critical decision-making. With your strong leadership and communication skills, you will liaise across the organisation and externally to drive alignment, ensure timely delivery of outcomes, and represent the Executive Office with professionalism and integrity.

Duties

- Coordinate activities, workflows, and key initiatives across the Division or Branch.
- Draft high-quality briefings, reports, and presentations for senior stakeholders.
- Provide secretariat support for internal committees and meetings.
- Manage strategic business systems, risk oversight, and project tracking.
- Support workforce planning, budget monitoring, and capability development.
- Supervise and mentor the Executive Assistant to the Deputy/Assistant Commissioner.
- Represent the Executive Office and foster strong stakeholder relationships.

Eligibility

To be successful in this role, you will have:

- Proven experience working with senior executives in complex organisations.
- Exceptional written and verbal communication skills.
- Strong leadership, coordination, and stakeholder engagement abilities.
- A proactive and detail-oriented approach to problem-solving and planning.
- An understanding of public sector governance, policy, or project delivery.

Relevant qualifications in public administration, management, or a related field are desirable.

Notes

Benefits for working at the Commission

You will also be offered ongoing professional development to aid and support you in building your career with the Commission.

The Commission offers a range of generous employment conditions including:

- Competitive salaries
- Paid leave
- Health and Well-being programs
- Learning and Development Support

Position Notes:

- Salary offered will be between \$118,588 - \$135,251 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.
- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Merit Pool established through this selection process may be used to fill this or future ongoing vacancies.

About the Aged Care Quality and Safety Commission

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

To Apply

Position Contact	Aged Care Quality and Safety Commission Recruitment Team, (02)96333262
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=45B1A26A-6E32-3A88-AB54-E44ECD2E11FA

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Health

Vacancy VN-0764462

Australian Digital Health Agency

Closing Date: Tuesday 11 November 2025

CEO Division

Job Title	Executive Assistant to the Chief Executive Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	\$87,584 - \$94,719
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 5
Position Number	0592_10/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

We are seeking an Executive Assistant to provide high quality administrative support to the CEO. The office fast-paced with sometimes competing and complex challenges.

Duties

The Executive Assistant is responsible for providing high level executive support to the CEO. They are the front door to the Office of the CEO and are responsible for communicating and building relationships with a wide variety of internal and external stakeholders. They also provide guidance to other executive assistants and business support officers.

The Executive Assistant is responsible for the following, but not limited to:

- providing high level executive support including management of the CEO's diary and travel and assistance with corporate functions (eg HR, finance and IT matters).
- assisting in managing the inflow and outflow of documents in the office.
- proactively assisting the CEO in preparing for meetings.

- developing and maintaining internal and external relationships (including with the Agency Board Chair, Senior Executive and staff.
- supporting internal and external networks (including executive assistants and business support officers).

To be successful in this role you will have previous experience delivering high quality and reliable executive support to senior executives working within a fast paced, highly complex and confidential environment. You will demonstrate high level communication and interpersonal skills; the ability to build productive working relationships; well-developed time management, prioritisation and problem solving skills as well as attention to detail and discretion.

For all queries relating to the responsibilities of the position, please contact Leanne Chaffer at leanne.chaffer@digitalhealth.gov.au.

Eligibility

- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain national police check.
- Ability to obtain and maintain a security clearance at a level designated by the Agency on request.

Notes

Our Benefits

- Ask us about our 2025-26 salary increases, annual performance reviews and superannuation employer contribution of 15.4%.
- Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life.
- Attractive Flexible Working Arrangements: All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.

Additional Information

The position maybe filled in Brisbane, Sydney or Canberra. To apply, submit your resume and a cover letter of no more than 2 pages.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Leanne Chaffer at leanne.chaffer@digitalhealth.gov.au.

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

About the Australian Digital Health Agency

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

To Apply

Position Contact	Leanne Chaffer, 0414 887164
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0764217

Department of Health, Disability and Ageing

Closing Date: Sunday 09 November 2025

Medicines Regulation Division
Prescription Medicines Authorisation Branch Application Support and Export
Section

Job Title	APS4 - Records Management & Records Management Officer - Application Support and Export Section
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$81,958 - \$86,594
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible arrangements can be negotiated
Classification	APS Level 4
Position Number	25-MRDIV-20193
Agency Website	

Job Description

<https://www.health.gov.au/>

Develop your APS career in a supportive team with real opportunities for growth and development!

Be a part of a team that helps bring important medicines to Australian's. In this role you'll be responsible for validating prescription medicine applications, maintaining accurate records, managing payment receipts and assisting with stakeholder enquiries. You'll also provide valuable support to senior staff, ensuring regulatory processes are compliant and stay on track.

We're looking for someone who enjoys working in a detail-focused environment, can manage competing priorities, and thrives as a part of a collaborative team. This is a great opportunity to develop your APS career while contributing to work that has a direct and positive impact on the wider community.

If this role sounds like the right fit for you, we encourage you to apply. This is an opportunity to refine your skills, learn from experienced colleagues, and be a part of a branch with real impact.

Duties

- Administrative triaging, processing and assessment of all Prescription Medicine Minor Variation applications, prior to allocation to various evaluation areas across the TGA
- Management of the receipt of minor variation dossiers, including uploads and validation into the management systems
- Management of the receipt of payments for all minor variation applications
- Maintaining records and undertaking quality assurance to ensure timely processing of all minor variation applications
- Completing other administrative tasks that are currently completed by more senior team members and thereby increasing the capacity for these senior staff members to complete more complex and strategic tasks
- Triaging enquiries from internal and external stakeholders to members of the Application Entry team
- Answering incoming phone calls and escalating them appropriately to senior team members
- Assisting with drafting responses to straightforward enquiries from internal and external stakeholders
- Working under general supervision and direction to plan and prioritise their own workload
- Completing other administrative tasks, as required, to assist the Application Support Team and the Exports team within the section.

Eligibility

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

Notes

- Applications close Sunday 9 November 2025 at 11:30pm AEDT.
- Applicants are asked to quote reference number 25-MRDIV-30193 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health, Disability and Ageing offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.
- This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

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

About the Department of Health, Disability and Ageing

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

To Apply

Position Contact	Georgia Inczedi, (02) 5132 4708
Agency Recruitment Site	https://www.health.gov.au/

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Health

Vacancy VN-0764483

National Health and Medical Research Council

Closing Date:Monday 10 November 2025

Corporate Operations People, Property and Security

Job Title	Human Resources Business Partner
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$95,475 - \$107,708
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible Working Arrangements
Classification	APS Level 6
Position Number	40-2025
Agency Website	https://www.nhmrc.gov.au/

Job Description

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

The National Health and Medical Research Council (NHMRC) is seeking an experienced HR professional to join our People, Property and Security section as a Human Resources Business Partner.

As the Human Resources Business Partner, you will support the development and delivery of key people-focused initiatives across NHMRC. This role will support and partner with managers and our employees to strengthen culture, build capability and a positive workplace. You will offer expert guidance and advice on people-related matters in performance, employee wellbeing, and compliance through proactive engagement, data-driven insights, and collaborative partnerships.

Why work with us?

What truly makes us a great place to work? It's our highly engaging, inclusive, and supportive culture. With an outstanding 85% response rate, our staff told us they feel pride in their work (89%), are committed to our goals (92%), and value our leadership and communication. We're leading the way in employee engagement, innovation, and wellbeing support - making NHMRC not just a workplace, but a community where people thrive. *According to our recent 2024-25 APS Census results.

Our roles come with broad responsibilities and minimal hierarchy, making it easier to get things done. You'll be part of a small, inclusive, and high-performing team with a strong, supportive culture.

We offer:

- A genuinely flexible work environment with no anchor days, empowering you to manage your time your way.
- A dynamic, diverse and supportive team across Melbourne and Canberra.
- Wellbeing programs including monthly yoga, up to 6 free counselling sessions per year, and a workplace that genuinely cares.
- Generous recreational leave, personal leave, cultural leave, parental leave and paid end of year shutdown.
- Study assistance and professional development opportunities that aligned with your career goals.
- Opportunities to be trusted to lead high value projects with the freedom to innovate and the support to grow.
- Strategic exposure where you can engage directly with senior leaders and contribute to decisions that shape our future direction.

Duties

Job specific duties

You will be supported by a high performing team and under limited direction, to:

- Develop and implement people projects and initiatives to support NHMRC's priorities.
- Guide and support managers and employees with workplace matters on performance, wellbeing and Code of Conduct.
- Partner with managers to understand current and future workforce opportunities risks and priorities, creating solutions that build capability, engagement and support employee wellbeing.
- Prepare consultation materials, organise and facilitate consultation sessions with stakeholders, and effectively interpret and implement feedback received.
- Develop and implement workplace policies, procedures and guidelines.
- Respond to, build and maintain positive relationships with a diverse range of stakeholders.
- Contribute to section, branch and organisational business and strategic activities.

Core capabilities

We're looking for a candidate who can combine solid HR experience with a collaborative, solutions focus mindset. You'll bring:

- Practical knowledge of employment frameworks, legislation and best practice, with the ability to interpret and integrate these into practical, people-focused solutions.
- Excellent oral and written communication skills, including the ability to tailor messaging to diverse audiences and produce high-quality documentation and briefings.
- Strong collaboration and adaptability, working effectively in small teams with limited direction and flexibility across different projects.
- Adaptability and resilience under pressure, delivering high-quality outcomes on time. Strong stakeholder engagement and relationship building skills.
- Sound judgement and integrity when balancing organisational and employee needs.
- Project and change management capability, with experience in leading or supporting initiatives and applying change management principles.
- Strategic thinking and sound judgement, with a proactive approach to problem-solving and decision-making in a dynamic environment.

For more information about the role refer to the Job Description.

Eligibility

To be eligible for a position at NHMRC, you must be an Australian citizen and be able to provide evidence of this. If successful, you will also be required to obtain and maintain a Baseline security clearance and undertake a Nationally Coordinated Criminal History Check.

Notes

NHMRC is an inclusive and diverse employer that supports gender equity and diversity in leadership. We welcome and encourage applications from everyone, including People with Disability, First Nations peoples, LGBTIQ+ people, mature age people and people from Culturally and Linguistically Diverse backgrounds.

About the National Health and Medical Research Council

The National Health and Medical Research Council (NHMRC) is Australia's leading Government agency for supporting health and medical research for the improvement of individual and population health. It does this through funding high quality research, supporting the translation of research into evidence-based practice and policy, providing guidance on responsible research practices and ethical issues, and administration of legislation governing research using human embryos. In addition, NHMRC has responsibilities in relation to implementation of the Medical Research Future Fund. NHMRC engages closely with a range of stakeholders across the health system and community to ensure that health and medical research meets the needs of the Australian community. This includes governments, researchers, biotech industries and other business leaders, medical, nursing and allied health practitioners, Aboriginal and Torres Strait Islander health and research leaders, teaching and research institutions, health services, community health organisations, consumers and carers. NHMRC's responsibilities include engagement with the health and medical research sector and broader community to manage NHMRC's grants system which has up to 57,000 external users and is responsible for coordinating and administering grants processes totalling more than \$1.5 billion annually. NHMRC has a workforce of around 250 staff, with most located in the Canberra office, with a smaller number in our Melbourne office. NHMRC offers attractive flexible work arrangements which allow staff to work from home. NHMRC is dedicated to championing gender equity and diversity, ensuring equal opportunities for all staff in our pursuit of excellence in health research.

To Apply

Position Contact	Fei Choi, 0417 970 873
Agency Recruitment Site	https://www.nhmrc.gov.au/about-us/careers

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Industry, Science, Energy and
Resources

Vacancy VN-0764405

Department of Industry, Science and Resources
(DISR)

Closing Date:Tuesday 11 November 2025

Job Title	Senior Procurement and/or Contract Management Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT
Salary	\$98,716 - \$107,053
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	APS Level 6
Position Number	1936_10/25
Agency Website	https://www.industry.gov.au/

Job Description

<https://careers.industry.gov.au/en/job/>

About the department

The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government's economic agenda. Our purpose is to help the government build a better future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

- Growing innovative & competitive businesses, industries and regions
- Investing in science and technology
- Strengthening the resources sector.

The APS and the department offer a clear direction and meaningful work. You will be able to create positive impact in people's lives whilst contributing to improved outcomes for Australia and our people.

If you would like to feel a strong connection to your work and you are accountable, committed and open to change, join us in shaping Australia's future.

Please see the [APSC's APS Employee Value Proposition](#) for more information on the benefits and value of employment within the APS.

About the team

The CIO Business and Governance team supports the CIO Division (CIOD) by developing and delivering business processes that are fit for purpose, create value, and enhance productivity. The team helps to manage and oversee the division's business activities, supporting ICT procurement, contract and vendor management, MOU/ICT services schedule management, financial compliance, reporting, and overall alignment to the department's strategic objectives.

The opportunity

If you have relevant and transferable skills and experience, we'd love to hear from you. This is a generalist role, however experience in the areas of ICT, procurement and/or contract management

is preferred. The role offers candidates the opportunity to directly support and enable the success of the broader division, in an exciting and dynamic environment that combines elements of ICT operations, procurement, contract management, emerging technologies and other areas of work.

What's in it for you?

The role offers significant ongoing development opportunities, including:

- access to professional networks and communities of practice,
- the chance to engage directly with vendors within market through day-to-day procurement activities, via professional forums, conferences and other showcase events,
- ongoing structured learning and qualifications programs to hone skills, maintain competency within a constantly evolving regulatory environment, and
- to foster ongoing personal development through direct mentoring and exposure to emerging technologies and projects of national significance.

Our ideal candidate

Knowledge and experience

- Demonstrated experience working in a procurement and/or contract management function, or related field
- Demonstrated experience and the ability to lead and deliver services, particularly in an environment where innovation, emerging technologies and new ways of working are a priority

Skills and capabilities

- A demonstrated ability to deliver outcomes in a high-volume procurement/contract management practice, either in a Commonwealth Government or relatable context.
- Self-motivation, integrity and the ability to deliver outcomes both independently and in a team environment.
- Effective negotiation and communication skills with the ability to present complex information clearly to a variety of audiences.
- The ability to develop and sustain complex customer, business and stakeholder relationships.
- The ability to manage multiple competing priorities in a technical environment to deliver quality outcomes.

Duties

In this role you will:

- provide effective and timely procurement and/or contract management support to the CIO Division. This includes (but not limited to):
 - Assist with planning, documentation, and publication of procurement activities via the BuyICT platform for all ICT procurement activities such as labour hire personnel, hardware, software, cloud services, data centre, telecommunications, and consultancies as required.
 - Use good judgement, expertise and knowledge to ensure decisions are governed by the application of regulations, best practice principles or the department's operating instructions and procedures
 - Support and promote a customer focused, respectful and supportive workplace culture. Collaborate, develop and maintain strong relationships with a variety of business areas, clients and outsourced service partners
 - Develop innovative and practical solutions to problems whilst understanding the implications for the department's objectives and stakeholders.

Eligibility

The following qualifications are desirable, however not mandatory:

- Relevant tertiary qualifications.
- Diploma or Certificate IV in Procurement and Contracting.
- To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

The department does currently offer flexible work opportunities for many roles. This vacancy is ACT - Industry House based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

About the Department of Industry, Science and Resources (DISR)

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the 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	Samuel Hasse, n/a
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Prime Minister and Cabinet

Vacancy VN-0764411

Aboriginal Hostels Limited

Closing Date:Monday 10 November 2025

NSW Operations
Tamworth Hostel

Job Title	Assistant Hostel Manager
Job Type	Part-Time, Ongoing
Location	Leichhardt NSW
Salary	\$75,022 - \$81,775
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA, Leichhardt
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 4
Position Number	5244
Agency Website	https://www.ahl.gov.au/work

Job Description

<https://www.ahl.gov.au/work>

Aboriginal Hostels Limited's (AHL) vision is to improve the quality of life and opportunities for First Nations people through their national network of hostels.

AHL hostels are like a home away from home for people needing to travel for access to services or for work and education opportunities. They provide comfortable, culturally safe and affordable accommodation, three meals a day and a welcoming environment for those who stay.

AHL is proud to be one of the largest employers of First Nations people in the Australian Public Service (APS) with First Nations employees making up approximately 50% of their workforce.

What We Offer:

- **Competitive Pay & Benefits:** \$75,022 - \$81,775 per annum (pro-rated for part-time). You'll receive 15.4% superannuation, and generous leave entitlements to make sure you're well looked after.
- **Job Security & Career Growth:** Enjoy stable, ongoing employment with plenty of opportunities to grow and move up within the organisation.

- **Supportive Team Environment:** You'll be part of a friendly, inclusive team where your work is valued.
- **Flexible Working Arrangements:** We understand life's demands, so we offer flexible or job-share options to suit your needs.
- **Regular salary packaging options** for vehicles, superannuation and laptops etc PLUS, ability to salary sacrifice \$15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.
- **Generous Leave Entitlements** – including additional days off when a your RDO falls on a public holiday, 18 days sick/personal leave per annum, cultural and NAIDOC day leave
- **Employee Assistance Programme:** Employees, their partners, and their dependants/children will have access to a confidential, professional counselling service to assist employees to manage personal and work issues.

For further information about the role and how to apply please refer to the Vacancy Information available on our website: <https://www.ahl.gov.au/work>

Duties

The Role

Aboriginal Hostels Limited (AHL) is looking for a reliable and motivated Assistant Hostel Manager to join our team and help create a safe, clean, and welcoming environment at our Tony Mundine Hostel, Leichhardt, NSW. Working closely with the local community, you will support people staying in hostels and ensure residents can connect with all services they require during their stay.

Assistant Hostel Managers are responsible for the day to running of their hostels.

This is a hands-on role and will see you working closely with the team to provide a safe, clean and welcoming environment.

The Ideal Person

Great Assistant Hostel Managers come from a wide range of backgrounds.

While experience in a similar industry is important, a successful Assistant Hostel Manager must have empathy and resilience with a calm but firm demeanour. You will be a hands-on manager, working closely with the small hostel team to provide three meals a day and ensuring the facility is clean, safe and welcoming. You will be a perfectionist, ensuring all hostel operations are meeting standards in line with guidelines and policies and continually developing your team to improve our service offering. You will be reporting to an Operations Management Team and will provide regular reports on hostel operations to the Operations Management Team and to AHL's National Office business areas as required.

People with a strong understanding of Aboriginal and Torres Strait Islander cultures, and issues affecting First Nations people are well suited to this opportunity and First Nations people are encouraged to apply.

Eligibility

- provide evidence of Australian Citizenship;
- undergo a satisfactory National Criminal History Check; (prior to engagement)
- Hold and maintain a Working with Children Check in NSW (prior to engagement).
- meet Fitness for Duty requirements; (prior to engagement)
- hold or obtain relevant qualifications.

Qualifications and Training (or ability to obtain within the first six months of employment)

- First Aid Certificate.
- Emergency Warden Training
- Food Safety Supervisor Certificate
- Training is provided by AHL where required.

Notes

How to apply

- Complete the Application Form available from our website ([Work with us | Aboriginal Hostels Limited](#))
- Email your current Resume and completed Application Form to jobs@ahl.gov.au by 11:59pm AEST on Monday 10 November 2025.
- Please include your name and the job reference (VN-0764411) in the subject of your email
- Contact Person: Carla Wills: 0460 111 106

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

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

About the Aboriginal Hostels Limited

Our purpose is to provide culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across our network of hostels, dedicated AHL staff provide accommodation and meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support residents to meet their needs. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. Working with us will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

To Apply

Position Contact	Carla Wills, 0460 111 106
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0764425

National Indigenous Australians Agency

Closing Date:Monday 10 November 2025

Corporate Group
People Branch Strategy, Engagement and Analytics

Job Title	Senior Workforce Analyst, Strategy, Engagement and Analytics, People Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Woden ACT
Salary	\$98,314 - \$110,483
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement.
Classification	APS Level 6
Position Number	NIAA/2025/163
Agency Website	https://www.niaa.gov.au/

We're looking for an APS6 Senior Workforce Analyst to join the Strategy, Engagement and Analytics (SEA) team, within People Branch. The SEA team leads the NIAA's workforce analytics and insights function, people-related strategies and its diversity and inclusion agenda.

The workforce analytics and insights sub-team specialises in generating insights and conducting analysis, including leading the analysis of the NIAA's Census results. We help branch and regional managers interpret and understand their own workforce data and identify trends on key people metrics, including headcount, location, turnover, retention, separations, diversity and inclusion, flex balances, leave usage and more. We also provide advice on conducting localised surveys, including guidance around measurement scales.

Insights and analysis are key to our offering to the stakeholders we support. As our Senior Workforce Analyst you will lead a small team to achieve analytic outcomes in support of the SEA team's and NIAA's broader strategic direction.

Key duties include:

- providing timely, informed advice and analytic recommendations to Assistant Director and Director of SEA
- coordinating workforce metric reporting for the Agency, including for the APS Agency Survey and Workplace Gender Equality Agency reporting (analytics component)
- project managing key data elements of NIAA's approach to the APS Employee Census, including developing analytical workplans and supporting refinement of the analytics service offer for Senior Executive in relation to the Census
- quality assuring insights generated by more junior workforce analysts.

Duties

Ideally, we're seeking an experienced workforce analyst who has experience leading similar work programs and functions with HR for APS agencies.

Experience working with the Aurion HR system (or similar), specifically finding, interrogating, extracting and reporting on workforce data would be highly regarded.

The following attributes and skills are critical to the role:

- strong attention to detail, particularly as it relates to reporting and analysis

- the ability to research, critically analyse and respond to complex and sensitive HR workforce metrics matters
- exceptional stakeholder engagement skills and ability to translate insights in a meaningful way to the audience
- the ability to work effectively in a multi-disciplinary team and leverage the expertise of others in the team/branch to respond to analytic challenges
- the ability to lead and build a high-performing team, including through establishing clear work expectations, systems and processes, and providing regular feedback and mentoring to junior staff members.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

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

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

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

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

About the National Indigenous Australians Agency

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

To Apply

Position Contact	Zac Cameron, 0417 643 910
Agency Recruitment Site	https://niaa.nga.net.au/?jati=80191C5B-667B-5760-62B4-E44E1C62D5FE

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Climate Change, Energy, the
Environment and Water

Vacancy VN-0764460

Bureau of Meteorology

Closing Date:Tuesday 11 November 2025

Science and Innovation
Research to Operations

Job Title	Senior Scientific Software Engineer
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Brisbane QLD, Sydney NSW, Cairns QLD, Adelaide SA, Perth WA, Darwin NT, Hobart TAS
Salary	\$115,443 - \$125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60018559 & 60017898
Agency Website	

Job Description <https://bomcareers.nga.net.au/?jati=429BDAAB-87C7-D2AB-255D-E44ECDD105D6>

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

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

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

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

Duties

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

1. Develop and enhance numerical prediction systems in collaboration with other system experts, delivering high quality outcomes in the Bureau's High Performance Computing (HPC) environment.
2. Engage and collaborate with key stakeholders, including research teams, operational meteorologists, and other programs of the Bureau, to assess system performance and identify opportunities for improvement.
3. Support operational resilience by proposing system enhancements, sharing knowledge within and across teams, documenting solutions, and contributing to operational incident resolution. Out of hours work may be required occasionally..
4. Comply with all Bureau work, health and safety policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.
5. Be aware of, and apply as necessary, the principles and practices of the Bureau's Social Justice Strategy and a demonstrated commitment to the APS Values.

Eligibility Notes

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

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/?jati=429BDAAB-87C7-D2AB-255D-E44ECDD105D6

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764468

Bureau of Meteorology

Closing Date:Tuesday 04 November 2025

Enterprise Services
Communications

Job Title	Media Officer
Job Type	Part-Time, Non-Ongoing
Location	Melbourne VIC, Brisbane QLD, Sydney NSW, Hobart TAS, Adelaide SA, Perth WA, Darwin NT, Canberra ACT, Cairns QLD
Salary	\$75,022 - \$81,775
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements.
Classification	APS Level 4
Position Number	60017657
Agency Website	

Job Description

<https://bomcareers.nga.net.au/?jati=D6243252-4992-2531-46C6-E44ECF0CD520>

We are Australia's most trusted source of weather, climate, water, ocean and space weather knowledge. As one of the few organisations that touches the lives of all Australians and all of Australia, we have a responsibility to provide accurate and timely information.

We do this through our national media service. Operating like a newsroom, we are content creators providing information through the media and social media channels. We are proactive storytellers sharing the human story behind the weather, seeking to tell the stories of our staff, customers and the community. We also respond to the story of the day, keeping the community informed when it matters most.

You will alternate between focusing on the reactive news of the day or the long-term proactive storytelling, ensuring each function gets dedicated attention. You will support the team in developing proactive, long-term media projects and managing daily media enquiries. You will help create content and publish to our social media channels and monitor its impact. You will be at the centre of our team, supporting efficient and effective operation of our high-profile media service.

Due to the nature of the work, this position is designated as a shift working role and as such the occupant in the position is required to perform duties based on the shift working roster; morning and afternoon shifts, weekends, and designated public holidays. In recognition of these shift working hours penalties are provided.

Duties

You will be required to undertake tasks of moderate complexity and work under general direction. The responsibilities of the role include but are not limited to:

Communications Program contribution

- Provide accurate and timely professional suggestions about media and social media development, delivery, and management.
- Proactively engage with colleagues to support collaboration, coordination, and great service to the Bureau.
- You will share learnings and insights that will support the broader work of the Communications Program.
- You will value and model professional excellence and expertise, demonstrating a commitment to Support the broader work of the program by undertaking other roles, working extended hours at short notice or being available to work outside regular office hours.
- Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Technical delivery

- Develop and deliver media content/activities, determining priorities, objectives, and audiences, in alignment with the Bureau's Communications Plan.
- Proactively seek and foster positive relationships with journalists, identifying opportunities and risks, to help the Bureau to be more influential.
- Monitor daily media coverage to identify and manage potential opportunities or emerging issues.

- Provide reactive media relations support, including responding to journalists' requests, collating information from Bureau experts, and briefing spokespeople.
- Generate a range of written material, including social media posts, feature stories, news articles, media releases, statements and messaging that can be used across various channels as required.
- Record media enquiries in database, monitoring media inbox and answering the media phone.
- Ensure media activities are delivered on time, working closely with colleagues across the Communications Program. This includes liaising with subject matter experts and internal personnel for approval of content.
- Develop and post content for the Bureau's social media channels, and monitor outcomes, undertaking moderation when required.
- Collect data to regularly monitor and evaluate social media and media activities.
- Perform research and analysis into complex or escalated issues to support short and longer-term planning.
- Develop media plans to ensure the effective outcomes for the Bureau.

Service delivery

- Build positive internal and external relationships by anticipating and responding to stakeholder needs.
- Adhere to policies, systems and processes that ensure the team can meet expectations of service, quality, and timeliness.
- Manage multiple priorities by being resilient, responsive, agile, and flexible.

Eligibility Notes

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

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	Zhoe Jess, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=D6243252-4992-2531-46C6-E44ECF0CD520

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

Communications and the Arts

Vacancy VN-0764466

National Museum of Australia

Closing Date:Sunday 09 November 2025

Growth and Engagement
Creative Content Creative Content

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

Job Description

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

The Multimedia Producer plays a vital role in the development of high-quality, engaging visual & audio content for the National Museum of Australia. Working within the Creative Studio team, the

Multimedia Producer will have hands on skills to lead the production of visual and audio for exhibitions, digital platforms, and public programs. This includes motion graphics, animations, soundscapes, object-based audio stories, podcasts, and audio tours that enhance visitor experience both onsite and online. The role requires a deep understanding of storytelling, sound design, and technical audio production, along with a passion for bringing Museum content to life through sound. The Multimedia Producer may also be required to work on other projects within the Digital Creative Content team as required.

Duties

- **Produce multimedia content:** Story boarding, prototypes, conceptualise and develop HTML5 digital ads to support campaign objectives.
- **3D motion graphics/ animations:** Create high impact 3D motion graphics and animations for onsite screens including temp gallery entrance.
- **Produce audio content:** Conceive, script, record, edit and mix a range of audio outputs including short- and long-form audio stories, soundscapes, audio tours, and podcast-style pieces for exhibitions and digital platforms.
- **Collaborate across teams:** Work closely with internal museum departments like curators, exhibitions, education as well as creative studios team videographers, designers, and developers to conceptualise and deliver multimedia experiences that are historically accurate, compelling, and aligned with the Museum's voice and values.
- **Lead multimedia strategy for projects:** Develop audio treatments and production schedules in consultation with project teams; manage multiple audio projects to deadline and budget.
- **Sound recording and editing:** Conduct field and studio recordings with talent including curators, experts, artists, and actors; mix and master audio for varied playback environments (exhibition spaces, headphones, web, and mobile).
- **Quality assurance:** Ensure all content meets accessibility, copyright, and cultural sensitivities standards; incorporate best practices for inclusive audio storytelling and sound design.
- **Technical oversight:** Maintain audio equipment and software; provide advice on equipment use and acquisition where needed.
- **Documentation and archiving:** Ensure accurate documentation, metadata tagging and archiving of audio materials for ongoing reuse and reference.

Eligibility

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

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

Notes

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

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

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

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

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

About the National Museum of Australia

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

To Apply

Position Contact	Jed Cooper, 0410 579 438
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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