



Australian Government

**Commonwealth of Australia
APSJobs - Vacancies Daily
PS43 Daily Gazette Wednesday - 25 October
2023.pdf**

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 - 26 October 2023.pdf.

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

These Vacancies Daily will also appear in the Gazette PS43 Weekly Gazette Thursday - 26 October 2023.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

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IMPORTANT INFORMATION

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Vacancies

Vacancy VN-0732283

Australian Competition and Consumer Commission

Closing Date: Sunday 12 November 2023

Consumer Data Right Division
Accreditation, Guidance & Policy Branch and Compliance & Enforcement
Branch

Job Title	Analysts
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Townsville QLD, Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA
Salary	\$74,703 - \$88,348
Classification	APS Level 4;APS Level 5
Position Number	EA2023/329
Agency Website	https://www.accc.gov.au/

Job Description

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

- Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?
- Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?
- Do you want to bring your research and analytical skills to help deliver the Consumer Data Right to improve outcomes for Australian consumers?

Then this is the place for you! At the ACCC, we're proud of the impact we can make together. We understand the responsibilities and challenges that come with a fast moving and ever-changing environment. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. At the ACCC, we believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

We value flexibility, and all roles can be performed from any capital city in a state or territory or Townsville and are available on a full-time, part-time or job-share basis.

Applicants from diverse backgrounds including First Nations peoples, people with a disability and those from different cultural backgrounds are encouraged to apply.

Duties

What you will do as an Analyst

In this role, you will work in a team of regulatory analysts and legal advisers to contribute to the ACCC's regulation and enforcement of the Consumer Data Right.

Depending on the team this may involve:

- assisting in the assessment of applications for accreditation to be a data recipient, and applications for exemption
- assisting in the preparation of guidelines and supporting materials
- assisting in the conduct of reviews, audits and investigations in relation to compliance with the CDR regulatory framework
- preparing written reports, correspondence and oral presentations, including material for consideration by Commissioners and the Executive
- developing and maintaining strong working relationships with external stakeholders, other regulators and CDR agencies, and
- engaging with CDR participants and prospective data recipients, and responding to enquiries and complaints.

About you

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

- well developed research and strong analytical skills
- a high level of interpersonal and communication skills, and an ability to work collaboratively in a team-orientated environment and foster successful internal and external stakeholder relationships
- an ability to manage competing priorities and to deliver high quality outcomes within agreed timeframes
- knowledge of the ACCC's role and functions and objectives of competition and consumer policy, including in relation to the Consumer Data Right
- tertiary qualifications in a relevant discipline such as law, economics, or commerce would be highly regarded.

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

How to apply

You will be asked to answer two behavioural questions (in the Candidate Kit) and submit your resume with key outcomes of what you are most proud of in each role you have held (2 pages maximum)

Salary:

APS 4: \$74,703 - \$81,109 per annum (plus 15.4% superannuation)

APS5: \$83,320 - \$88,348 per annum (plus 15.4% superannuation)

Eligibility

Notes

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

About the Australian Competition and Consumer Commission

The ACCC is an independent statutory authority that administers the Competition and Consumer Act 2010 and other Acts. The ACCC works to promote effective competition and fair trading in the market place to benefit consumers, business and the community, and efficiency in the delivery of certain infrastructure services. The AER is a part of the ACCC. The AER is Australia's national energy market regulator and has an independent board. The AER shares employees, resources and facilities with the ACCC.

To Apply

Position Contact	James Powell, (02) 9102 4051
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0732298

Australian Competition and Consumer Commission

Closing Date: Sunday 12 November 2023

Infrastructure Division
Communications Markets & Advocacy Branch

Job Title	Assistant Director, Data Analytics & Reporting
Job Type	Full-Time;Part-Time, Ongoing
Location	Darwin NT, Townsville QLD, Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA
Salary	\$114,589 - \$126,815
Classification	Executive Level 1
Position Number	EA2023/324
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to enhance data quality and practices for the ACCC's Measuring Broadband Australia Program?**

Then this is the place for you! At the ACCC, we're proud of the impact we can make together. We understand the responsibilities and challenges that come with a fast moving and ever-changing environment. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. At the ACCC, we believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

We value flexibility, and all roles can be performed from any capital city in a state or territory or Townsville and are available on a full-time, part-time or job-share basis.

Applicants from diverse backgrounds including First Nations peoples, people with a disability and those from different cultural backgrounds are encouraged to apply.

Duties

What you will do as the Assistant Director, Data Analytics & Reporting

In this role, you will use your highly developed skills in collaborating with a range of internal and external stakeholders, as well as your developed expertise in working with and deriving insights from large and complex data sets. You will have carriage of complex data analysis and delivering project outcomes for data compilation, data issues and improvements to data quality and/or practices. You will also lead a small team to ensure data is high quality, with robust, consumer-friendly narratives that will contribute to decision making by government and consumers, including for the ACCC's Measuring Broadband Australia Program.

About you

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

- previous experience in a data role, or demonstrated analytical skills including the analysis of complex datasets containing commercially sensitive information.
- experience with, or an understanding of, economic regulation of the telecommunications market and the ACCC's role.
- experience managing a small team and developing people's data and analytical capability, including for staff based in other locations.
- strong analytical and complex problem solving skills, including demonstrated ability to apply sound judgement, with limited direction, to make decisions and recommendations using analytical evidence.
- highly effective oral, written and presentation communication skills in order to convey complex information clearly to various audiences and ensuring high quality documentation including public reports, staff papers, notices, correspondence, minutes and briefs.
- tertiary qualifications in economics, commerce, finance, mathematics, statistics or similar fields are highly desirable.

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

How to apply

You will be asked to answer two behavioural questions (refer to the Candidate Kit) and submit your resume with key outcomes of what you are most proud of in each role you have held (2 pages maximum)

Eligibility Notes

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national energy market regulator and has an independent board. The AER shares employees, resources and facilities with the ACCC.

To Apply

Position Contact	Kelly Griffin-Barrett, 02 9290 1988
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0732131

Australian Electoral Commission

Closing Date:Wednesday 08 November 2023

Enabling and Regulation Group
People Branch Workforce & Engagement Strategies

Job Title	Senior HR Advisors, Workforce & Engagement Strategies
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$87,635 - \$98,223
Classification	APS Level 6
Position Number	2023-285 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

The Workforce & Engagement Strategies team lead the development and implementation of agency wide workforce strategies and programs to create positive employee experiences to support the AEC in achieving its Voter 2030 vision. We collaborate with others to align the agency's people priorities with broader organisational change, working in consultation with other business areas to drive cultural change and mature people processes and policies.

Examples of activities within the Workforce and Engagement Strategies team include:

- Workforce Strategies and Planning- Workforce Strategy, People Capability Framework, role evaluations, People Committee Secretariat
- Diversity and Inclusion- Cultural awareness, support our Reconciliation Action Plan, coordinate days of significance, Diversity and Inclusion policy, Workplace Gender Equality Agency Survey.
- Employee Engagement & Projects- APS Employee Census, Recognition programs, Employee based projects, Pulse Surveys, Employee Value Proposition
- Talent Management and Entry Level Programs- Coordination of ELP programs, recruitment of Graduates and Career Starters, and ELP support services.

Duties

You will support the Assistant Director in the administration, coordination, and successful delivery of HR projects, and assist in the design and implementation of strategic workforce frameworks. This includes participating in section planning of short-term tasks and strategic planning for longer term initiatives to further strengthen the AEC as a capable and agile organisation.

You will be supported to build on your skills of collaboration, stakeholder management, project management, communication, thinking strategically and responding positively to change.

Through this process, the Workforce and Engagement Strategies team intend to establish a merit pool for vacancies across the team, particularly in Workforce Planning, and Diversity and Inclusion.

To excel you'll have:

- Proven experience in researching and developing evidence-based concepts based on an analysis of issues and the interpretation of data and information from multiple sources to improve employee engagement initiatives and processes.
- Demonstrated experience in accountability for projects and work tasks being completed in the outlined timeframes, whilst assisting others and achieving results.
- Ability to generate innovative workforce solutions to problems, gathering and critically analysing information from diverse sources to produce a range of options for consideration.
- Ability to supervise team member/s at lower-level classifications, ensuring high quality outputs, developing team members, building capacity and encouraging career development.
- Proven ability to work collaboratively, both within a team and autonomously, communicating sensitively and respectfully with internal and external stakeholders, through the use of excellent written and oral communications skills.
- Demonstrated experience to prioritise, plan and organise competing tasks to achieve desired results, while working under pressure with limited guidance.

Eligibility

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

Notes

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

The Australian Electoral Commission (AEC) is at the heart of Australian democracy. The AEC is responsible for conducting federal elections and referendums, maintaining the Commonwealth electoral roll and making sure the Australian public is informed about all electoral matters. Our goal is to see that all eligible Australians actively participate in our democracy. The AEC values of electoral integrity through quality, agility and professionalism drive strategic and corporate planning and assist in organising the agency in a way that will effectively deliver the business into the future. The AEC is an equal opportunity employer which upholds the APS employment principles and actively encourages a diverse and inclusive workplace. The AEC's statutory functions in relation to the conduct of elections and referendums require that the AEC and its employees must be, and must be seen to be, impartial and politically neutral. As a result, the AEC Enterprise Agreement and Political Neutrality Policy state that it is an inherent requirement of AEC employment that employees, and prospective employees, are not publicly active in any political affairs and do not publicly engage in such activities. This includes advocating any issues associated with a referendum. Should a prospective employee fail to meet this inherent requirement, they will be ineligible for employment with the AEC.

To Apply

Position Contact	Sarah Thompson, (02) 5137 2315
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0732247

Australian Sports Commission

Closing Date: Tuesday 07 November 2023

AIS Operations
Site Strategy and Facilities

Job Title	Facilities Services Officer
Job Type	Full-Time, Ongoing
Location	Bruce ACT
Salary	\$82,032 - \$94,742
Classification	APS Level 5
Position Number	2130
Agency Website	https://www.sportaus.gov.au/

Job Description

<https://careers.ausport.gov.au/current-vacancies/>

Duties

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

Are you up for the challenge?

Who are we – The ASC plays a central leadership role in the development and operations of the Australian sport sector and acts as the leading sports agency in Australia, building collaboration, alignment, and effectiveness within the Australian sport sector.

The Site Strategy & Facilities Services (SSFS) branch plays a key role in maintaining high quality facilities and specialised equipment, buildings, and office equipment in alignment with the strategic, capital and site strategies.

What we want – A self-motivated individual who demonstrates the key experiences of the advertised role and is keen to work in a dynamic environment.

The Facilities Services Officer role;

- Provides office administration functions to the ASC Sydney and Melbourne offices, and administration of the AIS National Training Centre, Pizzey Park on the Gold Coast.
- Supervises and supports a small team that provides Logistics, Fleet and Facilities Services support across the Australian Institute of Sport (AIS) Bruce Campus and
- Assists in the administration of tenancies and leases at the AIS Bruce Campus.

In addition to the above;

- Supporting the Logistics Manager to deliver the Logistics Business Plan.
- High level administrative and operational support in the preparation and/or analysis of business materials, documents, presentations, and reports about team activity as required.
- Managing projects through to implementation.
- Assisting in financial activities surrounding project accounting as required.
- Providing new and innovative ideas and processes for continual improvement.

What the applicant needs – Excellent attention to detail, experience managing stakeholder relationships, projects, and effective administrative service delivery.

- Current Australian drivers' licence
- Experience in procurement and contract management is desirable.
- Experience in office administration is desirable.
- Demonstrated experience in developing, monitoring, maintaining, and implementing information, records, policy, and procedures.
- Experience in delivering projects is desirable.
- Demonstrated capacity to provide timely, compelling, and concise advice to inform management to support decision making.

This position is offered as an **ONGOING** position.

Employment benefits

As well as up to 15.4% superannuation, the on the Canberra site also includes:

**Free parking,
priority onsite childcare placements,
gymnasium, and aquatic pool.**

Eligibility

- To be eligible for employment with the Australian Sports Commission, it is preferred that applicants are Australian citizens or permanent residents of Australia.
- As part of the Commonwealth Child Safety Framework the ASC is committed to being a Child Safe Organisation and leading the way in Child Safety across the sports sector. This position requires a Working with Vulnerable/Children People check to obtain employment.

Notes

- The ASC is committed to protecting children from harm. We require all applicants that will work with children to undergo screening processes prior to appointment.
- Should a merit pool be established for this position, it may be used to fill ongoing or fixed term opportunities as they arise within 18 months from the date advertised.
- The ASC operates under the Australian Sports Commission Act 1989 and is separate to the Public Service Act 1999. The ASC accepts most leave liability and recognition of prior service if you are currently employed at a Commonwealth agency.

About the Australian Sports Commission

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

To Apply

Position Contact	David Regan, 0430960446
Agency Recruitment Site	https://careers.ausport.gov.au/current-vacancies/

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Vacancy VN-0732191

Department of Finance

Closing Date:Wednesday 08 November 2023

Ministerial & Parliamentary Services
PBR Framework Various

Job Title	Client Service Officers (Multiple Positions)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Darwin NT, Canberra ACT, Perth WA, Melbourne VIC, Sydney NSW, Adelaide SA, Hobart TAS
Salary	-
Classification	APS Level 3;APS Level 4;APS Level 5
Position Number	2023/301
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

The Parliamentary Business Resources (PBR) Framework Branch in Ministerial and Parliamentary Services Division (MaPS), within Finance, provides advice and support services on a range of matters pertaining to Parliamentarians' work expenses in accordance with federal legislation. These include but are not limited to, property and facilities management and administration of work expenses.

The PBR Branch consists of four teams:

- Capital Works and Security
- PBR Policy and Assurance
- PBR Service Delivery
- State Office and Property Support

Refer to [Home | Ministerial and Parliamentary Services \(finance.gov.au\)](https://finance.gov.au) for more information.

Duties

WHO WE ARE LOOKING FOR

We are looking for motivated client service officers to work at the APS 3, APS 4 and APS 5 levels who are eager to strengthen their professional skills and influence the Australian Government's decision-making through the provision of high-quality advice and support to Parliamentarians, office holders and their staff.

The Parliamentary Business Resources Framework Branch has teams across the Nation and relies on staff having diverse experience and skills in Client Service.

As a Client Service Officer your duties may include but not limited to:

- Communicating with current and former *Parliamentarians and Members of Parliament (Staff) Act 1984* (Commonwealth) employees on a range of services within the PBR Framework.
- Researching, interpreting and providing accurate, timely advice in accordance with federal legislation and existing frameworks.
- Using a range of systems to process payments of accounts pertaining to Parliamentarians' work expenses and allowances.
- Provide property and office facilities management services and assist with the effective operation of Commonwealth Parliament Offices (CPOs).
- Work collaboratively with colleagues, internal and external stakeholder to deliver a seamless client experience.

We are looking for people who will champion our inclusive, curious and empowered culture, are able to align to our Departmental priorities, who seize opportunities presented by change and are able to identify and lead innovation and continuous improvement in the workplace.

WHY JOIN US?

It's a great time to join the Department of Finance and in particular the PBR Framework Branch as we are embarking on a program of Legislative and internal change that is modernising the way we work resulting from:

- The Independent *Review of the Parliamentary Business Resources Act 2017* and the Independent Parliamentary Expenses Authority Act 2017 (the Review). Both Acts required reviews of their operation, with the review conducted by former Ministers the Hon Kelly O'Dwyer and the Hon Kate Ellis.
- Implementation of the [Set the Standard: Report on the Independent Review into Commonwealth Parliamentary Workplaces \(2021\)](#) to which sets out a framework for action organised under five key shifts required to ensure safe and respectful work environments in Commonwealth Parliamentary Workplaces in the areas of leadership, diversity, equality and inclusion, systems to support performance, standards reporting and accountability and safety and wellbeing.

The Government supports all the recommendations in principle and the PBR Framework Branch is working with relevant entities on implementation. **Eligibility**

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.

- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.

Notes

This roles are being advertised as both ongoing and non-ongoing. Roles may be offered as either ongoing or non-ongoing subject to business needs and/or candidate preference. Where a non-ongoing position is offered, the role will be filled as a specified term vacancy for an initial period of up to 12 months. Specified term vacancies may be offer for a maximum of 18 months initially, and be extended up to a maximum period of three years.

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

About the Department of Finance

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

To Apply

Position Contact	Kayelene Evans, (02) 6215 2423
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0732192

Department of Finance

Closing Date:Wednesday 08 November 2023

Ministerial & Parliamentary Services
PBR Framework Various

Job Title	Client Service Officers (Multiple Positions) - Affirmative Measures Disability
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT, Perth WA, Melbourne VIC, Sydney NSW, Brisbane QLD, Hobart TAS, Darwin NT
Salary	-
Classification	APS Level 3;APS Level 4;APS Level 5
Position Number	2023/301/AMD
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

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The PBR Branch consists of four teams:

- Capital Works and Security
- PBR Policy and Assurance
- PBR Service Delivery
- State Office and Property Support

Refer to [Home | Ministerial and Parliamentary Services \(finance.gov.au\)](http://Home | Ministerial and Parliamentary Services (finance.gov.au)) for more information.

Duties

WHO WE ARE LOOKING FOR

We are looking for motivated client service officers to work at the APS 3, APS 4 and APS 5 levels who are eager to strengthen their professional skills and influence the Australian Government's decision-making through the provision of high-quality advice and support to Parliamentarians, office holders and their staff.

The Parliamentary Business Resources Framework Branch has teams across the Nation and relies on staff having diverse experience and skills in Client Service.

As a Client Service Officer your duties may include but not limited to:

- Communicating with current and former *Parliamentarians and Members of Parliament (Staff) Act 1984* (Commonwealth) employees on a range of services within the PBR Framework.
- Researching, interpreting and providing accurate, timely advice in accordance with federal legislation and existing frameworks.
- Using a range of systems to process payments of accounts pertaining to Parliamentarians' work expenses and allowances.
- Provide property and office facilities management services and assist with the effective operation of Commonwealth Parliament Offices (CPOs).
- Work collaboratively with colleagues, internal and external stakeholder to deliver a seamless client experience.

We are looking for people who will champion our inclusive, curious and empowered culture, are able to align to our Departmental priorities, who seize opportunities presented by change and are able to identify and lead innovation and continuous improvement in the workplace.

WHY JOIN US?

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- The Independent *Review of the Parliamentary Business Resources Act 2017* and the Independent Parliamentary Expenses Authority Act 2017 (the Review). Both Acts required reviews of their operation, with the review conducted by former Ministers the Hon Kelly O'Dwyer and the Hon Kate Ellis.
- Implementation of the [Set the Standard: Report on the Independent Review into Commonwealth Parliamentary Workplaces \(2021\)](#) to which sets out a framework for action organised under five key shifts required to ensure safe and respectful work environments in Commonwealth Parliamentary Workplaces in the areas of leadership, diversity, equality and inclusion, systems to support performance, standards reporting and accountability and safety and wellbeing.

The Government supports all the recommendations in principle and the PBR Framework Branch is working with relevant entities on implementation. **Eligibility**

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

Notes

This roles are being advertised as both ongoing and non-ongoing. Roles may be offered as either ongoing or non-ongoing subject to business needs and/or candidate preference. Where a non-ongoing position is offered, the role will be filled as a specified term vacancy for an initial period of up to 12 months. Specified term vacancies may be offer for a maximum of 18 months initially, and be extended up to a maximum period of three years.

Additional requirements apply to candidates who apply under Affirmative Measures provisions, these are detailed in the downloadable job pack.

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability.

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About the Department of Finance

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To Apply

Position Contact	Kayelene Evans, (02) 6215 2423
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0732280

Department of Finance

Closing Date:Wednesday 08 November 2023

Ministerial & Parliamentary Services
PBR Framework Various

Job Title	Client Service Officers (Multiple Positions) - Affirmative Measures Indigenous
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD, Adelaide SA, Hobart TAS, Darwin NT, Perth WA
Salary	-
Classification	APS Level 3;APS Level 4;APS Level 5
Position Number	2023/301/AMI
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

The Parliamentary Business Resources (PBR) Framework Branch in Ministerial and Parliamentary Services Division (MaPS), within Finance, provides advice and support services on a range of matters pertaining to Parliamentarians' work expenses in accordance with federal legislation. These include but are not limited to, property and facilities management and administration of work expenses.

The PBR Branch consists of four teams:

- Capital Works and Security
- PBR Policy and Assurance
- PBR Service Delivery
- State Office and Property Support

Refer to Home | [Ministerial and Parliamentary Services \(finance.gov.au\)](https://finance.gov.au) for more information.

Duties

WHO WE ARE LOOKING FOR

We are looking for motivated client service officers to work at the APS 3, APS 4 and APS 5 levels who are eager to strengthen their professional skills and influence the Australian Government's decision-making through the provision of high-quality advice and support to Parliamentarians, office holders and their staff.

The Parliamentary Business Resources Framework Branch has teams across the Nation and relies on staff having diverse experience and skills in Client Service.

As a Client Service Officer your duties may include but not limited to:

- Communicating with current and former *Parliamentarians and Members of Parliament (Staff) Act 1984* (Commonwealth) employees on a range of services within the PBR Framework.
- Researching, interpreting and providing accurate, timely advice in accordance with federal legislation and existing frameworks.
- Using a range of systems to process payments of accounts pertaining to Parliamentarians' work expenses and allowances.
- Provide property and office facilities management services and assist with the effective operation of Commonwealth Parliament Offices (CPOs).
- Work collaboratively with colleagues, internal and external stakeholder to deliver a seamless client experience.

We are looking for people who will champion our inclusive, curious and empowered culture, are able to align to our Departmental priorities, who seize opportunities presented by change and are able to identify and lead innovation and continuous improvement in the workplace.

WHY JOIN US?

It's a great time to join the Department of Finance and in particular the PBR Framework Branch as we are embarking on a program of Legislative and internal change that is modernising the way we work resulting from:

- The Independent *Review of the Parliamentary Business Resources Act 2017* and the Independent Parliamentary Expenses Authority Act 2017 (the Review). Both Acts required reviews of their operation, with the review conducted by former Ministers the Hon Kelly O'Dwyer and the Hon Kate Ellis.
- Implementation of the [Set the Standard: Report on the Independent Review into Commonwealth Parliamentary Workplaces \(2021\)](#) to which sets out a framework for action organised under five key shifts required to ensure safe and respectful work environments in Commonwealth Parliamentary Workplaces in the areas of leadership, diversity, equality and

inclusion, systems to support performance, standards reporting and accountability and safety and wellbeing.

The Government supports all the recommendations in principle and the PBR Framework Branch is working with relevant entities on implementation. **Eligibility**

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
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- Additional requirements apply to candidates who apply under Affirmative Measures provisions, these are detailed in the downloadable job pack.

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Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0732281

Department of Finance

Closing Date: Wednesday 08 November 2023

Commercial Investments
Specialist Investment Vehicles and Funds

Job Title	Director – Investment Funds, Special Investment Vehicles and Funds Branch
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$143,499 - \$168,942
Classification	Executive Level 2
Position Number	2023/299
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH & TEAM

The Specialist Investment Vehicles (SIVs) and Funds Branch, Commercial Investments Division, has 4 sections Australian Government Investment Funds, SIVs, SIVs governance and Policy and Government Business Enterprise (GBE) Governance, Policy & Appointments.

The Australian Government has established a number of Investment Funds (Funds) and Specialist Investment Vehicles (SIVs) to deliver policy outcomes, whilst generating a return on invested capital. The Funds and SIVs have bespoke legislative and governance structures but generally are at arm's length from Government with their own dedicated management team and Boards which are responsible for their day to day operations and investment decisions.

The Branch develops and maintains the legislative framework and investment mandates for SIVs and Funds in response to policy changes or material changes in the investment environment and makes revisions where needed to assist alignment with the Government's policy objectives and financial and risk tolerances.

The Funds Team, works closely with specialist advisors, the Future Fund Management Agency, the Treasury and other Commonwealth Departments to deliver policy outcomes for the Australian Government. This work includes a broad range of governance, reporting and technical investment issues. The team works with autonomy and engages regularly with investment market and risk matters and leads on the development and oversight of investment mandates and other instruments.

The SIV teams are developing a governance framework that provides guidance to SIVs on best practice and provides tools and relevant information that Government can use for consistent and central oversight of the portfolio of SIVs. The governance framework for SIVs should build on best practice from private sector funds management tailored to meet Government's unique circumstances including legislation and investment mandates. The teams will advise Government of SIV performance and portfolio risk measurement.

The Branch also oversees GBE governance policy and supports Ministers in appointments to GBE, Fund and SIV Boards.

The portfolio of Specialist Investment Vehicles includes:

- Australian Renewable Energy Agency (ARENA)
- Australian Infrastructure Financing Facility for the Pacific (AIFFP)
- Clean Energy Finance Corporation (CEFC)

- Export Finance Australia (EFA)
- Northern Australia Infrastructure Facility (NAIF)
- National Housing Finance and Investment Corporation (NHFIC)
- National Reconstruction Fund Corporation (NRFC)
- Regional Investment Corporation (RIC)

Funds include:

- Future Fund
- Medical Research Future Fund (MRFF)
- Aboriginal & Torres Strait Islander Land & Sea Future Fund (ATSILSFF)
- Future Drought Fund (FDF)
- Disaster Ready Fund (DRF)
- Disability Care Australia Fund (DCAF)
- Housing Australia Future Fund (HAFF)

Duties

ABOUT THE OPPORTUNITY

This is a unique opportunity to work in the Division at the interface between the public and private sector, working on significant commercial transactions that shape the Commonwealth's balance sheet, risk appetite and approach to partnering with large Australian and international businesses to deliver policy outcomes for the Australian Government. We collaborate with other departments (and external experts) to assess investment proposals, advise on structuring and financing transactions, negotiate legal and commercial agreements and evaluate risks.

As a Director, you will be exposed to a diverse range of projects and be responsible for:

- providing professional, timely, accurate and impartial advice on investment funds legislation and transactions that considers whole-of-government impacts, and minimises residual risk for the Commonwealth;
- leading a small team and collaborating with other departments, external advisers and other impacted stakeholders;
- developing and reviewing investment mandates and other instruments in consideration of Australian Government policy outcomes, the investment environment and financial and risk tolerances;
- undertaking corporate/commercial due-diligence and transaction-related research activities, detailed analysis and preparing briefings for the Minister and senior executives; and
- developing the capabilities and skills of others in the Branch, Division and wider public service.

As part of the leadership cohort, Directors have responsibility for managing people and help to shape culture, work independently to prioritise work and are trusted to take ownership of key deliverables. You'll be supported in a Division that values different experiences, perspectives and ideas, and will get the opportunity to engage with senior executives and get to make a difference to Government decision-making. If you are looking to take the next step in your career, want to be part of a growing team and you want a new and exciting challenge then apply today.

DETAILED VACANCY INFORMATION

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

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- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.

Notes

This role is being advertised as both ongoing and non-ongoing. A position may be offered as ongoing or non-ongoing subject to operational requirements and/or candidate preference. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 18 months. A specified term may be extended up to a maximum period of 3 years.

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

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

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To Apply

Position Contact	Neil Robertson, (02) 6215 2110
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0732284

Department of Finance

Closing Date: Wednesday 08 November 2023

Ministerial & Parliamentary Services
PBR Framework Various

Job Title	Team Leader and Assistant Director (Multiple Positions)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Perth WA, Melbourne VIC, Brisbane QLD, Adelaide SA, Hobart TAS, Darwin NT
Salary	-
Classification	APS Level 6;Executive Level 1
Position Number	2023/302
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

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Duties

WHO WE ARE LOOKING FOR

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- Create, manage, and lead a team to deliver high quality services for current and former *Parliamentarians and Members of Parliament (Staff) Act 1984 (Commonwealth)* employees on a range of services with in the PBR Framework.
- Interpret and provide accurate, consistent and timely advice and support to stakeholders on responsibilities and/or issues of non-compliance under the PBR Act and other relevant legislative and policy frameworks.
- Maintain and update the frameworks, including associated Regulations and legislative instruments.

- Lead or manage various complex and critical projects, procurement processes and contract management including but not limited to contract administration, budget tracking, invoice payment and reconciliation, records management, correspondence, meeting coordination and secretariat duties.
- Deliver high level written and verbal advice for senior executive and the Minister regarding policy decisions or approvals.
- Interact with stakeholders in relation to difficult or sensitive issues and be able to tailor communication with associated advice and guidance.

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The Government supports all the recommendations in principle and the PBR Framework Branch is working with relevant entities on implementation. **Eligibility**

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To Apply

Position Contact	Kayelene Evans, (02) 6215 2423
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0732285

Department of Finance

Closing Date: Wednesday 08 November 2023

Ministerial & Parliamentary Services
PBR Framework Various

Job Title	Team Leader and Assistant Director (Multiple Positions) - Affirmative Measures Disability
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Perth WA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW, Adelaide SA, Hobart TAS, Darwin NT
Salary	-
Classification	APS Level 6;Executive Level 1
Position Number	2023/302/AMD
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

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Duties

WHO WE ARE LOOKING FOR

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- Lead or manage various complex and critical projects, procurement processes and contract management including but not limited to contract administration, budget tracking, invoice payment and reconciliation, records management, correspondence, meeting coordination and secretariat duties.
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The Government supports all the recommendations in principle and the PBR Framework Branch is working with relevant entities on implementation. **Eligibility**

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The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability.

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Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0732288

Department of Finance

Closing Date:Wednesday 08 November 2023

Ministerial & Parliamentary Services
PBR Framework Various

Job Title	Team Leader and Assistant Director (Multiple Positions) - Affirmative Measures Indigenous
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Adelaide SA, Canberra ACT, Perth WA, Sydney NSW, Brisbane QLD, Hobart TAS, Darwin NT
Salary	-
Classification	APS Level 6;Executive Level 1
Position Number	2023/302/AMI
Agency Website	www.finance.gov.au

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To Apply

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Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0732198

Department of Home Affairs

Closing Date: Tuesday 07 November 2023

Service Design & Delivery Programs
Service Delivery Design Various

Job Title	Service Delivery Design (Multiple Roles)
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations in NSW NSW, Various locations - SA SA
Salary	\$84,335 - \$99,779
Classification	APS Level 6
Position Number	JR 129607
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/129607/>

About our team

The Service Delivery Design Branch is made up of a team of experts in service design, behavioural insights, and business improvement. We are responsible for growing the Department of Home Affairs' (the Department) awareness, understanding and capability in human-centred evidence-based design, and to embed service design in the transformation of services.

Our vision is to modernise and transform government services. Our mission is to embed human-centred and evidence-based practices, capabilities, and culture to optimise the user experience. Our values are to be ambitious, collaborative, future-focused, innovative, and user-centric with a growth mindset. By growing our service design capability and practice we can reshape the way we think and solve complex business problems and optimise the user experience.

Processes, Information and Technologies. We use critical thinking to challenge assumptions and creatively solve problems and design business improvements to enable them to achieve their objectives and outcomes.

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

Duties

Our ideal candidate

We are looking for dynamic and creative people who enjoy working in a rapidly evolving and forward-thinking environment. You should have strong collaboration and engagement skills with a proven record of achieving results. You will be able to easily establish and maintain effective and productive working relationships and have highly developed communication skills (both written and verbal).

You will have good judgement and have honed your problem-solving skills. Our ideal candidate will display resilience, have a demonstrated ability to work within a fast-paced and ambiguous environment. You will be experienced in identifying and addressing complex and sensitive issues by applying understanding, critical analysis, and reasoning skills, to ensure stated aims and outcomes are achieved.

About our roles

Behavioural Insights Advisor

Business Insights - supports project teams and other business areas to understand and influence client behaviour. Through data-driven insights it develops proposals to enhance systems and processes. We seek to positively influence client and departmental staff behaviour, using behavioural insights and measuring the effectiveness of these changes to improve business outcomes.

The main responsibilities included but are not limited to:

- Provide expert advice on the application of behavioural insights, drawn from psychology, behavioural economics, economics, sociology, and other fields
- Using findings from data analysis, design interventions for behaviour change, and test them in the real world to improve client outcomes
- Under limited guidance, iteratively develop prototypes for behavioural interventions based on evidence-based behaviour change frameworks and findings from data
- Work collaboratively as part of a multidisciplinary team including remote team members
- Supervise employees in day-to-day work activities and provides feedback/development, assists in guiding, coaching, and mentoring.

Specific requirements for this role:

- Undergraduate or postgraduate qualification in psychology, behavioural science, economics, or behavioural economics
- Knowledge and/or experience in applying behavioural change frameworks, human-centred design principles and design thinking.

User Researcher/Service Designer Officer

Research and Design Services - enables the development of simple, clearer, usable services by applying a human-centred design approach and new ways of working. The section engages with different programs across the Immigration Group, working with them throughout the journey. We provide research and design capability to design evidence-based solutions for internal and external services. Our team guides the future design of services by understanding user needs, identifying opportunities, and designing solutions that solve the right problem.

Service Design Capability Hub - is an emerging capability to build and grow awareness, understanding and capability in service design. We deliver innovative and engaging service design learning content, through the provision of our online and virtual facilitated training. We guide the development of innovation and business improvement strategies that support the communication and marketing of human-centred design thinking.

The main responsibilities included but are not limited to:

- Conduct qualitative and quantitative research to assess user characteristics, requirements, needs, goals, opportunities, and pain points in relation to departmental tools, products, and services
- Organise and coordinate user research workshops and discovery sessions, sending invitations to stakeholders and monitoring replies
- Contribute to a collaborative process to design or re-design services, including business processes
- Work as a team player to support engagement activities with stakeholders across the Department to test ideas and validate new and improved service delivery processes and operating models
- Build and sustain positive relationships with team members and stakeholders, this includes providing and receiving feedback while maintaining positive and productive working relationships.

Specific requirements for this role:

- Experience and qualifications in user research, service design, user-centred design is highly desirable but not essential
- Candidates with a demonstrated aptitude for identifying problems and finding innovative ways to develop solutions to deliver better results will suit these roles, as will effective communicators with strong stakeholder engagement skills
- Ability to develop and apply knowledge of human and/or user-centred design principles
- Ability to apply user research and service design methodologies to plan, organise and deliver specific goals and objectives of projects
- Ability to develop a deep understanding of internal and external user needs
- Ability to problem solve by creating and evaluating solutions with the ability to communicate the value of ideas and options
- Collaboration skills and an ability to use developed interpersonal skills to facilitate and promote effective interactions with clients, colleagues, and stakeholders.

Business Analyst

Business Service Improvement - work with business areas to reimagine their processes and understand how innovation can be applied to impact, shape, disrupt, and transform their business through the lenses of People, Processes, Information and Technologies. We use critical thinking to challenge assumptions and creatively solve problems and design business improvements to enable them to achieve their objectives and outcomes.

The main responsibilities included but are not limited to:

- Modelling and mapping of business processes, including the activities performed, the actors involved and the information or material objects that are used in the carrying out of business functions
- Using a range of techniques to gather information about business processes and translating this information into products that can be shared, easily communicated and that add value to discussion with business areas and technology delivery teams
- Translating business processes into solution requirements that can be used to deliver technology services to business areas
- Working with business users and technical teams to facilitate and guide the development of technology solutions that are fit-for-purpose
- Creating enduring products and ensuring that they are available to others.

Specific requirements for this role:

- Experience in a business analysis role or being able demonstrate similar analytical skills
- Evidence of skill in process modelling and documentation
- Formal training in business analysis techniques, methods and approaches would be advantageous
- Formal qualifications are not required.

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 an Employment Suitability Clearance (ESC).

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>

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	Geetha Krishnakumar, 0466 519 715
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/129607/

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Vacancy VN-0732203

Department of Home Affairs

Closing Date: Tuesday 07 November 2023

West
Operations West Maritime Operations WA - Christmas Island District Office

Job Title	Border Force Officer Christmas Island
Job Type	Part-Time, Ongoing
Location	Various locations - WA WA
Salary	\$61,915 - \$71,136
Classification	APS Level 3
Position Number	JR 130110
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/130110/>

About our team

Regional Operations | West | Operations West | Maritime Operations WA - Christmas Island District Office

The Australian Border Force (ABF) is an operationally independent body under the Home Affairs Portfolio. The ABF is responsible for operational border, investigations, compliance, detention (facilities and centres) and enforcement functions. In a rapidly evolving global environment, we perform to the highest standards while remaining agile to anticipate and respond to emerging threats, and capitalise on opportunities to partner with domestic and international border, customs, immigration, intelligence and law enforcement agencies.

Operations West is responsible for the effective facilitation of people and goods (travel and trade) across the international border in Western Australia (WA), while protecting government revenue and ensuring compliance with Australia's Customs and Immigration laws. Operations West consists of Aviation and Maritime along with District Operations, Operations & Planning, Field & Removals Operations, Investigations and Chief of Staff.

These Border Force Officer positions are located on Christmas Island and are part of our Maritime Operations section. The positions are part of a small team on the island, employed on a part-time basis by ABF to assist non-operational and operational functions.

These roles require Officers to wear the ABF uniform and represent the ABF professionally in the public domain. Officers must be capable of interacting with members of the community and foreign visitors.

Please visit our website for more information about the [Department of Home Affairs](http://www.homeaffairs.gov.au) or [Australian Border Force](http://www.border.gov.au)

Our ideal candidate

- Be comfortable dealing with people from diverse cultural backgrounds, sensitive to differences of language, gender, religion etc., while managing interactions with respect and courtesy at all times
- Uses critical thinking skills to analyse issues and develop reasoned conclusions based on a reasoned process
- Manage self and complete tasks within set time frames, monitor own progress and seek feedback on results
- Display the highest levels of integrity while using sound judgement and decision making

- Ability to apply and be accountable for a law enforcement approach within a prescribed set of principles and delegated authority

Duties

Duties and responsibilities

Officers filling these positions will be part of a cohort that provide support to our three full-time ABF Officers on Christmas Island. The officers undertake a range of activities including:

- Processing of aviation international arrivals and departures
- Baggage examination and Personal Search capability
- Technology including X-ray, Hardened Mobile Trace Device, Ion scan and First Defender
- Examination of international mail
- Examination of inwards sea cargo
- Data entry of information supplied to ABF by all commercial vessels and smallcraft.

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 an Employment Suitability Clearance (ESC).

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>

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

About the Department of Home Affairs

The Department of Home Affairs is responsible for central coordination, and strategy and policy leadership in relation to cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our sovereignty, citizenship and social cohesion. The Department implements a strategically coordinated approach to the cyber security and resilience of all Australians through the appointment of a Cyber Security Coordinator and continues to enable rapid

responses to threats of foreign interference through the dedicated Counter Foreign Interference Coordinator. Additionally, the Department contributes to Australia's prosperity and unity through the management and delivery of the migration, humanitarian and refugee programs. The Department also promotes social cohesion through multicultural programs, providing settlement services and through managing and conferring citizenship. We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity

To Apply

Position Contact	Paul Hewitt, 0401 118 245
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/130110/

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Vacancy VN-0732264

Department of the House of Representatives

Closing Date: Thursday 16 November 2023

Table Office International and Parliamentary Relations Office

Job Title	Visits Officer
Job Type	Full-Time, Ongoing
Location	Capital Hill ACT
Salary	\$86,784 - \$91,890
Classification	APS Level 5
Position Number	3500
Agency Website	https://www.aph.gov.au/About_Parliament/House_of_Representatives

Job Description

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

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

About the section

The International and Parliamentary Relations Office (IPRO) is a joint parliamentary office providing services to both the Senate and the House of Representatives. IPRO supports the Parliament's international program by strengthening engagement and cooperation with parliaments internationally. IPRO coordinates incoming and outgoing delegation visits, supports parliamentary strengthening activities and coordinates the Parliament's participation in international parliamentary associations.

About the role

The Visits Officer will coordinate less complex parliamentary delegation visits to Parliament House and assist Senior Visits Officers and Assistant Directors with incoming and outgoing delegation visits, as required. Working with the PSL4 Office Manager, the Visits Officer will oversee the coordination of passport and visa requirements for senators and members and provide advice on these matters. The Officer will be a team player with excellent interpersonal skills and have a high level of administrative and organisational skills. Some domestic travel may be required.

Duties

1. Assist with incoming and outgoing parliamentary delegations.
2. Manage less complex visit programs and provide support for parliamentary strengthening programs as required.
3. As part of a team, support the parliament's participation in parliamentary associations.
4. Manage and advise on passport and visa application support services to parliamentarians.
5. Prepare correspondence and coordinate briefing papers on issues related to the Department's international program.
6. Manage office financial transactions, including processing invoices.
7. Maintain office records, from file creation to archiving and including database records and web publishing.

Eligibility

The successful candidate will demonstrate:

1. Excellent communication skills, liaison and interpersonal skills, including an awareness of social and cultural diversity issues.
2. The ability to develop and maintain internal and external relationships, to communicate with influence and liaise with stakeholders on project or operational issues, and to manage expectations.
3. The ability to work under limited direction, to exercise sound judgement and make independent decisions relating to an area of responsibility, and to work under pressure.
4. Strong administrative and organisational skills, with a high level of attention to detail and the ability to set priorities, deliver outcomes and respond flexibly as priorities and issues emerge.
5. Strong analytical and problem-solving skills.
6. The ability to work in the parliamentary environment, with a good understanding of the workings of parliament or the ability to acquire such understanding quickly.

Notes

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

About the Department of the House of Representatives

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

To Apply

Position Contact	Shannon Karppinen, 02 6277 4367
Agency Recruitment Site	https://candidate.aurion.cloud/dohr/production/

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Vacancy VN-0732207

National Library of Australia

Closing Date: Sunday 05 November 2023

Corporate Human Resources

Job Title	APS 4 Recruitment Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Parkes ACT
Salary	\$70,342 - \$75,954
Classification	APS Level 4
Position Number	104082
Agency Website	

Job Description

<https://www.nla.gov.au/about-us/jobs-library>

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

We are seeking candidates to fill the ongoing role of **Recruitment Officer (APS4)**.

In this role you will enjoy working as part of a small and collaborative team and be a key player in supporting the recruitment function within the Library. The role would suit someone who is organised and has a strong attention to detail, someone who is passionate about delivering timely, efficient, and best practice recruitment services.

The role is a great opportunity for you to build on your HR practitioners' competence and knowledge, learning from experienced and knowledgeable team members in a supportive environment.

Responsibilities include (but are not limited to):

- Recruitment processing and administration, including advertising positions using eRecruit, APSJobs and Universal McCann.
- Assisting in managing internal mailboxes, providing support and recruitment advice to business areas.
- Liaising with internal and external stakeholders to build strong working relationships.
- Responding to candidate enquiries and provide candidate support throughout the selection process.
- General administrative assistance across the HR section.

To be considered for this rewarding role it is preferable that you have experience in APS recruitment processing and recruitment systems as well as the ability to interpret and apply relevant employment legislation and conditions. **Eligibility**

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

The preferred candidate 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, First Nations Peoples, those from the LGBTIQ+ community, people from culturally and linguistically diverse backgrounds, those in the veteran community and mature age people.

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

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

About the National Library of Australia

To Apply

Position Contact	Natalie Perkovic, 02 6262 1314
Agency Recruitment Site	https://www.nla.gov.au/about-us/jobs-library

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Vacancy VN-0732227

Job Title	APS4 - Information Officer, Service Desk
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$70,342 - \$75,954
Classification	APS Level 4
Position Number	TBA
Agency Website	

Job Description

<https://www.nla.gov.au/about-us/working-library>

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 National Library of Australia is seeking fill the important role of APS4 Information Officer, Service Desk. This is a great opportunity to provide your technical expertise to support the National Library's service desk.

You will manage and coordinate service desk processes through the resolution of complex service desk enquiries.

You will apply your knowledge of a range of application software, desktop computing, Systems Operating Environments (SOE) and IT infrastructure.

Using your IT knowledge and advice, you will:

- Respond in a concise and timely manner to service issues and requests.
- Ensure that IT Security and Change Management Policies are followed.
- Keep abreast of new and emerging IT security issues and IT trends.

Eligibility

This vacancy aligns to the SFIA (Skills Framework for the Information Age):
<https://sfia-online.org/en/sfia-8/responsibilities/level-2>

To be suitable for this role, it is desirable if you:

- hold qualifications or equivalent experience in Windows technical troubleshooting,
- hold qualifications or equivalent experience in technical focused customer support.

Notes

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

We encourage and welcome applications from people with disability, First Nations Peoples, those from the LGBTIQ+ community, people from culturally and linguistically diverse backgrounds, those in the veteran community and mature age people.

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

About the National Library of Australia

To Apply

Position Contact	Phil Halliday, 02 6262 1189
Agency Recruitment Site	https://www.nla.gov.au/about-us/working-library

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Vacancy VN-0732255

National Library of Australia

Closing Date: Sunday 12 November 2023

Digital Knowledge Management

Job Title	APS6 - Program Manager, Service Desk
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$88,349 - \$97,287
Classification	APS Level 6
Position Number	106107
Agency Website	

Job Description

<https://www.nla.gov.au/about-us/working-library>

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 National Library of Australia is seeking fill the important role of **APS6 Program Manager, Service Desk**. This is a great opportunity to provide your technical expertise to support the National Library's service desk and help transition the team to an end user compute focus.

You will manage and coordinate service desk processes through the resolution of complex service desk enquires.

You will apply your knowledge of a range of application software, desktop computing, Systems Operating Environments (SOE) and IT infrastructure.

Using your in-depth IT knowledge and expert advice, you will:

- Respond in a concise and timely manner to service issues and requests.
- Ensure that IT Security and Change Management Policies are followed.
- Keep abreast of new and emerging IT security issues and IT trends.
- Lead a small team in day to day priorities and escalate significant issues as they arise.

Eligibility

This vacancy aligns to the SFIA (Skills Framework for the Information Age):
<https://sfia-online.org/en/sfia-8/responsibilities/level-4>

To be suitable for this role, it is desirable if you:

- hold qualifications or equivalent extensive experience in technical troubleshooting,
- hold qualifications or equivalent extensive experience in customer support,
- have experiencing configuring workflows in Jira,
- have prior training and development experience.

Notes

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

We encourage and welcome applications from people with disability, First Nations Peoples, those from the LGBTIQA+ community, people from culturally and linguistically diverse backgrounds, those in the veteran community and mature age people.

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

About the National Library of Australia

To Apply

Position Contact	Phil Halliday, 02 6262 1189
Agency Recruitment Site	https://www.nla.gov.au/about-us/working-library

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Vacancy VN-0732279

Sport Integrity Australia

Closing Date: Sunday 05 November 2023

ICT, Security and Property
Corporate ICT

Job Title	Level 2 Support Technician and Developer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$98,106 - \$107,069
Classification	APS Level 6
Position Number	0097_1023
Agency Website	www.sportintegrity.gov.au

Job Description

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

As a Level 2 Support Technician/Developer at Sport Integrity Australia you will be responsible for either conceptualising, designing, and executing technical solutions or troubleshooting and administering complex systems to support our agency. These tasks will both require proactive and adept communication with both internal and external stakeholders, ensuring a seamless flow of information and collaboration. You will actively guide decision making and provide valuable recommendations, ultimately driving the implementation of innovative solutions Sport Integrity Australia's organisational goals with each role varying in technical skill capability.

Duties

Position A: Level 2 Support Technician Developer

- Responsible for providing professional and technology advice within the area of specialisation and/or providing technical expertise that contributes to business unit outcomes.
- Utilise your expertise in automating processes by developing applications while optimising efficiency, reduce manual workloads and enabling streamline workflows.
- Continuous enhancement of services by identifying recurring issues and opportunities for automation and integration to enhance efficiency.
- Professionally communicate with key business and external partner stakeholders to troubleshoot complex technical issues.
- Collaborate with other technology team members to operationalize system updates and introduce new solutions.
- Demonstrated experience administering Microsoft Intune, 365 Windows Server Environments and Desktop products including Azure Active Directory.
- Stay updated with emerging IT trends and advancements and participate in team discussions.

- Knowledge of PowerShell scripting (Advanced).

Position B: Level 2 Support Technician

- Proactively and professionally work with key stakeholders to troubleshoot complex technical issues, consulting with colleagues to develop solutions.
- Facilitate user administration for new employees, staff movements and cessations.
- Completing inductions for new staff on IT environments, systems and processes.
- Expedite the repair of hardware faults and software configuration problems, notifying or forwarding to relevant suppliers in a timely manner.
- Perform system diagnostic installation and testing of software and hardware.
- Knowledge of CISCO Web Security Appliance (Advanced).
- Demonstrated experience administrating Microsoft Intune, 365 Windows Server Environments and Desktop products including Azure Active Directory.
- Ensure all asset records are kept up to date and all software installed is appropriately licensed.

Eligibility

The selection criteria of each role include/s:

Position A: Level 2 Support Technician Developer

- Exceptional interpersonal, written skills with the ability to communicate with a wide range of stakeholders.
- Strong problem-solving skills and the ability to resolve technical issues that arise.
- Strong organisational skills with a demonstrated ability to manage competing demands and changing priorities within tight timelines.
- **Technical skills:**
 - Demonstrated high level of experience in Powershell and Power Apps scripting.
 - Advanced understanding of Aure Active Directory, MS teams and break/fix resolution.

Position B: Level 2 Support Technician

- Exceptional interpersonal, written skills with the ability to communicate with a wide range of stakeholders.
- Strong problem-solving skills and the ability to resolve technical issues that arise.
- Strong organisational skills with a demonstrated ability to manage competing demands and changing priorities within tight timelines.
- **Technical skills:**
 - Demonstrated high level of experience resolving Level 2 technical support for a Microsoft 365 environment.
 - High level of experience resolving complex issues with CISCO appliances and applications.

Notes

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

About the Sport Integrity Australia

Sport Integrity Australia leads the Australian government's efforts to protect sport against threats to its integrity – doping, competition manipulation and the mistreatment and abuse of sports participants. Led by David Sharpe APM OAM, Sport Integrity Australia is the cornerstone of the government's comprehensive sport integrity strategy: Safeguarding the Integrity of Sport. Our

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

To Apply

Position Contact	Troy Micallef, 02 6222 4231
Agency Recruitment Site	https://www.sportintegrity.gov.au/

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Agriculture, Water and the Environment

Vacancy VN-0732215

Bureau of Meteorology

Closing Date: Wednesday 08 November 2023

Data & Digital
Observing Systems and Operations

Job Title	Manager, Observing Advisory Unit
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD, Casuarina NT, West Perth WA, Adelaide SA, Hobart TAS
Salary	\$143,397 - \$153,089
Classification	Executive Level 2
Position Number	60018513
Agency Website	

Job Description

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

The Manager, Observing Advisory Unit (OAU) is responsible for establishing and strengthening the Observing Systems and Operations' (OSO) science measurement capability. They are also responsible for managing some of OSO's important scientific

partnerships related to observing systems.

As a key interface between OSO and the Research and Data Programs, the role will initially oversee two key teams: the Cape Grim Baseline Air Pollution Station; and the OSO Data QC Team, which will be responsible for data quality control, calibration, and processing for some of OSO's specialist observing networks.

The Manager, Observing Advisory Unit is accountable for the advice and direction provided to relevant OSO Network Managers, to ensure all operational activities result in accurate observational data. This includes ensuring that the steps required to produce high quality data, are clearly documented, adhered to and where possible, automated.

A key part of establishing the OAU will involve consolidating some of OSO's existing distributed science functions and maturing this capability to ensure OSO's specialist networks are better supported and sustainable.

The Manager, Observing Advisory Unit is also responsible for scientific leadership and advice in support of the General Manager, OSO.

Duties

1. Overseeing the management and operations of the Kennaook / Cape Grim Science Program.
2. Leading a team of scientists, responsible for data quality control, calibration, and processing for specialist networks.
3. Overseeing the scientific measurement requirements of observing measurement practices for specialist networks.
4. Management of key strategic scientific partnerships e.g., TCONN, ARPANSA, CSIRO, WMO, Geoscience Australia, and other relationships associated with Cape Grim Baseline Air Pollution Station.
5. Contributing to national and international scientific assessments in support of environmental policy.
6. Overseeing new measurement techniques for specialist networks.
7. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.
8. Understanding of APS Values, Employment Principles, Code of Conduct and the Bureau's Commitment to Diversity and Inclusion

Eligibility

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

Notes

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

About the Bureau of Meteorology

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific. We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunamis 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	Bryan Hodge, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0731749

Department of Agriculture, Fisheries and Forestry

Closing Date: Wednesday 08 November 2023

Digital Services
Several Various

Job Title	Director
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$136,118 - \$158,149
Classification	Executive Level 2
Position Number	2023/2805
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Digital Services Division (DSD) is responsible for enabling Information and Communication Technology (ICT) functions and activities in the department. The division provides a secure, modern ICT environment so that the department can conduct its business 24/7 and focus on achieving departmental outcomes. DSD staff work collaboratively across the department, taking advantage of advances in technology, to deliver end-to-end services and solutions that are nationally consistent and deliver organisational and business benefits. As a trusted ICT adviser, DSD aims to strengthen its partnerships with other divisions through the provision of professional advice, innovative solutions and high quality, timely and reliable ICT services. DSD staff are experts in ICT operations, ICT project planning and delivery, ICT applications development and support, ICT security, ICT contracts and vendor management, web services, information, data and records management and ICT governance and strategy. The division also includes the Shared Services Centre which allows organisations to leverage established and emerging infrastructure and capabilities of another organisation providing cost savings, increased ICT buying power and common tools and services.

The Digital Services Division are looking to fill multiple vacancies. A summary of the various roles we are seeking to fill are as

follows:

The Testing and Quality Assurance Director oversees services responsible for performance, regression, integration and system testing across both projects and business as usual. The section is responsible for ensuring the department's enterprise software and applications perform as specified. In this role, the director:

- oversees implementation of core testing policies, capability development and process improvement
- provides advice and coordinates costings for testing activities on new policy proposals, business cases and projects
- works closely with capability and architecture sections to align testing activities with the Division's ICT Strategy and Digital Transformation Strategy.

The Project Management Office Director provides strategic oversight for project management across the division, and ensures the project management practice integrates with, and delivers benefits, for all areas of the department. In this role, the director:

- regularly evaluates project management frameworks, processes, policies and tools to ensure they are fit for purpose and seek ways to continually improve their efficiency
- works collaboratively to ensure adoption of standardised and integrated project management processes
- facilitates the prioritisation of projects, scoping workshops, post-implementation reviews, the capture of lessons learned and participate in other project-related workshops.

The Client Services Director provides leadership, direction, and management of Level 1 and 2 ICT Support, ITSM Platform Administration, services portal administration and ICT service delivery and support. In this role, the director:

- works across multiple stakeholder groups (including external service providers) to ensure timely service delivery and ongoing process improvement
- oversees compliance and management of the ITSM platform and portal
- ensures a high standard of client service and focus is upheld and reported on.

The ICT Sustainment and Resilience Director oversees and ensures the successful delivery of a program to maintain the technology environment and reduce risk through remediating end of life infrastructure. In this role, the director:

- provides leadership, management, coordination, and direction to technical staff delivering complex infrastructure projects
- engages and work actively with the departments outsourced IT providers to deliver outcomes
- will project manage targeted works under the program within defined timeframes to ensure quality output.

Duties

The Jobs

Directors in the Digital Services Division lead areas contributing to the governance, maintenance and optimisation of IT services to the department. Digital Services are looking to fill multiple vacancies across the division. The key duties of these positions include:

- providing leadership, management and direction to a team ensuring delivery of consistent, high-quality outcomes
- establishing and maintaining excellent working relationships with internal and external stakeholders, building trusted partnerships and engagement
- proposing innovative and practical solutions to issues and contribute to business improvement and monitor changes in the broader work environment that may impact on work objectives.
- making decisions using good judgement, expertise and knowledge, under limited guidance. ensuing decisions are governed by the application of regulations, best practice principles or the agency's operating instructions and procedures
- representing the division at various meetings including taskforces and governance committees.

Please note that this recruitment process will be used to fill multiple ongoing and non-ongoing vacancies across the branch but may also be used to fill future ongoing and non-ongoing vacancies where the duties are of a similar nature. If an offer of non-ongoing employment is made, the successful applicant would be employed for an initial period of 12 months with the possibility of extension up to a maximum period of 2 years in total. Some of these non-ongoing positions may become ongoing in the next 12 months. Should a position become ongoing then the merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill the vacancy on an ongoing basis.

Eligibility

Knowledge and experience

- Experience leading a team to deliver high-quality outcomes.
- An understanding of project, change or vendor management practices within an ICT environment.
- Experience interacting positively with internal and external stakeholders to solve problems and working collaboratively to achieve outcomes.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Digital Workforce Team, 0251565657
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0731754

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 08 November 2023

Digital Services
Several Various

Job Title	ICT Assistant Directors
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$115,663 - \$124,403
Classification	Executive Level 1
Position Number	2023/2938
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Digital Services Division (DSD) is responsible for enabling Information and Communication Technology (ICT) functions and activities in the department. The division provides a secure, modern ICT environment so that the department can conduct its business 24/7 and focus on achieving departmental outcomes. DSD staff work collaboratively across the department, taking advantage of advances in technology, to deliver end-to-end services and solutions that are nationally consistent and deliver organisational and business benefits. As a trusted ICT adviser, DSD aims to strengthen its partnerships with other divisions through

the provision of professional advice, innovative solutions and high quality, timely and reliable ICT services. DSD staff are experts in ICT operations, ICT project planning and delivery, ICT applications development and support, ICT security, ICT contracts and vendor management, web services, information, data and records management and ICT governance and strategy. The division also includes the Shared Services Centre which allows organisations to leverage established and emerging infrastructure and capabilities of another organisation providing cost savings, increased ICT buying power and common tools and services.

The Digital Services Division are seeking experienced candidates for various ICT leadership roles. A summary of the various roles we are seeking to fill are as follows:

ICT Operational Managers manage and oversee service delivery teams, including support staff and service providers. These roles:

- ensure IT services align with the objectives and meet customer expectations
- lead efforts to resolve service incidents and problems promptly, coordinating with technical teams to minimise service disruptions and ensure service stability
- oversee projects relating to service delivery, including the relevant budget, ensuring resources are allocated effectively to meet service objectives.

Testing and Quality Assurance Managers oversee the day-to-day running of the performance, regression, integration and system testing function across projects and business as usual. These roles:

- implement core testing policies, capability development and process improvement
- provide advice and coordinate testing activities on new policy proposals, business cases and projects
- work to ensure testing activities align with relevant standards.

ICT Service Managers oversee the delivery and support of IT tools and services to internal and external users. They look for opportunities to improve service delivery support and ensure it meets user and business needs. These roles:

- work across multiple stakeholder groups to ensure timely service delivery and ongoing process improvement
- ensures delivery of services to a high standard, developing and maintaining relevant procedures and processes.

Infrastructure Managers oversee the implementation, management and retirement of infrastructure that support digital services to the department. These roles:

- manage specialists responsible for monitoring infrastructure usage (including cloud), ensuring standards and procedures are developed and followed
- ensure departmental usage and demands are understood and provide advice and optimisation plans for the consumption of relevant infrastructure.

ICT System Administration Managers oversee teams who develop, troubleshoot, maintain and support core systems, software and databases in an administrator capacity ensuring system integrity, security, integration and performance. These roles:

- manage specialist teams to provide system support and perform maintenance tasks including issue resolution, access and security, data maintenance, data integrity, quality assurance and systems integration
- liaise with client areas to understand issues in a fast-paced operational environment.

Services Analysis & Process Designer oversees the capture, analysis, design/re-design and publishing of ICT processes, and Service Transformation Framework. The role:

- works closely with service delivery teams and stakeholders to review, analyse, document and identify process improvements for ICT services.
- contributes to ensuring the divisions services, operating model and processes reflect necessary changes, through development of operational plans for implementation.
- leads work to use service analysis to design a Service Transformation Framework.

Duties

The Jobs

We are seeking a range of passionate and experienced IT Officers to support our ICT functions, providing professional advice, innovative solutions and high quality, timely and reliable ICT services. You will support the efficient functioning of our systems and services through development, maintenance, and optimisation to meet operational needs and security requirements. The key duties of these positions include:

- providing leadership in your area of expertise to build and enhance the capability of a technical team and promote a customer focused, respectful, and supportive workplace culture.
- collaborating, developing, and maintaining strong relationships with a variety of internal and external stakeholders, including service providers.
- negotiating with customers to resolve conflict in the context of escalated, sensitive or difficult issues.
- using good judgement, expertise, and knowledge to ensure decisions are governed by the application of regulations, best practice principles or the agency's operating instructions and procedures.
- regularly evaluating processes, policies, and tools to ensure they are fit for purpose and seek ways to continually improve efficiency.
- generating innovative and practical solutions to problems and understand the implications of decisions and actions for the

department's objectives and stakeholders.

Please note that this recruitment process will be used to fill both ongoing and non-ongoing positions across the division listed above. If an offer of non-ongoing employment is made, the successful applicant would be employed for an initial period of 12 months with the possibility of extension up to a maximum period of 2 years in total. Some of these non-ongoing positions may become ongoing in the next 18 months. The merit pool established through this selection process, which is valid for a period of 18 months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing and non-ongoing vacancies in the division where the duties are of a similar nature.

Eligibility

Knowledge and experience

- Demonstrated experience and ability to manage, monitor and deliver services within agreed time, cost and quality expectations, particularly in a changing environment where innovation and new ways of working are a priority.
- Demonstrated experience providing leadership and management of teams in an ICT environment.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Digital Workforce, 0251565657
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0731999

Department of Agriculture, Fisheries and Forestry

Closing Date: Wednesday 08 November 2023

Biosecurity Operations
Traveller Policy & Operations & Human Health Travellers Operations

Job Title	Manager - Darwin
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT
Salary	\$88,408 - \$100,378
Classification	APS Level 6
Position Number	2023/2999
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Biosecurity Operations Division deliver's nationally integrated biosecurity and imported food regulatory activities to ensure goods, conveyances and travellers meet Australia's import requirements. Division operations include policy and regulatory control setting across imported food and biosecurity risk pathways, as well as the delivery of assessment, inspection, community engagement and contact centre services. The division also partners with industry to improve the delivery of regulatory functions. The division spans a range of regulatory activities that plays a critical role in reducing risk and shaping our nation to become one of the few countries in the world to remain free from the world's most severe pests and diseases.

Travellers Operations delivers regulatory screening and inspections of travellers and their goods, at the border to verify compliance with Australia's biosecurity requirements. Travellers Operations works with policy and risk owners within the department to influence and inform operational policy and deliver regulatory functions in accordance with legislative requirements, national standards, and a risk-based operating model. The operations group has a national footprint with a presence at international airports and seaports in all capital cities.

The Job

The role of a manager is to lead and manage staff to support the achievement of operational outcomes in line with the department's business objectives. The successful applicants will need to influence and contribute to change, while contributing to business planning and decision-making processes. They will also be required to demonstrate innovative leadership while providing support to and managing teams in a regulatory environment.

The duties of these roles may include some or all the following:

- leading and managing the performance of geographically dispersed teams working in a regulatory environment
- acquiring and providing comprehensive technical expertise that contributes to business outcomes, and making decisions based on sound judgement, as it relates to the application of legislation and regulations.
- performing research and data analysis to make decisions that involve complex or escalated issues, longer-term planning, and liaison with other sections on policy, project, or operational issues.
- preparing a range of written material, including data reports, briefs, and documentation including developing recommendations and liaising with internal stakeholders in relation to content
- maintaining and expertly using business systems to support work area objectives.
- managing competing priorities and organise workflow for self and others while maintaining good attention to detail and delivering within timeframes.
- effectively communicating, liaising, negotiating with and responding to internal and external stakeholders including government agencies and industry parties
- providing quality specialist advice to internal stakeholders including anticipating problems and contributing to issues management
- assisting in the development and delivery of projects under the guidance of project lead
- supporting change management, including staff and client participation, consultation, and cultural change
- contributing to and developing business area's improvement initiatives and projects
- exercising appropriate delegations in accordance with policy, processes, and guidelines
- promoting the APS Values, the APS Employment Principles and compliance with the Code of Conduct
- fostering a culture of safety, diversity, inclusiveness, positive attendance, and high performance.

Duties

What we are looking for

Knowledge and experience

The successful applicants will have:

- experience in leading, managing and supporting staff in an operational environment.
- knowledge or an understanding of the department's role in delivering national biosecurity outcomes.
- experience in implementing change and managing ambiguity in the workplace.
- high level writing skills with demonstrated experience delivering a range of written products.
- demonstrated computer literacy and experience in using electronic databases.
- experience in the effective coaching and mentoring of staff.
- knowledge of the principles of administrative law and objectives of regulatory practice
- informed application of regulatory powers and understanding authority to exercise power.

Skills and capabilities

The successful applicants will be able to demonstrate the following skills and capabilities:

- the ability to professionally communicate verbally and via written materials, to a range of different people in a regulatory environment, including the ability to tailor communications to different audiences.
- the ability to exercise judgement, manage competing priorities and deliver outcomes under tight timeframes.
- the ability to evaluate and respond to risks in the context of a complex and changing regulatory environment.
- the ability to effectively manage information to support decisions, future reviews or judicial processes.
- the ability to gather, understand and interpret complex technical information, problem solve complex issues and make sound judgement on the next course of action.
- the ability to independently consider all relevant data, facts and correctly apply regulatory tools.
- the ability to prioritise tasks and adapt to changing priorities to ensure delivery standards are met.
- the ability to strategically analyse processes and policies and look for potential business improvements.
- the ability to facilitate and support a positive team environment.
- the ability to work collaboratively and effectively as part of a team.

Desirable qualifications

Tertiary qualifications (and/or demonstrated equivalent experience) in science, business or management will be well regarded.

Eligibility

Eligibility and other requirements

Citizenship - To be eligible for employment with the Department of Agriculture, Fisheries and Forestry you must be an Australian citizen.

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

Notes

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

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Andree Forrester, 0447 358 213
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0732300

Department of Agriculture, Fisheries and Forestry

Closing Date: Wednesday 08 November 2023

Biosecurity Plant and Science Services
Post Entry Quarantine

Job Title	Biosecurity Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Mickleham VIC
Salary	\$72,002 - \$78,386
Classification	APS Level 4
Position Number	2023/2811
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Post-Entry Quarantine Group (PEQ) is responsible for the post arrival quarantine of plants and animals at the Mickleham Post-entry Quarantine Facility located on the outskirts of Melbourne. The Mickleham PEQ Facility is purpose built for accommodating high risk plants, horses, cats, dogs, ruminants, birds and bees while undergoing post-entry quarantine. Working in partnership with plant scientists and veterinarians, we ensure that all plants and animals passing through the facility meet all necessary requirements to demonstrate compliance with the regulatory requirements for their safe import and that the health and welfare of the plants and animals is maintained throughout the period of their stay in PEQ.

The Animal Team facilitates the import of cats, dogs and horses for industry stakeholders and clients. The management of cats, dogs and horses within quarantine is undertaken in low to medium biosecurity containment facilities with all activities being performed to manage risk associated with biosecurity and animal welfare. This is a seven day a week, 24 hours a day operation.

Duties

The Jobs

The role of a Biosecurity Officer at PEQ consists of working across commodities such as dogs, cats and horses as well as specialised roles in plants, avian and enabling services. These roles can be physically demanding and involve working with animals and lifting, pushing, carrying and cleaning animal crates and pens. The role also requires a good attention to detail in checking paperwork and other compliance requirements performed in the field and/or the office.

The duties of these roles will include some or all of the following:

- Undertaking inspections of animals for biosecurity risks as well as general monitoring and husbandry duties in the cat, dog and horse compounds which are as follows:
 - Cat and dog compounds - feeding, cleaning, administering medications, driving to the airport and collecting animals, daily monitoring and recording of animal information as well as pen and crate cleaning

- Horse compound - supervising industry personnel, completing compliance reports, record keeping and inspecting horse gear
- Leading a small team where you will be required to delegate tasks and liaise with internal and external clients
- Performing support services including answering client phone calls, communicating via email, completing animal reservation bookings and conducting animal health certification audits.

Please note that this recruitment process will be used to fill multiple vacancies in the PEQ. If an offer of non-ongoing employment is made, the successful applicant would be employed for an initial period of up to eighteen months with the possibility of extension up to a maximum period of two years in total. Some of these non-ongoing positions may become ongoing in the next eighteen months. Should a position become ongoing then the merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill the vacancy on an ongoing basis. The merit pool may also be used to fill future ongoing and non-ongoing vacancies in the PEQ where the duties are of a similar nature.

Eligibility

What we are looking for

Knowledge and experience

The successful applicants will have:

- experience in animal handling and husbandry, preferably with a variety of both canine and feline breeds
- a sound knowledge of animal husbandry principles, including animal first aid and the identifying signs of sickness, including infectious and contagious diseases
- an understanding of biosecurity and quarantine requirements.

Eligibility and other requirements

The successful applicants must:

- note the requirement to perform work duties in a PC2 environment under challenging conditions at times, including undertaking personal decontamination measures which includes showering in and out and the removal of jewellery and piercings
- note that the physical requirements of the role involve a combination of outdoor and office-based work
- hold and maintain a valid Australian motor vehicle drivers licence
- note that they may be required to perform occasional out-of-hours and weekend work
- note that the ability to perform shift work is a requirement when applying for this position(s)
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures
- note that the position may require them to participate in an on-call roster (for which an appropriate restriction allowance will be paid) and be available to perform duty outside standard hours
- note that there may be a requirement for travel to regional areas
- complete the course of rabies pre-exposure vaccination course (PrEP) organised and funded by the department
- note that there may be a requirement to drive a light rigid vehicle in the collection of animals.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Scott Beasley, 03 8308 5104
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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

Vacancy VN-0732301

Department of Agriculture, Fisheries and Forestry

Closing Date: Tuesday 14 November 2023

Plant Protection & Environmental Biosecurity
Australian Chief Plant Protection Officer Pacific Engagement and International
Plant Health

Job Title	Senior Program Officer - Pacific Engagement and International Plant Health
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC, Darwin NT, Cairns QLD
Salary	\$88,408 - \$100,378
Classification	APS Level 6
Position Number	2023/2546
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The ACPPO is the primary representative of, and an advisor to, the Australian Government on all matters relating to Australia's plant health status and its supporting systems. The ACPPO supports and improves Australia's plant health system to ensure it minimises the impacts of current and emerging plant biosecurity risks to Australia's environment, agricultural production and trade, and helps meet relevant national and international obligations.

The International Plant Health Surveillance Program (IPHSP) is delivered through the Pacific Engagement and International Plant Health section. The IPHSP provides technical, operational and logistical support to risk-based surveillance activities and ongoing capacity improvement in collaboration with near neighbour countries including Timor-Leste, Papua New Guinea (PNG) and the Solomon Islands. The External Territories Plant Health Surveillance Program delivers risk-based surveillance activities in Australia's external territories in both the Indian and Pacific oceans.

Duties

The Job

The Timor-Leste Biosecurity Development Program (TLBDP) is a newly established program, funded by the Department of Foreign Affairs and Trade (DFAT) and delivered by DAFF in partnership with Timor-Leste's biosecurity agencies and DFAT to further develop Timor-Leste's biosecurity capacity. This role is an exciting opportunity to help lead the implementation of this multifaceted program. The program aims to strengthen foundational capabilities in Timor-Leste across biosecurity system, in support of the country's accession bids to ASEAN and the WTO, and supports engagement with international biosecurity standards and organisational and institutional capability.

The Senior Program Officer with IPHSP will contribute to program management, technical capacity support and project delivery of the TLBDP. They will also build and maintain relationships with relevant Timor-Leste government, industry and Australian government stakeholders. The duties of the role include but are not limited to:

- managing and delivering TLBDP activities under guidance from program managers
- liaising with a diverse range of external agencies and stakeholders and facilitating the planning of program delivery
- developing and managing strong relationships with stakeholders (domestically and internationally) to implement projects in

- Timor-Leste
- the preparation of reports on relevant program activities and/or project milestones
 - managing project plans, including evaluation and financial reporting
 - providing biosecurity advice and technical expertise on program activities
 - developing, implementing and monitoring budget controls and strategies
 - effectively working across multiple priorities to deliver tangible outcomes
 - undertaking regular (and extended, as required) travel to Timor-Leste to deliver program management, program implementation and stakeholder engagement activities
 - working collaboratively with, and responding efficiently to, requests from DFAT.

Please note that the successful applicant will be offered non-ongoing employment for a period of two years. This non-ongoing position may become ongoing in the next eighteen months which may result in the successful applicant being offered ongoing employment. Please note that this vacancy may be able to be performed from any of the locations listed above.

Flexible working arrangements

We are open to discussing flexible working arrangements. To seek further information please speak with the contact officer prior to submitting your application.

Eligibility

What we are looking for
Knowledge and experience

- Experience in program management and financial reporting.
- An awareness and knowledge of plant health and biosecurity issues.
- Experience working with culturally diverse stakeholders.
- Experience working in the Pacific or South-East Asia would be an advantage.

Eligibility and other requirements

The successful applicant must:

- note that the position requires frequent travel to Timor-Leste for extended periods of time, noting that the frequency and duration of travel is flexible
- note that when in Timor-Leste you may be required to use a variety of transport including light/commercial aircraft and manual four-wheel drive vehicles
- note that you may be required to perform occasional out-of-hours and weekend work
- note that you will be required to work internationally and in hot environments (for extended periods) under limited supervision or in teams
- at times wear an official uniform supplied by the department (as applicable), in accordance with the department’s uniform policy.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Elizabeth McCrudden, 02 6272 5209
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0732208

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

Closing Date: Wednesday 15 November 2023

Parks Australia
Booderee, Uluru-Kata Tjuta & Joint Management Support Office of Joint Management

Job Title	Assistant Team Leader - Strategic Joint Management (Affirmative measure - Indigenous)
Job Type	Full-Time, Ongoing
Location	Jervis Bay ACT
Salary	\$78,548 - \$86,168
Classification	APS Level 5
Position Number	2023/4307
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

Australia's natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

Booderee National Park, with its coastal habitats is one of three national parks, leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia. In addition to ongoing management of the park's natural and cultural heritage, this branch also looks after Parks Australia's corporate services from the office in Canberra including, Finance, Human Resources, Information Technology, Legal and Customer Experience and Destination Planning. Beyond the spinifex sand plains of arid central Australia lies Uluru-Kata Tjuta National Park, one of three national parks leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia. Parks Australia assists with ongoing management of the park's natural and cultural heritage. This branch also manages a rich and fascinating range of island ecosystems and habitats, including oceanic Pulu Keeling, Norfolk and Christmas Island National Parks.

Duties

The Job

This position is working in the parks, Office of Joint Management within Booderee National Park. Support leadership within the park, promoting a collegiate and supportive workplace culture. Work closely with, and share, the Traditional Owner's vision for a transition to the sole management of BNP and participate in the exchange of knowledge, experience and skills to ensure the Traditional Owner's aspirations and goals are incorporated into future planning for the park. Applicants will be based on park and working on the plan of management as well as working closely with the broader Parks Australia and Wreck Bay Aboriginal Community Council (WBACC).

You will:

- demonstrate judgment, decision making, risk management, communication and strategic thinking consistent with APS 5 expectations
- provide support to the Office of Joint Management team leader including but not limited to:
 - monitoring & reporting on the teams operational work plans; &
- supporting a strategic partnership approach to joint management and a committed focus on creating a pathway to sole management
- assist with the Cultural Heritage contract management and support the implementation of the Cultural Heritage strategy
- support the Joint Board of Management and the secretariate function for this board and any sub-committees or working groups
- create and foster community engagement and promote the "One Booderee" team philosophy
- assist with and support WBACC to develop a Welcome to Country program, support and encourage Traditional Owner business development within the Park working with other key stakeholders
- assist with the development and implementation of a Traditional Use Policy in consultation with WBACC
- develop and maintain a strong relationship with WBACC and other key Stakeholders.
- work closely with the Training team and all BNP units and the WBACC Community Liaison Officer and undertake other duties as directed by the Manager
- support effective budget management, project and contract management and assist with planning, monitoring and reporting on plan of management implementations.
- support effective stakeholder engagement including preparation of board papers, as required, and supporting key committees relevant to the functions of the position.
- support change in the workplace and manage and mentor staff as required to build skills, capacity and capability
- assist with recruitment and HR staff related matters for the OJM team, as required, and participate in the development, monitoring and evaluation of staff performance agreements as required, as well as supporting staff in learning and development opportunities
- prepare incident reports (WH&S matters or EPBC breaches) as required
- as part of the larger BNP team, participate in environmental management programs, emergency management responses including fire and evacuation, and compliance and enforcement operations. This role may also be required to provide support to visitor management & campground management in peak seasons.
- participate in park operations, WH&S meetings, risk management assessments, workplace participation and diversity programs
- adhere to all corporate requirements including but not limited to, Parks Australia Chief Executive Instructions, APS code of conduct & values, incident reporting, risk and procurement management and project deliveries.

In addition:

- Under limited supervision and at the direction of the APS 6 Strategic Joint Management Team Leader, supervise an APS 4 staff member.
- Ranger duties are a requirement of all park staff and are part of a staff members duties in addition to other core duties listed in this position description. Ranger duties may include visitor compliance, visitor education, minor maintenance, traffic management, emergency incident support or other adhoc duties to support park operations. The requirement to undertake ranger duties may depend on the number of staff within the park, the level of visitation on any given day and/or if an emergency or incident response is required.
- On days of low staff and high visitation (on weekends, public holidays and school holidays) this role may be required to support the Duty Manager and ranger staff on an as needs basis.
- Expectations on additional duties are always commensurate to the position level, and the individual staff members skills, experience and training.

Eligibility

What we are looking for

Knowledge and experience

- A demonstrated knowledge and understanding of issues affecting the local Wreck Bay Aboriginal Community, a capacity to contribute sensitively and effectively to the joint management of Booderee National Park and an ability to develop and support relationships based on mutual trust, respect and consideration of values and culture.
- Experience working with First Nations communities to collaboratively solve problems of cultural significance to develop longer term management strategies. An ability to contribute to the management of cultural matters in a sensitive manner, illustrate respect for country and community, leadership, and a demonstrated ability to motivate and empower others.
- Knowledge of protected area management, with demonstrated skills in community liaison and engagement, support for secretariat functions of high level committees, an understanding of cultural heritage matters, and managing and maintaining diverse stakeholder relationships.
- Experience in, and/or capacity for fire and emergency responses, law enforcement and compliance operations.

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

Notes

Identified position – This position is an 'Identified' position which signifies that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander people. The successful applicant must have an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander People.

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.

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

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

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

To Apply

Position Contact	Kylie Ward, 0481 908 042
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0732214

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

Closing Date:Wednesday 15 November 2023

Parks Australia
Booderee, Uluru-Kata Tjuta & Joint Management Support Park Management and Operations

Job Title	Administration Team Leader
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Jervis Bay ACT
Salary	\$88,408 - \$100,378
Classification	APS Level 6
Position Number	2023/4306
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

Australia's natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

Booderee National Park, with its coastal habitats is one of three national parks, leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia. In addition to ongoing management of the park's natural and cultural heritage, this branch also looks after Parks Australia's corporate services from the office in Canberra including, Finance, Human Resources, Information Technology, Legal and Customer Experience and Destination Planning. Beyond the spinifex sand plains of arid central Australia lies Uluru-Kata Tjuta National Park, one of three national parks leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia. Parks Australia assists with ongoing management of the park's natural and cultural heritage. This branch also manages a rich and fascinating range of island ecosystems and habitats, including oceanic Pulu Keeling, Norfolk and Christmas Island National Parks.

Duties

The Job

Under the limited supervision, and at the direction of the Park Management and Operations Manager, you will be required to:

- work closely with, and share, the Traditional Owner's vision for a transition to the sole management of BNP and participate in the exchange of knowledge, experience and skills to ensure the Traditional Owners aspirations and goals are incorporated into future planning for the Park
- administer and implement the BNP Plan of Management and incorporate the key objectives and Park values into daily operations
- oversee the coordination of administration processes including, but not limited to, accounts payable and accounts receivable, cost recovery, security, coordinate I.T. services, issuing of uniforms and other accounting and administration processing
- provide accounting and financial management support services to other units within the organisation
- assist with the management of the unit's budgets, purchase orders, procurements, orders and Service Level Agreements (SLA)
- oversee the Parks Portable and Attractive Items register
- contribute to the development and review of policies and procedures for administrative functions within the Park
- be the lead coordinator for Work, Health and Safety (WHS) on Park including scheduling and running of quarterly WHS Meetings, overseeing the corrective actions register and being the conduit between the Department's WHS team (Canberra based) and the Park
- provide leadership within the Park, promoting a collegiate, culturally considerate, and supportive workplace culture
- demonstrate judgment, decision making, risk management, communication, and strategic thinking consistent with APS 6 expectations
- undertake effective stakeholder engagement including preparation and presentation of board papers, as required
- lead and support change in the workplace and manage and mentor staff to build skills, capacity, and capability
- manage recruitment and HR staff related matters and participate in the development, monitoring and evaluation of staff performance agreements, as well as supporting staff in learning and development opportunities
 - as part of the larger BNP team, participate in environmental management programs, emergency management responses including fire and evacuation, and compliance and enforcement operations
- adhere to all corporate requirements including but not limited to, Parks Australia Chief Executive Instructions, APS code of conduct behaviours, incident reporting, risk and procurement management and project deliveries.

In addition:

Ranger duties are a requirement of all park staff and may form part of a staff members duties in addition to other core duties listed in this statement. Ranger duties may include visitor compliance, visitor education, minor maintenance, traffic management, emergency incident support or other ad hoc duties to support park operations. This is based on the day-to-day operational requirements of the park.

The successful applicant may need to:

- be available for deployment in emergency or fire situations
- undertake Basic Firefighter or equivalent training
- submit to periodic medical examinations and fitness tests
- provide support to visitor management and campground management in peak seasons.

Eligibility

What we are looking for

Knowledge and experience

- Knowledge and understanding of issues affecting the local Wreck Bay Aboriginal Community.

- A demonstrated capacity to contribute sensitively and effectively to the joint management of Booderee National Park and experience developing and supporting relationships based on mutual trust, respect and consideration of values and culture.
- Cultural competency, which is the ability to participate ethically and effectively in personal and professional intercultural settings and to contribute to the joint management of Booderee National Park.
- Demonstrated significant experience in Administration and Accounting and Financial Management.
- Experience in working in cross cultural situations to collaboratively solve problems and a commitment to developing and maintaining a strong understanding of issues affecting the local Wreck Bay Aboriginal Community.
- Demonstrated leadership experience in a dynamic workplace with proven experience in prioritising and allocating limited resources to competing needs and being innovative and resourceful under pressure.

Desirable qualifications

Administration or accounting and financial qualification or equivalent extensive Government workplace training and experience.

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

Notes

Please note that this vacancy is being advertised as both an ongoing and non-ongoing position. If an offer of non-ongoing employment is made, the successful applicant would be employed for a period of 18 months. Should a non-ongoing position become ongoing, the merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill the vacancy on an ongoing basis.

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

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

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

To Apply

Position Contact	Kylie Ward, 0481 908 042
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0732103

Federal Court of Australia

Closing Date: Wednesday 08 November 2023

Federal Court of Australia
National Operations (Legal)

Job Title	Legal Case Manager
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC
Salary	\$76,560 - \$81,179
Classification	APS Level 5
Position Number	5120, 7983
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

<https://fcajobs.nga.net.au/?AudienceTypeCode=EXT>

Duties

Position Overview

The Legal Case Manager position works closely with Lawyers in providing support to Judicial Registrars. Judicial Registrars exercise Judicial and Statutory functions delegated by Judges or conferred by the Rules of the Federal Court (FCA) and Federal Circuit and Family Court of Australia (FCFCOA) (general federal law).

Broadly, the primary areas of registrar work for which support is required are as follows:

- *Mediation and Case Management Support.* This involves mediation and case management work done by registrars in support of matters within judges' dockets.
- *Registrar Court work.* This work involves the running of Corporations (FCA) and Bankruptcy (FCA and FCFCOA) lists, issuing of summonses for examination, return of documents in examinations and public examinations; Return of subpoena lists and hearings (FCA); Small Claims List (FCFCOA) and Adverse Action Lists (FCFCOA and FCA); special fixture interlocutory hearings.
- *Other Registrar Work.* This work includes the determination of costs (long form bills of costs estimates, confidential conferences, taxation of costs, remuneration assessments), duty work, eCourtroom substituted service applications, and other work (pro bono, tribunal support, external liaison).

Legal Case managers will also assist with national tasks. Further details and specific examples of work to be undertaken by Legal Case Managers are set out below.

Major Activities

Legal Case Managers provide support to the judicial registrar team, including:

Mediations and Case Management:

- Coordinating the management of proceedings the registrar is mediating or case managing, including liaising with parties, organising mediations and case conferences, preparing correspondence, ensuring facilities are arranged in accordance with the requirements of each particular mediation and/or case management conference and ensuring that relevant case data on the Court's case management system is accurate and up to date.

Registrar Court work:

- Undertake preparatory work for the list, including liaising with parties, listing matters on the Court's case management system, undertaking all post Court work, including uploading orders and ensuring the Court's case management system accurately reflects outcomes.
- Assist with any preliminary work required for public examinations including attending the examination with the Judicial Registrar as required and ensuring that outcomes and listing details are accurately recorded.

Other Registrar Work:

Costs

- Support the registrar with all aspect of the work, including the review of bills of costs to ensure they are ready to be estimated and taxed, prepare drafts of all estimate letters and prepare orders and certificates of taxation for the Registrar to approve.
- Assist with the lump sum costs process including by drafting orders, recording outcomes and corresponding with parties as required.
- *eCourtroom – applications for substituted service and issue of summonses for examination*
- Support the registrar with all aspects of the work, including liaising with parties, prepare draft orders for consideration by the Registrar and arranging public examinations.

National Registrar Allocations and National Training

- Assist with the national allocation of work to Judicial Registrars including drafting emails, corresponding with parties and Chambers and reviewing Judicial Registrar capacity.
- Update and maintain national training, educational guides and manuals including uploading training material and guides to the Court's intranet.
- Support the Judicial Registrars in arranging conferences and seminars as required.
- Provide support for the Court's mediation accreditation program.
- Provide support in establishing a central allocation process for eCourtroom matters including substituted service applications.

Other duties as required.

- Undertake the co-ordination of pro-bono work.
- Diary and in-box management for registrars as well as management of the Judicial Registrars' Calendar of Commitments and any travel arrangements.
- Ability to be deployed to Registry or Chambers as required.

Eligibility

Formal Qualifications

There are no formal qualifications required to undertake the role. A law or related degree (or current enrolment in a law or related degree) will be regarded favourably.

Selection Criteria

1. Experience providing administrative and general support to a legal practitioner. Formal legal qualification, currently studying law and/or a demonstrable interest in the general federal law jurisdiction of the Federal Court.
2. Knowledge of the FCA and FCFCOA (general federal law) jurisdiction, practices and procedures, or the ability to quickly acquire this knowledge.
3. Good written and oral communication skills underpinned by exceptional attention to detail.
4. Problem solving skills and the ability to evaluate a large volume of information quickly and to manage multiple tasks and priorities effectively.
5. The ability to work both autonomously and collaboratively, including strong interpersonal skills, a proven ability to build and maintain positive professional relationships, and Court appropriate presentation.

6. Demonstrated proficiency with administrative tasks and technology, including the use of electronic legal resources and the ability to learn and use the court's case management systems and court room technology.

Notes

Contact Officer

For more information please contact Thomas Stewart, National Registrar via telephone (03) 8638 6762 or email Thomas.stewart@fedcourt.gov.au.

How to apply

To apply, please complete the application form on the Court's careers portal. If you have any issues with applying please email P&C@fedcourt.gov.au.

About the Federal Court of Australia

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

To Apply

Position Contact	Thomas Stewart, National Registrar, (03) 8638 6762
Agency Recruitment Site	https://fcajobs.nga.net.au/?AudienceTypeCode=EXT

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Attorney-General's

Vacancy VN-0732265

Federal Court of Australia

Closing Date: Wednesday 08 November 2023

Corporate Services
People & Culture

Job Title	Assistant Director People & Culture
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC
Salary	\$105,834 - \$114,298
Classification	Executive Level 1
Position Number	0715
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

Duties

Position Overview

The Assistant Director, People and Culture is responsible for assisting the Director, People and Culture to deliver a broad range of human resource services, information and advice in accordance with relevant Commonwealth legislative and policy requirements.

The occupant of this position must be client-focused, have excellent writing skills, including attention to detail and have relevant experience working in human resources in a Commonwealth Public Service agency or department.

Duties

The Assistant Director, People and Culture is responsible for:

- Providing assistance to the Director, People and Culture across HR functions including recruitment, work health safety, case management, policy and training.
- Providing high-level HR consultancy services to the management and staff of the Courts on issues of policy and operations relating to human resource management and application of legislation.
- Ensuring compliance with relevant legislation, regulations, statutory obligations and accounting standards.
- Making decisions in accordance with delegated authority from the Director, People and Culture.
- Assisting with the development of new and innovative HR strategies that support the Courts management framework.
- Advising on dispute resolution and recommend solutions or alternative courses of action.
- Collating data, and preparing reporting requirements.
- Management and mentoring of staff within the HR team

The Assistant Director, People and Culture will deliver services and advice to the Courts managers, assisting them to meet their operational requirements and help guide and influence their decision making.

The position may be located in Canberra, Sydney or Melbourne.
Recent applicants will be considered and need not reapply.

Contact Officer

For more information please contact Evelyn Scott, Acting Director, People and Culture via telephone (02) 9184 5068 or email Evelyn.Scott@fedcourt.gov.au

How to apply

To apply, please complete the application form on the Court's careers portal. If you have any issues with applying please email P&C@fedcourt.gov.au

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

About the Federal Court of Australia

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

To Apply

Position Contact	Evelyn Scott, Acting Director, People and Culture, (02) 9184 5068
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Attorney-General's

Vacancy VN-0732254

Office of the Australian Information Commissioner

Closing Date: Wednesday 08 November 2023

Corporate

Job Title	Chief Financial Officer (CFO)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - VIC VIC, Various locations - TAS TAS, Various locations - QLD QLD, Various locations - NT NT, Various locations - SA SA, Various locations - WA WA
Salary	\$131,425 - \$149,988
Classification	Executive Level 2
Position Number	OAIC-2023-033
Agency Website	https://www.oaic.gov.au/about-us/

Job Description

<https://www.oaic.gov.au/about-us/join-our-team/>

About the Opportunity

We are seeking a highly skilled and engaged individual to perform the important role of Chief Financial Officer (CFO). The CFO will work under limited guidance, exercise strong leadership including setting the priorities and leading, guiding and managing a small team of finance professionals.

As a small agency, the OAIC's CFO has enhanced responsibilities with limited segregation of duties or oversight. A high level of trust is placed upon this role, with financial authority and responsibility to discharge the functions in accordance with the APS Values as set out in the Public Service Act 1999 and [Resource Management Guide 203, General duties of officials](#).

The CFO has the following obligations and is responsible for:

- leading and developing the finance team capacity within the OAIC and reporting to the Assistant Commissioner, Corporate
- managing compliance with the federal government financial framework and obligations, such as the [Public governance, Performance and Accountability Act 2013 \(PGPA\) and related rules and policies](#)
- the external budget, including timely and accurate reporting under Portfolio Budget Statements and Central Budget Management System processes
- development, monitoring and reporting of OAIC's internal budget to members of the Executive
- month-end and year-end processes including reporting to the external audit committee and responding to internal audits
- supporting and leading development of new policy proposals (funding bids)
- management of OAIC cash and cash reserves, including payables and receivables
- oversight of the OAIC assets including technology, furniture, properties and lease vehicles along with the reporting, management and appropriate disposal
- developing strong working relationship with internal and external stakeholders within the portfolio
- segregation of financial duties and detection/reporting of fraud
- ensuring the budget of the agency is appropriately managed.

To review the full list of job specific duties and additional details, please visit the OAIC website and review the downloadable candidate information pack by clicking the 'apply now' button. **Duties**

We are seeking applications from experienced finance professionals with the following skills and attributes:

- knowledge and application of PGPA legislation and related rules and policies
- experience managing and overseeing internal and external budgets, month/quarterly/year end processes such as reporting, accruals and reconciliations
- delivering accurate and timely financial reporting
- providing technical advice on complex financial transactions including accounting, budgeting and compliance
- driving innovation, change and building finance acumen across the agency
- well developed communication skills, including the ability to communicate persuasively with a diverse range of stakeholders through clear and succinct written and verbal briefings, reports and correspondence
- demonstrated experience in leading a team, supervising and mentoring staff and providing ongoing professional support.

Essential

Relevant tertiary qualifications and current professional memberships (CPA, CA ANZ or other relevant professional institution).

How to Apply

- Visit the OAIC website by clicking the 'Apply now' button to review the downloadable candidate information pack.
- Please complete the application sheet (located within the candidate information pack) as part of your application.
- You are asked to provide a one-page-pitch addressing your interest, motivation and fit for the role. Your pitch should include the use of practical and professional examples as relevant to the role and the job specific capabilities, skills and experience outlined in the job pack available on the OAIC website.
- Your application form, CV page should be collated as one document (where possible) and sent in a single email to: jobs@oaic.gov.au.
- Please ensure your email includes your full name in the email subject field, along with the job reference number which is OAIC-2023-033.

Eligibility

- Section 22 of the *Public Service Act 1999* requires that APS employees must be Australian citizens.
- There are restrictions on employment of people who have, within the previous 12 months, accepted a redundancy benefit from an APS agency or a non-APS Commonwealth employer.
- For the duration of your employment with the OAIC you will be required to obtain and maintain an Australian Government security clearance at the baseline level and meet required background, identification and character checks.
- Note: All duties are to be performed in accordance with the APS Code of Conduct and APS Values and OAIC policies, including Workplace Diversity and Work Health and Safety. Under section 25 of the *Public Service Act 1999* the OAIC may re-assign the duties of an employee from time to time.

Notes

Position Location

The OAIC operates a hybrid work model with a combination of remote working and office attendance. Whilst the OAIC office is located in the Sydney CBD, we will also consider candidate applications all other locations within Australia.

The OAIC values face-to-face interaction and fostering connection between our people and with our stakeholders. The OAIC's

hybrid work model expects in office attendance when the type of work or task is better suited to being completed from an office, for example staff inductions and onboarding, planning days, relationship building activities and project or collaborative work.

Diversity & Inclusion

The OAIC is committed to diversity and inclusion. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds, and mature age people.

About the Office of the Australian Information Commissioner

The Office of the Australian Information Commissioner (OAIC) is an independent agency within the Attorney-General's portfolio. Our primary functions are privacy, freedom of information and government information policy. Our responsibilities include conducting investigations, reviewing decisions, handling complaints, and providing guidance and advice.

To Apply

Position Contact	Andre Castaldi, (02) 9942 4124
Agency Recruitment Site	https://www.oaic.gov.au/about-us/join-our-team/

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Defence

Vacancy VN-0730123

Department of Defence

Closing Date:Wednesday 08 November 2023

Navy
Navy Capability

Job Title	Director - Business Enabling Services
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$129,391 - \$155,309
Classification	Executive Level 2
Position Number	NAVY/09024/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=55D9EB25-8386-2222-4C40-D2041DB6C32F>

Duties

The Role

The Director Business Enabling Services (BES) provides leadership and direction in delivering a range of centralised services to multiple (6) Navy programs within Navy Capability Division (NCD). These services include: cost analysis and reporting, procurement and contracting, administration, communication and information management.

This role has management and leadership responsibilities so being able to work with a wide range of people to deliver effective results will be a key requirement. While a detailed knowledge of Navy is not essential, an understanding of the complexities involved in working in a blended team with APS and contracted staff will be a definite advantage.

The duties include:

- Providing leadership and direction to ensure a high-level of integration and consistency across all business enabling services.
- Analysing and advising on the performance of business enabling services and recommending improvement or corrective actions.
- Prioritising work to meet business objectives, provide guidance on complex issues.

About our Team

The Maritime Domain Support Branch (MDSB) supports the Head of Navy Capability to deliver a collection of centralised services of critical importance to the Branch and the Division. This leadership role sits within the Maritime Support Domain Branch (MDSB) and is a core enabling and support area delivering services across NCD. Reporting to the Executive Director MDSB, the team contains four direct reports with a total complement of approximately 18 staff - APS and contractors.

Our Ideal Candidate

Our ideal candidate has enthusiasm and inspires a sense of purpose and direction. The ability to build and facilitate cooperation and partnerships will be essential, as will the ability to nurture internal and external relationships. The candidate needs a strong customer and service delivery focus. Stakeholder engagement and management will be core responsibilities as the teams build synergies with the wider Division. The ability to build, improve, and provide a high quality enabling service that is responsive and valued will be critical.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Stephen Andrew, 0407 452 734
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=55D9EB25-8386-2222-4C40-D2041DB6C32F

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Defence

Vacancy VN-0731444

Department of Defence

Closing Date: Sunday 05 November 2023

Capability Acquisition and Sustainment Group
Land Systems

Job Title	Logistics Officer
Job Type	Full-Time, Ongoing
Location	Southbank VIC
Salary	\$80,487 - \$86,211
Classification	APS Level 5
Position Number	CASG/09656/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=82DD7565-98D3-6136-6A69-D21A760E1EFE>

Duties

The Role

The Land Domain within CASG is seeking a Logistic Officer to be part of a small, multidisciplinary team that provides critical logistics planning, management, governance and assurance in the delivery and ongoing sustainment of ADF capability. You will engage with stakeholders to resolve issues, respond to requirements and understand expectations.

You will provide sound advice to help manage priorities, working collaboratively with industry contractors, to deliver comprehensive and integrated logistics support to capability. You will draw on your knowledge and experience to contribute to a wide range of logistics activities, to ensure ADF members have the reliable and sustainable military equipment they require. Your work may focus on either acquisition or sustainment of capability, or span aspects across the entire life cycle.

Land Domain has a variety of logistics roles available and is able to offer successful applicants a position that best meets their preference, skills and future career potential.

About our Team

Land Domain is at the forefront of ADF capability delivery, ensuring our members have the latest equipment and technology to perform effectively and safely across a diverse range of duties. Land Domain encourages a healthy work-life environment, and supports flexible working arrangements that may be tailored to meet individual needs, such as:

- Variable working hours, e.g. compressed working hours
- Option to purchase additional annual leave.

Land Domain aims to create a workplace culture of inclusivity and appreciates diversity, reflecting contemporary workplace practices. As well as generous APS employment benefits such as 15.4% superannuation and paid parental leave, our workplace provides free access to an onsite gymnasium, an onsite café and a range of well-being activities. We are committed to supporting ongoing learning and development opportunities to ensure your career with us is deeply rewarding, both personally and professionally. The Defence Enterprise Agreement includes further details, at

<https://www.defence.gov.au/jobs-careers/defence-aps-jobs/what-defence-offers/aps-pay-benefits>

Our Ideal Candidate

The ideal person for this role will be an experienced and committed logistics officer who, under guidance, has the adaptability and flexibility required to respond to the needs of stakeholders. As a member of the logistics team, you will demonstrate initiative in recommending and taking action, and resolve problems using available resources and adjusting priorities where required.

You will be familiar with the use of logistic management software packages and be able to collate

and present data, and exercise sound judgement to support team outcomes. You will have a high level of interpersonal, written and communication skills, including strong emotional intelligence and adaptability. You will be expected to work collaboratively to improve team work practices and achieve objectives, while continuing to pursue your own self-development goals. **Eligibility**

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Emma Thomas, 02 5130 4794
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=82DD7565-98D3-6136-6A69-D21A760E1EFE

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Defence

Vacancy VN-0731755

Department of Defence

Closing Date:Wednesday 08 November 2023

Joint Operations Command
Headquarters Joint Operations Command

Job Title	Human Intelligence (HUMINT) Policy and Coordination Officer
Job Type	Full-Time, Ongoing
Location	Bungendore NSW, Various locations - ACT ACT
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	JOC/10211/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3241A921-4A51-B736-CA62-D21BDC3F903D>

Duties

Your Role

Under the authority of Staff Officer Grade 1 (SO1) Human Intelligence/Counterintelligence (HUMINT/CI) – the J2X – and at the direction of the SO2 HUMINT/CI. Role is to support and assist in the development of HUMINT support to Operations, Activities and Actions (OAA). This will also include contributing to HUMINT Capability Development and operational debriefing. Additionally coordinate HQJOC HUMINT effort ISO JOC and Whole of Government (WOG) approach/focus.

Our Team

The Headquarters Joint Operations Command Intelligence Branch is a diverse team of Army, Navy, Air Force, APS and contractors whose role is to support the planning and conduct of operations and activities. It is a high tempo environment conducting work with often immediate and valuable outcomes. The J2X team within the Operational Intelligence Support Directorate (J25) is normally 15-20 people who work from Bungendore across multiple classifications and platforms. The team comprises a leadership element and three smaller elements, each focused one specialist intelligence discipline; HUMINT, CI and Exploitation supporting the planning and conduct of Joint Force OAA.

Our Ideal Candidate

You are professional, respectful and able to work in a dynamic, complex environment. You are skilled in stakeholder engagement, have an appreciation of interagency cooperation and are outcome focused. You have experience in Defence or NIC agencies and have a detailed understanding of what is HUMINT.

Eligibility

Security Clearance

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

Notes

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

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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	LTCOL Ilana Napier, 02 5109 8683
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3241A921-4A51-B736-CA62-D21BDC3F903D

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Defence

Vacancy VN-0731761

Department of Defence

Closing Date: Wednesday 08 November 2023

Joint Operations Command
Headquarters Joint Operations Command

Job Title	Maritime Domain Awareness Analyst
Job Type	Full-Time, Ongoing
Location	Bungendore NSW, Various locations - ACT ACT
Salary	\$80,487 - \$86,211
Classification	APS Level 5
Position Number	JOC/10215/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=58733D6D-6453-B732-5932-D21BDC78C170>

Duties

Your Role

This analyst will develop an effective understanding of the security, safety and environment issues that impact the maritime domain. You will be responsible for compiling relevant reporting across multiple classifications and preparing briefs and reports. You will support policy development on information sharing and intelligence diplomacy.

Our Team

The Headquarters Joint Operations Command Intelligence Branch is a diverse team of Army, Navy, Airforce, APS and contractors whose role is to inform the planning and conduct of operations and activities. It is a high tempo environment conducting work with often immediate and valuable outcomes. The team works from Bungendore across multiple classifications and platforms.

Our Ideal Candidate

You are professional, respectful and able to work in a dynamic, complex environment. You are skilled in stakeholder engagement, have an appreciation of the maritime domain and are outcome focused.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Rob Taylor, 02 6218 4015
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=58733D6D-6453-B732-5932-D21BDC78C170

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Defence

Vacancy VN-0731775

Department of Defence

Closing Date: Wednesday 08 November 2023

Defence People Group
Military Personnel Division

Job Title	Defence Social Worker - VIC
Job Type	Full-Time, Ongoing
Location	Hmas Cerberus VIC
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	DPG/10230/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=4A812473-A186-4ECB-17EC-D21BDD6ABE7B>

Duties

Your Role

Are you a Social Worker looking for a great work life balance in a supportive and inclusive team environment within the APS?

Exciting opportunities exist within the Department of Defence for qualified & experienced Social Workers with an extensive practising experience.

The Defence Member & Family Support Branch (DMFS) are seeking Social Workers in the Victorian/Tasmania offices to assist Defence families and capability.

Defence Social Workers:

- Provide social work services in a generalist practice framework, including comprehensive assessments, bereavement support, brief intervention and referrals to enhance the social functioning of Australian Defence Force personnel and their families.
- Provide support to Defence families to manage the military lifestyle and engage with their local services and communities.
- Provide training, psychosocial programs and detailed presentations to Defence members, their families and a variety of ADF Command teams.
- Develop strong relationships with the local community, Defence families and the Defence Organisation.

Our Team

Bring your skills and ambition to our team!

Defence Member and Family Support (DMFS) Branch is a diverse and inclusive workplace which offers a broad range of programs and services to help Commanders, Australian Defence Force members and their families manage the military lifestyle. DMFS supports Defence families' self-reliance and capacity to engage with community agencies. Defence Social Workers provide support to all three services – Navy, Army and Air Force.

The role requires working both autonomously and collaboratively within a dynamic multi-disciplinary environment with Military Support Officers, Defence Social Workers, Family Liaison Officers, an Educational Liaison Officer and a Business Support Officer.

We offer a competitive remuneration package as well as options for a flexible work environment.

You will enjoy job security, access to personal and annual leave entitlements as well as the ability to accrue flextime when required.

Join our knowledgeable, high-achieving, experienced and fun team!

Our Ideal Candidate

We are seeking enthusiastic, energetic and motivated Social Workers to join our dynamic and encouraging, multidisciplinary team which provides support to Defence members and families. You will have strong written and verbal communication skills and proven ability to build and sustain positive relationships with team members, stakeholders and customers. Critical thinking and detailed report writing capability is a must. Along with at least 3 years of practicing experience, our ideal candidate for this role will:

- Apply professional expertise in social work including short term case management, individual assessments and crisis intervention.
- Operate within the boundaries of organisational processes and policies to provide brief interventions, critical incident management, psychosocial assessments and social work reports.
- Utilise professional judgement in support of individuals needs and work from a customer centered framework.
- Possess strong stakeholder engagement, group work and presentation skills.
- Possess an ability to work independently, manage competing priorities and meet deadlines.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Samantha Black, 0408 622 388
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4A812473-A186-4ECB-17EC-D21BDD6ABE7B

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Defence

Vacancy VN-0731817

Department of Defence

Closing Date: Wednesday 22 November 2023

Defence People Group
Head People Capability

Job Title	Contract and Procurement Officer
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	\$80,487 - \$86,211
Classification	APS Level 5
Position Number	DPG/10072/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=1B4FB478-7D82-C195-8F7C-D21BDE945D65>

Duties

Your Role

We are seeking to recruit two APS5 Contract and Procurement Officers to be part of the Directorate of Business and Contract Management (DBCM) within Defence Force Recruiting (DFR). One of the roles is an actual vacancy and one is an expected.

As an APS5 Contract and Procurement Officer you will be accountable under broad direction to perform and achieve complex and sensitive contract management and procurement activities. You will be asked to exercise sound decision making and apply good judgement. You will work closely with internal and external stakeholders in support of DFR. Some of the contract management and procurement activities that you might be expected to perform in support of the Recruiting Services Contract include:

- Engage and liaise with clients and stakeholders including service providers, team members and subject matter experts to provide contract management advice and respond to contract enquiries and contract management issues.
- Interpretation and drafting of contract documentation such as contract notices, contract change proposals, reports, survey and quotes, standard operating procedures and plans.
- Maintain accurate contract records including monitoring, tracking and reporting on the delivery, receipt and Defence review of contract deliverables and data items. Support the Recruiting Services Performance Manager to monitor and manage contract performance and risks and contribute to implementing appropriate action.
- Provide contractual representation at internal and external meetings.
- Assist with procurement planning, tendering and contract formation activities ensuring compliance with legislation, procurement policies, processes and procedures.

- Build and sustain productive relationships with supervisors, staff, team members and suppliers.
- Support other DBCM teams and functions (as required).

Our Team

Defence Force Recruiting (DFR) is a public-private collaboration between Defence and a recruiting company and provides recruiting services to the Australian Defence Force in accordance with standards and policies set by the Navy, Army and Air Force. Recruiting services are delivered using a mix of military, APS and contractor staff operating in a high energy, multi-vendor environment which is responsible for directly delivering capability to the Australian Defence Force.

The Directorate of Business and Contract Management within DFR provides financial and business support services for the Branch and contract management of those specialist engaged to support the recruitment effort including recruiting, media, advertising, public relations, market research, and promotional items.

Our Ideal Candidate

Our ideal candidates will have a well-developed understanding of and knowledge of Defence contract management and procurement processes, policies and procedures. You will also have well-developed knowledge of the Commonwealth Procurement Rules and the Defence Procurement Policy Manual. Other beneficial skills and attributes are:

- Excellent interpersonal skills and the ability to work in a team environment.
- Exceptional written and verbal communication skills.
- Highly organised with excellent attention to detail and the ability to achieve deadlines and manage competing priorities.
- Sound skills in Microsoft Office applications, in particular MS Word and MS Excel.
- Demonstrated ability to build effective relationships with a wide range of stakeholders both internal and external.
- High-level customer service skills to ensure customers receive prompt and reliable advice.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Cathy Pearson, 02 5130 8765
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1B4FB478-7D82-C195-8F7C-D21BDE945D65

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Defence

Vacancy VN-0731869

Department of Defence

Closing Date: Monday 06 November 2023

ARMY
ADFHQ-Office of Chief of Army

Job Title	Strategic Estate Planner and Data Systems Support
Job Type	Full-Time, Ongoing
Location	Russell Hill ACT
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	ARMY/09515/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D6807DA6-34CA-1DC4-A898-D21C17E3D34F>

Duties

The Role

The Strategic Estate Planner and Data Systems Support role encompasses a range of skill sets including strategy analysis, data analysis and specialist estate data systems support and improvements, stakeholder engagement and communications skills. The role supports the delivery of strategic Army planning and use of properties and training areas across the Defence Estate.

As custodians of the land and one of the largest users of the Defence estate, Army places great importance on establishing a clear picture of the estate and infrastructure requirements.

To support this, the role considers Land capability requirements across various programs to take an integrated, national view of prioritisation and risk, to maximise the generation of land and joint capabilities.

You will apply a sound understanding of higher level Government policy and Defence strategic guidance and the analytical ability to apply that guidance to regional and strategic base planning activities.

The role will work creatively and innovatively with the team, to develop the data driven tools and documentation necessary ensure decision makers are informed, and to support Army's strategic planning and guidance for infrastructure, facilities, training areas and ranges of the Defence Estate.

About our Team

The Strategic Estate and Infrastructure Planning team, within the Directorate of Enabling Support - Army (DES-A), are responsible for ensuring that Army's capability requirements are supported in the strategic planning of the Defence Estate.

Strategic Estate and Infrastructure Plans develops tools and documentation to inform decision makers and is the primary conduit between Army and the Estate Planning Branch of Security and Estate Group (SEG).

The outputs developed include Land contributions to Defence Estate strategic planning, the Estate Visualisation Tool, input to SEG Estate Base Plans and Capability infrastructure master plans. DES-A seeks to influence the scope and budget of projects in the strategy and concepts phase of the One Defence Capability System, enabling success in delivery.

Army seeks to integrate strategic planning considerations early in the project development process and that infrastructure requirements are documented, achieve capability requirements and are appropriately funded. In turn, this will ensure that facilities are sustainable, agile and fit for purpose into the future.

Army is committed to ensuring that enabling data systems are accessible and reliable to provide a complete understanding of risk and interdependency across the Estate and alignment with capability effects Army is required to achieve.

Our Ideal Candidate

Our ideal candidate will:

- Have the ability to perform and achieve complex estate planning, administrative and research work within an integrated workforce and represent Army equities in estate planning.
- Have estate planning and data analysis experience.
- Contribute to estate data analytics and visualisation for the Branch.
- Work closely with the Army Data Hub to centralise data and analytics.
- Be able to apply their skills, both technical and administrative to provide specialist advice ensuring Army's input into estate strategic planning and guidance.
- Draft timely and accurate written correspondence and brief supervisors to effectively shape investment decisions and planning initiatives.
- Have excellent communication skills to be able to engage with principals, subordinate formations (within Army) and other key stakeholders on future Army requirements to support the development of Estate policy.
- Support planning and development of training areas to ensure Army can generate the required capabilities into the future.
- As a primary conduit from Army to the Estate Planning Branch of Security and Estate Group (SEG), ensure that Army can quickly access reliable data to inform planning and decision making.
- Have a record of working positively and inclusively to achieve outcomes.
- Have a desire to work in a team with a strong and positive culture of collaboration, innovation and inclusion.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Mr Christopher Thompson, 02 5108 7966
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D6807DA6-34CA-1DC4-A898-D21C17E3D34F

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Defence

Vacancy VN-0731886

Department of Defence

Closing Date:Wednesday 08 November 2023

Army
ADFHQ-Office of Chief of Army

Job Title	Staff Officer to Director General Chaplaincy - Army
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	ARMY/09630/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=C17AB2BE-F1C7-2459-E7EF-D21C187C93A4>

Duties

The Role

Staff Officer to Director General Chaplaincy - Army (DGCHAP-A) is responsible, under broad direction, to perform and achieve complex procedural, operational, administrative and business support within the office of DGCHAP-A. Duties contribute to the

development, coordination, management and implementation of DGCHAP-A / Royal Australian Army Chaplains Department programs and activities, to achieve operational outcomes.

Duties include:

- Perform complex procedural, administrative, operational and business support, including business planning, workforce planning, HR management, finance and corporate governance, identifying corporate risk, preparation and management of budget and finances, record management, website management, support to conferences, and security officer tasks.
- Responsible for the management of reserve Salaries and financial resources, including monitoring financial performance, the exercise of financial delegations, and undertaking and processing complex financial transactions.
- Work collaboratively with staff from wider ADF to assist in the planning and communication of DGCHAP-A activities.
- Represent DGCHAP-A at non-religious forums.

About our Team

DGCHAP-A is responsible for enhancing Army's people capability by providing a spiritually vital and relevant chaplaincy capability positioned to serve Army's people and its connections in the world. DGCHAP-A is supported in this by the staff of the Office of DGCHAP-A, consisting of a team of dedicated chaplains, Army administrative staff and APS members. The team is professional, friendly, welcoming, supportive and inclusive.

Our Ideal Candidate

This is an exciting opportunity for someone committed to making significant contribution to Army chaplaincy capability as a valued Staff Officer. They may be someone who is currently working at-level or seeking to step up to APS6, with a desire for continuity in the role. Ideally, the successful applicant will have previous experience in the Defence Organisation with working knowledge of Defence corporate processes, finances and personnel management.

Well developed leadership skills along with excellent written and oral communication is required with an ability to establish quick rapport and maintain collegial networks within and outside Army. The ideal candidate will be able to work independently on projects as well as collaboratively in teams. **Eligibility**

Security Clearance:

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

Notes

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To Apply

Position Contact	Chaplain Gary Pope, 0438 649 018
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C17AB2BE-F1C7-2459-E7EF-D21C187C93A4

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Defence

Vacancy VN-0731908

Department of Defence

Closing Date: Wednesday 08 November 2023

Joint Operations Command
Headquarters Joint Operations Command

Job Title	Contracting Manager
Job Type	Full-Time, Ongoing
Location	Bungendore NSW
Salary	\$111,441 - \$125,705
Classification	Executive Level 1
Position Number	JOC/10274/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=4728E63C-A531-6FA9-458A-D21C1A320AF5>

Duties

The Role

The Contracting Manager reports to the Director Logistics Operations (J43) and will provide direction, analysis and approval on Operational Contracting matters across a variety of Operations, Actions and Investments (OAI); and exercises. They are accountable within an integrated workforce for the development of Approach to Market documentation, complex contract management and assurance that contracted outcomes are delivering the necessary support to domestic and international OAI and exercises.

You will be required to demonstrate sound decision making and judgement to provide policy, commercial, contracting and procurement advice to key stakeholders and planning groups. Additionally, you will lead select procurement including evaluation, negotiation and probity support as well as Head Quarters Joint Operations led operational contract and commercial support training.

You will be responsible for developing and managing a high performing team as well as developing and fostering productive relationships. Communicating with influence and driving for commercial outcomes that comply with Commonwealth Government legislation and policy requirements. You will have access to a range of professionalisation opportunities to help enhance your skills, leadership and expertise.

The additional payment is a Building Defence Capability Payment (BDCP), which enables Defence to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA) to some or all of the jobs within a critical occupation(s) or discipline within a workplace. Applicants engaged into a BDCP position must consider the following. BDCPs provide remuneration in addition to the Defence Enterprise Agreement (EA).

This arrangement is subject to meeting eligibility criteria and is subject to annual review. Should your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for the BDCP may be reviewed and ceased. It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence. Should the BDCP be ceased you will be advised and your BDCP additional payment will cease.

About our Team

Support Branch Logistics Operations (J43) delivers contracting solutions and expertise for the support to domestic and international Operations Actions and Activities (OAI) and exercises enable Defence to meet its strategic objectives, maximise value for money for taxpayers and meet legislative and mandatory policy requirements.

Our Ideal Candidate

Support Branch is seeking committed and confident, skilled, experienced and dedicated commercial, contracting and procurement professionals who enjoy supporting challenging and highly complex commercial activities in support of OAI and are:

- Highly motivated and solutions focused.
- Able to think critically, is an active listener and is an effective communicator.
- Trustworthy, transparent and possesses the highest level of integrity.
- Achieve real results by leveraging a strong contract management background, driving excellent contract design, directing implementation, monitoring performance, steering and implementing change, and dealing with risk.
- Exhibit professionalism, personal drive and integrity by committing to action, displaying resilience, demonstrating self-awareness in a multi-faceted continually shifting environment.
- Able to understand the value of partnerships, work in a collaborative team environment.
- Able to lead and mentor a team of professionals to achieve results.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 2".

Notes

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To Apply

Position Contact	COL Colin Blyth, 02 5108 7397
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4728E63C-A531-6FA9-458A-D21C1A320AF5

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Defence

Vacancy VN-0731916

Department of Defence

Closing Date: Wednesday 08 November 2023

Associate Secretary Group
Enterprise Transformation and Governance

Job Title	Change Management Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	ASG/10416/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=4EB74968-A6E5-1A04-7457-D21C1A805F04>

Duties

The Role

To support the rapid changes required to implement the recommendations of the Defence Strategic Review and other agreed priorities, Defence needs a consistent approach to resourcing support for change management across the Enterprise.

We have an exciting opportunity for two Change Management Officers to join our Enterprise Transformation and Governance Division in a full-time permanent APS6 role. You will work in a team of like-minded individuals who are passionate about driving successful change across the enterprise and will assist in supporting internal stakeholders to manage and implement change. This role sits within an integrated team environment and works closely with key stakeholders across Defence in the execution of our change management approaches. Any merit pools established from this recruitment round will be open for 18 months.

As part of this role, you will:

- Support the application of the Defence Change Management Framework. This will include providing change-specific strategic advice where appropriate.

- Contribute to the planning, development and implementation of change management initiatives in accordance with the Framework.
- Liaise with other sections, external agencies and external stakeholders and facilitate cross-agency or multi-agency planning to ensure Change Management best practice. This includes strengthening stakeholder engagement through existing internal networks and communications platforms such as the Defence Change Agent Network.
- Develop and support complex relationships with internal and external stakeholders and effectively support stakeholders through change to build, strengthen and uphold our Change Management Centre of Excellence.
- Maintain awareness of the longer-term strategic, political and operational outcomes guiding our internal change management and transformation initiatives and the possible impacts to our work area.
- Assist in strategic planning and program/policy development, including the development of a change communications strategy and supporting internal and external communications products.
- Develop targeted visual and written communications products for internal stakeholders, including senior executives. This includes contributing to the development of internal communications products as part of an internal communications strategy and coordinating the development of the Divisional Newsletter each quarter.

About our Team

Under the guidance of the team leader, you'll have a hands-on role, particularly focusing on the successful implementation of a change management Centre of Excellence. As a valued team member, you will bring your change mindset and can do attitude to the team, supporting the team's engagement with various key stakeholders across Defence to help them progress transformation and operational change initiatives. Working alongside the Defence Transformation Office within the branch, the team provides targeted support to priority activities across Defence in line with the Enterprise Change Management Framework and APS community of practice standards in change management.

Our Ideal Candidate

What you'll need to succeed:

- An understanding of, or willingness to learn, change management methods, such as PROSCI/ADKAR models, and their application to the successful delivery of change programs/project/initiatives.
- Ability to work collaboratively within a team to deliver outcomes.
- Excellent written, visual and oral communication skills, including demonstrated commitment to seeking to understand stakeholder needs and expectations and tailoring communication style and message accordingly.
- Proven experience building and sustaining positive relationships with team members and a diverse range of internal and external stakeholders.
- Ability to work across priority initiatives to assess change impacts and work with teams to assess change readiness.
- Demonstrated accountability, strategic thinking and forward-planning, including through the preparation of various strategic planning documentation for use by self and senior staff.
- Proficient in Microsoft PowerPoint, Microsoft Excel and Microsoft Teams.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Nikolina Calic, 02 5131 4868
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4EB74968-A6E5-1A04-7457-D21C1A805F04

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Defence

Vacancy VN-0731945

Department of Defence

Closing Date:Wednesday 08 November 2023

Navy
Deputy Chief of Navy

Job Title	Security Advisor
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	NAVY/10418/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=6DC871A9-8BAA-8623-0922-D21C52D415C7>

Duties

The Role

Working in the Directorate of Policing & Security - Navy (DPS-N) as the APS6 Lead Security Advisor, you will lead a team that assures the security of Navy's future capabilities and platforms. Your mission is to critically examine Navy acquisition projects and provide the Chief of Navy (CN) assurance that they achieve the required protective security outcomes.

Your team will ensure future Navy capabilities have a pathway to achieve physical security accreditation within the construct of the Navy's Seaworthiness Management System and One Defence Capability System. You will also be instrumental in examining future and emerging methodologies and technologies and their applicability to security in the maritime domain along with more contemporaneous security activities.

Some of the key duties of this role are:

- Leading the small but dynamic Future Capabilities team that interpret a broad range of security policy and apply it to existing and emerging Navy capabilities.
- Understanding and applying whole of Government and Defence specific security policy. Policies include the Protective Security Principals Framework (PSPF) and Defence Security Principals Framework (DSPF). Applying protective security policy to Future Navy capability including ships, submarines, Defence vessels, watercraft and systems.
- Developing Security Assurance Statements for all Navy Integrated Investment Plan (IIP) projects at appropriate points as they progress through the One Defence Capability System.
- Identify and engage with Navy Capability Projects and provide them with expert protective security advice from the initial design phase to through to build and delivery.
- Engage and liaise with partner protective security teams within Defence and other agencies to assure maritime capability security outcomes
- Reviewing emerging technologies and security trends to determine security implications across the maritime domain.
- Provision of timely and quality advice to senior ADF officers and SES. personnel.
- Managing DPS-N security projects.

About our Team

Based in Canberra, you will be part of a blended Directorate consisting of ADF and APS. Your team will examine the latest and emerging military platforms and systems across the maritime domain. You will play a vital role in ensuring that Navy's future platforms, capabilities and sensitive technologies are delivered uncompromised with a superior level of security assurance. Working to the Assistant Director Security Assurance, the role is part of a team providing strategic level

advice on policing and security matters. The Future Capabilities Team is a security focused subset of DPS-N's roles and responsibilities.

Our Ideal Candidate

We are looking for a committed, dynamic and innovative individual to join DPS-N as the Lead Security Advisor within the Future Capability Team. The Lead Security Advisor will exercise initiative and judgement in the interpretation and application of policy and interpretation of requirements. They will provide detailed security advice in relation to program and project management and policy development.

The Lead Security Advisor must conduct themselves with professionalism, demonstrating sound leadership skills and will have the opportunity for a reasonable level of autonomy along with due accountability. They will exercise both initiative and judgement in the interpretation of policy and in the management of their team.

To succeed in this role, applicants will be required to demonstrate:

- Leadership experience.
- Experience working in a protective security and/or risk management environment.
- Detailed knowledge of the Protective Security Principals Framework (PSPF) and Defence Security Principals Framework (DSPF).
- Knowledge of policy and technical notes for the physical security of zones.
- Demonstrated ability to interpret and apply legislation, policy and procedures.
- Excellent written and verbal communication skills.
- The ability to influence and build relationships with a network of stakeholders.
- The ability to undertake and deliver security risk assessments.
- The ability to resolve complex problems and exercise sound judgement.
- Ability to operate under limited guidance.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 2".

Notes

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

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To Apply

Position Contact	Daniel McIntosh, 02 6268 1105
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6DC871A9-8BAA-8623-0922-D21C52D415C7

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Defence

Vacancy VN-0731949

Department of Defence

Closing Date: Wednesday 08 November 2023

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Enterprise Safety Manager
Job Type	Full-Time, Ongoing
Location	Amberley QLD
Salary	\$111,441 - \$125,705
Classification	Executive Level 1
Position Number	CASG/10424/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=BE284477-2B5D-D5C9-C706-D21C530C30FB>

Duties

The Role

The Enterprise Safety Manager reports to the Heavy Airlift Systems Program Office (HALSPO) Chief Engineer and is accountable to manage and oversee all aspects of safety across the full scope of HALSPO business. This includes oversight and assurance of safety systems that govern all Australian aspects of the KC-30A Multi Role Tanker Transport, C-17A Globemaster III, Boeing Business Jet and Dassault Falcon 7X support arrangements.

The Enterprise Safety Manager will work closely with stakeholders embedded within the HALSPO platform management units, Air Force, and contracted enterprise partners.

Key duties include:

- Development and management of HALSPO safety systems, documentation and assurance program;

- Providing work health and safety advice and legislation interpretation for HALSPO personnel;
- Collation, analysis and reporting of safety performance data;
- Safety stakeholder engagement and coordination; and
- Identifying and resolving safety issues, including Work Health and Safety Hazard and Incident management.

About our Team

Heavy Air Lift Systems Program Office (HALSPO) is responsible for the sustainment of the KC-30A Multi Role Tanker Transport, C-17A Globemaster III, Boeing Business Jet and Dassault Falcon 7X aircraft fleets. These important capabilities are supported within an Enterprise organisational construct between HALSPO, Defence Industry Partners and Air force.

The Enterprise Safety Manager is part of the Engineering and Logistics Unit in HALSPO. The Engineering and Logistics Unit provides specialised advice and support across HALSPO in the fields of airworthiness, logistics and safety policy and regulation, including related assurance activities. Members of the Engineering and Logistics Unit work in integrated teams alongside public service and uniformed staff in the HALSPO platform sustainment management units, Air Force, and with enterprise partners from companies like Northrop Grumman Australia and Boeing Defence Australia.

Our Ideal Candidate

Our ideal candidate will be given the opportunity to apply their wealth of knowledge in safety assurance and legislation as part of integrated enterprise team. They will use a collaborative approach to build relationships and improve the understanding of all aspects of safety in the HALSPO enterprise. They will be able to self-identify any weaknesses in their knowledge base and rapidly research or engage stakeholders to address these.

They will be self-motivated, passionate about safety and able to work autonomously. They will have highly developed analysis and communication skills, and will exercise these to identify trends and explain complex safety issues to stakeholders at all levels. They will use their leadership capabilities to act on opportunities for improvement and positively influence safety outcomes across the Enterprise.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Wing Commander Tim Floyd, 0439 884 125
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BE284477-2B5D-D5C9-C706-D21C530C30FB

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Defence

Vacancy VN-0731954

Department of Defence

Closing Date: Wednesday 08 November 2023

Joint Operations Command
Headquarters Joint Operations Command

Job Title	Theatre Effects Capability Manager
Job Type	Full-Time, Ongoing
Location	Bungendore NSW
Salary	\$111,441 - \$125,705
Classification	Executive Level 1
Position Number	JOC/10425/23
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=05879CD6-3DC7-9679-2117-D21C53A09AAE>

Duties

The Role

The Technical Capability Manager will be responsible for managing the theatre effects Capability Development (CAPDEV) process on behalf of Director Theatre Effects. This includes representing theatre effects equities during project consultations with commercial, Defence and inter-departmental staff, as well as managing the Directorate's submissions and consultation processes in support of CAPDEV. The position supports Directorate personnel involved in detailed planning of operational effects by facilitating the remediation of capability deficiencies they identify, and implementing new capabilities on their behalf.

About our Team

The Directorate of Theatre Effects (DTE) is comprised of specialist planners from a number of ADF niche capabilities, including Information Operations, Electro-Magnetic Spectrum Operations, Targeting, Space and Joint Technical Operations. The Directorate

coordinates and synchronises operational-level effects in support of CJOPS' priorities and designated HQJOC Operations, Activities and Actions.

Our Ideal Candidate

The ideal candidate will have a working knowledge of the Defence capability lifecycle, including the development and submission of user capability needs statements. Upon receipt of guidance, the candidate should be capable of independently working to progress effects capability projects in the short, medium and long-term, utilising their strong organisational, written and verbal communication skills.

The candidate will be capable of building their understanding of a diverse group of Theatre Effects capabilities, and representing these equities effectively during planning events and project meetings. The candidate's strong interpersonal skills will ensure they build strong professional relationships with Directorate stakeholders and project teams, in order to achieve the best capability outcomes for Theatre Effects.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	SQNLDR Richard Letts, 02 9537 2164
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=05879CD6-3DC7-9679-2117-D21C53A09AAE

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Department of Defence

Closing Date: Wednesday 08 November 2023

Joint Capabilities Group
Joint Logistics Command

Job Title	Technical Integrity Manager
Job Type	Full-Time, Ongoing
Location	Guildford WA
Salary	\$80,487 - \$86,211
Classification	APS Level 5
Position Number	JCG/10451/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=891BB8B5-E3DC-BEFB-2769-D21C54280372>

Duties

The Role

As the APS 5 Technical Integrity Manager you will be providing assurance that Defence assets and inventory at all Joint Logistics Unit (West) sites are compliant with all Defence technical and logistic legislation, policies and procedures.

Under limited direction you will undertake complex technical logistics compliance and assurance work within an integrated workforce. You will undertake technical research and analysis, conduct reviews, assessments and perform procedural, clerical, administrative support work to achieve results.

The role requires liaison with both internal and external stakeholders therefore excellent communication skills are essential. The role will require an understanding of, and the ability to interpret, Defence technical and logistic policy, processes and procedures and provide advice and guidance to internal and external stakeholders on the required outcomes.

You may be a team coach and accountable to set work priorities, allocate work, and manage workflows and performance and identifying opportunities for on the job training.

About our Team

Joint Logistics Unit (West) provides a range of logistics support to all Australian Defence Units located in Western Australia. We are seeking a highly motivated, confident and friendly individual with exceptional logistics compliance and assurance skills, proactive approach to work and a can do attitude to join our team at Palmer Barracks, Guildford.

We provide a working environment that offers you a diverse range of work, flexibility to be innovative and the guidance and support to ensure that you will always have everything that you need to succeed. This is a great opportunity to join a fantastic team, enjoy a positive working environment with a supportive and flexible culture. Palmer Barracks has free secure onsite parking and Public transport to Palmer is available.

Our Ideal Candidate

The ideal candidate nurtures a reputation for the pursuit of excellence and a passion for, and experience in technical compliance and logistic assurance of complex inventory.

The successful candidate will have:

- Experience working in a similar role ensuring the technical alignment of governance, risk, and compliance frameworks.
- Experience in performing complex technical compliance verification activities and corrective action requirements on organisational holdings.
- Well-developed organisational skills with the ability to set priorities and meet deadlines

- Demonstrated high level verbal and written communication skills, especially in preparing responses to correspondence, briefs and reports for management.
- Demonstrated ability to build and sustain effective relationships with team members and key stakeholders to achieve desired results.

We are looking for someone with a strong commitment to the provision of innovative and workable solutions in the promotion of technical logistics best practice. You will have the ability to work autonomously and as part of a bigger team.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Greg Clark, 0400 570 046
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=891BB8B5-E3DC-BEFB-2769-D21C54280372

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Defence

Vacancy VN-0731975

Department of Defence

Closing Date: Wednesday 08 November 2023

Joint Capabilities Group
Joint Logistics Command

Job Title	Vibration Test Officer
Job Type	Full-Time, Ongoing
Location	Port Wakefield SA
Salary	\$80,487 - \$86,211
Classification	APS Level 5
Position Number	JCG/10422/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=172D1C7C-E1F3-53F4-8FE9-D21C553A9CA8>

Duties

The Role

Joint Proof & Experimental Unit (JPEU) is an integral part of Explosive Ordnance Branch and is tasked to provide dynamic, static and environmental test and evaluation services to the Australian Defence Organisation.

JPEU is seeking a team member to take on the role of Vibration Specialist within the Environmental Test Facility (ETF). The ETF conducts non-destructive test and evaluation trials on Explosive Ordnance (EO) and associated equipment, in areas such as Climatic (simulated weather), Radiographic (X-Ray) and Vibration (shake & rattle). The applicant will undertake test and evaluation activities on EO that includes Vibration, Shock and Mechanical testing of EO products.

They will co-ordinate small teams in the setup of test areas / platforms, undertake test programs, review test procedures, undertake minor procurement and undertake non-technical inspection and maintenance of equipment.

Employment at Port Wakefield attracts a Special Defence Locality Assistance allowance of approximately \$6,300.00 per annum (\$255.36 per fortnight).

About our Team

The ETF supports Test and Evaluation activities at the Proof and Experimental Establishment, Graytown (Vic) and Port Wakefield (SA) by conducting explosive ordnance test and evaluation trials. The ETF has capabilities enabling the climatic, non-destructive, vibration and mechanical testing of items, and other elements for artificial aging of Defence Explosive Ordnance. Test Officers under the guidance of the ETF Manager and Team Leaders, are responsible for the co-ordination, set up and safe operation of equipment required to undertake testing activities.

Testing undertaken requires construction of test platforms, setup of data capturing equipment, development of test jigs, compliance with test standards and work procedures. The ETF is supported by the JPEU engineering team. The team works with exciting technology that aids in the provision of test outcomes, such as state of the art conditioning chambers (heating / cooling), vibration shakers and radiographic capabilities.

Our Ideal Candidate

The successful candidate will work with a diverse range of customers and be able to function within a dynamic and integrated environment of Australian Public Servants, Australian Defence Force personnel and Defence Industry Support Personnel. They will have the ability to interpret customer requirements, technical standards, follow set work procedures, produce trial activity reports and utilise a variety of technical and non-technical equipment, in order to capture required data.

They will have an eye for detail, and be able to identify potential issues within the data / test setup that may affect quality of data or accuracy of data for items being tested.

The successful candidate will be able to work on an explosive ordnance test range, manage a small team, provide guidance on, and assist in the construction of test and evaluation platforms. They will be an excellent communicator, able to identify and initiate improvements to existing work procedures.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Ben Freeman, 08 8860 9016
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=172D1C7C-E1F3-53F4-8FE9-D21C553A9CA8

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Defence

Vacancy VN-0731982

Department of Defence

Closing Date: Wednesday 08 November 2023

Joint Capabilities Group
Cyber Warfare

Job Title	ICT Support Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	JCG/08459/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=F25E903B-4BBC-7BB2-A032-D21C557E1538>

Duties

The Role

The 'Technical Support Officer' role within the Preparedness and Collective Training Directorate (P&CT) is the role to ensure success of projects by providing relevant technical guidance. Duties in this role include:

- Analysing information and communication technology (ICT) needs and specifying technology to meet those needs.
- Collaborating with Business Case authors, Project Managers and other stakeholders to test project costs and benefits, estimate technical efforts, create project plans and set realistic milestones.
- Facilitating communication between different teams and assist in technical decisions aligned to divisional strategy.
- Build and sustain effective working relationships across teams and actively participate in team work and group activities.
- Elicit requirements to define the current state operating environment, while helping to define the future state post-implementation
- Prepare and maintain comprehensive documentations with technical guidance
- Interpret and assess compliance with whole of government legislative, policy and regulatory frameworks during the development of solutions to meet business needs.
- Assisting in the selection and installation of ICT resources and the provision of user training.
- Overseeing the ICT security aspects of the project
- Demonstrate and apply knowledge of project planning in relation to scope, time, quality, communications and risk management for solution design activities
- Resolve problems using knowledge and expertise, taking the initiative to identify alternative courses of action.
- Accountable for accurate completion of work within timeframes, share own expertise with others and guide and mentor less experienced employee
- Work collaboratively with stakeholders and subject matter experts to transfer and collect information to conduct assigned activities.

About our Team

Preparedness and Collective Training (P&CT) is a rapidly evolving Directorate within the Cyber Warfare Force Generation Branch, reflecting the need to be agile in response to a dynamic Cyber domain. This domain has become the new battlespace – lacking regulation, without boundary,

beyond government control, and constantly changing. Unlike traditional war in the physical domains, competition and conflict in the Cyber domain is an 'ongoing campaign'.

The P&CT Directorate works across key areas of Defence's groups and services to further the Australian Defence Force's ability to prepare and train the ADF's cyber workforce. This includes developing joint policy, doctrine, education, training and building capability. This position sits in the Capability Needs Analysis team within the P&CT Directorate.

The successful applicant will play a key role in the review and merit assessment of ICT business cases written by non-ICT staff. Projects delivered by the Capability Needs Analysis team are typically valued below \$8 million. The successful applicant will also work with project managers to deliver project initiatives as a member of an integrated project team.

Our Ideal Candidate

We are looking for a Technical Support Officer with the following attributes:

- Has knowledge on security compliance and familiar with ICT and emerging digital technologies;
- Works independently with autonomy and accountability in organising their workflow and making independent decisions relating to their area of responsibility;
- Works collaboratively in a team based environment, actively participating in and contributing to team outcomes and exchange of information to support the work area and team objectives.

The ideal candidate will be able to demonstrate the following personal skills:

- Ability to conduct project research, planning, execution and maintenance;
- Dynamic and critical thinking;
- Ability to work under limited supervision;
- Proactivity, initiative and adaptability; and
- An active approach to self-improvement and professional development.
- Excellent communication and problem-solving skills

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Mustari Rizia, 0456 491 844
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F25E903B-4BBC-7BB2-A032-D21C557E1538

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Defence

Vacancy VN-0732044

Department of Defence

Closing Date: Wednesday 08 November 2023

Australian Defence Force Head Quarters
Vice Chief Defence Force Executive

Job Title	ICT Specialist - Advanced Warfighting Program
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$111,441 - \$125,705
Classification	Executive Level 1
Position Number	ADFHQ/10519/23
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=E848F0FA-37EC-0592-8CCD-D21C8F08D879>

Duties

The Role

The Advanced Warfighting Program has an opportunity for an experienced ICT specialist to be involved in delivering capability in support of Special Access Programs (SAP). Your role is to assist to maintain and develop an ICT network and to provide infrastructure security. You will be responsible for enhancing the security practices applied to assure the network's operation. The successful candidate will work with Australian Public Service and industry partners to oversee the network's operation.

You will work in a dynamic environment and deliver fast and effective ICT security solutions to support Defence outcomes. You will have exposure to a diverse range of activities, including ICT systems implementation, management, facilities, and will be comfortable operating independently. We will provide you with flexibility in how you do your work, and will support you in your professional development. The successful candidate will enjoy working in a team environment, engaging with a diverse range of

stakeholders and solving problems.

The additional payment is a Building Defence Capability Payment (BDCP) which enables Defence to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA) to some or all of the jobs within a critical occupation(s) or discipline within a workplace. Applicants engaged into a BDCP position must consider the following. BDCPs provide remuneration in addition to the Defence Enterprise Agreement (EA).

This arrangement is subject to meeting eligibility criteria and is subject to annual review. Should your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for the BDCP may be reviewed and ceased. It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence. Should the BDCP be ceased you will be advised and your BDCP additional payment will cease.

About our Team

The Advanced and Strategic Capabilities (ASC) Branch within Force Integration Division is responsible for managing Defence's SAP framework. Our team works in a technically complex and challenging environment with members from the Australian Public Service, Australian Defence Force, other government agencies and industry. The capabilities supported in the Branch are critical to the national defence effort. Elements of our team operate in a highly secure environment, and all elements are crucial to achieving Defence's primary mission.

Members of the Advanced Warfighting Program are afforded the opportunity to implement workplace arrangements that balance their career goals with their commitments and interests away from the workplace. We prioritise professional development and work with team members to support the achievement of their career objectives. We are small team who have the privilege to support niche capabilities critical to Australia's national security, and see the benefits that our work provides to our stakeholders. ASC Branch offers unique training and development opportunities for this role to grow a career in service management.

Our Ideal Candidate

The successful candidate will possess skills and experience in the following areas:

- Routing / switching, firewalls, network monitoring tools, virtualisation, SIEM systems, syslog and other ICT technologies.
- Administering and troubleshooting network security solutions.
- Performing vulnerability management, identifying and defending against threats, and monitoring network traffic for suspicious behaviour.
- Configuring, administering and troubleshooting security systems, analysing logs, and recommending improvements.
- Providing ICT technical advice to a broad range of stakeholders.
- Service management processes including incident, problem, and change management.
- Interpersonal, oral, and written communication skills, with the ability to collaborate across teams and organisations, as well as a wide range of individuals, including star ranked officers and APS equivalent.
- Be flexible, adaptive, and resilient in a fast-paced environment.

Eligibility

Security Clearance:

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

Notes

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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	Andrew Steele, 02 5108 6069
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E848F0FA-37EC-0592-8CCD-D21C8F08D879

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Defence

Vacancy VN-0732050

Department of Defence

Closing Date: Wednesday 08 November 2023

Joint Capabilities Group
Joint Logistics Command

Job Title	Test Engineer
Job Type	Full-Time, Ongoing
Location	Port Wakefield SA
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	JCG/10469/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=DF97E67A-5564-DFED-6986-D21C8F364768>

Duties

The Role

The Joint Proof & Experimental Unit (JPEU), part of the Explosive Ordnance Branch within the Joint Logistics Command, is seeking a proactive Test Engineer. This role is centred around engineering duties within an organized system and closely collaborates with the Chief Engineer and Range Trials Officers. Responsibilities include enhancing test capabilities, designing test equipment, developing test methodologies, and interpreting test standards.

The ideal candidate should have knowledge of explosive ordnance, administrative competence, and a willingness to take on EO test engineering responsibilities. We seek a motivated individual with strong communication and interpersonal skills, an understanding of a regulated environment, and a commitment to achieving organizational objectives. This position entails regular interaction with government agencies and commercial partners, necessitating strong communication skills.

Employment at Port Wakefield includes a Special Defence Locality Assistance allowance, \$255.36 per fortnight.

About our Team

Test Engineers are integral members of the Joint Proof and Experimental Unit Engineering Team, which comprises the Chief Engineer, Deputy Chief Engineer, Test Engineers, and Technical Officers. This team handles a diverse workload that includes designing test equipment, investigating explosives ordnance issues, creating performance specifications for Joint Proof and Experimental Unit equipment, and assisting with technical planning for testing and evaluation.

The Engineering Team plays a crucial role in supporting all operational activities at the two Proof and Experimental Establishments dedicated to explosive ordnance testing and evaluation. A significant portion of their responsibilities involves collaborating with the Capability/Logistics team to modernize the organization's testing and evaluation equipment, a substantial endeavour demanding meticulous planning and ongoing assessment.

While the team is primarily situated at Port Wakefield and Graytown, some members work remotely from overseas locations.

Our Ideal Candidate

The ideal candidate should demonstrate versatility in customer interactions, conducting research, and engineering solutions for a diverse range of explosive ordnance test and evaluation systems, encompassing weapons, targets, and support systems. Effective communication and the ability to influence outcomes in line with the 'Best Outcomes for Defence' are vital.

A keen eye for detail is essential, allowing for the development, review, and approval of engineering designs within their assessed competency level. The candidate should exhibit dynamism, actively pursuing continuous improvement in systems and processes, and encouraging the adoption of Lean methodologies across the team and organization to enhance efficiency.

Proficiency in using a variety of tools, including Microsoft software, IT systems, and engineering resources, is expected. The successful candidate should be intrinsically motivated, consistently seeking ways to contribute to the organization's goals and vision.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Vinh Le, 08 8860 9312
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DF97E67A-5564-DFED-6986-D21C8F364768

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Defence

Vacancy VN-0732055

Department of Defence

Closing Date: Wednesday 08 November 2023

Defence People Group
People Services

Job Title	Senior Complaints Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Amberley QLD, Berrimah NT, Canberra ACT, Edinburgh SA, Richmond NSW, Sydney NSW
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	DPG/10505/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D4486FD9-1382-8AB0-EE31-D21C8FBAEBBD>

Duties

The Role

The APS 6 Senior Complaints Officer contributes to the outcomes of the HR Services Branch. Our priority is to provide Complaint Management services through a consistent focus on customer service excellence, and work collaboratively with our colleagues to achieve the best outcomes for our people. This role is responsible for managing different case types both internal and external to the Department.

The APS 6 Senior Complaints Officer will apply demonstrated critical analysis and reasoning skills to prepare considered outcomes for internal complaints, predominantly APS Review of Actions, under the broad guidance of the Delegate. This role also will be responsible for managing external relationships and complaints received through external complaint agencies such as the Australian Human Rights Commission, Office of the Australian Information Commissioner, Commonwealth Ombudsman and the Merit Protection Commission on behalf of the Department.

A key requirement of this position is well-developed stakeholder engagement and management skills that will enable you to grow and leverage strong relationships across Defence to effectively manage complaints. You will work closely with both complainants, response areas, stakeholders and external agencies to support best practice complaint management. You will manage complex

complaints and be required to sensitively and respectfully engage with complaints, and develop individualised strategies to encourage resolution of their concerns.

You will work with the broader team to ensure Defence policy, guides and tools provide effective support to enable early intervention and prevention of complaint escalation. You will also provide education activities to address and prevent re-occurrence. It is anticipated that this role, as part of the Directorate of Complaints and Resolution will have input and influence into significant reform borne out of concurrent reviews.

About our Team

Within the HR Services Branch, the Directorate of Complaints and Resolution is geographically dispersed and manages a range of people functions including administrative review, complaints management and dispute resolution. The Directorate, provides whole of Enterprise complaint management and resolution services, to empower Defence personnel with sustainable tools and resources to effectively manage disputes and resolve issues at the lowest appropriate level.

The Complaints team is the Defence conduit for external agencies such as the Commonwealth and Defence Force Ombudsman, the Australian Human Rights Commission, and the Merit Protection Commission, and is responsible for coordinating and managing organisational responses to complaints received through these bodies, supported by Defence Legal for the provision of legal advice and services.

It also manages internal complaints such as Reviews of Action. In managing applications and complaints, Delegations are exercised under various legislation, and matters are responded to on behalf of the Secretary and/or Chief of Defence Force (CDF). The Directorate is embarking on an exciting reform journey and these positions will play a key role in designing and delivering products and services to enhance complaint handling and conflict across the Defence enterprise.

Our Ideal Candidate

Our ideal candidate will demonstrate experience in resolving complaints and employment matters. On-going success in this role will be characterised by your ability to:

- Position yourself as a trusted and credible advisor with all stakeholders.
- Apply strong problem solving and critical analysis skills to the management of complaints, and employing principles of trauma-informed responses to support both complainants and respondents through the complaint process
- Accurately interpret and apply policy and legislation with a practical understanding of compliance and risk management
- Work collaboratively as part of dynamic team environment
- Communicate effectively and persuasively, using facts and evidence to support advice and findings in both written and verbal form.
- Demonstrate initiative, innovation, resilience, and agility in delivering contemporary complaint handling practices and managing complex complaints.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Latisha Beaukers, 07 5362 5490
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D4486FD9-1382-8AB0-EE31-D21C8FBAEBBD

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Defence

Vacancy VN-0732062

Department of Defence

Closing Date: Wednesday 22 November 2023

Joint Operations Command
Headquarters Joint Operations Command

Job Title	Health Governance Officer
Job Type	Full-Time, Ongoing
Location	Bungendore NSW
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	JOC/10555/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=2153327D-BA7B-8160-CE3D-D21C8FDE30FB>

Duties

The Role

An APS 6 Governance Officer will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures.

They will provide detailed governance technical, professional and policy advice in relation to complex work and contribute to strategic planning, program and project management and policy development. We encourage candidates to have the capacity to bring clarity to complex problem sets, critically examining complex issues to develop sound policy advice with implementable solution.

Coordinate, perform and oversee quality assurance (QA), governance (including clinical and therapeutics governance), auditing

and reporting activities Health governance framework. Provide guidance on and manage QA processes and business activities, including development, review and improvement of activities under the governance framework and maintain an operational casualty management database.

About our Team

The Health Directorate HQJOC consists of highly performing health professionals with a strong desire to support and enable ADF Operations. Experienced military health professionals. You will be expected to work closely with this team and relevant stakeholders to provide health policy and project advice to enable the effective delivering of health effects in support of ADF operations.

You will be expected to work closely with strategic policy and project counter parts in Joint Health Command as part of your role in operationalising strategic health inputs and effects. You will be expected to provide your subject matter expertise advice on a range of complex policy and projects as well as ensuring the Directorate team members have the required policy advice and knowledge to incorporate in written health guidance documents. A small team of health administrators to enable to delivery and coordination of written health guidance products may support you.

Our Ideal Candidate

This role is ideally suited to an experienced health governance and quality assurance professional with strong leadership experience and an interest in working within a dynamic, integrated team at a fast paced operational headquarter.

The Ideal Candidate will have:

- Excellent written and verbal communication skills.
- Strong interpersonal and team building skills.

This role requires building strong links with military leadership to ensure the needs of the organisation are met.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 2".

Notes

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

About the Department of Defence

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To Apply

Position Contact	COL Andrew Whitworth, 02 8340 5207
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2153327D-BA7B-8160-CE3D-D21C8FDE30FB

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Defence

Vacancy VN-0732073

Department of Defence

Closing Date: Wednesday 08 November 2023

Joint Capabilities Group
ICT Operations Division

Job Title	Senior Network Administrator
Job Type	Full-Time, Ongoing
Location	Harman ACT
Salary	\$111,441 - \$125,705
Classification	Executive Level 1
Position Number	JCG/10558/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3ADB42DB-B553-3653-6FF5-D21C908A7DD2>

Duties

The Role

As a Senior Network Administrator, you will be responsible for providing expert advice on the design, delivery and uplift of Network services in support of both service improvement and major project activities across the Strategic Communication realm of Defence ICT Operations. Under broad oversight from the Deputy Director Strategic Communication Delivery, and in response to Project Manager and/or wider team needs, the successful candidate will be responsible to work as part of one or more Project delivery teams to deliver network-focused outcomes.

The role will be responsible for leading the design, deployment, hardening and uplift of Network services (switches, routers & firewalls, in support of Strategic Communication outcomes on behalf of Australian Defence and our Coalition partners. The position capitalises on specialist knowledge and experience to assist with the design and delivery of Project capability in support of prescribed Directorate, and wider Defence outcomes.

About our Team

Within the Joint Capabilities Group (JCG), the Defence Strategic Communication Branch (DSCB) – Strategic Communication Sustainment & Interoperability (SCSI) is a large and complex team of people tasked with providing efficient oversight and uplift of critical services serving the wider Australian Defence Force and our Coalition partners.

This role will form an important part of the wider capability sustainment and uplift outcomes delivered by the Directorate and the Branch. The position capitalises on specialist knowledge and experience to deliver server driven outcomes in support of secure communication and information sharing initiatives within Defence, and between AUS Defence and our allied/coalition partners.

Our Ideal Candidate

This is a widely focused role covering a variety of Network engineering outcomes in support of the Defence Strategic Communication area of responsibility. Our ideal candidate will have demonstrated recent experience in network design, delivery, support and uplift, with an ability to adapt to a variety of scenarios. These technical skills will be coupled with a can do and

outcome-focused attitude, to ensure Project outcomes are delivered in line with defined needs.

While this is primarily Network-focused role, strong understanding of IT security, server engineering, gateway and hypervisors, plus demonstrated ability to successfully engage with widespread technical and non-technical stakeholders will be essential to success in this role.

Regular responsibilities of this role will include:

- Assuming the lead Network Engineering role as part of a project team to deliver exceptional Network Engineering outcomes in support of Strategic Communication capability.
- Plan, design, build and improve Network capability in support of Project delivery.
- Provide advice to the Project Manager and/or Directorate leadership with regard to Network licensing, configuration, hardening, and ongoing sustainment needs.

Eligibility

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

Notes

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To Apply

Position Contact	Darren Alexander, 02 5130 2142
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3ADB42DB-B553-3653-6FF5-D21C908A7DD2

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Department of Defence

Closing Date: Wednesday 08 November 2023

Navy
Deputy Chief of Navy

Job Title	Contract Management Officer
Job Type	Full-Time, Ongoing
Location	Hmas Cerberus VIC, Garden Island WA
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	NAVY/10426/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=9C69CDB8-D4E1-106E-9782-D21C910C791D>

Duties

The Role

Training Force (TF) is undergoing a significant transformation to ensure we are able to meet the future training demand, as well as the learner's expectations of the larger future Navy workforce, within a continuous shipbuilding context that is delivering newer and more complex capabilities over the next 50 years. The APS6 Contract Management Officer will be integral to the Training Force Commercial Cell (TFCC).

The TFCC is designed to strategically consolidate, centralise and manage the Commercial Contract Management functions within the Training Force Headquarters (TFHQ), to support the delivery of contracted training services geographically valued at over \$80m per annum across Training Force (TF). As a key member of the TFCC, you will be responsible for supporting contract management activities with a clear emphasis on governance and assurance. You will support, undertake and inform contract management activities, and will interact with a wide range of stakeholders, who are central to the provision of capability and the delivery of Navy and broader Defence training or supporting services.

The additional payment is a Building Defence Capability Payment (BDCP) which enables Defence to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA) to some or all of the jobs within a critical occupation(s) or discipline within a workplace. Applicants engaged into a BDCP position must consider the following. BDCPs provide remuneration in addition to the Defence Enterprise Agreement (EA).

This arrangement is subject to meeting eligibility criteria and is subject to annual review. Should your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for the BDCP may be reviewed and ceased. It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence. Should the BDCP be ceased you will be advised and your BDCP additional payment will cease.

About our Team

Reporting to the Deputy Director (EL1), Contracts and Commercial Manager of the TFCC, the team consists of contract management and procurement officers who are geographically dispersed in primary locations within Training Authorities, supporting the optimisation and centralisation of the contract and procurement management function.

Our Ideal Candidate

You will have demonstrated experience in supporting contract management activities, including supporting procurement processes and complex contracts, and in understanding and applying contract management principles, legislative and mandatory procurement and contracting policy compliance obligations. You will need to be adept in stakeholder engagement and relationship management, with good interpersonal skills, including negotiation, communication and influencing.

You will need to be able to manage complex or difficult issues. You will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve Training Force outcomes. The role requires an agile approach to managing competing priorities and the ability to remain focussed on delivering outcomes working with a diverse and dispersed workforce.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Lachlan Fenger, 02 6155 9099
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9C69CDB8-D4E1-106E-9782-D21C910C791D

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Defence

Vacancy VN-0732083

Department of Defence

Closing Date: Wednesday 08 November 2023

Navy
Deputy Chief of Navy

Job Title	Procurement and Contracting Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Garden Island NSW, Randwick NSW, Watsons Bay NSW
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	NAVY/10442/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=EE5C2511-2A65-62BD-73D1-D21C9169DA90>

Duties

The Role

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You will support and inform future procurement strategies, and will interact with a wide range of stakeholders, who are central to the provision of capability and the delivery of Navy and broader Defence training or supporting services.

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About our Team

Reporting to the Deputy Director (EL1), Contract and Procurement Manager of the TFCC, the team consists of contract management and procurement & contracting officers who are geographically dispersed in primary locations within Training Authorities, supporting the optimisation and centralisation of the contract and procurement management function.

Our Ideal Candidate

You will have demonstrated experience in supporting contract negotiations, administering and/or managing procurement processes and complex contracts, and in understanding and applying procurement principles, legislative and mandatory procurement and contracting policy compliance obligations. You will need to be adept in stakeholder engagement and relationship management, with good interpersonal skills, including negotiation, communication and influencing.

You will need to be able to manage complex or difficult issues. You will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve Training Force outcomes. The role requires an agile approach to managing competing priorities and the ability to remain focused on delivering outcomes working with a diverse and dispersed workforce.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Lachlan Fenger, 02 6155 9099
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EE5C2511-2A65-62BD-73D1-D21C9169DA90

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Defence

Vacancy VN-0732087

Department of Defence

Closing Date:Wednesday 08 November 2023

Chief Information Officer Group
Chief Information Officer Group

Job Title	Director, Shared Business Services
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$129,391 - \$155,309
Classification	Executive Level 2
Position Number	CIOG/10501/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=68E524DC-AD8A-5047-3DFE-D21C918F8A24>

Duties

The Role

The duties of an EL 2 Contract Management Director occupation in Defence include the following (note: not all duties are required to be performed during a 12 month performance cycle):

- Accountable for providing leadership and direction to ensure a high-level of integration and consistency across the Defence procurement and contracting function.
- Accountable for managing and leading a team, including providing clear and consistent communication, setting clear performance and behavioural standards, managing performance, delegating responsibility and guiding and developing people.
- Accountable for managing allocated resources, setting work area priorities, workflows, developing strategies and evaluating business outcomes.
- Manage, lead and be accountable for procurement planning, tendering and contract formation and contract management activities while ensuring compliance with legislation, procurement policies, processes and procedures.
- Manage, lead and provide expert advice, assistance and services for procurement policy, technical, commercial, legal, financial investigation and other requirements as applicable in order to support contract management outcomes.
- Develop strategic and commercially sensitive procurement related documentation including templates, schedules, correspondence, reports, submissions, plans and strategies, risk and performance reviews, contract change proposals and other contract management documentation.
- Apply and implement legal principles, legislative and mandatory policy compliance obligations and critical commercial risk and performance requirements related to procurement and contract management.
- Engage, negotiate and persuade clients and stakeholders and respond to very complex enquiries and contract management issues, taking the initiative to identify alternative courses of action to ensure resolution.
- Build, sustain and encourage productive relationships with supervisors, staff and team members and actively participate in team work and group activities.
- Evaluate and address mitigation strategies for the risks associated with contract management activities, suppliers' performance and compliance with mandatory requirements and suggest relevant improvement.
- Interpret and provide advice and assistance on very complex procurement and contract management issues.

- Monitor and manage contract administration, performance and risks against contracts and contribute to appropriate action.

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About our Team

The Joint Force requires networks that are resilient and survivable, adaptive to innovation, and responsive to warfighter's needs. The Warfighting Network and Application (WNA) capability concept is designed to meet this need. WNA capability is delivering warfighter networks that are unified in development and operation, creating national and multinational computer networks across the Joint Force. This is achieved through common network design and architecture, software, hardware, support arrangements and applications.

WNA is the solution for warfighters in information and decision-action cycles, using technology employed by Defence and its partners. It differs from Enterprise ICT due to functionality and attributes required to execute its capability mission in the Operational Environment, with complex and contested conditions. Delivery of WNA capability is a large scale transformation of Defence ICT, pivoting the traditional Defence ICT procurement approach of design, build, run to a continuous full life cycle management strategy (known as the evergreen strategy).

Our Ideal Candidate

An EL 2 Contract Management Director is accountable to lead a work team or teams, plan and manage a range of human and physical resources and exercise the associated people and financial responsibilities. They will provide strategic direction to the work unit, including developing business plans, strategies and priorities and monitor work flow and performance. They are accountable for developing, coaching and reviewing individual, team and business performance, and will identify opportunities for building team capability and continuous improvement. They will set work aligned with strategic objectives and communicate expected outcomes.

An EL 2 Contract Management Director will have extensive knowledge relating to the methodology, systems and procedures within the contract management function and have the ability to translate this into strategy. They will provide a strategic level of specialist, professional and technical expertise, potentially relating to the work of different function areas. They will initiate, establish and maintain strong relationships with a network of stakeholders internally and externally and will have the ability to recognise shared agendas and work toward mutually beneficial outcomes.

This position has people management responsibility and as such you will be required to exercise your people management skills and knowledge to sculpt a high performing and cohesive team.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Gordon Grace, 0473 519 480
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=68E524DC-AD8A-5047-3DFE-D21C918F8A24

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Defence

Vacancy VN-0732141

Department of Defence

Closing Date: Wednesday 08 November 2023

Joint Operations Command
Headquarters Joint Operations Command

Job Title	Operational Health Policy Manager
Job Type	Full-Time, Ongoing
Location	Bungendore NSW, Various locations - ACT ACT
Salary	\$111,441 - \$125,705
Classification	Executive Level 1
Position Number	JOC/10486/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=E993597D-6EBA-EAED-6B85-D21D428EAE8B>

Duties

Your Role

The operational health policy and projects manager is responsible for leading a small team to develop, implement and review operational health policy and doctrine. In the provision of operational policy advice in support of the Commander Headquarters Joint Operations Command, the Officer is to conduct research and analysis, develop options, policies, strategies and initiatives that accord with Defence Strategic Health Policy and Australian Government legislation. Further, the Officer is required to liaise with relevant stakeholders, ensuring the equities of the J07 Directorate are represented at various working groups and associated forums.

The successful candidate will be working in a complex, integrated workforce. They will require an in depth knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

Our Team

The Directorate of Health / J07 Health team consists of highly performing health professionals with a strong desire to support and enable ADF Operations.

Experienced military health professionals with oversight from the J07, Director of Health, manage the team. You will be expected to work closely with this team and relevant stakeholders to provide health policy and project advice to enable the effective delivering of health effects in support of ADF operations.

You will be expected to work closely with strategic policy and project counter parts in Joint Health Command as part of your role in operationalising strategic health inputs and effects.

You will report directly to the Director of Health / J07 and be expected to provide your subject matter expertise advice on a range of complex policy and projects as well as ensuring the Directorate team members have the required policy advice and knowledge to incorporate in written health guidance documents.

A small team of health administrators to enable to delivery and coordination of written health guidance products may support you.

Our Ideal Candidate

This role is ideally suited to an experienced policy and project professional with strong leadership experience and an interest in working within a dynamic, integrated team at a face paced operational headquarter.

This role requires building strong links with military leadership to ensure the needs of the organisation are met.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 2".

Notes

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

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To Apply

Position Contact	COL Andrew Whitworth, 02 8340 5207
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E993597D-6EBA-EAED-6B85-D21D428EAE8B

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Education, Skills and Employment

Vacancy VN-0732175

Department of Education (EDUCATION)

Closing Date:Wednesday 15 November 2023

Legal
Corporate, Early Childhood and Youth Legal | Schools, HERI, Legislation and
Commercial Legal Various

Job Title	Principal Government Lawyer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$155,163 - \$167,945
Classification	Principal Government Lawyer
Position Number	23/3122
Agency Website	https://www.education.gov.au/

Job Description

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

Are you a high performing and enthusiastic lawyer interested in:

- High profile projects of national importance
- A variety of work that creates transferable skills and experience including public and administrative law, management of litigation, statutory interpretation and legislative drafting
- Learning and development both formal and on the job, including opportunities for higher duties
- Competitive conditions, including flexible work arrangements
- Autonomy and client contact with appropriate support and supervision
- A social and friendly workplace
- A collegiate legal practice that promotes excellence

Then come join the Legal practice at the Department of Education! **Duties**

The successful candidate will be responsible for the delivery of legal services by, and management of one of our legal teams. This involves:

- Leading and managing the team to ensure it delivers timely, high quality, clear and risk based legal services;
- Developing and maintaining effective and collaborative relationships with colleagues (both in legal and line areas) and external stakeholders; and
- Working collaboratively as a member of the legal area's leadership team, promoting the strategic direction and demonstrating the core values of the department and the APS, and contributing to the management of the legal area (including in relation to practice management and staff development).

Eligibility

To be eligible for this position applicants must have:

- A degree in law from an Australian tertiary institution, or a comparable overseas qualification;
- Admission as a legal practitioner in an Australian Court; and
- Eligibility to hold a restricted Government practising certificate.

Citizenship: Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

Security Clearance: This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Negative Vetting 1 security clearance. **Notes**

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

About the Department of Education (EDUCATION)

The Department of Education contributes to Australia's economic prosperity and social wellbeing by creating opportunities and driving better outcomes through access to quality education and learning. A strong early childhood education system built around early learning and child care gives children the best start in life—supporting them to build social and behavioural skills to help prepare them to transition to school. For parents and carers, affordable child care enables them to participate in the workforce, pursue further education or other opportunities to contribute to their community — bolstering the social wellbeing and economic prosperity of the nation. As children continue their journey through school, access to quality education creates the foundation for a bright future – it opens a world of possibilities and equips children and young people with the skills, knowledge, and career advice to prepare them for further work or study to fulfil their dreams. An affordable, and accessible higher education sector allows Australians and international students to pursue their passion in life or reskill for the jobs of the future. A strong higher education and research sector in step with national priority areas provides people with an opportunity to choose a career path that addresses skill shortages or the challenges of the future including, clean energy, advanced manufacturing, health, and education. Through education and learning, we change lives, create opportunities, and support Australia's economic success and social wellbeing.

To Apply

Position Contact	Milli Wong, 02 6240 8380
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Health

Vacancy VN-0732258

Aged Care Quality and Safety Commission

Closing Date:Thursday 26 October 2023

Aged Care Quality and Safety Commission
Quality Assessment and Monitoring Group

Job Title	Change Management Officer
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Hobart TAS, Canberra ACT, Brisbane QLD, Perth WA, Melbourne VIC, Adelaide SA
Salary	-
Classification	APS Level 6
Position Number	TBC
Agency Website	

Job Description

<https://www.agedcarequality.gov.au/about-us/careers/current-vacancies>

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. The role of the Commission is to protect and enhance the safety, health, wellbeing and quality of life of people receiving aged care. We are the national end-to-end regulator of aged care services and are focused on delivering a world class sector that safeguards the welfare and rights of consumers. We are invested in engagement and education to:

- build confidence and trust in aged care
- empower consumers
- support providers to comply with quality standards
- promote best practice service provision.

Our responsibilities

We are also responsible for:

- granting approval for providers to deliver aged care services
- administering the Serious Incidents Response Scheme
- reducing the use of restrictive practices.

We independently accredit, assess and monitor aged care services subsidised by the Australian Government, conduct home care investigations and determine provider compliance including whether any requirements or sanctions need to be imposed. We also resolve complaints about services. **Duties**

The Quality Assessment and Monitoring Group is responsible for quality assessment and monitoring of approved provider compliance with the Aged Care Quality Standards, accreditation and reaccreditation audits of residential aged care services, quality audits of home services, and investigations into triaged reports of serious incidents in aged care services.

The Change Management Officer will support the QAMG Quality Assurance and Standards Team during a period of regulatory reform including the implementation of Strengthened Standards. The Change Management Officer will be a communication and change management champion, supporting the regular consolidation, communication and distribution of updates and changes through multiple platforms including meetings, training, emails, slides and presentations to all levels of the QAMG workforce.

As a Change Management Officer in the Quality Assessment and Monitoring Group, you will:

- Manage change and provide support to the Quality Assurance and Standards team.
- Provide support to a team of QAMG subject matter experts to develop:

- Training content and materials
- Communication strategies and materials
- Consolidation and analysis of feedback
- Develop and review guidance, tools and tier 3 policy documents for new methodologies and processes.
- Contribute to the development and maintenance of relevant quality assurance or quality sampling tools, guidance and procedures.
- Apply strong communication and interpersonal skills and work constructively as part of a team and with internal stakeholders to promote continuous improvements.

Eligibility

Our ideal candidate

Our ideal candidates will demonstrate their capability to:

- A strong understanding of legislative, policy and regulatory frameworks, in particular the Aged Care Quality and Safety Commission Act 2018, Aged Care Quality and Safety Commission Rules 2018, administrative decision-making principles and the Aged Care Quality Standards, or be able to demonstrate a capacity to quickly acquire this knowledge.
- Demonstrated experience in critical analysis, data interpretation and conceptual skills with the ability to translate complex information into logical, concise, evidence-based reports and briefs in line with quality assurance requirements.
- Excellent oral and written communication skills supporting an ability to effectively manage interpersonal relationships and communicate with influence with internal stakeholders.
- Experience in quality management, continuous improvement, process design or process improvement with high level attention to detail, accuracy and thoroughness in work undertaken.
- Demonstrated ability to respond positively to change, take responsibility for managing work initiatives and the ability to build capability and provide support to teams.
- Experience as a quality assessor is not essential, however assessor knowledge and experience are welcome.
- Be an effective representative of the organisation, acting professionally (including adhering to APS Values & Code of Conduct) and operating within the boundaries of organisational processes and legal and public policy directions.

Eligibility

To be eligible for these positions you must be an Australian citizen.

Successful candidates will be:

- assessed through our pre-employment screening checks, such as an Australian Criminal History Check.
- Travel (within state and interstate) may be a requirement of the role. Travel may involve several nights or overnight travel. Applicable travel expenses are covered under the Commission's travel policy.

Notes

Salary offered will be between \$89,394 and \$100,849 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.

Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information please visit www.apsc.gov.au/citizenship-aps.

Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 18 months with a possibility of extension to a maximum of three years.

How to Apply?

1. Navigate to 'Current Vacancies' section of the careers page- <https://www.agedcarequality.gov.au/about-us/careers/current-vacancies> and locate the relevant job title. All documentation relating to the role and application process will be located here.
2. Click on the job title and at the bottom of the Advertisement you will be asked to create an account. If you are a first-time user or to sign in to complete your application.
3. As part of your application you will be requested to complete one page pitch' telling us how your skills, knowledge, experience, and qualifications make you the best person for the job and to perform at the relevant classification level.
4. Click 'Apply Now' when you are ready to submit your application.

Please complete your application by **11:59pm AEDT on Thursday 26th October 2023**.

As part of your application you will need to provide:

- Your resume (normally three pages maximum)
- A 'one page pitch' telling us how your skills, knowledge, experience, and qualifications make you the best person for the job and to perform at the relevant classification level. **In no more than 600 words**

You are encouraged to refer to 'The Opportunity' and 'Our Ideal Candidate' sections of this position, and the APSC's [Cracking the Code](#) to assist you in drafting your one page pitch.

Only completed applications will be accepted.

Contact Officer:

Please contact our recruitment team on (02) 9633 3262 or recruitment@agedcarequality.gov.au for assistance with accessing our website or with lodging your application. Specific questions about the role can be directed to Alice Redden by emailing Alice.Redden@agedcarequality.gov.au with Position title in the subject line.

Diversity and Inclusion

The Commission is committed to fostering a workplace with flexible work arrangements to support a diverse, respectful and inclusive culture for all staff.

The Commission recognises the richness of Aboriginal and Torres Strait Islander cultures and the unique knowledge Aboriginal and Torres Strait Islander employees bring to our workplace, policy development and service delivery. We welcome and actively encourage applications from Aboriginal and Torres Strait Islander people in line with our commitments in our [Reconciliation Action Plan](#)

Further information:

For further information about the Quality Commission, office locations and other related resources, please visit <https://www.agedcarequality.gov.au>

For more information on the Australian Public Service, please visit

<http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code/factsheet-4> and <http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code>.

About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. The role of the Commission is to protect and enhance the safety, health, wellbeing and quality of life of people receiving aged care. The Commission is the national end-to-end regulator of aged care services and the primary point of contact for consumers and providers in relation to quality and safety. Our vision is to support a world-class aged care system driven by empowered consumers who enjoy the best possible

quality of life. We aim to build confidence and trust in aged care, empower consumers, promote best practice service provision, promote quality standards and hold providers to account for their performance against the expected standards of care. We seek to promote an aged care system that develops safer systems of care, inculcates a culture of safety and quality, and learns from mistakes, while providing the oversight that can assure the community that aged care services are operating as they should, including working on continuous improvement. Meet some of our people and learn more about the Commission and our Regulatory Strategy on our website www.agedcarequality.gov.au

To Apply

Position Contact	Alice Redden, 08 8432 1522
Agency Recruitment Site	https://www.agedcarequality.gov.au/about-us/careers/current-vacancies

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Health

Vacancy VN-0732245

Australian Institute of Health and Welfare

Closing Date: Tuesday 14 November 2023

Data Governance and Integration Group Ethics and Privacy Unit

Job Title	EL1 Senior Governance and Privacy Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$110,698 - \$123,486
Classification	Executive Level 1
Position Number	#113_10/23
Agency Website	

Job Description

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

The Data Governance & Integration Group (DGIG) responsibilities include leading the development and implementation of the Institute's data integration strategies including major data assets, such as the National Integrated Health Services Information; protecting the confidentiality and privacy of data holdings through data governance leadership and support to the AIHW Ethics Committee; and managing key relationships across government in support of the public sector data agenda.

The Ethics and Privacy Unit provides advice and support to the AIHW on ethics, privacy, and data governance matters. It manages relationships with key stakeholders and coordinates key Institute data governance activities.

The successful candidate will be responsible for undertaking work in relation to the privacy responsibilities of the Ethics and Privacy Unit. This will involve:

- ensuring the AIHW meets its legislative requirements;
- assisting data governance and ethics secretariat staff to develop policies and procedures that ensure privacy compliance of AIHW projects and appropriate guidance for staff;
- providing legal advice in relation to AIHW data-related activities.

Provide cover for other EL1 Senior Governance and Privacy Officer during times of leave, by advising on a range of matters including:

- data sharing, data supply and research agreements,
- potential breaches of Ethics Committee and other approvals,
- other duties to support the work of the Unit including preparing submissions and feedback to other government agencies as well as internal Units such as ICT.

Duties

Under general direction:

- Work collaboratively with the Unit Head and other EL1 officers within the Unit to provide leadership, support, and the effective management of allocated resources
- Provide advice as detailed in the position description
- Assist in raising privacy awareness across AIHW
- Represent the AIHW at meetings, conferences or seminars and liaise with internal and external stakeholders.

Eligibility

Our ideal candidate will have most or all of the following skills and knowledge:

1. Shapes strategic thinking

This is about your ability to understand the link between the work of the Unit, the Institute and the whole of government agenda. This is demonstrated by your analytical thinking and sound judgement to translate strategic objectives to operational goals.

2. Achieves results

This is about your commitment to working towards the delivery of outcomes and your ability to draw on your own and others' expertise to achieve these goals. It is also about how you deal with and implement change.

3. Cultivates productive working relationships

This encapsulates teamwork, respect for your colleagues, and building and nurturing internal and external collaborative working relationships. It also entails developing, supporting and mentoring staff.

4. Exemplifies personal drive and integrity

This is about pushing yourself to achieve your work goals while maintaining integrity and confidentiality. It includes providing impartial and forthright advice and facing challenges constructively.

5. Communicates with influence

This emphasises the importance of excellence in oral and written communication with all your internal and external stakeholders, colleagues and clients. It is also about your ability to negotiate mutually beneficial outcomes.

6. Demonstrates a sound understanding of the privacy, confidentiality and data governance matters affecting the AIHW

This is about your understanding of the factors that drive and shape the AIHW approach to ensuring we sustain exemplary privacy, confidentiality and data governance policies, guidelines and practices.

The successful applicant is required to have tertiary qualifications in law and relevant work experience appropriate to the position. A current practising certificate is not required.

Notes

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

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

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Katy Wilson, 02 6249 5106
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0732274

Australian Institute of Health and Welfare

Closing Date:Tuesday 07 November 2023

Business & Technology Group Operations and Platforms Unit

Job Title	APS6 ICT Service Desk Team Lead
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$90,505 - \$100,051
Classification	APS Level 6
Position Number	#115_10/23
Agency Website	

Job Description

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

The Business & Technology Group (BTG) delivers the business infrastructure that supports AIHW Business in the discharge of their statistics and information responsibilities. Within the BTG, the ICT Operations and Platforms Unit provides the ICT infrastructure necessary to support the AIHW's evolving and expanding business requirements as well as supporting ICT security and project initiatives.

AIHW's rich mix of technologies, coupled with the Institutes' dynamic and nationally significant work program, makes for a challenging and exciting work environment. The ICT Operations and Platforms Unit works closely together to exploit their diverse range of talents and skill sets to find new and innovative approaches to meet these challenges.

The Business and Technology Group is seeking a Technical Service Desk Team Lead to manage a small team of Desk Support Technicians who provide level 1 and 2 ICT support to AIHW. You will drive efficiencies, provide guidance and technical support to your team. You will have Incident Management, Problem Management and triage experience and be escalation point for Service Desk requests. You will also be accountable for managing your team, rostering, and upskilling Desktop Support staff.

To succeed in this role, you will be a motivated go-getter who is able to work in a fast-paced environment, effectively manage their priorities and communicate with a wide range of stakeholders.

Duties

Under general direction you will:

- Managing a small team of Service Desk Technicians and driving efficiencies and innovation.
- Ensuring the provision of professional, reliable, and efficient client focused support to AIHW staff for a wide variety of hardware, software, and site-specific applications.
- Acting as an escalation point for the Services Desk staff and providing support and mentorship.
- Supporting the ongoing development, management, and enforcement of ITIL best practice policies, guidelines and procedures.
- Ensuring the development and maintenance of Standard Operating Procedures and Knowledge Base solutions.
- Applying best practice, experience and common sense to contribute to the design and development of the Institute's computing environment.
- Working with other ICT teams and business units to solve issues as well as recommend improvements from a user perspective.
- Drafting and distributing stakeholder communication relating to ICT.
- Developing, monitoring and reporting on Key Performance Indicators which measure the success of the Service Desk team.

Eligibility

Our ideal candidate will have most or all of the following skills and knowledge:

1. Well-developed leadership and people management skills, including the ability to provide direction, support, and effective performance management of staff.
2. Demonstrated ICT diagnostic and analytical skills, supported by a knowledge of ITIL and ITSM practices to support a complex IT environment.
3. Well-developed internal and external stakeholder liaison and negotiation skills.
4. Well-developed written and verbal communication skills, including the ability to communicate complex technical matters to non-technical audiences.
5. Well-developed organisational skills, including the ability to manage one's own and the team's workflow and priorities.
6. Relevant experience in a comparable IT environment, specifically in the support of Windows SOE building and deployment, Application deployment, M365 user support, AV and telephony support, ManageEngine applications, and Active Directory.

Knowledge of Infrastructure Technology Library (ITIL) and IT Service Management (ITSM) is essential.

To be successful in this role, you will have the ability to quickly understand new technologies and have relevant experience in Service Desk environment and Service Management. **Notes**

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

Your application must include:

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

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Gavin Thomson, 02 6244 1124
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Australian Radiation Protection and Nuclear Safety Agency

Closing Date: Sunday 12 November 2023

Radiation Health Services Radiation Protection Services

Job Title	Assistant Director Personal Radiation Monitoring Service
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Yallambie VIC
Salary	\$110,305 - \$126,917
Classification	Executive Level 1
Position Number	13188
Agency Website	https://www.arpansa.gov.au/

Job Description

<https://www.arpansa.gov.au/about-us/careers/applying-job>

Primary purpose of the role

Under the broad direction from the Director, Radiation Protection Services, the Assistant Director Personal Radiation Monitoring Service (PRMS) will provide expertise across a broad range of activities relating to delivery of radiation protection services for Australian workers exposed to ionising radiation. You will be responsible for the leadership, management and continued improvement of the PRMS. This includes taking responsibility for team outcomes, monitoring progress and delivering quality outcomes.

Duties

Key accountabilities

- Working with a level of independence, lead and manage the effective delivery of the quality accredited PRMS to the Australian market place, and support the broader RPS Section.
- Support the strategic directions for your area of responsibility by developing and implementing work plans, contributing to innovation and business improvements, engaging with risk and managing change.
- Effectively manage competing priorities when achieving team planning and project outcomes in line with agency goals and objectives, including through the implementation of digital systems.
- Promote the agency's business objectives through relationships with a range of stakeholders to support customer needs, including through the provision of expert advice.
- Promote a culture of high performance and continual improvement in a positive team environment.

Eligibility

Our ideal candidate - job specific capabilities

To be considered for this position, you will have successfully worked in a scientific leadership role and have well developed skills in the measurement, calculation and assessment of ionising radiation dose absorbed by the human body. You will have a strong understanding of delivering high throughput processes using modern technology and accredited quality scientific services.

Tertiary qualifications from an Australian Tertiary Institution in a relevant field or comparable overseas qualifications or other alternative qualifications and experience appropriate to the position are essential. You will actively contribute to a high performing culture through building and supporting the team environment by coaching others, providing performance feedback, conflict resolution and encouraging career development. You will have demonstrated experience in engaging stakeholders to identify opportunities, achieve outcomes and deliver high quality customer service.

You must hold Australian citizenship or possess permanent residency status leading to citizenship and be prepared to travel interstate from time to time as required. ARPANSA requires all new employees to obtain and maintain a Baseline security clearance as a condition of engagement.

Selection criteria

There are five selection criteria for this role. If you want to advance your career, please tell us your skills, experiences and achievements that demonstrate all selection criteria in no more than 1000 words in total.

1. Well-developed skills in achieving scientific and technical operational outcomes in a quality-controlled laboratory.
2. Demonstrated leadership capability together with experience in successfully managing service delivery functions.
3. Demonstrated ability to communicate and apply professional judgement and innovative approaches to problem solving and program management.
4. Demonstrated ability to plan and monitor work processes, direct and coordinate quality assurance practices and set performance indicators.
5. Proven ability to lead a high performing customer-focussed team and the ability to manage and cultivate strong customer relationships.

Notes

How to apply

Applications can be lodged through [ARPANSA Careers](#).

Your application will consist of resume, ARPANSA cover letter, contact details for two referees and a '1000-word pitch' that considers:

- Key accountabilities
- Job specific capabilities
- Selection criteria.

For further information, please contact Stephen Marks via phone 03 9433 2360.

Application close: 12 November 2023

This position will be offered Ongoing/Non ongoing for a specified term of up to 18 months, with the possibility of extension up to three years. This non-ongoing position may become ongoing. Should the position become ongoing then the Merit Pool established through this selection process may be used to fill

the vacancy on an ongoing basis.

ARPANSA recognises the need for our workforce to reflect the community we serve and provide an inclusive environment that respects and values diversity. We strongly encourage qualified applicants from diverse backgrounds to apply.

About the Australian Radiation Protection and Nuclear Safety Agency

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

To Apply

Position Contact	Stephen Marks, 03 9433 2360
Agency Recruitment Site	https://www.arpansa.gov.au/about-us/careers/applying-job

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Health

Vacancy VN-0732159

Australian Radiation Protection and Nuclear Safety Agency

Closing Date:Tuesday 07 November 2023

Office for Business Support Digital Technology

Job Title	Digital and Security Developer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Yallambie VIC
Salary	\$110,305 - \$126,917
Classification	Executive Level 1
Position Number	13669
Agency Website	https://www.arpansa.gov.au/

Job Description

<https://www.arpansa.gov.au/about-us/careers/applying-job>

Primary purpose of the role

This is a non-ongoing, full-time position residing in the Digital Technology Section (DTS). The workload will be divided between DTS (60%) and the ACDS (40%).

The Digital and Security Developer plays a critical role in our agencies Digital Technology Section ensuring the security and integrity of digital assets and systems within the agency. This position is responsible for supporting the implementation, maintenance, and enhancement of digital and data solutions while ensuring the highest levels of security and compliance through the principles of DevSecOps. The ideal candidate will have a strong background in software development and security practices.

Working in a small team of multi-skilled specialists, this role operates under broad direction and exercises a considerable degree of independence providing guidance on complex matters. This role will collaborate with stakeholders to clarify business outcomes and deliver a successful secure digital solution that supports agency objectives and minimises ongoing support costs.

A key focus of this role is the management of Secure Digital solutions through the Software Development Life Cycle phases of planning, creating, testing, deploying, and retiring a system.

The secondary purpose of this role is to lead the development, implementation, and maintenance of software solutions to meet the specific needs of the ACDS auditing service while ensuring the highest levels of security and compliance within ARPANSA's cybersecurity environment. A key focus of this role is the continual development and management of an integrated database repository to manage, query and store the ACDS audit data. In particular, the manipulation of DICOM files for extracting information and understanding database structures for large data frames, as well as interactive queries for data mining capabilities. Further responsibilities include general software support for the ACDS staff, in particular assistance with Python and MatLab scientific coding.

Duties

Key accountabilities

DTS

- Determine system requirements and contribute to the planning, execution, testing and documentation phases of development; and updates of applications and Digital solutions;
- Comply with leading practice life cycle management of applications and Digital solutions, to ensure secure effective performance, maintenance, and continuous improvement;
- Integrate security into the entire software development lifecycle, from design and development to testing and deployment.
- Automate security checks and vulnerability assessments within the CI/CD pipeline.
- Collaborate with the cybersecurity team to remediate identified vulnerabilities and implement security best practices.
- Oversee support activities in conjunction with Digital Services group to ensure Digital solutions perform well in production.
- Provide technical support for troubleshooting and resolving digital solution issues.
- Assist in the implementation and maintenance of digital solutions, including web applications, mobile apps, and data platforms.
- Contribute to the work of a multi-disciplinary design and development team such as business, subject matter experts, product owners, testers, developers, and project managers to maintain cohesion and ensure quality outputs; and
- Maintain currency on new technologies and secure software development practices, and suggest ways to incorporate them into our management processes and projects;
- Maintain clear and up-to-date documentation and provide training related to DevSecOps processes and digital solutions and best practice.

ACDS

- Contribute to the work of a multidisciplinary design and development team including medical physicists, radiation therapists, research scientists and business management.
- Determine system requirements and develop, execute, test, and document phases of development of the database systems and associated applications for the ACDS, ensuring that solutions are integrated with the Agency's systems and comply with ARPANSA's security requirements.
- Responsible to ensure Elekta software systems (MOSAIQ, MONACO, ProKNOW, AQUA) are integrated within ARPANSA's digital solutions and operations are compatible with linear accelerator functions as well as ACDS clinical workflows.
- Perform maintenance and upgrades of current in-house software solutions.
- Facilitate university student projects and implementation of software applications developed.
- Develop SOPs and manage software version control within the ACDS quality manual.
- Participate in ACDS research and development activities as required, which may lead to conference presentations and peer reviewed publications.

Eligibility

Our ideal candidate - job specific capabilities

To be considered for this position you will have proven knowledge and demonstrated experience in successfully delivering Secure Digital solutions using contemporary Microsoft and other leading software development and database tools. Under broad direction and with reasonable autonomy you will manage and integrate security into complex development projects while anticipating and responding to stakeholder requirements and expectations.

You will possess well-developed stakeholder management skills, including the ability to lead change and develop secure digital solutions that improve the agency's capability and performance. You will have a proven record of developing positive relationships and the ability to influence diverse stakeholder groups and staff.

The ACDS requires proven knowledge and experience in successfully delivering database solutions using

Python, MatLab and MicroSoft products (including Microsoft Azure and PowerBI). High-level capability in using DICOM RT and image processing techniques is required. Creation and design of user-friendly environments and applications using a GUI are important. A high level of experimental, scientific computer programming and analytical skills is desirable.

You must hold Australian citizenship or possess permanent residency status leading to citizenship and be prepared to travel interstate from time to time as required. ARPANSA requires all new employees to obtain and maintain a Baseline security clearance as a condition of engagement.

Selection criteria

There are six Selection criteria for this position. If you want to advance your career, please tell us your skills, experiences and achievements that demonstrate all selection criteria in no more than 1000 words in total.

1. **Technical Expertise:** Demonstrated track record of successfully delivering complex software projects, showcasing their ability to design and develop scalable applications. A demonstrated knowledge and experience in secure software development, and a strong command of programming languages, frameworks, and technologies.

Required Experience

- Microsoft Technology stack.
- Languages: Highly proficient in Microsoft ASP.NET., MatLab
- Source control: GIT.
- Databases: Microsoft SQL Server/MySQLTesting.
- Web related development: HTML, CSS, JavaScript, WCAG, REST, SOAP, XML, JSON, Python, R, Angular, Web API.
- Tools, and Agile ways of working: SCRUM, JIRA, Azure DevOps, Visual Studio.
- Knowledge or experience in Security, OWASP and other related security best practices.
- Cloud native development – Azure or AWS.
- Experience with security tools and technologies, such as firewalls, intrusion detection systems, and antivirus solutions
- High-level capability in using DICOM RT and image processing techniques.

Highly desirable additional Experience

- API services development.
 - Accessibility standards (WCAG).
 - Experience designing Web, Mobile and SOA solutions architectures.
 - Mobile testing, release management practices.
 - Experience working in a hands-on Agile development environment.
1. **Secure Development Practices:** Demonstrated experience with modern secure software development practices including automated testing and deployment, version control, code reviews and agile methodologies and ability to remediate security vulnerabilities. Including a strong understanding of cybersecurity principles, best practices, and threat landscape.
 2. **Problem-Solving and Analytical Skills:** Demonstrate excellent problem-solving and analytical abilities, with a strong attention to detail. Displaying the ability to identify and resolve technical issues, bugs, and performance bottlenecks, ensuring optimal functionality and performance of the software solutions.
 3. **Time and Project Management:** Demonstrate the ability to manage projects effectively, delivering high-quality software solutions within defined timelines.

4. **Communication Skills:** Demonstrated well-developed level of interpersonal and communication skills including the ability to explain secure digital concepts and technologies to business leaders, as well as business concepts to technologists;
5. **Documentation and training:** Demonstrate the ability to maintain clear and up-to-date documentation related to DevSecOps processes and digital solutions. Demonstrate experience in training and guidance to team members and stakeholders on DevSecOps best practices;

Notes

How to apply

Applications can be lodged through [ARPANSA Careers](#).

Your application will consist of resume, ARPANSA cover sheet, contact details for two referees and a '1000-word pitch' that considers:

- Key accountabilities
- Job specific capabilities
- Selection criteria.

For further information, please contact Denise De Keyzer via phone 03 9433 2395.

Application close: 07 November 2023

This position will be offered Ongoing/Non-ongoing for a specified term of up to 18 months, with the possibility of extension up to three years. This non-ongoing position may become ongoing. Should the position become ongoing then the Merit Pool established through this selection process may be used to fill the vacancy on an ongoing basis.

ARPANSA recognises the need for our workforce to reflect the community we serve and provide an inclusive environment that respects and values diversity. We strongly encourage qualified applicants from diverse backgrounds to apply.

About the Australian Radiation Protection and Nuclear Safety Agency

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

To Apply

Position Contact	Denise De Keyzer, 03 9433 2395
Agency Recruitment Site	https://www.arpansa.gov.au/about-us/careers/applying-job

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Health

Vacancy VN-0731016

Department of Health and Aged Care

Closing Date: Wednesday 08 November 2023

Digital Transformation and Delivery Division (DTDD)
Digital Business and Sector Engagement Branch (DBSE) Engagement
Section

Job Title	Engagement Officer, Digital Business and Sector Engagement Branch
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Adelaide SA, Melbourne VIC, Brisbane QLD, Sydney NSW
Salary	\$91,092 - \$102,765
Classification	APS Level 6
Position Number	23-DTDDIV-20154
Agency Website	

Job Description

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

The Digital Business and Sector Engagement Branch (DBSE) is seeking two APS6 Engagement Officers to join the Engagement Section. These roles will assist in the execution of its internal and public engagement activities, including content development, web design/mastering, communications activities, and product/event coordination. The roles require excellent writing, communication, and production skills, with an ability to produce artefacts that are aligned to strategic intent and established methods. The positions rely on an ability to build relationships and foster an open, collaborative culture with partners across all levels and locations.

The roles are best suited to skilled, high-performing individuals that deliver quality, professional outcomes in a fast-paced but rewarding environment.

Duties

Key responsibilities of the role include:

- Developing and executing on divisional communication and engagement activities.
- Crafting quality and meaningful products and copy for internal and external products (e.g., Executive messaging, emails, events, social posts, surveys/polls, and the web).
- Website design and management, content development, site maintenance, promotion, and measurement.
- Event coordination.
- Copy and deck development.

- Translating strategic intent and divisional priorities into compelling products and initiatives.
- Undertaking section housekeeping; mentoring and supervising junior staff, documenting processes, and contributing to peer reviews.
- Working closely with internal and external stakeholders to establish strong relationships.
- Contributing to a positive culture; promoting and modelling desired Corporate behaviours and a shared sense of purpose.
- Contributing to internal measurement, benefits realisation, reporting, and office administration.

Eligibility

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

Notes

- Applications close 11:30pm AEDT.
- Applicants are asked to quote reference number 23-DTDDIV-20154 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires a minimum of one day a week in the office. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

About the Department of Health and Aged Care

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

To Apply

Position Contact	Chris Bailie, (02) 6289 8954
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0731627

Department of Health and Aged Care

Closing Date: Wednesday 08 November 2023

People Communication and Parliamentary Division
Communication and Change Branch Corporate Communication Section

Job Title	Intranet Developer (SharePoint Online)
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Adelaide SA, Melbourne VIC
Salary	\$91,092 - \$102,765
Classification	APS Level 6
Position Number	23-PCPDIV-20900
Agency Website	

Job Description

<https://www.apsjobs.gov.au/s/external-link?url=https://www.health.gov.au/>

As part of a multi-disciplinary team we have an exciting opportunity for an experienced SharePoint Online developer who will contribute to continuously improving the Health and Aged Care's intranet product (the intranet) to meet business and user needs.

Duties

- Under direction of technical lead of Health and Aged Care Intranet responsible for: configuration, scripting, enhancements, and documentation of intranet for integration with Microsoft 365 platform.
- Ongoing technical troubleshooting for authors and management of technical, accessibility and performance testing and supporting all content publishing across the intranet.
- Delivering high-quality, accessible, and user-centred experiences across the intranet and within SharePoint Online.
- Monitoring platform changes and enhancement opportunities. ensuring Intranet is in line with industry standards, including following the DTA's Digital Service Standard development as

part of Intranet design system and ensuring consistency with Health and Aged Care digital channels contribute to discussions on end-to-end user experience design of all new and redeveloped Intranet applications, integrations and online forms contribute to the Intranet Community of Practice.

- Where relevant, ensure compliance with relevant government certifications and regulations.

Eligibility

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

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

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

For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance at an appropriate level. **Notes**

- Applications close 11:30pm AEDT.
- Applicants are asked to quote reference number 23-PCPDIV-20900 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires a minimum of one day a week in the office. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

About the Department of Health and Aged Care

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To Apply

Position Contact	Aaron Dennis, (08) 8228 8228
Agency Recruitment Site	https://www.apsjobs.gov.au/s/external-link?url=https://www.health.gov.au/

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Health

Vacancy VN-0731690

Department of Health and Aged Care

Closing Date: Wednesday 08 November 2023

Office of Drug Control Division
Office of Drug Control Branch Monitoring and Compliance Section

Job Title	APS Level 6 - Senior Inspector - Monitoring and Compliance
Job Type	Full-Time, Ongoing
Location	Woden ACT
Salary	\$91,092 - \$102,765
Classification	APS Level 6
Position Number	23-ODCDIV-20655
Agency Website	

Job Description

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

APS6, Senior Inspector, Monitoring and Compliance Section, Office of Drug Control

Duties

- Lead and mentor a team of professionals involved in regulating entities licenced under the Narcotics Drugs Act 1967.
- Exercise delegations under the Narcotics Drugs Act 1967.
- Provide expert advice on the conduct of investigations, including the use of the evidence gathering powers under the Regulatory Powers (Standard Provisions) Act 2014, interviewing witnesses and suspects and preparing briefs of evidence for civil and criminal matters.
- Provide considered advice to senior management on available enforcement options when non-compliance is identified, managing the process from initial referral through to completion.
- Oversee the development, implementation and review of internal documentation to guide the compliance and enforcement programs for MaCS.
- Develop an intelligence and data analytics capability to inform a risk-based compliance and enforcement program.
- As a member of the leadership team manage engagement with internal and external stakeholders to contribute to an effective compliance and enforcement program.

Eligibility

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

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

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

Notes

Applications close 11:30pm AEDT
Applicants should quote reference number 23-ODCDIV-20655 to assist when making an enquiry.
Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires a minimum of one day a week in the office. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

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To Apply

Position Contact	Danny McQuillen, 0431203476
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

Industry, Science, Energy and Resources

Vacancy VN-0732229

Australian Nuclear Science and Technology Organisation

Closing Date: Sunday 12 November 2023

Information Technology
SAP Solutions

Job Title	SAP - HR Functional Specialist
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	\$107,184 - \$120,259
Classification	
Position Number	PD-2227
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

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

- Ongoing | Full Time | salary commensurate with experience + 15.4% super
- Lucas Heights location | Health & Wellbeing Programs | Generous leave provisions
- Robust pipeline of Projects, Discoveries and BAU work.
- Solid scope for professional development | work in a community based campus
- On-site Childcare for employees

About the Opportunity

This is a Permanent Position with the SAP Solutions team within ANSTO IT. As an SAP-HR Functional Specialist, you will be involved in the Designing, Implementation and Supporting of a range of on premise & cloud systems.

This is a rare opportunity to go beyond specialisation and expand into other complementing areas such as Demand, Capacity and Stakeholder Management. Be part of a high performing & collaborative team with a solid track record of adding real value to the organisation.

About You

"We are looking for someone to join our team who will have a key focus on the Recruitment & Performance Management Modules of SuccessFactors. It would be advantageous if you also have experience in the Succession Planning, Employee Central and Learning Management modules. This is a rare opportunity for a SuccessFactors specialist committed to excellence and professional growth." **Shailesh Chitnis - SAP**

Solutions Manager

About Us

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

Benefits of Working with Us

ANSTO employees are passionate about what they do. We enjoy being part of an organisation making a difference in the lives of Australians.

We support and reward our employees through eligibility for:

- Training, development and mentoring opportunities
- Performance based salary increases
- Work-life balance with generous leave entitlements and flexible conditions

If you want to join a world class organisation that's making a difference in the lives of Australians, apply now!

Duties

Your Duties and Responsibilities

- Provide Quality Assurance, Governance & assistance with escalations to the Support Partners.
- Manage/ Resolve Tier 2 level support incidents for Success Factors modules if required
- Resolve / coordinate emergency incidents.
- Monitor service level agreements.
- Lead Projects and Discoveries related to SuccessFactors modules in scope.
- Provide Governance and Change Control over work outsourced.
- Administration activities for HR related systems.
-

Please [click here](#) to view the Position Description or click apply to view.

Eligibility

How to Apply

For further technical information relating to this position please refer to the [Position Description](#) or contact Shailesh Chitnis on 0461 505 042. For all other queries please contact Talent Acquisition on +61 (02) 9717 9361.

To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: 11:59pm Sunday 12th November 2023

All applicants must be Australian citizens.

Notes

About the Australian Nuclear Science and Technology Organisation

The Australian Nuclear Science and Technology Organisation, (ANSTO) is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year. To find solutions ANSTO operates much of Australia's landmark infrastructure including one of the world's most modern nuclear research reactors, OPAL; a comprehensive suite of neutron beam instruments; the Australian Synchrotron; the National Imaging Facility Research Cyclotron; and the Centre for Accelerator Science.

To Apply

Position Contact	Shailesh Chitnis, 0461 505 042
Agency Recruitment Site	https://careers.ansto.gov.au/

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Industry, Science, Energy and Resources

Vacancy VN-0732039

Department of Industry, Science and Resources (DISR)

Closing Date: Wednesday 15 November 2023

National Measurement Institute
Legal Metrology Programs & Governance

Job Title	Program Coordinator National Compliance Programs
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Sydney NSW, Brisbane QLD, Perth WA, Melbourne VIC, Hobart TAS, Adelaide SA
Salary	\$94,111 - \$99,167
Classification	APS Level 6
Position Number	0101_10/23
Agency Website	https://www.industry.gov.au/

Job Description

<https://industrycareers.nga.net.au/?AudienceTypeCode=EXT>

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.

About the team

The **National Measurement Institute** (NMI) is Australian Government's peak authority on measurement. We play an important role in the Australian economy by leading, maintaining and regulating Australia's measurement system. We deliver world-class measurement products, advice and client services and administer the regulatory framework for measurement.

We value the different skills, knowledge and perspectives our employees bring. We're committed to giving everyone an equal opportunity to participate, contribute and progress. The APS values exemplify personal drive and integrity, but in addition we also consider that the following values and behaviours of being, adaptable, innovative, accountable, strategic, inclusive and influential are a cornerstone of our organisation. Please consider responding to those values and behaviours as part of your application.

The **Legal Metrology Branch** (LMB) primary role is to administer Australia's measurement legislation, ensuring a level playing field, for consumers, businesses and international trade.

The **Programs and Governance Section** within the LMB has oversight and is accountable for the delivery of a diverse range of business operational requirements, while providing corporate support to the General Manager, Legal Metrology. It is comprised of three functionally aligned units, including Program Coordination and Monitoring, a Support Officer Network, and a Media, Data and Stakeholder Engagement team.

The opportunity

The Program Coordinator National Compliance Programs is responsible for the development of program proposals (including assessment of risk and developing intervention and mitigation strategies) for the endorsement of the Legal Metrology Branch Management Committee. Once endorsed, the Program Coordinator will develop project plans aimed at improving marketplace regulatory compliance using various contemporary compliance intervention strategies, including LMB inspection and audit activities.

In addition to program development responsibilities, the Program Coordinator is accountable for the ongoing management, analysis and reporting on multiple LMB National Compliance Programs which are run concurrently throughout the program year cycle. They seek ongoing intelligence and feedback from stakeholders relating to program efficacy, whilst monitoring expected program outcomes. They are also responsible for leveraging this data and feedback to allow for quality adjustments to the program.

Program Coordinators proactively seek out engagement opportunities with market influencers, external stakeholders, industry bodies and associations to build professional relationships and ensure successful compliance outcomes.

Our ideal candidate

The capabilities listed below describe the specific skills, knowledge and behaviours required to successfully perform this job role:

- Demonstrated ability to develop and maintain strong productive and collaborative working relationships.
- Well-developed skills in research, analysis, problem solving, planning, and managing competing priorities.
- Well-developed skills to design, develop, operationalise, analyse and report outcomes throughout a program year cycle.
- Demonstrated time management skills with the ability to manage and prioritise competing tasks.
- Well-developed oral and written communication skills, with a high level of accuracy and attention to detail.
- Well-developed negotiation and presentation skills for diverse audiences, and the ability to communicate with influence.
- Sound knowledge of, or the ability to rapidly acquire a sound knowledge of, legislation, policies and procedures.
- Proven ability to maintain confidentiality, exercise tact and discretion together with demonstrated commitment to professional values including teamwork, continuous improvement, and performing effectively under high workload conditions.

Desirable role requirements:

- Project Management qualifications and or experience
- Experience in contemporary database interrogation, analysis and reporting software (Power Bi, Excel and Microsoft 365)
- Sound operational knowledge of the National Measurement Act 1960 (Cth) and associated regulations.

Duties

Effectively working in an environment with a high level of complexity and sensitivity, the duties include but are not limited to:

- Liaising with stakeholders and facilitating research and planning of program design and monitoring and delivery.
- Undertaking risk assessment and risk management activities for compliance projects / programs, considering risks in the context of reputation, financial, fraud, conflicts of interest, safety and security.
- Through a consultative process, developing and writing program plans, program briefs, and project plans.
- Analysing data and reporting on data trends and program outcomes.
- Actively monitoring and managing programs - under guidance, developing evaluation reporting for presentation to the Executive.
- Building capability in a team environment through sharing knowledge and ideas to support continuous improvement.

- Supporting peers in a team environment to facilitate the timely delivery of program plans and associated analysis and reporting.

Eligibility

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

NMI is geographically dispersed and we invite applicants from all states and territories to apply.

The department offers flexible work opportunities for many roles. Regular attendance at one of our offices is expected, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

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

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	Michael Bryan, 0457 549 091
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and Resources

Vacancy VN-0732077

Department of Industry, Science and Resources (DISR)

Closing Date: Wednesday 15 November 2023

National Measurement Institute
Analytical Services Laboratory Services Unit

Job Title	Laboratory Services Officer
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$65,011 - \$70,489
Classification	APS Level 3
Position Number	0079_10/23
Agency Website	https://www.industry.gov.au/

Job Description

<https://industrycareers.nga.net.au/?AudienceTypeCode=EXT>

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.

About the National Measurement Institute

The National Measurement Institute (NMI) is the Australian Government's national measurement authority. We play an important role in the Australian economy. NMI does this by leading, maintaining, and regulating Australia's measurement system.

We deliver world-class measurement products, advice, and client services and administers the regulatory framework for measurement. Our national measurement standards are internationally recognised. We work to enhance and maintain these standards.

We value the different skills, knowledge and perspectives our employees bring. We're committed to giving everyone an equal opportunity to participate, contribute and progress. Our values and behaviours centre around being Adaptable, Innovative, Accountable, Strategic, Inclusive and

Influential.

The Analytical Services Branch consists of a team of over 100 staff based in North Ryde and Port Melbourne. We are responsible for conducting chemical and biological measurement on a wide range of samples (including water, soil, food and pharmaceuticals). Performing a diverse range of tests (including elements, nutrients, organic contaminants and microbiological parameters). We provide analytical solutions and technical expertise for a large set of private sector and government clients across the environmental, food and health sectors, enabling them to meet their business, research and regulatory compliance needs. We also work closely with the tertiary education sector in Australia and have several international stakeholders. The Australian Ultra Trace Laboratory, AUTL, is a highly specialised laboratory operating advanced instrumentation to provide world class capabilities for environmental contaminants such as dioxins and PFAS.

The Laboratory Services (LS) team within ASB is a team of approximately 15 staff across two sites – North Ryde and Port Melbourne. The primary responsibility of LS is providing operational, technical and administrative support to the daily activities of the Analytical Services Branch, by receiving and processing incoming samples, liaising with stakeholders and ensuring sample processing is followed correctly from receipt to disposal.

We are excited to be offering a role based at North Ryde that will focus on laboratory services. Primary focusses are providing administrative support for the laboratories (Organic chemistry, Inorganic chemistry, AUTL), ensuring good service delivery outcomes and operational process improvements. Whilst this role is more of an administrative nature a comprehensive scientific background and knowledge of laboratory operations is required. The Laboratory Services Officer role is highly collaborative, engaging with staff across these laboratories and the associated support functions on the site.

What's in it for you?

Working at NMI means you are joining one of the world leaders in measurement science. NMI has a diverse range of roles and priorities that will enable you to learn new skills and expand your career in interesting and exciting ways. As part of the department, employees at NMI are covered by the relevant enterprise agreement and benefits include:

- 15.4% employer superannuation contribution
- 4 weeks annual leave per year
- 18 days paid personal leave per year
- maternity and paternity leave
- a vacation care subsidy
- \$200 healthy lifestyle subsidy
- flexible working arrangements such as teleworking, part time and job sharing where possible
- salary packaging which allows you to make certain payments using your pre-tax salary
- access to staff counselling services.

Our ideal candidate

Our ideal candidate will have relevant experience in an accredited analytical laboratory environment and hold relevant qualifications in science/chemistry. They will have demonstrated experience in sample management processes with a proven record of accurately completing tasks in order to assist the laboratories in delivering analytical results within the required turnaround times.

As our department has a commitment to inclusion and diversity and creating a workplace culture where each and every one of us is valued and respected for our contribution, our ideal candidate will add to this culture and our workplace in their own way.

Our ideal candidate will have the following skills and capabilities:

- Minimum Diploma in a science related field or 3 years of relevant work experience in a scientific field, preferable chemistry related.
- Demonstrated ability to consistently exhibit the NMI values of being adaptable, accountable, innovate, inclusive, influential and strategic.
- Demonstrated good working knowledge and experience of Sample Manager (LIMS) is highly desirable. Also, a sound knowledge of Microsoft Office applications, in particular Excel, Outlook and Word.
- Ability to successfully work under general supervision demonstrating a high level of self-organisation and sound judgement in prioritising routine work and service matters.
- High level of attention to detail and the ability to identify and mitigate risks that will impact on own and teamwork outcomes.
- Demonstrated ability to provide excellent client and interpersonal communication skills (orally and written) in a professional manner.
- Demonstrated ability to work effectively and harmoniously within a team environment, providing support to peers and junior staff to achieve priority objectives.
- Commitment to a workplace culture that values respect, inclusion and diversity with a strong focus on all aspects of Work Health & Safety including psychosocial.

Duties

This position is based at NMI North Ryde and is a full-time position working within the Laboratory Services team providing administrative and technical support to the Analytical Services branch. You will report to the Laboratory Services Manager at North Ryde.

The main functions of the role for this position:

- Accurate and timely receipt and processing of samples including sample storage, client sample container orders and sample disposal.
- Accurate and timely registration of samples into Sample Manager – LIMS. Attention to detail is a critical element including checking Chain of Custody (COC) and quotes as well as liaison with Client Services and referencing client specific instructions and information.
- Preparation of samples for the laboratory areas including weighing samples into specific containers, preparation and homogenisation of food-based samples for inhouse and outsourced analysis.
- Liaison with internal and external clients/stakeholders and field client enquiries regarding service requirements, sample submission, work progress and status using a professional customer service approach.
- Ensure safe work practices are followed and the laboratory and receipt areas are kept clean and tidy.
- Assist with other Laboratory Services duties when required.

Eligibility

Minimum Diploma in a science related field or 3 years of relevant work experience in a scientific field, preferably chemistry related.

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

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

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

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the LGBTIQ+ community and people with disability. The department wants to give candidates the opportunity to demonstrate their full potential during a recruitment process. We encourage candidates who require any adjustments or support as part of the recruitment process to reach out and discuss them with the job's contact officer. Candidates are also welcome to contact our Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

Position Contact	Michelle Orlinski, (03) 9644 4886
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and Resources

Vacancy VN-0732085

**Department of Industry, Science and Resources
(DISR)**

Closing Date: Wednesday 08 November 2023

Job Title	Senior Marketing and Communications Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,444 - \$99,167
Classification	APS Level 6
Position Number	0102_10/23
Agency Website	https://www.industry.gov.au/

Job Description

<https://industrycareers.nga.net.au/?AudienceTypeCode=EXT>

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.

About the team

Questacon – The National Science and Technology Centre is a division of the Australian Government Department of Industry, Science and Resources. Our Vision is “a better future for all Australians through engagement with science, technology and innovation.” We deliver on that vision through our mission “to excite and motivate people through inspirational learning experiences.” Science Communication is at the heart of what we do.

The Strategic Engagement section positions Questacon for success through strategy, performance, people and culture. The section achieves this through effective communication, high quality strategic planning and advice, partnership and philanthropic investment, advocacy, strong and efficient internal processes, executive support and stakeholder engagement. The Partnerships and Communications Team provides strategic communications advice to the Questacon Executive and senior management and supports Questacon's external and internal communications activities.

Our ideal candidate

The Senior Marketing and Communications Officer's primary purpose will be to develop and deliver marketing campaigns that enhance Questacon's profile and reputation, with a focus on engaging audiences and meeting communications objectives.

Working as part of a small team this role develops marketing and communications for Questacon's

Centre, programs and outreach. Our ideal candidate takes initiative, has strong writing and communications skills, an open mind, sound judgement and discretion.

The Senior Marketing and Communications Officer works closely with the Communications Manager to deliver strategic communications, marketing, social media, media, internal communications, and brand management for Questacon.

Duties

We are looking for someone who can:

- Develop and implement insight-led marketing campaign plans that meet business, audience, and brand objectives.
- Coordinate the production of marketing assets and promotional materials, ensuring high quality execution, brand consistency and timely delivery of material.
- Be a key point of liaison and coordination with internal and external teams with responsibility for briefing in design jobs, clarifying requirements, obtaining approvals and coordination of design review.
- Bring social media best practice into our day-to-day work through the development of content plans, schedules, and processes (to begin with).
- Unearth interesting stories, interpret complex information and communicate it in a way that is accessible and appropriate for a variety of audiences and channels.
- Analyse and interpret data and prepare high level reports.
- Focus and manage competing tasks amid a high volume of work, ensuring deadlines are met.
- Apply excellent written skills, attention to detail and problem-solving to their day-to-day work.
- Stay up to date with emerging technologies and trends, especially in digital marketing and communications.
- Experience within the museum and cultural sector is desirable, but not required.

Eligibility

Relevant formal qualification/s (Bachelor degree minimum), or more than 3 years' experience within these industries.

The successful applicant of this role is required to hold and maintain a valid ACT Working with Vulnerable People (WWVP) card.

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

This recruitment process is being used to fill an ongoing vacancy at the APS 6 Level. The role is available on a full time basis. You will work within the scope of the Department's Enterprise Agreement and other policies. Outside of the usual pattern of work, this role may require some after-hours or weekend work, and may involve some interstate travel as required. This role has place-based requirements.

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

The department does currently offer flexible work opportunities for many roles. This vacancy is ACT - Questacon - Parkes 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>

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To Apply

Position Contact	Katrina Osborne, 0467 618 559
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and Resources

Vacancy VN-0731304

IP Australia

Closing Date: Wednesday 08 November 2023

Patents Oppositions, Business Improvement and Plant Breeders Rights
Patent Oppositions and Hearings

Job Title	Senior Hearing Officer
Job Type	Full-Time, Non-Ongoing
Location	Various locations - NT NT, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - SA SA, Various locations - WA WA
Salary	\$110,917 - \$124,837
Classification	Executive Level 1
Position Number	494511
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

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

To be a strong contender for this important role, you will have broad and advanced knowledge in patent and administrative law and be capable of performing the role of a Hearing Officer in deciding matters under the Patents Act and Patent Regulations. The role includes conducting hearings and deciding matters in patent oppositions under section 59, deciding matters referred to a hearing following examination, and various administrative decision making in areas such as sections 17, 32 to 36, section 191A and section 223. We also seek a decision maker who is a team player, can pass their knowledge on to colleagues, and has a track record of delivering quality customer outcomes.

You will be a skilful communicator and relationship-builder, adaptable to change and able manage the conduct of a hearing with fairness and professionalism.

You will be empowered to exercise your judgment which will require you to balance competing perspectives and information sources to make fair, consistent, proportionate, and well-considered decisions.

Duties

- Exercise the appropriate judgment, authority, delegations and decision-making as prescribed under the relevant legislation. In particular, applicants need to be able to demonstrate how they will be able to exercise the Commissioner's delegations and meet competencies required of a Hearing Officer.
- Provide strong team focussed contribution to the Hearings and decision-making functions within the Patent Oppositions and Hearings team supporting an inclusive and productive workplace culture.
- Provide training, development and mentoring for trainee Hearing Officers.

For more information about this role, including the type of person we are looking for, please refer to the position profile available by clicking the 'Apply Now' button.

Eligibility

- Knowledge of, or qualifications in, intellectual property, patent examination and/or legal practice; or an ability to transfer your relevant skills and experience. Experience in deciding matters under the Patents Act and Patent Regulations is required and experience as a Patent Hearing Officer is highly preferred.
- Experience or qualifications in customer-centric, dispute resolution and/or service delivery roles.

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

The successful candidate/s may be required to obtain and maintain a security clearance at a specified clearance level – please check the candidate kit for security clearance requirements.

The successful applicant/s must be willing to share all relevant and required information. **Notes**

We are looking to initially fill this position on a non-ongoing basis. Future positions may be offered on a non-ongoing basis subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 18 months. A specified term may be extended up to a maximum period of three years.

At the end of the recruitment process, a merit pool of suitable candidates may be created. Those found suitable will be advised that they have been placed in the pool. The merit pool is valid for 18 months from the date the process was advertised. The merit pool may be used throughout the period to fill similar positions in the event positions become vacant.

IP Australia acknowledges that those with diverse experiences, perspectives, and backgrounds enhance our workplace and our capability for innovation. Aboriginal and/or Torres Strait Islander People, People with Disability and LGBTIQ+ people are encouraged to apply for any advertised position, that they may be suitable for, within IP Australia.

IP Australia embraces flexibility, including hours and location. Most of our roles can be done from anywhere in Australia, as long as you have reliable internet connection and an appropriate office set-up. We have offices in Canberra (Ngunnawal Country) and Melbourne (Naarm Country) for employees who are located within a reasonable distance to the office and most employees work a mixture of days in the office and days from home. Employees who are not located near an office, work completely remotely.

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

About the IP Australia

IP Australia is a Government agency with a passion for bright ideas. We offer a flexible workplace and rewarding career paths in the IP industry. If you get excited by creativity, innovation and breakthrough technologies, you should consider applying for a job with us. Be part of the team protecting Australian inventions and ideas while maintaining a balanced lifestyle. We offer stimulating jobs with strong career paths in the exciting and fast-growing world of Intellectual Property. We administer IP rights and legislation relating to patents, trademarks, designs and plant breeder's rights. We contribute to the innovation system more broadly by using our skills and experience to advise government and Australian businesses to make the most of their IP. Our vision is to have a world leading IP system that builds prosperity for Australia.

To Apply

Position Contact	Nathan Madsen, nathan.madsen@ipaaustralia.gov.au
Agency Recruitment Site	https://www.ipaustralia.gov.au/about-us/careers/vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0732157

IP Australia

Closing Date: Wednesday 08 November 2023

Policy and Stakeholders

Job Title	Policy Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Various locations - QLD QLD, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - SA SA, Various locations - WA WA, Various locations - NT NT
Salary	\$88,368 - \$100,383
Classification	APS Level 6
Position Number	494522
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

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

Policy officers will assist in research and analysis on current and emerging intellectual property matters. They will help solve new and complex problems in a team environment. The successful applicant should have strong communication and analysis skills and be happy working while dealing with time pressures. An understanding of current and emerging IP policy issues could be an advantage, but a successful applicant might instead be highly adaptable, and develop their existing analytical ability in an IP policy environment.

The teams include staff in the ACT and other locations in Australia.

Multiple ongoing and non-ongoing vacancies exist within the policy sections. A merit list may be established to fill similar roles within Policy and Stakeholders Group (PSG).

Duties

- Research and provide analysis and policy advice on major and emerging IP issues
- Assist with development, implementation and review of IP policy initiatives, including legislation, free trade agreements and other international agreements
- Work independently and collaboratively with internal stakeholders, and across government, in a pressured team environment
- Participate in consultations with external stakeholders
- Prepare briefings, correspondence and advice for use by ministers, executives and in international meetings

For more information about this role, including the type of person we are looking for, please refer to the position profile available by clicking the 'Apply Now' button.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

The successful candidate/s may be required to obtain and maintain a security clearance at a specified clearance level – please check the candidate kit for security clearance requirements.

The successful applicant/s must be willing to share all relevant and required information.

Notes

This role is being advertised as both ongoing and non-ongoing. A position may be offered as ongoing or non-ongoing subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 18 months. A specified term may be extended up to a maximum period of three years.

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our skills and experience to advise government and Australian businesses to make the most of their IP. Our vision is to have a world leading IP system that builds prosperity for Australia.

To Apply

Position Contact	Lisa Bailey, 02 6222 3695
Agency Recruitment Site	https://www.ipaustralia.gov.au/about-us/careers/vacancies

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0732261

Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Closing Date: Tuesday 07 November 2023

Surface Trans Emissions & Pol
Transport and Market Reform

Job Title	EL1, Assistant Director, Transport Market Reform and Technology
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$113,631 - \$119,891
Classification	Executive Level 1
Position Number	44043
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/department/careers/index.aspx>

\$113,631 - \$119,891 per annum plus 15.4% Superannuation

EL1 IFA salary - \$125,352 - \$129,256

Salaries in the department are provided through its enterprise agreement and supporting s.24(1) determination. They may also be

provided through individual flexibility arrangements (IFA).

The department has an individual flexibility arrangement (IFA) framework applicable to employees at the aps6 and executive levels. Employees at these classifications may be eligible to receive salaries set out in the IFA framework which are above those set out in the enterprise agreement and supporting s.24(1) determination.

These IFAs can be negotiated prior to commencement and the IFA will be provided to staff on commencement with the department.

For more information on the IFA framework and to understand what remuneration the department can offer, applicants are strongly encouraged to contact IFA@infrastructure.gov.au

The opportunity we have available

We have an ongoing vacancy at the EL1 level in our secretariat for infrastructure and transport ministers. The team provides administrative support for a high-level ministerial council focussed on national priorities. The infrastructure and transport ministers meeting (ITMM) provides a forum for intergovernmental collaboration and decision making.

The council secretariat helps our department to progress work through ITMM, work with state and territory governments, and drive national reforms to improve the safety and productivity of Australia's transport systems.

The section is energetic and works as a team to make sure ITMM is a success. Team members work across the department to settle briefing materials, logistics and arrangements for the meetings. Typical duties include:

- Working with departmental executive, the ministers office and state and territory officials to settle ITMM agendas, papers and meeting logistics including pre and post meeting preparations.
- Manage the smooth and efficient running of meetings and progression of items for decision in consultation with stakeholders, in the lead up to and during the meetings.
- Contribute to national cabinet processes including defining ITMM priorities and achievements.
- Provide support for the secretary-level infrastructure and transport senior officials committee (ITSOC) and ITSOC deputies meetings, which support the activities and direction of ITMM.
- Support senior departmental officials by coordinating briefing materials for a range of other forums and activities including board meetings and to perform due diligence and governance roles

Duties

To be successful in this role, you will need to demonstrate your ability to:

demonstrate experience or capability in one or more of the following areas: secretariat or administrative support, commonwealth-state relations, coordination and development of briefing materials.

Resolve logistical challenges and manage competing priorities: by taking a proactive approach to identifying and resolving issues as they emerge, with the support of senior staff.

Showcase excellent written and oral communications skills: capable of preparing high-quality briefings and advice, demonstrating attention to detail and applied proofreading and editing skills.

Build and leverage effective relationships: by fostering a network of contacts with internal and external stakeholders, including state, federal and local governments as well as industry partners.

Think strategically: developing situational awareness of the policy environment, you identify opportunities to address or resolve issues.

Contribute to a supportive team environment: actively engage in coaching, mentoring and providing feedback, encouraging career development and fostering collaboration and open information sharing.

Eligibility

Employment with the department of infrastructure, transport, regional development, communications and the arts is subject to conditions prescribed within the public service act 1999 including:

- **citizenship:** to be eligible for employment with the department of infrastructure, transport, regional development, communications and the arts applicants must be an Australian citizen. Only in exceptional circumstances will the department consider waiving this requirement.
- **Health assessment:** the preferred applicant may be required to undergo a medical examination conducted by the departments preferred medical provider.
- **Security clearance:** the successful candidate must be able to obtain and/or maintain a security clearance at baseline level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for baseline vetting clearances. More information on the security clearance vetting process is available on the [Australian Government security vetting agency \(AGSVA\) website](#).

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'apply now' button

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

About the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership. Our values outline the characteristics, behaviours and professional capabilities we seek in our workforce: • Collaborative – we work together and with others across the system, to achieve our objectives and deliver for the Australian community. • Respectful – we create diverse teams and a respectful and inclusive culture that supports high performance, innovation and the wellbeing of all people across the department. • Informed – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices. • Adaptive – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world. • Accountable – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

To Apply

Position Contact	Daniel Gleeson, 61 2 6274 7127
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Prime Minister and Cabinet

Vacancy VN-0732201

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date: Wednesday 08 November 2023

Strategic Operations Group
Finance and Property Services Property Services

Job Title	Property Services and Security Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$100,147 - \$109,855
Classification	Executive Level 1
Position Number	52813
Agency Website	https://aiatsis.gov.au/

Job Description

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

About the Program Area

The Finance and Property Services Team consists of the Finance, Property and Security Teams who work independently and cooperatively together to contribute to the operational and long-term sustainability of AIATSIS. These teams report to the Chief Financial Officer.

This position sits in the Property and Security Team, the Property and Security Team are responsible for the organisation, control and coordination of the strategic, operational and security management of AIATSIS buildings and facilities. The team is responsible for ensuring the proper and efficient operation of all physical aspects of the properties and facilities, to create and sustain safe and productive environments for staff, the AIATSIS collections and other stakeholders including members of the public.

The position sits within a small team that is committed to providing excellent, client focused services to our staff and customers. The successful applicant will need to demonstrate strong coordination, liaison, and relationship management skills. They will demonstrate technical capability and sound judgement, including the ability to improve and streamline business processes.

About the Role

Finance and Property Services is currently seeking a Property Services and Security Manager who reports directly to the Chief Financial Officer.

The Property Services and Security Manager organises, controls, and coordinates the strategic, operational and security management of AIATSIS buildings and facilities. The position is responsible for ensuring the proper and efficient operation of all physical aspects of the properties and facilities, to create and sustain safe and productive environments for staff, the AIATSIS collections and other stakeholders including members of the public.

Duties

- Lead a small team and external contracted service providers in the operational management of all AIATSIS facilities and security.
- Undertake the role of Agency Security Advisor for AIATSIS.

- Responsible for the implementation and maintenance of the AIATSIS Safety Management System, actively participate in and contribute to the Workplace Health and Safety committee and provide assurance to the Executive on work health and safety matters.
- Advising senior executive and internal oversight bodies on the application of the Australian Government Protective Security Policy Framework (AGPSPF) and other best practice guides in relation to the AIATSIS operating environment including threat and security risk management.
- Establish, negotiate, and manage contracts for leased premises and storage on behalf of AIATSIS in excess of \$3 million.
- Responsible for the management of infrastructure works, capital works and maintenance programs for all aspects of the properties and facilities including utilities, essential services and security.
- Manage budgets, monitor expenditure and ensure appropriate expenditure on external service providers on behalf of the Commonwealth.
- Manage risk on behalf of the organisation through ensuring both business continuity and disaster management arrangements to protect the priceless and irreplaceable Collections managed by AIATSIS.
- Provide high level stakeholder management including representing the organisation at external and internal forums.
- Effectively manage external services contracts including ensuring that statutory compliance systems and Workplace Health and Safety requirements are fulfilled.
- Provide strategic advice and ensure that the strict physical, security and environmental requirements for the AIATSIS collections and staff are met at all times.
- Create, maintain and review systems associated with regular maintenance tasks that ensure minimal interruption to the daily operations within the building.
- Provide regular reporting on the capital works program, contracts, and all facilities matters.
- Maintaining and amending effective procedures to achieve security outcomes that are consistent with the AGPSPF and other Australian Government policies and legal requirements.
- Accountability for monitoring departmental compliance with mandatory security practices and training.
- Undertake research and provide technical advice on equipment requirements including industry standards across a broad range of technical fields in planning improvements to the physical environment.
- Managing AIATSIS's response to security-related incidents and emergencies in accordance with mandated and best practice procedures.
- Other duties in line with the EL1 work level standards as directed.

Eligibility

- Excellent understanding of the working of Building Code of Australia and Building Compliance issues including mandatory registration of services.
- A sound understanding and the ability to apply the Australian Government Protective Security Policy Framework.
- A track record of achievement in the application of, and ensuring compliance with, Workplace Health and Safety laws and regulations.
- Demonstrated ability to apply a project management approach and methodology.
- High level analytical and problem-solving skills including the ability to exercise sound judgement and think strategically.
- Strong organisational and time management skills including the ability to prioritise workloads and meet tight deadlines within a busy environment under limited direction.
- Strong oral, written, interpersonal and representation skills with the ability to build productive working relationships with internal and external stakeholders.
- Demonstrated leadership skills including sound team management experience.
- Ability to work autonomously with limited direction to meet business outcomes.

Mandatory Qualifications and Experience

- Relevant tertiary qualifications or significant experience in facilities and capital project management in a public sector environment.
- Demonstrated awareness of Workplace Health and Safety laws, regulations and requirements.
- Negative vetting 1 Security Clearance or the ability to obtain one.

Cultural Capability

- Understands Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering.
- Understands the sources of knowledge resting with Aboriginal and Torres Strait Islander employees, stakeholders and networks.
- Makes careful observations to understand the underlying dynamics shaping an issue.
- Manage and resolve conflict with respect for individuals and their culture.
- Encourages and draws on different cultural experiences and knowledge.
- Build and continue to strengthen relationships with Aboriginal and Torres Strait Islander communities.

Notes

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

About the Australian Institute of Aboriginal and Torres Strait Islander Studies

We are Australia's only national institution focused exclusively on the diverse history, cultures, and heritage of Aboriginal and Torres Strait Islander Australia. We house the world's most important and extensive collection of cultural information and material and we provide leadership, publish and promote greater understanding and appreciation of Aboriginal and Torres Strait Islander peoples. We create opportunities for people the world over to engage with and be transformed by the knowledge, the culture and the story of Australia's Indigenous peoples. We are Australia's national institution for leadership in Aboriginal and Torres Strait Islander research. We care for a priceless collection, including films, photographs, video and audio recordings as well as the world's largest collection of printed and other resource materials for Aboriginal and Torres Strait Islander studies. We undertake and encourage scholarly, ethical, community-based research in a variety of sectors, including health, native title, languages and education. Our publishing house, Aboriginal Studies Press, regularly publishes outstanding writing that promotes Australian Indigenous cultures. Our activities affirm and raise awareness of the richness and diversity of Aboriginal and Torres Strait Islander cultures and histories.

To Apply

Position Contact	Megan Frizell, (02) 6246 1123
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us

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Prime Minister and Cabinet

Vacancy VN-0732221

Digital Transformation Agency (DTA)

Closing Date: Monday 06 November 2023

Digital Strategy, Architecture & Discovery
Various Various

Job Title	Policy/Program and Project/Analysis and Data Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Sydney NSW, various locations in VIC VIC, Various locations - QLD QLD, Various locations - TAS TAS, various locations in NT NT, Various locations - WA WA, Various locations in SA SA, Various locations in NSW NSW
Salary	\$80,482 - \$87,699
Classification	APS Level 5
Position Number	276_09/23
Agency Website	https://www.dta.gov.au/

Job Description

<https://www.dta.gov.au/join-our-team>

About us

The Digital Transformation Agency (DTA) offers interesting and challenging work that is at the forefront of the Government's digital policy agenda. The DTA is the Government's chief digital advisor, responsible for providing strategic and policy leadership on whole-of-government and shared information and communications technology (ICT) investments and digital service delivery. The DTA leads the development, delivery and monitoring of whole-of-government strategies, policies, and standards.

We encourage applications from all candidates, including Aboriginal and Torres Strait Islander peoples, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential.

The **Digital Prioritisation branch** is responsible for the delivery of advice to Government on the prioritisation of digital and ICT Investments, through the Digital Investment Overview and the longer-term planning as part of the Integrated Digital Investment Plan. The branch actively engages in the Budget cycle and works across collaboratively across the Government.

The **Architecture and Emerging Technology branch** is responsible for the ongoing iteration and application of the Australian Government Architecture, which is a collection of digital artefacts and guidance materials that are organised in such a way as to guide and inform its users on how to align to the digital directions of government. t.

The **Digital Services Performance branch** works collaboratively across government to establish a clear view of service delivery platforms, services and capabilities. The branch is driving several projects to develop standards and performance measurements for Government to deliver and maintain effective digital services, while also identifying and measuring performance for digital services.

The **Digital Strategy branch** has broad responsibilities providing strategic and policy leadership on whole of government and shared ICT investments and digital service delivery. This includes supporting the development of the Digital and Data Strategy, international engagements and secretariate support for our key governance committees.

About the position

Opportunities exist across the Digital Strategy, Architecture & Discovery Division for highly motivated individuals join our team, you will have the opportunity to contribute to interesting and diverse cross Government issues and be responsible for providing advice and analysis. We are looking for people that bring diverse skills and experience and willingness to learn and contribute to a high-performance environment. There is a mix of roles available in project and program planning, analysis and policy advice for government, a background in digital and ICT is preferable but not essential.

Opportunity exists at the APS 5 classification, you will be required to provide high quality written advice as well as coordinating and supporting complex work that has strategic and operational significance. You will be a strong communicator working with multiple stakeholders and have the capability to develop, and leverage relationships that contribute to team and agency outcomes.

Duties

We are seeking highly motivated, enthusiastic and collaborative people join the DTA, and contribute to our strategic goals in the following roles.

Policy Officer

- Research, administrative and analytical skills with good attention to detail.
- Strive to be collaborative and connected with an ability to form productive working relationships with a variety of internal and external stakeholders.
- Results-focused, combined with teamwork skills.
- Ability to make evidence-based judgements.

Program and Project Officer

- Assist in preparing the plan for new and existing projects/activities.
- Be able to research, draft and prepare briefs, correspondence and reports including submissions for reporting to Senior Executives.
- Assist with resolving complex problems using expertise within policy or legislative framework identify alternative courses of action.
- Support the development of, and maintaining project related artefacts, including schedules, deliverables, risks and issues.

Analysis and Data

- Assist in preparing reports based on quantitative and/or qualitative data from a range of sources to provide meaningful insights.
- Provide timely, accurate advice and findings to a range of audiences.
- Be able to undertaking analysis of quantitative and qualitative datasets with limited guidance.
- Contribute to the development and management of cross Government data collection relating to digital and ICT investment and planning.

Capabilities required

To be successful in this position, the candidate will demonstrate:

- Practiced teamwork skills.
- Sound judgement with an innovative approach to problem solving.
- Superior written and verbal communication skills.
- Strong stakeholder relationship-building skills.
- Adaptability, resilience and flexibility in the face of changing priorities.

Eligibility

- Security Clearance level required: Baseline (or ability to obtain and maintain).
- To be eligible for employment with the DTA applicants must be an Australian citizen.

- An applicant's suitability for employment with the DTA will be assessed through a preemployment screening process. This process includes an Australian Police check.
- The DTA is an inclusive employer where capabilities, skills and backgrounds are valued and relied upon. The DTA seek applications from all candidates and are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential.

Notes

- The DTA may leverage a mix of assessment methods for this position, which may or may not involve an interview.
- A merit pool may be established and used to fill ongoing and non-ongoing future vacancies within the next 18 months consistent with Section 25 of the APS Commissioner's Directions.
- For all DTA positions you are required to apply directly via the DTA website. Applications referred or submitted through recruitment agencies, or third parties will not be accepted.

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

About the Digital Transformation Agency (DTA)

The DTA offers interesting and challenging work that is at the forefront of the Government's digital policy agenda. From 1 July 2021, the DTA became the Government's chief digital advisor, responsible for providing strategic and policy leadership on whole-of-government and shared information and communications technology (ICT) investments and digital service delivery. The DTA will lead the development, delivery and monitoring of whole-of-government strategies, policies and standards.

To Apply

Position Contact	Felicity Armstrong, 0417 287 986
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

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Prime Minister and Cabinet

Vacancy VN-0732118

National Indigenous Australians Agency

Closing Date: Wednesday 08 November 2023

West & South
Greater Western Australia Greater Western Australia

Job Title	Engagement Assistant Director, Greater Western Australia
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Geraldton WA, Kalgoorlie WA, South Hedland WA, Various locations - WA WA
Salary	\$117,036 - \$133,387
Classification	Executive Level 1
Position Number	NIAA/2023/231
Agency Website	https://www.niaa.gov.au/

Job Description

<https://niaa.nga.net.au/?jati=A04E7A41-7E9C-3AC4-0629-D21D4149DEB8>

The Engagement Assistant Director is a key leadership position within the Branch Leadership Team. They have delegated authority and responsibility to resolve issues and risks across wide ranging activities. The role has people, program and stakeholder management responsibilities and is required to manage employees and take responsibility for their overall performance.

The role nurtures and manages a range of key internal and external stakeholder relationships and networks. The Engagement Assistant Director works with a considerable degree of independence, under broad direction from the Director.

They are responsible for:

- planning and delivering aspects of the branch work program
- reporting on progress against performance and quality indicators ensuring that performance measures for the branch are met
- contribute to the development of branch strategic plans
- lead the development of business cases and project plans for new initiatives.

The role provides expertise across a broad range of activities including:

- customer service delivery
- policy development
- project management
- community engagement and culture.

The Engagement Assistant Director promotes a healthy and safe workplace environment, and models ethical behaviour in accordance with the APS Code of Conduct and APS Values. The ability to travel, including overnight stays, is required and therefore a current Drivers Licence is essential. **Duties**

This role includes the following duties and is expected to be conducted with a broad degree of independence:

- provide leadership and supervision to achieve branch outcomes and the NIAA's broader strategic directions for its stakeholders, providers and partners

- coordinate and oversee the development and performance of staff within the branch, in collaboration with team leaders.

Under limited supervision, you will also be expected to:

- ensure that appropriate training, coaching, mentoring is in place for all staff
- model responsibility for personal performance by ensuring a Engage on a Page has formally been completed and recorded online
- facilitate the development and implementation of complex and nuanced program processes, procedures and projects
- directly manage the implementation of these activities or oversee implementation by branch staff
- monitor and report on the performance and quality of branch outputs and projects, against key performance indicators and quality metrics
- review branch performance from a wide range of sources to analyse trends and implement interventions as necessary
- develop branch quality assurance plans using the NIAA Quality Assurance Framework
- drive the quality assurance program within the branch, reporting on results with recommendations for rectification or improvement of policy, processes and projects
- facilitate and lead business improvement initiatives including identifying new and innovative ways to improve how the branch supports the delivery operational activities, policy and projects
- develop branch risk management plans using the NIAA Risk Management Framework
- monitor risks and mitigate emerging risk and realised issues via effective policy and process
- escalate ongoing systemic issues for review and correction, in consultation with the wider Branch Leadership Team
- provide expert technical and operational guidance to peers and senior staff
- research, critically analyse and respond to complex technical enquiries and sensitive complaints, leveraging the expertise of others to assist in high quality responses and resolution
- prepare, review or delegate creation of reports, briefs or any other documents required by the Director, senior executive team, Agency governance committees and its advisory committees
- chair and facilitate forums across the Agency, using appropriate NIAA governance processes
- represent the branch at internal forums and the Agency at external forums
- actively build and maintain productive relationships and inclusive networks through collaboration with providers, partners and stakeholders. This will occur across government and non-government sectors through stakeholder and place-based engagement.

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.
- This vacancy advertised is open to all eligible applicants and is not restricted to Aboriginal and/or Torres Strait Islander applicants.

Notes

Ongoing & Non-ongoing (for an initial period of up to 18 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 18 months, with possibility of extension up to a maximum period of three years.

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

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

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

About the 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	Jennifer Whyte, 0427 028 752
Agency Recruitment Site	https://niaa.nga.net.au/?jati=A04E7A41-7E9C-3AC4-0629-D21D4149DEB8

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Prime Minister and Cabinet

Vacancy VN-0732262

Torres Strait Regional Authority

Closing Date: Tuesday 07 November 2023

Torres Strait Regional Authority
Administration Corporate Services

Job Description <https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4A11%2D>

Duties

1. Assist in the coordination of the day to day repairs and maintenance of TSRA's residential and commercial property to TSRA's and commonwealth government standards and in line with APS governance, using the appropriate systems and following established processes, demonstrating value for money, and being open and accountable.
2. Assist in carrying out regular property inspection programs.
3. Manage the preparation of properties for incoming tenants and outgoing tenants in accordance with the Residential Tenancies and Rooming Accommodation Act 2008.
4. Assist in the delivery of regular maintenance and other facilities management activities on schedule, within time, to the required standard and within budget.
5. Assist in larger adhoc activities such as property renovations, renewable energy initiatives and work with the Senior Facilities Officer to develop delivery plans with timeframes, dependencies, and delivery dates to work to.
6. Deliver accurate and regular reporting and escalate issues, as required, to the Property Officer in a timely manner.
7. Assist the Facilities Manager with the TSRA's Environmental Management System and Security Management related matters.
8. Undertake, in conjunction with other stakeholders, annual stocktake of assets.
9. Undertake other tasks and activities as directed.

Affirmative Measures Position (Indigenous)

The filling of this vacancy constitutes an affirmative measure under section 8(1) of the *Racial Discrimination Act 1975*.

- a letter signed and executed by the Chairperson of an incorporated Torres Strait Islander or Aboriginal organisation confirming that the applicant is recognised as a Torres Strait Islander or Aboriginal person, or
- a confirmation of Torres Strait Islander or Aboriginal descent form executed by a Torres Strait Islander or Aboriginal organisation.

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

The Torres Strait Regional Authority (TSRA) is a Corporate entity engaged in a wide range of programmes and service delivery functions for the benefit of Torres Strait Islander and Aboriginal people living in the region.

Position Contact	Troy Nowlan, 0447 984 015
Agency Recruitment Site	https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%

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Vacancy VN-0732268

Closing Date: Tuesday 07 November 2023

Torres Strait Regional Authority
Administration Corporate Services

Job Title	APS5 - Facilities Officer
Job Type	Full-Time, Ongoing
Location	Thursday Island QLD
Salary	\$77,135 - \$81,794
Classification	APS Level 5
Position Number	T01986
Agency Website	http://www.tsra.gov.au/opportunities/work-for-us

Job Description

<https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4A11%2D>

Under limited direction with the Senior Facilities Officer, co-ordinate and manage the day-to-day repairs and maintenance of TSRA's residential and commercial property to TSRA's and commonwealth government standards and in line with APS governance, using the appropriate systems and following established processes, demonstrating value for money, and being open and accountable.

Duties

The Facilities Officer has a wide range of responsibilities that include, but are not limited to the following:

1. Under limited direction with the Senior Facilities Officer, co-ordinate and manage the day-to-day repairs and maintenance of TSRA's residential and commercial property to TSRA's and commonwealth government standards and in line with APS governance, using the appropriate systems and following established processes, demonstrating value for money, and being open and accountable.
2. Under limited direction with the Senior Facilities Officer, carry out regular property inspection programs.
3. Under limited direction with the Senior Facilities Officer, manage the preparation of properties for incoming tenants and outgoing tenants in accordance with the Residential Tenancies and Rooming Accommodation Act 2008.
4. Under limited direction with the Senior Facilities Officer, co-ordinate the delivery of regular maintenance and other facilities management activities on schedule, within time, to the required standard and within budget.
5. Assist in larger adhoc activities such as property renovations, renewable energy initiatives and work with the Property Manager to develop delivery plans with timeframes, dependencies and delivery dates to work to.
6. Deliver accurate and regular reporting and escalate issues, as required, to the Property Manager in a timely manner.
7. Assist the Facilities Manager with the TSRA's Environmental Management System and Security Management related matters.
8. Undertake, in conjunction with other stakeholders, annual stocktake of assets.
9. Undertake other tasks and activities as directed.

Eligibility

Affirmative Measures Position (Indigenous)

This vacancy is only open to Torres Strait Islander and/or Aboriginal people.

The filling of this vacancy constitutes an affirmative measure under section 8(1) of the *Racial Discrimination Act 1975*.

Before being appointed to a role, successful applicant must provide evidence confirming are Torres Strait Islander and/or Aboriginal. Acceptable evidence includes:

- a letter signed and executed by the Chairperson of an incorporated Torres Strait Islander or Aboriginal organisation confirming that the applicant is recognised as a Torres Strait Islander or Aboriginal person, or
- a confirmation of Torres Strait Islander or Aboriginal descent form executed by a Torres Strait Islander or Aboriginal organisation.

Notes

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability.

About the Torres Strait Regional Authority

The Torres Strait Regional Authority (TSRA) is a Corporate entity engaged in a wide range of programmes and service delivery functions for the benefit of Torres Strait Islander and Aboriginal people living in the region.

To Apply

Position Contact	Troy Nowlan, 0447 984 015
Agency Recruitment Site	https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%

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Social Services

Vacancy VN-0732187

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Wednesday 08 November 2023

Regulatory Policy, Insights and Review
Regulatory Policy, Insights and Review External Relations & Regulatory Policy

Job Title	Assistant Director Policy
Job Type	Full-Time, Ongoing
Location	Penrith NSW, Parramatta NSW, Canberra ACT, Melbourne VIC, Hobart TAS, Brisbane QLD, Adelaide SA, Perth WA, Darwin NT
Salary	\$111,445 - \$126,503
Classification	Executive Level 1
Position Number	198_10/23
Agency Website	https://www.ndiscommission.gov.au/

Job Description

<https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT>

Duties

Guided by the Director, the Assistant Director Policy will take a lead role on policy projects as they arise such as the formulation of policy positions, development of best practice policies, procedures, programs and activities for the NDIS Commission.

The successful candidate will provide leadership and direction to a small team. In doing so the Assistant Director Policy will:

- Prepare sound advice on current and emerging issues related to the NDIS Commission's legislative responsibilities, including engagement with subject matter experts to develop policy and positions
- Develop and maintain relationships with a large and diverse range of external stakeholders, including people with disability and representative organisations, providers, the portfolio department, and other regulatory bodies to facilitate the development of policy advice and represent the NDIS Commission more broadly
- Prepare high quality written reports, briefs and correspondence for a range of strategic policy activities
- Be well informed about the broader strategic context and evidence related to contemporary approaches regarding key issues that affect people with disability, including those who access the NDIS.
- Lead a learning culture where expertise can be developed and appropriately shared.

Eligibility Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to: uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme promote the provision of advice, information, education and training to NDIS providers and people with disability secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission.

To Apply

Position Contact	Rowena Langridge, 0467 813 574
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0732190

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Wednesday 08 November 2023

Regulatory Policy, Insights and Review
Regulatory Policy, Insights and Review Various

Job Title	Policy Officer
Job Type	Full-Time, Ongoing
Location	Penrith NSW, Parramatta NSW, Canberra ACT, Hobart TAS, Melbourne VIC, Brisbane QLD, Adelaide SA, Perth WA, Darwin NT
Salary	\$81,661 - \$87,208
Classification	APS Level 5
Position Number	199_10/23
Agency Website	https://www.ndiscommission.gov.au/

Job Description

<https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT>

Duties

Guided by the Assistant Director, the Policy Officer will participate in the development, coordination and delivery of policy, programs, projects and activities for the NDIS Commission.

The Policy Officer will:

- Support and promote the NDIS Commission's vision, mission and business objectives.
- Prepare high quality reports, briefing papers and Ministerial correspondence for presentation to senior staff and the Executive.
- Have a sound general knowledge of the role and functions of the NDIS Commission and an understanding of how these relate to the development of regulatory policy and guidance for external stakeholders.
- Perform research work and analysis including contribution to the preparation of reports on relevant program activities and/or project milestones
- Work collaboratively within the team and Division and contribute to the development of plans, strategies and policy priorities.

Eligibility

Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to: uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme promote the provision of advice, information, education

and training to NDIS providers and people with disability secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission.

To Apply

Position Contact	Jesse Williams, 08 9318 9667
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0732236

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Wednesday 08 November 2023

Officer of the Commissioner
Officer of the Commissioner

Job Title	Senior Administration Officer
Job Type	Full-Time, Ongoing
Location	Penrith NSW, Parramatta NSW, Canberra ACT, Melbourne VIC, Hobart TAS, Brisbane QLD, Adelaide SA, Perth WA, Darwin NT
Salary	\$89,445 - \$100,537
Classification	APS Level 6
Position Number	200_10/23
Agency Website	https://www.ndiscommission.gov.au/

Job Description

<https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT>

Duties

The Senior Administration Officer will work closely with the Assistant Directors for Access and Inclusion and Strategic Positioning to provide administrative support services. They will also work closely with external stakeholders and internal stakeholders to support information and work flow across the NDIS Commission. Key duties include:

- Assist in planning and management of discrete tasks associated with the current key priorities in the areas of Strategic Positioning and Access and Inclusion.
- Be a skilled writer, able to contribute to and/or produce reports, respond to routine correspondence, develop plans and briefs to support the effective operation of the team.
- Support the Office of the Commissioner in the production of accessible communications and documents.
- Perform research and analysis to support the NDIS Commission's commitment to an accessible, inclusive and diverse workforce.
- Provide a range of secretariat and administrative services, including coordinating papers, preparing minutes and action items and preparing forward programs for meetings.

Eligibility Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to: uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme promote the provision of advice, information, education and training to NDIS providers and people with disability secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission.

To Apply

Position Contact	Pier Robinson-Tafft, 02 4722 7225
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0732296

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Wednesday 08 November 2023

Regulatory Operations
Office of the Deputy Commissioner- Regulatory Operations Executive Support

Job Title	Executive Officer - Office of the Deputy Commissioner
Job Type	Full-Time, Ongoing
Location	Parramatta NSW, Melbourne VIC
Salary	\$111,445 - \$126,503
Classification	Executive Level 1
Position Number	201_10/23
Agency Website	https://www.ndiscommission.gov.au/

Job Description

<https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT>

Duties

The Executive Officer's responsibilities may include but not limited to:

- Act as a primary point of contact for the Office of the Deputy Commissioner, with the requirement to independently respond to a range of routine, sensitive or urgent agency matters.
- Produce correspondence and communications materials to support the promulgation of critical agency messages and priorities; including preparing talking points, presentations, drafting briefs on complex/sensitive matters or coordinating requests for information on behalf of the Deputy Commissioner.
- Providing high-level executive support (including strategic and operational advice) to the Deputy Commissioner in the day-to-day operations of the NDIS Commission.
- Proactively manage workflow through the Executive Office including providing analysis, advice on context and coordinating any necessary follow up to ensure priorities and deadlines are met.
- Provide oversight of the secretariat function for Regulatory Operations Senior Executive Leadership meetings, including coordinating papers, preparing minutes and action items and preparing forward programs for meetings.

Eligibility Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to: uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme promote the provision of advice, information, education and training to NDIS providers and people with disability secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission.

To Apply

Position Contact	Lucie Jones, 0418 409 801
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0731860

Australian Taxation Office

Closing Date:Wednesday 08 November 2023

Enterprise Solutions and Technology
Digital Delivery

Job Title	Software Engineer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Adelaide SA, Albury NSW, Box Hill VIC, Canberra ACT, Melbourne VIC, Penrith NSW, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Wollongong NSW
Salary	\$90,611 - \$104,038
Classification	APS Level 6
Position Number	EXT_EST_1236_23
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=8737D79C-E1CE-0E18-DF03-D21C16C00AF5>

Duties

We are seeking motivated and experienced individuals to join our Enterprise Solutions and Technology business area.

As a Software Engineer, you'll coordinate, design, build, test and maintain IT application projects to meet business outcomes.

You will collaborate with business partners and deliver services with an agile approach. You'll provide detailed technical, professional, and policy advice on complex problems to a wide range of business partners.

You will share your expertise with others, guide and mentor less experienced staff by coaching, reviewing their work and providing feedback to build team capability. You'll model and encourage others to adopt an agile approach and support a culture of continuous improvement.

Eligibility Notes

People with disability and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 18 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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

About the Australian Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	Jason Hang, (07) 3213 5775
Agency Recruitment Site	https://ato.nga.net.au/?jati=8737D79C-E1CE-0E18-DF03-D21C16C00AF5

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Treasury

Vacancy VN-0731866

Australian Taxation Office

Closing Date: Wednesday 08 November 2023

Enterprise Solutions and Technology
Digital Delivery

Job Title	Software Engineer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT, Albury NSW, Box Hill VIC, Brisbane QLD, Melbourne VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Wollongong NSW, Moonee Ponds VIC
Salary	\$116,062 - \$126,533
Classification	Executive Level 1
Position Number	EXT_EST_1238_23
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=9E2E17C8-EE23-11A3-9A1D-D21C17392F43>

Duties

We are seeking motivated and experienced individuals to join our Enterprise Solutions and Technology business area.

As a Software Engineer, you'll lead the design, build, testing and maintenance of IT applications across the ATO. You'll drive large and complex projects in relation to corporate programs of work.

You will provide high-level advice and communicate this effectively across a range of technologies and platforms. You'll work with business partners across multi-client/multi-vendor projects, attend workshops and create technical documentation.

You will build team capability through coaching, training and providing feedback. You'll model and encourage others to adopt an agile approach and support a culture of continuous improvement.

Eligibility Notes

People with disability and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 18 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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

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To Apply

Position Contact	Andrew Campell, (02) 6216 5643
Agency Recruitment Site	https://ato.nga.net.au/?jati=9E2E17C8-EE23-11A3-9A1D-D21C17392F43

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Treasury

Vacancy VN-0731882

Australian Taxation Office

Closing Date: Wednesday 08 November 2023

Enterprise Solutions and Technology
Digital Delivery

Job Title	Software Engineer (Affirmative measure - disability employment)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Albury NSW, Penrith NSW, Parramatta NSW, Adelaide SA, Box Hill VIC, Brisbane QLD, Canberra ACT, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Wollongong NSW
Salary	\$90,611 - \$104,038
Classification	APS Level 6
Position Number	EXT_EST_1237_23
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=6DD78BE1-3BA8-A82F-BFD6-D21C181340CE>

Candidates applying under the affirmative measure provision must provide evidence of disability.

For further information about this requirement and the application process please select the Apply now button.

Duties

We are seeking motivated and experienced individuals to join our Enterprise Solutions and Technology business area.

As a Software Engineer, you'll coordinate, design, build, test and maintain IT application projects to meet business outcomes.

You will collaborate with business partners and deliver services with an agile approach. You'll provide detailed technical, professional, and policy advice on complex problems to a wide range of business partners.

You will share your expertise with others, guide and mentor less experienced staff by coaching, reviewing their work and providing feedback to build team capability. You'll model and encourage others to adopt an agile approach and support a culture of continuous improvement.

Eligibility

This vacancy is only open to people with disability. This measure is designed to address the under-representation of people with disability in the Australian Public Service.

We are committed to increasing diversity in the ATO as we believe a diverse workforce better represents the Australian community we serve. One of the ways we do this is by improving employment and career development for people with disability.

Notes

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 12 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability.

About the Australian Taxation Office

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To Apply

Position Contact	Jason Hang, (07) 3213 5775
Agency Recruitment Site	https://ato.nga.net.au/?jati=6DD78BE1-3BA8-A82F-BFD6-D21C181340CE

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Treasury

Vacancy VN-0731892

Australian Taxation Office

Closing Date: Wednesday 08 November 2023

Enterprise Solutions and Technology
Digital Delivery

Job Title	Software Engineer (Affirmative measure - disability employment)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Parramatta NSW, Adelaide SA, Albury NSW, Box Hill VIC, Brisbane QLD, Canberra ACT, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Penrith NSW, Wollongong NSW
Salary	\$116,062 - \$126,533
Classification	Executive Level 1
Position Number	EXT_EST_1239_23
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=F96B187B-5B06-6CFA-63CC-D21C18B85271>

Candidates applying under the affirmative measure provision must provide evidence of disability.

For further information about this requirement and the application process please select the Apply now button.

Duties

This vacancy is only open to people with disability. This measure is designed to address the under-representation of people with disability in the Australian Public Service.

We are committed to increasing diversity in the ATO as we believe a diverse workforce better represents the Australian community we serve. One of the ways we do this is by improving employment and career development for people with disability.

We are seeking motivated and experienced individuals to join our Enterprise Solutions and Technology business area.

As a Software Engineer, you'll lead the design, build, testing and maintenance of IT applications across the ATO. You'll drive large and complex projects in relation to corporate programs of work.

You will provide high-level advice and communicate this effectively across a range of technologies and platforms. You'll work with business partners across multi-client/multi-vendor projects, attend workshops and create technical documentation.

You will build team capability through coaching, training and providing feedback. You'll model and encourage others to adopt an agile approach and support a culture of continuous improvement.

Eligibility

This vacancy is only open to people with disability. This measure is designed to address the under-representation of people with disability in the Australian Public Service.

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Notes

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The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability.

About the Australian Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	Andrew Campbell, (02) 6216 5643
Agency Recruitment Site	https://ato.nga.net.au/?jati=F96B187B-5B06-6CFA-63CC-D21C18B85271

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Treasury

Vacancy VN-0732223

Royal Australian Mint

Closing Date: Sunday 05 November 2023

Royal Australian Mint
Sales, Marketing and Innovation

Job Title	Graphic Designer
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	\$80,328 - \$84,688
Classification	APS Level 5
Position Number	1299
Agency Website	https://www.ramint.gov.au

Job Description

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

The Graphic Designer is responsible for developing exciting packaging and promotional materials for the Mint's collector coins and corporate activities. Working within a small team, they provide knowledge and expertise to support all matters of design across the Mint. They work with stakeholders through the conceptual and design phases to create and deliver quality and creative solutions.

The Graphic Designer ensures their work complies with relevant legislation, including copyright laws, and the Mint's style guides, and that their designs support the promotion of the Mint's brand.

Duties

1. Developing packaging and promotional materials for the Mint's collector coins and corporate activities.
2. Interpreting design briefs, supporting concept development and managing expectations on timeframes and budgets.
3. Creating and presenting designs for print production through Adobe Creative Suite.
4. Collaborating and negotiating with internal stakeholders.
5. Liaising with printers to provide print specifications, and checking printers' proofs.
6. Contributing to continuous improvement, including remaining up to date with industry trends and identifying and implementing new ways of working.
7. Maintaining records and designs in accordance with the Mint's Records Management Policy.

8. Ensuring all design work conforms to relevant legislation and style guides, and supports the Mint's brand.

Eligibility

Security clearance

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

Qualification

Relevant qualifications in graphic design.

Notes

Applications will need to be submitted through our recruitment portal on the Employment Opportunities page of the Mint Website at Employment Opportunities | Royal Australian Mint (<https://ramint.gov.au/careers-mint>)

Please submit your application by **11:30pm** on **Sunday, 5 November 2023**. You will need to upload:

- A current resume
- Portfolio
- A one-page-pitch that describes how your skills meet the requirements of the role as detailed in the position description.

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

About the Royal Australian Mint

To Apply

Position Contact	Dan Neale, (02) 6202 6814
Agency Recruitment Site	https://www.ramint.gov.au/employment-opportunities

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Treasury

Vacancy VN-0732275

Royal Australian Mint

Closing Date: Thursday 02 November 2023

Royal Australian Mint
Sales, Marketing and Innovation

Job Title	Wholesale Sales Officer
Job Type	Full-Time, Non-Ongoing
Location	Deakin ACT
Salary	\$80,328 - \$84,688
Classification	APS Level 5
Position Number	1280
Agency Website	https://www.ramint.gov.au

Job Description

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

The Wholesale Sales Officer works in the Wholesale team, reporting to the Wholesale Manager. The Wholesale Sales Officer manages the sale of products to authorised domestic distributors and the manner in which products are resold within the distribution market. They prepare information on distribution for internal and external stakeholders, forecast product requirements and supply relevant market intelligence to the wider organisation.

The Wholesale Sales Officer undertakes administrative duties and sales support for the wholesale team and other areas within the branch. They manage financials for distributor accounts and analyse data to report on sales. The Wholesale Sales Officer works collaboratively with planning, product development, dispatch and production teams to fulfil the requirements of the Mint's wholesale clients. They undertake project activities to support wholesale objectives.

This opportunity is available for a period of 12 months.

Duties

1. Processing, scheduling and monitoring sales orders to domestic distributors, including resale orders within the distribution market.
2. Supporting the generation of new wholesale account leads and identifying other market and distribution opportunities.
3. Negotiating sales contracts, and preparing sales agreements and applications for new clients.
4. Monitoring distributor activity and performance, and providing recommendations on sensitive matters to managers, for example breaches of distributor trading terms.
5. Undertaking analytical research, forecasting product requirements and monitoring marketing intelligence to provide recommendations and advice on matters such as costing and delivery.
6. Understanding client feedback and identifying and implementing solutions to resolve issues.
7. Interpreting data and developing reports on sales and related work tasks using various mediums.
8. Managing distributor accounts including generating invoices, credit notes, customer statements and other associated financials.
9. Planning, scheduling, monitoring and reporting on wholesale project activities.

10. Leading account management discussions, and Terms and Conditions of Trade compliance meetings.
11. Liaising with internal and external stakeholders to effectively manage stakeholder satisfaction and negotiate with the Mint's planning, product development, dispatch and production teams.
12. Representing the Mint at internal and external meetings.

Eligibility

Security clearance

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

Notes

Applications will need to be submitted through our recruitment portal on the Employment Opportunities page of the Mint Website at Employment Opportunities | Royal Australian Mint (<https://ramint.gov.au/careers-mint>)

Please submit your application by **11:30pm** on **Thursday, 2 November 2023**. You will need to upload:

- A current resume
- A one-page-pitch that describes how your skills meet the requirements of the role as detailed in the position description.

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

About the Royal Australian Mint

To Apply

Position Contact	Christopher Bowler, (02) 6202 3467
Agency Recruitment Site	https://www.ramint.gov.au/employment-opportunities

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Department of Parliamentary Services

Closing Date: Wednesday 08 November 2023

Finance and Property Services
Property Services Branch Maintenance Services

Job Title	Parliamentary Gardener
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 1;APS Level 2;APS Level 3
Position Number	JR31739
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentary_Services

Job Description

<https://career10.successfactors.com/career?company=DPS>

Landscape Services at Parliament House are looking for a motivated garden and turf enthusiast to join our landscape team.

Landscape Services are responsible for the maintenance and care of 23 hectares of gardens including native and exotic plants, formal and semi formal gardens and large expanses of turf. We also care for the gardens of The Lodge as well as the courtyards of MOAD (The Museum of Australian Democracy) at Old Parliament House.

We are seeking a reliable and passionate individual with demonstratable experience and qualifications in either Turf Management or Horticulture. The successful applicant will work within our team and apply their skills and knowledge in assisting with the daily maintenance of a large and diverse landscape. We take a best practise approach to our work and are industry leaders in Integrated Pest Management. Daily activities include mowing, weed control, nutrition and pesticide applications

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

At DPS, we acknowledge the value diversity brings. We are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We welcome applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with disability.

About the Department of Parliamentary Services

The Department of Parliamentary Services (DPS) supports Australia's Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

To Apply

Position Contact	Brock Weston, 02 6277 5010
Agency Recruitment Site	https://career10.successfactors.com/career?company=DPS

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Communications and the Arts

Vacancy VN-0731907

Australian Communications and Media Authority

Closing Date:Wednesday 08 November 2023

Corporate and Research
Digital and Technology Services ICT Security

Job Title	ICT Security Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Belconnen ACT
Salary	\$106,545 - \$120,152
Classification	Executive Level 1
Position Number	2357-2023-2
Agency Website	http://www.acma.gov.au

Job Description

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

The ACMA is expanding its ICT Security Team and is seeking a highly motivated IT professional with a keen interest in finding the adversary in a complex technical landscape. As part of a small team, you will have the opportunity to get involved in all aspects of protecting the Authority from cyber threats. If you think you have reasonable coverage of the following, then the ACMA is interested in hearing from you.

Duties

The IT Security Officer in the ICT Security Section and will provide leadership for the technologies and services they are responsible for, including working with internal and external stakeholders to achieve strategic and tactical outcomes.

The IT Security Officer works with a considerable degree of independence and under broad direction to protect ACMA's information and systems through the application of Microsoft 365 Defender products and related technologies, to govern, detect, protect and respond to cybersecurity threats.

Eligibility

To be eligible for employment with the ACMA, applicants must be an Australian citizen.

The successful applicant must be able to obtain and maintain a Negative Vetting 1 level security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

Notes

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

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

About the Australian Communications and Media Authority

ACMA is Australia's regulator for broadcasting, some online content, radiocommunications and telecommunications. We work with industry and government, locally and internationally, so that Australians can enjoy the best and most innovative media and communications services in a fair, responsible, safe and productive way. The ACMA provides a supportive and respectful work environment that values the diversity of our employees. Our three main offices are in Canberra, Melbourne and Sydney. Visit acma.gov.au for more information on joining our team.

To Apply

Position Contact	Barry Cook, (02) 6219 5366
Agency Recruitment Site	https://www.acma.gov.au/careers

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- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Communications and the Arts

Vacancy VN-0732058

Australian Communications and Media Authority

Closing Date:Wednesday 08 November 2023

Corporate and Research
Digital and Technology Service (DTS) ICT Platform Services and Support

Job Title	Wintel System Engineers
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Belconnen ACT, Pyrmont NSW, Melbourne VIC
Salary	\$106,545 - \$120,152
Classification	Executive Level 1
Position Number	1646-2023-2
Agency Website	http://www.acma.gov.au

Job Description

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

We are seeking experienced Wintel System Engineers who has a wide range of experience and skills. You will be a strong advocate of continuous improvement and automation when maintaining infrastructure and application platforms primarily on-premises.

The ACMA has made a large investment in hybrid infrastructure, recent projects include a full network refresh, datacenter establishment, DR rebuild, HCI migration, server modernisation and a raft of cybersecurity initiatives.

Your strong technical knowledge and operational experience within a corporate or Government ICT context will allow you to maintain and deliver high performing and professional outcomes. You will provide technical leadership within the team with a focus on reliability, recoverability, and security-using best working practices within the ICT environment.

Duties

The Wintel System Engineer roles is a high performing engineering role within the ICT Platform Services and Support Section. You will work across several areas, predominately focused on developing and maintaining the ACMA's on-premises infrastructure and applications. You will have a strong background in several technologies and can demonstrate an aptitude to develop hybrid cloud infrastructure-based skills into the future.

Eligibility

To be eligible for employment with the ACMA, applicants must be an Australian citizen.

The successful applicants must be able to obtain and maintain a Negative Vetting 1 level security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#) .

Notes

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

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

About the Australian Communications and Media Authority

ACMA is Australia's regulator for broadcasting, some online content, radiocommunications and telecommunications. We work with industry and government, locally and internationally, so that Australians can enjoy the best and most innovative media and communications services in a fair, responsible, safe and productive way. The ACMA provides a supportive and respectful work environment that values the diversity of our employees. Our three main offices are in Canberra, Melbourne and Sydney. Visit acma.gov.au for more information on joining our team.

To Apply

Position Contact	Nathan Penhaligon, (02) 6219 5144
Agency Recruitment Site	https://www.acma.gov.au/careers

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