Commonwealth of Australia
APSJobs - Vacancies Daily
PS44 Daily Gazette Friday - 06 November 2026.pdf

Australian Government

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS45 Weekly Gazette Thursday - 12 November 2026.pdf.

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

The date of publication of this Gazette is PS44 Daily Gazette Friday - 06 November 2026.pdf. The date of publication establishes the date the vacancy was notified in the Gazette for the purpose of 25(1)(b) of the Australian Public Service Commissioners Directions 2022.

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

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[Job No] ISSN 1835-2480

Vacancies

Vacancy VN-0774319

Australian Children's Education and Care Quality Authority

Closing Date:Thursday 19 November 2026

Business Services Group
People & Workplace

Job Title	Human Resources Officer
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Tasmania TAS, Adelaide SA, Darwin NT, Brisbane QLD, Perth WA
Salary	$91,867 - $102,446
Future Merit Locations	Sydney, Canberra, Melbourne, Tasmania, Adelaide, Darwin, Brisbane, Perth
Office Arrangement	Hybrid
Office Arrangement Details	1-3 days in the office
Classification	
Position Number	606
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description

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

Human Resources Officer

- **Help children have the best start in life through high quality education & care.**
- **Improve outcomes for children and families in early education and care.**
- **Join an expert team working across governments at the national level.**

About ACECQA

We want children in Australia to have the best start in life through quality education and care.

We provide national leadership on the implementation of the National Quality Framework (NQF) and collaborate with the Australian and state and territory governments to:

· implement changes that benefit children birth to 13 years-of-age and their families

· monitor and promote the consistent application of the Education and Care Services National Law across all states and territories

· support the early childhood education and care sector to improve quality outcomes for children

We strive for innovation and continuous improvement and are committed to keeping the sector and the community informed with the latest developments in early childhood education and care.

ACECQA is committed to being a child-safe organisation, implementing the National Principles for Child Safe Organisations and actively promoting the safety and wellbeing of children.

The Role

The Human Resources Officer implements, monitors, coordinates and supports a broad range of human resources functional areas, services, projects and initiatives with a primary emphasis on payroll administration to support ACECQA's operations.

This role is full-time and fixed term to **30 June 2027** at ACECQA **Band 4 ($91,867- $102,446)**.

Duties

Key Accountabilities

· Adhere to the spirit and practice of ACECQA's Code of Conduct, contribute to an inclusive and agile performance culture, and role model ACECQA's values and behaviours.

· Coordinate and execute administrative tasks associated with the payroll cycle and maintenance of ACECQA's Human Resource Information System (HRIS), ichris, including maintaining accurate employee records to ensure compliance with organisational policies and regulations and provide payroll information to employees.

· Manage the HR Enquiries inbox, ensuring all requests are responded to in a timely manner, proactively developing customer relationships, resolving moderately complex issues and, anticipating and providing solutions to meet customer needs.

· Manage the preparation of HR documentation as required, including offer letters, contract extensions, temporary appointment letters and assisting with recruitment activities as required.

· Assist in processing the payroll for employees accurately and in a timely manner.

· Support the collection of data and assist in the preparation of standard reports and analysis to support management decision making and effectiveness.

· Create, maintain and monitor ACECQA's personnel files, ensuring compliance with legislative requirements.

· Provide advice on HR policies and procedures, including through email enquiries and internal communications, to enhance and promote ACECQA's effectiveness.

· Develop and maintain internal networks and relationships to lead and encourage managers and team members to follow examples set according to ACECQA's policies and procedures.

· This role must also be prepared to offer support to other team members as required.

Eligibility

Key Selection Criteria

· Sound knowledge, skills and experience working in a Public Sector HR environment supported by a qualification or equivalent work experience.

· Proficient user of business and human resources tools and technologies, including Microsoft Office, HR/payroll software, and electronic document management tools.

· Demonstrated ability to work collaboratively and share relevant information in order to achieve organisational goals.

· Demonstrated ability to confidently present messages in a clear, concise and articulate manner using a variety of written and oral styles.

· Demonstrated ability to apply critical thinking and analytical skills to identify patterns and relationships and apply solutions to typical problems in a human resources environment.

Notes

How to apply

The closing date for applications is **19 November 2026** at 11.59pm.

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

To apply, please register with the ACECQA Recruitment Candidate Portal, navigate to **Human Resources Officer** vacancy and click **Apply for Job**. The application process will require you to:

· Attach a CV of no more than 5 pages which demonstrates your ability to meet the criteria contained in the position description.

· Provide the details of at least two referees who have directly supervised you within the last five years of employment.

· Attach a written response to the targeted questions below of no more than 2 pages

Targeted Questions

1. Provide an example that demonstrates your experience using a human resources and payroll information system to support payroll processing, investigate a payroll matter, or administer an employee-related transaction.
2. How do you ensure payroll transactions are supported by appropriate approvals, documentation, and record-keeping requirements?

All complete applications will be acknowledged.

More information

If you have any questions about the role or recruitment process, please contact the Recruitment team at recruitment@acecqa.gov.au.

Notice to agencies

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

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

About the Australian Children's Education and Care Quality Authority

To Apply

Position Contact	Anna Lagana, +61282404522
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyList.aspx

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Vacancy VN-0774340

Australian Security Intelligence Organisation

Closing Date:Monday 23 November 2026

Job Title	Technical Specialist – Telecommunications Interception
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$100,425 - $125,060
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Work from home not available.
Classification	APS Level 5;APS Level 6
Position Number	01720262027
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Organisation

The Australian Security Intelligence Organisation (ASIO) protects Australia and Australians from threats

to their security. ASIO’s people are ordinary Australians but they do extraordinary things – they are our

most important asset. To be successful, we need talented people who are highly capable, dedicated,

adaptable and resilient.

We seek to reflect the community we protect. ASIO is committed to fostering a diverse and inclusive

environment, where all staff are valued and respected. We welcome applications from all eligible

candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. We

are culturally and linguistically diverse, language skills enhance our collective ability to protect Australia.

Aboriginal and Torres Strait Islander peoples are encouraged to apply. We are secretive about what we

do, not what we value.

At a time when Australia’s security environment is dynamic, diverse and degrading, our work is more

important than ever. Join the mission and make a difference every day.

The opportunity

As a Technical Specialist in Telecommunications Interception, you will work closely with internal and

external stakeholders to drive and manage projects that capture and deliver lawful telecommunications

interception (TI) and telecommunications data product in accordance with legislative requirements,

standards and specifications. The role involves liaison with Carrier/Carriage Service Providers (C/CSPs),

Designated Communications Providers (DCPs), Interception Agencies (agencies), and communications

equipment and software vendors, both domestic and international.

A merit pool may be created to fill future vacancies which have the same or similar requirements to this

position. This merit pool will be valid for up to 18 months.

Duties

Responsibilities

As a Technical Specialist (Telecommunications Interception) in ASIO, you will:

- Contribute to the development, implementation and maintenance of lawful interception and
- telecommunications data capabilities.
- Provide technical expertise that informs the development of ASIO's TI and data request systems.
- Liaise with domestic and international:
  - C/CSPs and DCPs
  - Interception and data request agencies (primarily law enforcement and anti-corruption agencies)
  - Commercial providers (communications equipment and software vendors)
  - Government and internal stakeholders.
- Test lawful interception and delivery systems, performing protocol analysis and network-level problem-solving.
- Provide level 1 and 2 support for TI connections, collection, product assurance systems, telecommunications data requests and CLOUD Act data.
- Contribute to the provision of technical telecommunications SME advice to internal and external stakeholders, including for the provision of policy and process development.

Eligibility

What you will bring

We are seeking candidates with the following capabilities:

- Ability to work collaboratively with technical experts across government agencies, industry and C/CSPs and DSPs to deliver TI capability and data request systems.
- Maintain visibility of changing standards/requirements and contribute your expertise to shape direction and response.
- Resilience and personal accountability for the quality of advice and delivery of results to ensure adherence to legal and policy standards.

- Demonstrated professionalism and flexibility when providing level 1 and 2 support to mission partners and stakeholders.
- Demonstrated system integration and project delivery experience.

Successful candidates will also have experience in relevant telecommunications technologies including:

- Demonstrated experience with carrier networks and/or interception and retained telecommunications data systems.
- Experience in NiFi and cloud technologies.
- Understanding in any of the following:
    - IP/IMS Networks (architecture, systems and related protocols)
    - Contemporary mobile network architecture such as LTE and 5G
    - NFV/virtualisation/containerisation as applicable to telecommunications networks
    - Carrier-level VoIP implementations.
- Previous exposure to 3rd Generation Partnership Program (3GPP) and/or European Telecommunications Standards Institute (ETSI) specifications.

You are not required to address each capability separately in your application. Consider providing examples that illustrate multiple capabilities at once.

Refer to ASIO's Core Capability Framework to understand what is expected at each level for each capability.

Eligibility

To be eligible to work at ASIO, you must be:

- an Australian citizen
- assessed as suitable to hold and maintain a TOP SECRET-Privileged Access (TS-PA) security clearance.

Reasonable adjustments

Please let us know if you require any additional assistance or reasonable adjustments during any stage of the recruitment process in order to fully participate in the recruitment process or the workplace. This may include reasonable adjustments to assessment methodologies to enable full participation.

Notes

What we offer you

ASIO provides a number of benefits to its staff including:

- A competitive salary, including a 7.5% allowance for maintaining a TOP SECRET-Privileged Access (TS-PA) security clearance.
- Employer superannuation contributions of 15.4%.
- A variety of leave options in addition to the standard 4 weeks annual leave, including stand down between Christmas and New Year.
- Flexible working arrangements. Please note due to our unique working environment, work from home options are not available.
- Study assistance, including financial support and study leave for tertiary education.
- Access to 7 staff-led diversity and inclusion networks.
- Access to an Employee Assistance Program (EAP).

Location

Canberra, ACT. Other locations may be considered according to the needs of the Organisation.

Relocation assistance is available if required.

We advertise positions nationally to reach the broadest audience. Please refer to the above location before applying.

How to apply

ASIO officers' identities are protected by law. Under section 92 of the ASIO Act, the only declared ASIO officers are the Director-General and Deputy Directors-General. Due to the need to protect our people's identities, ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment.

Click on 'Apply online' to commence your application. Your application must be complete and include the following:

- A written pitch of up to 800 words that addresses the required capabilities for the role. Use examples to demonstrate how your skills and experience meet the capabilities.

- A current CV, no more than 2 pages in length, outlining your employment history, the dates and a brief description of your role, as well as any academic qualifications or relevant training you have undertaken.
- Details of 2 referees, which must include a current or former supervisor. ASIO will not contact your referees without advising you prior to doing so.

Before applying read the ASIO People Capability Framework and Core Capability Guide, both available on the ASIO website. To increase your chances of success, tailor your application responses to align with the relevant capabilities and levels outlined in these frameworks.

Use of artificial intelligence in recruitment processes

ASIO does not use any form of artificial intelligence (AI) at any point in the recruitment process.

All applications are reviewed by a selection panel. We recognise some applicants may use AI technologies to draft applications or prepare for interviews. If you wish to use AI, we recommend doing this only for initial drafts and ensure that your application is personalised and accurately reflects your skills, experience and qualifications.

Additionally, be aware of the privacy policies of any AI tool you use. Be mindful of the information you are entering into AI tools (personal details, work history, etc) and how using it may link you to potential ASIO employment, noting that you are expected to be discrete and maintain confidentiality with your application.

If you are invited to attend interview, the use of AI tools and recording devices during interview is strictly prohibited. Should AI tools or recording services be detected, your application, and any future applications may be discontinued.

The recruitment selection process

Our selection process is rigorous and extensive. All employment decisions and selection processes at ASIO are based on merit principles and candidates must be prepared to undergo various selection stages. The stages may include application assessment, eligibility checks, online testing, skills-based assessment and interview.

We ask all applicants for their patience throughout the process.

Employment conditions

Employment is under the Australian Security Intelligence Organisation Act 1979. Conditions of service are similar to those applying in the Australian Public Service. We recognise entitlements accrued under the Public Service Act 1999 and provide for continuation of superannuation under the Commonwealth schemes. Salary packaging arrangements are also available.

Australian Workplace Equality Index

ASIO has achieved the Australian Workplace Equality Index (AWEI) Gold Standard in 2024, 2025 and 2026, recognising ASIO's inclusion work and positive culture. ASIO was the first Australian intelligence agency to achieve this status.

For more information about ASIO, please visit: www.asio.gov.au.

About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 0262637888
Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0774332

Australian Sports Commission

Closing Date:Wednesday 18 November 2026

Diversity, People and Culture
Safety, Safeguarding and Prevention

Job Title	Work Health Safety (WHS) Advisor
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Canberra ACT, Sydney NSW
Salary	$109,623 - $126,389
Future Merit Locations	Canberra, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	EXT/26-200
Agency Website	https://www.sportaus.gov.au/

Job Description

https://ausport.nga.net.au/?jati=AC23765E-89DA-36EB-92B3-ED790B86F3F2

Duties

Applications close at **11:30pm** AEST **Wednesday, 18 November 2026** (late applications will not be accepted).

The Australian Sports Commission 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?

About the team –

The Safety, Safeguarding & Prevention Team provides specialist advice, support and assurance across workplace safety, wellbeing, psychosocial risk, injury management, safeguarding and prevention. The team works collaboratively with leaders and employees across the ASC to identify risks, strengthen controls, improve organisational capability and support safe, healthy and respectful workplaces.

About the role –

The Work Health Safety (WHS) Advisor leads the development, implementation and continuous improvement of designated workplace safety, psychosocial safety, wellbeing and prevention initiatives across the ASC. The role partners with leaders and stakeholders to identify risks, strengthen controls and implement practical solutions that improve organisational capability, safety performance and employee wellbeing.

Working within the Safety, Safeguarding & Prevention Team, the position is responsible for managing assigned WHS, psychosocial safety, wellbeing and prevention programs, monitoring implementation and effectiveness, coordinating stakeholders and ensuring organisational obligations are met. Through specialist advice, risk management, reporting and program leadership, the role contributes to safe, healthy and respectful workplaces across the ASC.

About you –

We are looking for an experienced WHS Advisor who is passionate about creating psychologically safe and healthy workplaces where employees can thrive.

The successful candidate will have:

- Relevant WHS qualification or equivalent experience.
- Relevant qualifications or equivalent experience in workplace health and safety, wellbeing, injury management, psychosocial risk, organisational risk or a related discipline.
- Demonstrated experience supporting WHS, wellbeing, injury management, psychosocial risk management or workplace risk functions within a complex organisational environment.
- Knowledge of WHS legislation, psychosocial risk obligations and contemporary workplace safety and wellbeing practices.

- Demonstrated ability to analyse risk, incident and workforce information to identify trends, support recommendations and contribute to continuous improvement activities.
- Strong stakeholder engagement and advisory skills, including the ability to provide practical advice and guidance to leaders and employees.
- Demonstrated ability to prepare reports, recommendations and supporting documentation relating to workplace safety, wellbeing or organisational risk matters.

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

Why work with us?

We have offices located in Canberra, Melbourne and Sydney. Across all locations, we offer:

- Options for flexible working arrangements.
- Annual allowances towards training based on individualised career goals.
- Access to a customised ASC L&D calendar for ongoing professional and career development.
- Generous superannuation scheme with up to 15.4% employer contributions.
- Corporate discount on AIS Shop merchandise.
- Access to Clearinghouse for Sport, an information sharing platform for Sporting professionals.

Additionally, our Canberra campus offers:

- Free onsite parking
- Onsite facilities including café, dining hall, gym, and swimming pool.
- Priority placement for your children to access the award winning, onsite AIS Caretaker’s Cottage Childcare Centre.

If you have any questions about this opportunity, please contact:

- **Contact Officer:** Dean Salzke, Director - Safety, Safeguarding & Prevention
- **Email address:** Dean.Salzke@ausport.gov.au

Eligibility

To be eligible for this position applicants are required to be Australian citizens only and must be able to obtain and maintain an AGSVA Security Clearance.

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

- As part of this position, the role occupant may have access to sensitive, and potentially distressing information in the areas of sexual misconduct and child safeguarding.
- 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.
- If you are experiencing issues or have any questions with the e-recruitment system, please contact the People & Culture Hub via email people@ausport.gov.au or phone (02) 6214 1328.

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	Dean Salzke, Dean.Salzke@ausport.gov.au
Agency Recruitment Site	https://ausport.nga.net.au/?jati=AC23765E-89DA-36EB-92B3-ED790B86F3F2

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Vacancy VN-0774335

Australian Sports Commission

Closing Date:Thursday 19 November 2026

Technology
Architecture

Job Title	Data Architect
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	$128,968 - $152,181
Future Merit Locations	Canberra, Sydney, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	EXT/26-201
Agency Website	https://www.sportaus.gov.au/

Job Description

https://ausport.nga.net.au/?jati=ECFD4CEA-3C79-A8A6-C7EC-ED7944E5DCBD

Duties

Applications close at **11:30 pm** AEST **Thursday**, **19 November 2026** (late applications will not be accepted).

The Australian Sports Commission 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?

About the team –

The Architecture Branch helps shape how technology, data and digital capabilities are designed and evolved across the Australian Sports Commission (ASC). We work across the organisation to translate strategic and business priorities into secure, scalable and sustainable solutions, providing leadership across enterprise and solution architecture, data and AI, technology standards, design and governance. As part of the Technology and Digital Enablement Group, our team works on significant organisation-wide initiatives including enterprise platforms, data and analytics, integration, digital services and emerging technologies.

About the role –

The Data Architect will provide strategic and technical leadership across enterprise data management at the Australian Sports Commission (ASC), with a particular focus on the Enterprise Data Platform (EDP). The role will lead the design and implementation of the EDP, including the foundational ERP data cleansing and migration solution and the platform's subsequent consolidation, standardisation and extension. Working closely with the data stewards and owners across the organisation, the role will help strengthen data governance and broader data management capability across the ASC.

The role will also contribute to the development of data management strategies, policies, processes and guidelines, and produce key architecture and design documentation to support informed decision-making and delivery. This includes assessing existing and emerging technologies for continued use, uplift or adoption within the EDP, while mentoring ASC data professionals and helping build sustainable organisational capability.

As a Data Architect, you will:

- Lead large-scale data cleansing, migration and transformation initiatives, including complex modernisation programs.
- Develop enterprise data strategies, governance-aligned architectures and data quality management frameworks.
- Design and implement scalable, secure and cost-effective cloud-based data platforms that support analytics, reporting, integration and operational workloads.
- Architect and deliver complex ETL, ELT and hybrid data pipelines for high-volume data movement, integration and assurance.
- Implement reference data management, stewardship and governance capabilities to support trusted business measures and outcomes.
- Develop architecture roadmaps, manage technical backlogs, estimate complex initiatives and provide technical leadership across governance forums.
- Engage effectively with stakeholders, communicate clearly with executive, business and technical audiences, mentor data professionals and uplift organisational data capability.

About you –

We are looking for a motivated individual with a passion for leveraging data to enable organisational outcomes, strong strategic and analytical thinking capabilities, and the ability to collaborate effectively across business and technology teams to shape and support the ASC's evolving data and digital landscape.

The successful candidate will have:

- Tertiary qualifications and/or previous experience architecting data solutions and platforms.
- Proven experience leading complex data cleansing, migration and transformation initiatives, particularly ERP modernisation programs.
- Knowledge of data modelling and storage optimisation for enterprise reporting, business intelligence and analytics environments.
- Demonstrated experience leading or contributing to governance forums, producing architecture artefacts and ensuring compliance with architectural standards.
- Proven ability to engage executives, business leaders, data owners and technical teams to drive enterprise-wide outcomes.
- Strong understanding of security, data classification, privacy and information management requirements.
- Demonstrated ability to mentor and support staff by sharing knowledge, providing practical guidance, and uplifting team capability in data architecture, governance, tools and delivery practices to build sustainable organisational expertise.

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

Why work with us?

We have offices located in Canberra, Melbourne and Sydney. Across all locations, we offer:

- Options for flexible working arrangements.
- Annual allowances towards training based on individualised career goals.
- Access to a customised ASC L&D calendar for ongoing professional and career development.
- Generous superannuation scheme with up to 15.4% employer contributions.
- Corporate discount on AIS Shop merchandise.
- Access to Clearinghouse for Sport, an information sharing platform for Sporting professionals.

Additionally, our Canberra campus offers:

- Free onsite parking
- Onsite facilities including café, dining hall, gym, and swimming pool.
- Priority placement for your children to access the award winning, onsite AIS Caretaker's Cottage Childcare Centre.

If you have any questions about this opportunity, please contact:

- **Contact Officer:** Dillon Sayasane, Director of Architecture
- **Phone number:** +61 2 6214 1064
- **Email address:** Dillon.Sayasane@ausport.gov.au

Eligibility

To be eligible for this position applicants are required to be Australian citizens only and must be able to obtain and maintain an AGSVA Security Clearance.

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.

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To Apply

Position Contact	Dillon, Sayasane, Director of Architecture
Agency Recruitment Site	https://ausport.nga.net.au/?jati=ECFD4CEA-3C79-A8A6-C7EC-ED7944E5DCBD

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Vacancy VN-0774098

Australian Submarine Agency

Closing Date:Sunday 22 November 2026

Australian Submarine Agency
Stewardship

Job Title	Assistant Director - Information Governance and Records Management
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Majura ACT, Rockingham WA
Salary	$124,393 - $140,315
Future Merit Locations	Adelaide, Majura, Rockingham
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit Pool used for vacancies at any location supporting flexibility.
Classification	Executive Level 1
Position Number	ASA/06235/26
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=BF677202-F2D9-C8CC-99A9-ED6793B7E4C1

Duties

The Role

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

The Australian Submarine Agency (ASA) is seeking two highly capable and motivated EL1 Information and Records Managers to lead information governance, records management and compliance initiatives across the Nuclear Powered Submarine Program. This is an exciting leadership opportunity for an experienced information management professional who can drive strategic outcomes, lead high-performing teams and ensure the Agency's information assets are managed effectively, securely and in accordance with legislative requirements.

Successful candidates will have the opportunity to lead one of the Directorate's specialist information management streams, applying their expertise to deliver strategic outcomes in Information Governance, Records Management, or Records Authority Development.

Drawing on your leadership and expertise, you will strengthen information management capability across the Agency, and promote a culture of accountability, compliance and information stewardship. Working collaboratively with stakeholders at all levels, you will influence positive change and help deliver enterprise-wide information governance frameworks, records management services and reporting obligations, including compliance with the Archives Act 1983, Senate Order 12 and relevant portfolio policies.

In this role, you will lead and develop a high-performing team, provide expert advice on complex information management matters, foster strong stakeholder relationships and drive continuous improvement across the Agency's information management capability. Through your leadership, you will help ensure information is managed as a strategic Commonwealth asset, supporting the successful delivery of the Nuclear Powered Submarine Program.

About our Team

As part of the Australian Submarine Agency (ASA) you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities.

Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people.

The Directorate of Information Governance forms part of the Information Control Branch, which also delivers the Agency's nuclear information systems, cyber security, cyberworthiness and compartment management functions. Together, these capabilities enable the secure, compliant and effective management of information essential to the delivery of Australia's Nuclear Powered Submarine Program.

We are a collaborative, high-performing and future-focused team that partners with stakeholders across the Agency to strengthen information management practices, address complex challenges and deliver strategic outcomes. We foster an environment where expertise is valued, innovation is encouraged, and individuals are empowered to make a meaningful contribution to a once-in-a-generation national capability program.

The Directorate of Information Governance is responsible for leading and maturing the Agency's information management capability across three key streams:

- Information Governance: Developing and enhancing information governance frameworks, policies, guidance and assurance activities that support compliance, accountability and informed decision-making.
- Records Management: Managing and optimising the Agency's Electronic Document and Records Management System (EDRMS), providing specialist advice and support, and ensuring records are managed appropriately throughout their lifecycle.

- Records Authority Development: Leading the development and implementation of agency-specific records authorities, sentencing methodologies and compliant information retention and disposal practices.

Our Ideal Candidate

We are a dynamic organisation seeking employees who are agile, innovative and energised by high-paced work. This is a unique opportunity for experienced information management professionals to contribute to a once in a lifetime program. We are looking for highly motivated and collaborative leaders with strong technical expertise who can translate legislative and business requirements into practical information governance and records management solutions, while fostering a culture of accountability, compliance and continuous improvement.

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

- Strong knowledge of information governance, records management, information lifecycle management, and relevant legislative and policy frameworks, including the Archives Act 1983.
- The ability to provide high-quality, evidence-based advice to senior leaders and stakeholders to support informed decision-making.
- Proven ability to translate strategic direction, technical concepts, and legislative requirements into clear and practical plans, guidance and deliverables.
- Experience leading and coordinating complex pieces of work, ensuring quality outcomes, timely delivery and alignment with Program milestones and organisational priorities.
- Demonstrated ability to identify, assess and manage risks, implement practical mitigation strategies, and escalate issues appropriately.
- Sound judgement, accountability, and the ability to make decisions within delegated authority while contributing constructively to issue resolution.
- Strong written and verbal communication skills, with the ability to engage effectively across a range of audiences and translate complex information into practical advice.
- Strong stakeholder engagement skills, with the ability to build and maintain productive relationships with internal and external stakeholders.
- Demonstrated leadership experience, including building team capability, managing performance and fostering a high-performing and collaborative culture across geographically dispersed teams.
- A commitment to continuous improvement, professional excellence, integrity, accountability and the APS Values, while fostering an inclusive and respectful workplace culture.

Our ideal candidates will also have experience aligned to one or more of the Directorate's three streams:

- Records Management: Managing or supporting Electronic Document and Records Management Systems (EDRMS), including user support, compliance monitoring and records lifecycle activities
- Records Authority Development: Leading or contributing to the development and implementation of agency-specific records authorities, sentencing methodologies and compliant disposal practices..
- Information Governance: Developing and implementing information governance frameworks, policies, procedures and assurance activities.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Australian Submarine Agency

The Australian Submarine Agency was established on 1 July 2023 and is responsible and accountable for the management and oversight of Australia’s nuclear-powered submarine program. Australia’s acquisition of conventionally-armed, nuclear-powered submarines through the AUKUS partnership will be critical to ensuring our Defence Force has the capabilities needed to keep Australians safe. The Australian Submarine Agency operates under the Defence portfolio and maintains strong linkages with the Department of Defence. Our workforce comprises a mixture of Australian Public Servants, Australian Defence Force members and contractors. At the Australian Submarine Agency, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get in any other organisation. You are able to undertake interesting, challenging and unique work. This ranges from intelligence and strategic policy right through to human resources, communications, infrastructure and engineering, and information technology. As part of the Australian Submarine Agency you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities. Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people. We offer flexible working arrangements and a range of formal and informal professional development opportunities.

To Apply

Position Contact	Amber McAllan, Please Email
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BF677202-F2D9-C8CC-99A9-ED6793B7E4C1

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Vacancy VN-0774107

Australian Submarine Agency

Closing Date:Sunday 22 November 2026

Australian Submarine Agency
Stewardship

Job Title	Assistant Director - Stewardship Policy
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$124,393 - $140,315
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit Pool used for vacancies at any location supporting flexibility.
Classification	Executive Level 1
Position Number	ASA/05392/26
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=10898E96-E907-D459-D90D-ED6794A80956

Duties

The Role

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

Join one of Australia's most significant national endeavours and help shape the future of the nation's conventionally-armed, nuclear-powered submarine program. As an EL1 Assistant Director in the Stewardship Policy Branch, you will have a unique opportunity to provide advice and develop policies that support the safe, secure and responsible stewardship of Australia's nuclear-powered submarine enterprise.

Key responsibilities include:

- Driving development of policy, strategy, project plans and technical advice, including for Ministers and Parliament, to support Australia's nuclear stewardship objectives.
- Providing evidence-based advice to senior management on complex and emerging strategic, policy, technical and program issues relating to defueling, dismantling, transport and disposal pathways.
- Briefing senior leadership on research and analysis of domestic and international approaches to nuclear stewardship, radioactive waste management, regulation and end-of-life planning.
- Driving design and implementation of the Stewardship Policy Framework, end-of-life project controls within the NPS program architecture, and approaches for managing spent nuclear fuel and radioactive waste.

About our Team

The Stewardship Policy Branch encompasses three directorates supporting Head Stewardship Division and the ASA mission.

The Policy and Engagement Directorate leads the development of the Stewardship Policy Framework and provides policy advice to support public engagement, stakeholder relationships, and decision making on radioactive waste management.

The Strategy and Program Directorate is responsible for developing the end-of-life project controls within the NPS Program architecture, including requirements, risks and assumptions, schedule, strategic planning, and program integration to support the long-term stewardship of Australia's nuclear-powered submarine enterprise.

The Technical Directorate leverages scientific and engineering expertise from across the organisation, domestic stakeholders and trilateral partners to support policy development and strategic decision-making on radioactive waste management, defueling, dismantling and disposal pathways for Australia's nuclear-powered submarine program.

Our Ideal Candidate

We are seeking high-performing leaders who are motivated by complex challenges and inspired by the opportunity to make a lasting national impact.

You are a strategic thinker with strong judgement and the ability to lead through complexity and uncertainty. Whether your background is in policy, project delivery, science, engineering or a related discipline, you can translate complex issues into clear advice, build productive partnerships, and deliver practical outcomes.

You thrive in collaborative environments, influence stakeholders effectively, and bring the initiative, adaptability and leadership needed to deliver outcomes in a rapidly evolving context. Most importantly, you are excited by the opportunity to help shape Australia's long-term approach to nuclear stewardship and contribute to a program that will define the nation's future capability.

Eligibility

Security Clearance

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

Notes

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

About the Australian Submarine Agency

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To Apply

Position Contact	Tobias Turello, 02 5133 0245
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=10898E96-E907-D459-D90D-ED6794A80956

Vacancy VN-0774240

Australian Submarine Agency

Closing Date:Sunday 22 November 2026

Australian Submarine Agency
Chief Operating Officer

Job Title	Contracting Manager
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Rockingham WA, Canberra ACT, Fishermans Bend VIC
Salary	$124,393 - $140,315
Future Merit Locations	Adelaide, Canberra, Fishermans Bend, Rockingham
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit Pool used for vacancies at any location supporting flexibility.
Classification	Executive Level 1
Position Number	ASA/06278/26
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=37A81BE0-AED1-5A69-CCC4-ED78CC03C2A1

Duties

The Role

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

The Commercial Branch plays a critical role in supporting ASA’s commercial, procurement and contracting operations across the AUKUS nuclear powered submarine program. As an EL 1 Contracting Manager, you will provide leadership, oversight and assurance across procurement

planning, tendering, contract formation and contract management activities. You will manage a small team, lead high complexity commercial tasks, and provide strategic advice to senior leaders to ensure commercially sound, defensible and compliant outcomes.

ASA roles cover a diverse range of workplace environment requirements. Candidates should consider these requirements when assessing their suitability for the role. For more information, please contact the nominated contact officer.

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

About our Team

The Commercial Branch delivers end-to-end procurement, contracting and commercial support across the Australian Submarine Agency, enabling the successful delivery of Australia's nuclear-powered submarine program.

The team provides expert advice and support across procurement planning, market approaches, contract establishment, contract management, commercial risk management and procurement governance. Working in a complex and evolving environment, we partner with stakeholders across the Agency to deliver compliant, value-for-money and strategically aligned procurement outcomes.

As an EL 1 Contracting Manager, you will join a professional and collaborative team that values innovation, integrity and continuous improvement. You will have opportunities to lead complex work, contribute to capability development and influence commercial outcomes that directly support the delivery of a nationally significant program.

Our Ideal Candidate

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

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

- Experience leading complex materiel procurements, including planning Commercial arrangements and developing commercial strategies, drafting approaches to market, leading commercial evaluations and negotiations with suppliers, up to contract execution.
- Experience in leading commercial support and advice to contract management activities, including reviewing contract change proposals, review of commercial deliverables, driving performance outcomes under contracts and providing advice on effectively remediating or addressing underperformance.
- Demonstrated experience delivering strategic and practical commercial advice taking into account relevant legislation, procurement policies and best practice.
- Strong analytical skills, attention to detail and sound judgement;
- Excellent written, interpersonal and verbal communication skills;
- The ability to think strategically in a sensitive and fast-paced environment;
- An outcome-focused mindset, with an ability to apply innovative and flexible approaches to achieving results;
- An ability to build and sustain effective relationships, and work collaboratively and independently as required with a wide array of internal and external stakeholders;
- Drive to support commercial professionalisation initiatives, including training team members and contributing towards upskilling across the Branch and Agency.
- Adaptability, resilience and flexibility in the face of changing and competing priorities; and
- Has a sound understanding of the Commonwealth Procurement Framework.

Eligibility

Security Clearance:

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

Notes

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

About the Australian Submarine Agency

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To Apply

Position Contact	ASA Recruitment, asa.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=37A81BE0-AED1-5A69-CCC4-ED78CC03C2A1

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Vacancy VN-0774336

Defence Housing Australia

Closing Date:Thursday 19 November 2026

Customer Experience
Service Delivery Customer Service Centre

Job Title	Customer Service Centre Consultant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA
Salary	$77,454 - $85,822
Future Merit Locations	Adelaide
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	APS Level 3
Position Number	494033
Agency Website	https://www.dha.gov.au/

Job Description

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

Ready for your next opportunity? Join DHA as a Customer Service Centre Consultant and make a difference every day. Apply now!

About us

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

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

To find out more about DHA, please refer to our website or read our latest Annual Report.

Duties

About your team

The Customer Experience Branch delivers high-quality housing and accommodation services to Defence members, their families and property investors.

Our Customer Service Centre (CSC) provides responsive, professional support across Adelaide, Newcastle and Townsville. Working in an omni-channel environment, the team assists customers with housing allocations and allowances, tenancy and landlord services, and Living-in Accommodation bookings.

Customer feedback and insights are at the heart of what we do, helping DHA continually improve the services and experiences we provide.

About the role

DHA's Customer Service Centre supports Defence members, landlords and other customers with a range of housing services, from establishing benefits and coordinating property care to providing lease advice. Our team is there when Defence members need us, providing support 24 hours a day, 7 days a week.

As a Customer Service Centre Consultant, you'll play an important role in delivering a positive customer experience. You'll administer Defence member entitlements, coordinate tenancy services, manage enquiries and work with a range of internal and external stakeholders to provide clear advice, practical support and timely solutions.

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

Eligibility

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

Notes

Benefits for working at DHA include:

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

For information on DHA's Employee Value Proposition, visit our website.

How to apply

Apply now with your current resume and a 300-word one page pitch, addressing the requirements of the role. We recommend you read the Australian Public Service Commission's Cracking the Code guidance on how to write your response. Additionally, you should consider the expected behaviours described in the Australian Public Service Commission's Integrated Leadership System at this role's level.

For further information on the position, please refer to the Candidate Information Pack through the online careers site.

Applications close: 11:55pm AEST 19 November 2026. Any questions? Please contact Andrew Church, Operations Manager T: 07 4726 1837 E: Andrew.Church@dha.gov.au

Order of Merit

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

Inclusion and Diversity

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

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

About the Defence Housing Australia

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

To Apply

Position Contact	Andrew Church, 07 4726 1837
Agency Recruitment Site	https://careers.dha.gov.au/

Department of Finance

Closing Date:Sunday 22 November 2026

Ministerial and Parliamentary Services
HR Frameworks HR Policy Team

Job Title	Policy Officer & Client Service Representative
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$101,355 - $123,702
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Finance supports flexible workplace arrangements as per operational requirements
Classification	APS Level 6
Position Number	2026/271
Agency Website	www.finance.gov.au

Job Description

https://financejobs.nga.net.au/?jati=9EA7F9EA-492F-7BFF-EF95-ED79438AEC95

ABOUT THE BRANCH

Ministerial and Parliamentary Services (MaPS) sits at the intersection of people, policy and Australia's democratic institutions. A position in the Human Resources Frameworks Branch gives employees a front-row seat to democracy, supporting the employment framework and services that enable parliamentarians and their staff to do their work.

Our work is interesting, fast-paced and highly visible. It calls for people who can combine sound technical HR or payroll capability with strong judgement, adaptability and the ability to work effectively with a broad range of stakeholders. Team members will have the opportunity to build trusted relationships, contribute to work that matters across the parliamentary workplace and develop within a positive and respectful branch culture where people are supported, accountable and able to do their best work.

The branch is responsible for:

- Delivering payroll services for approximately 2,300 Members of Parliament (Staff) Act (MOP(S) Act) employees across Australia, supported by the HR Help Desk and IT systems support
- Developing and delivering the MOP(S) Act employment framework, in consultation with relevant agencies and employees
- Administering HR services for the MOP(S) workforce
- Advising Ministers and other stakeholders on policy matters relating to legislation administered by the Department
- Providing policy advice on reforms to Commonwealth parliamentary workplaces, including contributing to implementation of recommendations from Set the Standard: Report on the Independent Review into Commonwealth Parliamentary Workplaces.

Duties

ABOUT THE OPPORTUNITIES

Policy Officer – HR Policy

HR Policy team members are required to provide policy advice to relevant stakeholders and develop and implement effective guidelines within the complex MOP(S) Act employment framework.

As an Policy Officer, you will undertake research and analysis, prepare high-quality written advice and contribute to the development of practical, evidence-based policy solutions. You will work on complex and sensitive matters relating to the MOP(S) Act employment framework, including interpreting legislation, policy and employment conditions and supporting the effective implementation of policy changes.

The role involves working collaboratively with colleagues across MaPS, the broader department and relevant external stakeholders. You will exercise sound judgement, manage competing priorities and communicate complex information clearly to a range of audiences.

Your duties will include:

- Undertaking policy research and analysis on complex employment matters
- Developing policy options and preparing clear, evidence-based advice
- Interpreting and applying legislation, policies, procedures and employment conditions
- Preparing briefs, correspondence, guidance material and other written products
- Consulting and building productive relationships with internal and external stakeholders
- Identifying emerging issues, risks and opportunities and recommending appropriate responses
- Contributing to team priorities and broader branch outcomes.

Senior Client Service Representative - HR Service Delivery

We have a vacant position on the Helpdesk at the APS6 level in the HR Service Delivery Team within MaPS. Helpdesk team members are required to provide pay and conditions advice and support to federal parliamentarians and MOP(S) Act staff throughout their employment cycle.

As the APS 6 Team Leader on the Helpdesk, you are required to undertake tasks of high complexity and work with limited direction. You are expected to be able to work under pressure and according to tight timeframes, and to lead a small team distributing and monitoring workloads, answering complex queries and communicating with influence on a range of issues in relation to the MOP(S) Act employment framework.

Your duties will include:

- Leading a team to deliver high-quality services for current and former Parliamentarians and MOP(S) Act employees on a range of services in relation to pay and conditions.
- Interpreting and providing accurate, consistent and timely advice, both verbally and in writing. Tailoring advice according to the audience, including translating a complex employment framework into easy-to-understand information.
- Triaging, monitoring and distributing the workload of your team.
- Updating guidance material and checklists, ensuring that team processes are well-documented and that the team are adhering to process.
- Other duties as directed to ensure the outcomes of the Service Delivery Team are met, including working flexibly and the ability to multi-task and prioritise under pressure.

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.
- This role is being advertised as both ongoing and non-ongoing. Roles may be offered as either 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 12 months. Specified term vacancies may be extended up to a maximum period of 18 months.
- We encourage and welcome applications from Aboriginal and Torres Strait Islander peoples, people with Disability, LGBTQI+ people, people from culturally and linguistically diverse backgrounds and mature aged people.

Notes

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

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	Anna Glyntzos, 02 6215 2411
Agency Recruitment Site	https://financejobs.nga.net.au/?jati=9EA7F9EA-492F-7BFF-EF95-ED79438AEC95

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Vacancy VN-0774327

Department of Finance

Closing Date:Sunday 22 November 2026

Ministerial and Parliamentary Services
HR Frameworks HR Policy Team and HR Service Delivery Team

Job Title	Assistant Directors
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$131,199 - $158,879
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Finance supports flexible workplace arrangements as per operational requirements
Classification	Executive Level 1
Position Number	2026/272
Agency Website	www.finance.gov.au

Job Description

https://financejobs.nga.net.au/?jati=D62D52B9-1597-8B86-1A88-ED7943B17A20

ABOUT THE BRANCH

Ministerial and Parliamentary Services (MaPS) sits at the intersection of people, policy and Australia's democratic institutions. A position in the Human Resources Frameworks Branch gives employees a front-row seat to democracy, supporting the employment framework and services that enable parliamentarians and their staff to do their work.

Our work is interesting, fast-paced and highly visible. It calls for people who can combine sound technical HR or payroll capability with strong judgement, adaptability and the ability to work effectively with a broad range of stakeholders. Team members will have the opportunity to build trusted relationships, contribute to work that matters across the parliamentary workplace and develop within a positive and respectful branch culture where people are supported, accountable and able to do their best work.

The branch is responsible for:

- Delivering payroll services for approximately 2,300 Members of Parliament (Staff) Act (MOP(S) Act) employees across Australia, supported by the HR Help Desk and IT systems support
- Developing and delivering the MOP(S) Act employment framework, in consultation with relevant agencies and employees
- Administering HR services for the MOP(S) workforce
- Advising Ministers and other stakeholders on policy matters relating to legislation administered by the Department
- Providing policy advice on reforms to Commonwealth parliamentary workplaces, including contributing to implementation of recommendations from Set the Standard: Report on the Independent Review into Commonwealth Parliamentary Workplaces.

Duties

ABOUT THE OPPORTUNITIES

We have two EL1 Assistant Director vacancies in the HR Frameworks Branch, one in the HR Policy Team, and another in the HR Service Delivery Team.

Assistant Director – HR Policy

As the Assistant Director in HR Policy, you are required to undertake complex tasks and work with limited direction. You are expected to be able to show good judgement and political awareness, and to work flexibly within a small team. You can make timely, effective decisions that show accountability and consider stakeholder impact while developing systems to promote accountability and team outcomes.

Your duties will include:

- Leading the team to deliver high-quality advice to parliamentarians and their staff on pay and conditions of MOP(S) Act employment.
- Interpreting and providing accurate, consistent and timely advice, both verbally and in writing. Tailoring advice according to the audience, including translating a complex employment framework into easy-to-understand information.
- Monitoring your own workload and that of your team, working flexibly and collaboratively to prioritise urgent enquiries and process a high volume of correspondence.
- Other duties as directed to ensure the outcomes of the HR Policy Team are met, including the ability to multi-task and assist Senior Executives where required.
- Leading and delivering projects, while maintaining the delivery of other team priorities.

Assistant Director – HR Service Delivery

The Assistant Director role leads the HR Service Delivery Team, a team of approximately six Service Delivery Advisors responsible for providing pay and conditions advice and support to parliamentarians and MOP(S) Act employees throughout their employment lifecycle. The role oversees a range of service delivery processes and helpdesk operations, ensuring the provision of timely, accurate and client-focused HR support. The role engages with parliamentarians, MOP(S)

Act employees and ministerial offices, and works closely with other teams across MaPS to support the effective delivery of HR services.

Your duties will include:

- Leading and managing the HR Service Delivery Team, including setting priorities, allocating work and supporting the team to deliver timely, accurate and high-quality HR services.
- Overseeing helpdesk operations and service delivery, ensuring enquiries relating to payroll, employment conditions and HR matters are managed effectively and consistently.
- Providing advice on complex and sensitive employment matters, applying relevant legislation, policies, procedures and employment conditions to individual circumstances.
- Managing complex and sensitive matters under broad direction, exercising sound judgement, initiative and a high degree of independence in determining appropriate approaches and solutions.
- Building and maintaining productive relationships with key stakeholders, including parliamentarians, MOP(S) Act employees, ministerial offices and other areas across MaPS.
- Managing competing priorities and workloads, ensuring strategic and operational priorities are delivered within required timeframes.
- Supporting capability and performance across the team, providing guidance, coaching and oversight to ensure consistent and high-quality service delivery.

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.
- This role is being advertised as both ongoing and non-ongoing. Roles may be offered as either 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 12 months. Specified term vacancies may be extended up to a maximum period of 18 months.
- We encourage and welcome applications from Aboriginal and Torres Strait Islander peoples, people with Disability, LGBTQI+ people, people from culturally and linguistically diverse backgrounds and mature aged people.

Notes

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

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	Anna Glyntzos, 02 6215 2411
Agency Recruitment Site	https://financejobs.nga.net.au/?jati=D62D52B9-1597-8B86-1A88-ED7943B17A20

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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

Vacancy VN-0774307

Federal Circuit and Family Court of Australia

Closing Date:Sunday 29 November 2026

Federal Circuit and Family Court of Australia (FCFCOA)
Office of the Chief Executive Officer and Principal Registrar

Job Title	Indigenous Family Liaison Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Launceston TAS, Adelaide SA, Brisbane QLD, Newcastle NSW
Salary	$88,834 - $96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible;Hybrid
Office Arrangement Details	Hybrid / Flexible working arrangements may be considered in line with operational requirements.
Classification	APS Level 5
Position Number	0809-11-26
Agency Website	https://www.fcfcoa.gov.au/

Job Description https://fcajobs.nga.net.au/?jati=E26CF6DB-BA95-E01E-A8E8-ED790AF2E725

Position Overview

Indigenous Family Liaison Officers provide culturally informed in-Court support to Aboriginal and Torres Strait Islander Peoples who are involved in family law proceedings or accessing Court services.

The role supports Judges and Registrars who preside over Specialist Indigenous Lists and who hear a high proportion of matters involving Aboriginal and/or Torres Strait Islander litigants. Indigenous Family Liaison Officers work collaboratively within the pre-existing Court structure to support all events in the case management pathway, including hearings, Court Children's Service events (such as interviews between parents and children), and dispute resolution events, to enhance cultural understanding, support participation in Court processes, and contribute towards culturally safe practices.

Indigenous Family Liaison Officers support ongoing engagement between the Courts and Aboriginal and Torres Strait Islander communities. This includes helping to explain Court processes to litigants and highlighting the needs of Aboriginal and Torres Strait Islander Peoples to the Courts, identifying barriers to participation, and linking litigants with culturally appropriate supports. They are required to develop and maintain collaborative partnerships with local colleagues inside the Courts, as well as establish and maintain external networks.

The Courts' preference is for the Indigenous Family Liaison Officer role to be full-time, however, depending on the operational needs, the position may be part-time. Part-time employees must be flexible in their availability, particularly during periods in which the Courts' Specialist Indigenous Lists are conducted, when the Courts are circuiting to regional and remote locations, or the Judges otherwise require additional support.

Duties

The Indigenous Family Liaison Officer role is primarily focused on supporting families navigating the Court system in matters where an Aboriginal and/or Torres Strait Islander child involved. Key responsibilities include:

1. Supporting litigants:

- Explaining Court processes, requirements, and the importance of attending and participating in Court events to litigants.
- Attending Court hearings and explaining Court processes and requirements to litigants.
- Assisting litigants with the filing of Court documents.
- Supporting participation in Court Children's Service events and dispute resolution events to ensure that litigants and other significant persons are able to fully participate.
- Engaging with the Court as needed to provide contextual information about practical or cultural obligations which may be affecting a litigant's ability to participate in proceedings.

- Connecting Aboriginal and Torres Strait Islander litigants to legal and other community-based services.
- Engaging with key internal stakeholders, including the Committees and Working Groups as needed.

2. Engagement and collaboration:

- Engaging with local Aboriginal and Torres Strait Islander community and support organisations to raise awareness of the Courts' role in family law matters, and some national or regional organisations as needed.
- Building and maintaining strong working relationships with Judges, Registrars, registry staff and support services.
- Liaising with Independent Children's Lawyers (where appointed).
- Under the guidance and support of the Director – Indigenous Operations, Policy and Support and Director – Family Violence, Access, Equity & Inclusion, contribute towards cultural awareness and capability across the Courts.

Eligibility

Capabilities and Attributes

Successful applicants will demonstrate:

- The ability to explain Court processes and services in a clear, culturally appropriate way to Aboriginal and Torres Strait Islanders communities.
- An understanding of the family law system or the capacity to quickly develop this knowledge.
- Experience supporting vulnerable individuals, including children and families in complex circumstances.
- An understanding of the impartiality of the Courts and the ability to provide appropriate support within that framework.
- Proven ability to work effectively and autonomously, with guidance from senior staff when required.
- Demonstrated resilience and the ability to manage competing priorities while working effectively in a complex and busy court environment.
- Court experience is desirable but not essential.

Special Requirements

- Certain positions may require travel to local communities or circuit locations.
- The Courts' preference is to have the Indigenous Family Liaison Officer positions operating locally in the registry and region they support. However, some roles may operate wholly or partly remotely, subject to the operational needs of the Courts. In these circumstances, employees must have access to an appropriate home-based workspace.

Selection Criteria

Applicants must demonstrate:

1. An understanding of Aboriginal and Torres Strait Islander Court-user users, particularly in the context of family conflict and family law proceedings.
2. The ability to work in a culturally appropriate, respective and effective manner with Aboriginal and Torres Strait Islander Peoples and internal stakeholders (including Judges and Court staff), including in complex and sensitive contexts.
3. The capacity to learn about the Court processes and effectively communicate this information to Aboriginal and Torres Strait Islander Peoples.
4. Experience with, and strong links to, Aboriginal and Torres Strait Islander communities and organisations, such as Aboriginal Controlled Community Organisations (ACCOs), not-for-profit organisations, or relevant Commonwealth and/or State Government.
5. The ability to identify and recommendations improvements to policies or procedures to enhance access to justice for Aboriginal and Torres Strait Islanders Peoples.
6. Well-developed oral and written communication skills and a willingness to participate in ongoing learning and professional development.
7. An understanding of language and cultural needs of Aboriginal and Torres Strait Islander Peoples, including the appropriate use of interpreter services.

Applicants must have knowledge and understanding of the issues affecting Aboriginal and Torres Strait Islander Peoples and demonstrate the ability to communicate sensitively and effectively. Where possible, applicants should provide a reference from a referee of Aboriginal and/or Torres Strait Islander background.

How to Apply

To apply, please complete the application form on the Court’s careers portal.

To be considered you will need to upload a concise expression of interest (2 page maximum) detailing how your experience and skills relate to the position description and selection criteria and attach a current resume.

If you have any issues with applying, please email recruitment@fedcourt.gov.au

Notes

Eligibility

Employment with the Court is subject to the conditions prescribed in the Public Service Act 1999, and the following:

1. Australian citizenship – the successful applicant must hold Australian citizenship.
2. Security and character clearance – the successful applicant must satisfy a Police Records Check and may also be required to complete security clearances during the course of their employment.
3. Successful applicants engaged into the APS will be subject to a probation period.

Interested candidates who have received a redundancy benefit from an APS agency are welcome to apply but note that they cannot be engaged until their redundancy benefit period has expired.

Diversity and Inclusion

The Federal Circuit and Family Court of Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability, First Nations peoples, LGBTIQA+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

The Federal Circuit and Family Court of Australia will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role.

Artificial Intelligence (AI) in recruitment

Candidates may use AI tools to assist with their participation in this recruitment process unless otherwise advised. Where AI tools are used, candidates are responsible for ensuring that all information submitted is transparent, accurate, and genuinely reflects their own skills, capabilities, and experience.

For more information, see: Principles for candidate use of AI in Recruitment

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

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

About the Federal Circuit and Family Court of Australia

The Federal Circuit and Family Court of Australia Act 2021 (FCFCOA Act), which came into effect on 1 September 2021, merged the Family Court of Australia and the Federal Circuit Court of Australia into a unified court system known as the FCFCOA. The FCFCOA (Division 1) is a superior court that handles the most complex family law cases and serves as the appellate court for family law matters. It operates nationwide, except in Western Australia. The FCFCOA (Division 2), a federal court, shares jurisdiction over family law and child support with Division 1, but also handles general federal law matters, such as administrative law, bankruptcy, intellectual property, and migration law. The Federal Court of Australia entity engages employees under the Public

Service Act 1999 to support the Federal Court, the FCFCOA (Divisions 1 and 2), and the National Native Title Tribunal. Established by the 2016 Courts Administration Legislation Amendment Act, each court retains its own identity and judicial independence. FCFCOA employees are covered by the Federal Court Enterprise Agreement 2024–2027.

To Apply

Position Contact	Kirsty Maylin, Kirsty.maylin@fcfoca.gov.au
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=E26CF6DB-BA95-E01E-A8E8-ED790AF2E725

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Vacancy VN-0774308

Federal Circuit and Family Court of Australia

Closing Date:Monday 23 November 2026

Federal Circuit and Family Court of Australia (Division 2)
Judicial Support

Job Title	Cultural Liaison Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Dandenong VIC, Melbourne VIC, Parramatta NSW, Perth WA, Sydney NSW
Salary	$88,834 - $96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be negotiated in line with operational requirements
Classification	APS Level 5
Position Number	0806-11-26
Agency Website	https://www.fcfcoa.gov.au/

Job Description

https://fcajobs.nga.net.au/?jati=E8E3D58B-D14A-620A-DCCD-ED790A66F523

APS 5 | $102,514 to $111,741 package (including 15.4% superannuation)

Locations: Sydney/Parramatta, Melbourne/Dandenong, Adelaide, Perth

Position overview

Cultural and Liaison Officers (CLOs) play a vital role in supporting culturally and linguistically diverse court users, primarily within the migration jurisdiction. CLOs are tasked with guiding and assisting court users from vulnerable backgrounds, such as migrant and asylum seekers, ensuring they can navigate the court process with confidence and understanding

A key aspect of this role is identifying and connecting court users with essential legal and social support services within the community. CLOs actively facilitate connections to services tailored to the diverse needs of court users, including pro bono services, emergency relief, interpreter engagement, health services and social support.

Recognising that services for culturally and linguistically diverse individuals vary across regions, CLOs are also responsible for building and strengthening connections with local, state, territory, and national service providers. This ensures that court users receive the most appropriate and timely support, regardless of their location.

Duties

Key responsibilities and duties

The CLO is fundamentally a support role to assist culturally and linguistically diverse litigants through the Court system in the migration and other practice areas of the Court. There are several elements to the CLO role which may involve being a part of one or all of the following streams:

Cultural and interpreter policy and support

- Providing procedural support to culturally and linguistically diverse litigants and connecting them to legal and social supports, such as pro bono legal services, migrant and asylum seeker resource centres, and services assisting migrant and refugee community members with connecting them to homelessness social services, counselling and mental health support.
- Engaging with relevant community organisations, legal and social support agencies to enhance referral pathways between the Court and essential pro bono legal services for culturally and linguistically diverse litigants. Provide advice and guidance to internal stakeholders on working effectively with interpreters, including delivering or contributing to training and capability development initiatives.
- Under the guidance of the Director – Cultural Liaison Officers and Director – Culture, Language Diversity & Inclusion, assist with internal research, education and training development on the needs and circumstances of culturally and linguistically diverse litigants.
- Assess and support litigants to access appropriate interpreter services exercising judgment to determine suitable arrangements and facilitating their effective participation in court processes to support access to justice.
- Engage with interpreter agencies and service providers to strengthen referral pathways and support the effective delivery of language services for culturally and linguistically diverse litigants.

Client and cultural support services

- Provide culturally responsive frontline procedural support to culturally and linguistically diverse litigants, while maintaining the Court’s impartiality and not providing legal advice.
- Connect court users with appropriate legal and social supports, including refugee legal services, migrant and asylum seeker resource centres, emergency relief, income support, employment and skills services, housing, health, counselling and community services.
- Support litigants to access interpreter services and provide dedicated assistance to litigants in detention environments.
- Respond to frontline enquiries from court users, Judicial Registrars and chambers through eLodgment, email, telephone and counter services with a focus on clients with complex needs/issues.
- Provide accurate migration-related procedural information in accordance with Court rules, regulations, practices and procedures.

- Support intake and assessment procedures to ensure that matters are triaged in accordance with Court procedures for priority client groups.

Candidates may be prioritised to work predominantly in certain streams of work within the CLO role, from time to time. Candidates with particular skills and experience may also be called upon to assist with other culturally specific projects or advice work, subject to the operational needs of the Court outside of the migration jurisdiction. As the role is within the Federal Circuit and Family Court, applicants should be aware that the role may be modified as needed to allow for its operation to support litigants and court operations not only in the migration jurisdiction, but in family law or in various areas of general federal law, including workplace disputes. The role may therefore operate not only in Division 2, but in Division 1 of the Federal Circuit and Family Court.

Eligibility

Professional qualifications, competencies and attributes

Completed or enrolled in relevant tertiary education in the areas of law, international relations, data management, social work, psychology, or relevant demonstrated experience.

To be successful in the role of CLO, the ideal candidate will possess:

- Cultural Capability: The ability to effectively communicate with and provide information to culturally and linguistically diverse, self-represented litigants about how the Court operates and how to access relevant services in a culturally responsive manner. Experience in supporting culturally and linguistically diverse clients such as a demonstrated experience in providing support to individuals from migrant and refugee backgrounds or similar experience with other vulnerable communities.
- Knowledge of Migration and Court Processes: General knowledge of the migration law system and/or court operations, or the demonstrated ability to learn this quickly.
- Impartiality and Objectivity: A clear understanding of the impartial nature of the Court, with the ability to provide support to litigants while respecting the judicial review process.
- Autonomous and Collaborative Work Ethic: Proven ability to work both independently and as part of a team, while also seeking guidance from more senior members when necessary.
- Demonstrated ability to work professionally with key stakeholders: Strong networking skills with the ability to establish and maintain positive, productive relationships with both internal stakeholders (such as judges, judicial registrars and court staff) and external partners (such as legal, interpreters and social support organisations).
- Data management: Proven skills to demonstrate an ability to analyse and work with data related to the subject matter in a clear and concise manner. Updating information on the Court’s case management systems and National Pseudonym Register, maintaining a high degree of accuracy in data entry on migration matters and ensuring the identification of vulnerable Applicants at the key entry point into the Court system and ensuring referrals to the appropriate services (if any).
- Providing high level case management support to Judges and Judicial Registrars for matters identified as requiring expedition, especially where a court user may be in immigration detention.
- Provide advice and guidance to internal stakeholders on working effectively with interpreters, including delivering or contributing to training and capability development initiatives.

- Demonstrated ability to contribute to research, education and training development activities under the direction of senior stakeholders, applying judgement to support improved understanding of the needs of culturally and linguistically diverse court users.

Special requirements

In some regions, travel to other court locations, usually intrastate (for example, Sydney and Parramatta Registry or Melbourne and Dandenong registry), will be required.

A candidate's willingness and flexibility to travel will be highly regarded. While experience within a court setting is desirable, it is not essential.

Proficiency in a language other than English for the purposes of communicating with litigants is also desirable, but not essential. A community language allowance may be available to the successful candidate who is able and required to communicate in a language other than English in the course of their work.

Selection criteria

The successful candidate will demonstrate:

1. Cultural and Linguistic Awareness: Strong demonstrated knowledge and understanding of the language and cultural needs of court users from culturally and linguistically diverse backgrounds in the FCFCOA, particularly (but not limited to) the context of migration law.
2. Culturally Appropriate Communication: Proven ability to work in a culturally responsive and trauma-informed manner with diverse populations, and to communicate positively and effectively with key stakeholders both within the Court (such as judges, judicial registrars and staff) and externally (such as lawyers, interpreters and social support organisations).
3. Court Knowledge and Adaptability: Demonstrated experience or the ability to quickly acquire knowledge of court procedures and processes, with the capacity to convey this information clearly and effectively to culturally and linguistically diverse court users.
4. Data management: Demonstrated ability to collect, manage, analyse and report on data accurately and efficiently. Proven skills in organising information, maintaining data integrity, identifying trends, and presenting data in a clear and concise manner will be highly desirable.
5. Feedback and Improvement: Ability to provide and assist in the collection and dissemination of constructive feedback on procedural and policy changes necessary to enhance accessibility and service utilisation for culturally and linguistically diverse court users.
6. Oral and Written Communication Skills: Strong oral and written communication skills, coupled with a willingness to engage in ongoing professional development and contribute positively to a collaborative work environment.
7. Ability to work autonomously and within a team environment: Strong demonstratable skills of working within a team environment and remotely from the team and supervisors is highly regarded.

8. Commitment to APS Values and Conduct: A demonstrated understanding and commitment to the Australian Public Service (APS) Values, adherence to the APS Code of Conduct, and the ability to comply with principles of Workplace Diversity and Occupational Health and Safety.

Notes

Eligibility

Employment with the Court is subject to the conditions prescribed in the Public Service Act 1999, and the following:

1. Australian citizenship – the successful applicant must hold Australian citizenship.
2. Security and character clearance – the successful applicant must satisfy a Police Records Check and may also be required to complete security clearances during the course of their employment.
3. Successful applicants engaged into the APS will be subject to a probation period.

Interested applicants who have received a redundancy benefit from an APS agency are welcome to apply but know that they cannot be engaged until their redundancy benefit period has expired.

Diversity and inclusion

The Court is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from people with disability, First Nations people, LGBTIQA+ people, people from culturally and Liaison ally diverse backgrounds, mature age workers and young workers. The Court is committed to supporting an inter-generational workforce, gender equity and families.

The Court will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfill the inherent requirements of the role.

RecruitAbility

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

Artificial Intelligence (AI) in recruitment

Candidates may use AI tools to assist with their participation in this recruitment process unless otherwise advised. Where AI tools are used, candidates are responsible for ensuring that all information submitted is transparent, accurate, and genuinely reflects their own skills, capabilities, and experience.

For more information, see: Principles for candidate use of AI in Recruitment.

How to apply

To be considered you will need to upload a concise expression of interest (2 page maximum) detailing how your experience and skills relate to the position description and selection criteria and attach a current resume. To apply, please complete the application form on the Court's Career's Portal.

If you have any technical issues with applying, please email recruitment@fedcourt.gov.au

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

About the Federal Circuit and Family Court of Australia

The Federal Circuit and Family Court of Australia Act 2021 (FCFCOA Act), which came into effect on 1 September 2021, merged the Family Court of Australia and the Federal Circuit Court of Australia into a unified court system known as the FCFCOA. The FCFCOA (Division 1) is a superior court that handles the most complex family law cases and serves as the appellate court for family law matters. It operates nationwide, except in Western Australia. The FCFCOA (Division 2), a federal court, shares jurisdiction over family law and child support with Division 1, but also handles general federal law matters, such as administrative law, bankruptcy, intellectual property, and migration law. The Federal Court of Australia entity engages employees under the Public Service Act 1999 to support the Federal Court, the FCFCOA (Divisions 1 and 2), and the National Native Title Tribunal. Established by the 2016 Courts Administration Legislation Amendment Act, each court retains its own identity and judicial independence. FCFCOA employees are covered by the Federal Court Enterprise Agreement 2024–2027.

To Apply

Position Contact	Wajiha Ahmed, via email
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=E8E3D58B-D14A-620A-DCCD-ED790A66F523

- 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

Vacancy VN-0774360

National Library of Australia

Closing Date:Sunday 22 November 2026

Collaboration Digitisation Projects and Trove Data & Platforms

Job Title	EL2 - Directors, Collaboration Branch (2 Positions)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$145,442 - $172,779
Future Merit Locations	Various locations - ACT, Parkes
Office Arrangement	Flexible
Office Arrangement Details	that flexibility may be negotiated with the successful candidate as per NLA policy however regular on-site attendance is required.
Classification	Executive Level 2
Position Number	108016, 108018
Agency Website	

Job Description

https://nla.nga.net.au/

The Library is seeking to fill two ongoing Executive Level 2 roles in the Collaboration Branch.

The **Collaboration Branch** enables the library to collaborate with the GLAM community and the public, as well as providing a range of services relating to Trove within a cost recovery business model.

The Branch is responsible for carrying out organisational and partnership functions including:

- Trove Partnerships – managing relationships with partner organisations.
- Trove Data and Platforms – managing partner data and infrastructure.

- Trove Community Services – managing the relationships and services to the Trove Community, including Inter Library Loan/Document Delivery, and Digitisation on Demand.
- Digitisation – digitising the Library's collections and making them available on Trove.
- Strategy and Transformation – incubating new services and business modelling.

Duties

Director, Digitation Projects

We are seeking a strategic and collaborative leader to lead the Library's digitisation program and drive the delivery of high-quality services that increase access to Australia's cultural collections.

The successful candidate will be an experienced people leader with a strong track record of delivering complex programs and services in a dynamic environment. They will bring excellent stakeholder engagement, strategic planning and organisational leadership skills, with the ability to balance operational delivery and continuous improvement.

The role requires a leader who can build productive relationships across the Library and with external partners, navigate complex issues, and identify opportunities to improve services, processes and organisational capability. The successful candidate will foster a high-performing team culture, support innovation and transformation, and contribute to the strategic leadership of the Collaboration Branch.

Director, Trove Data & Platforms

We are seeking a strategic and collaborative leader to lead the Library's Trove Data and Platforms function to enable the sustainability, enhancement and delivery of Trove platforms that connect Australians with cultural and research collections.

The successful candidate will be an experienced people leader with a strong track record of delivering complex platforms and services in a dynamic environment. They will bring excellent stakeholder engagement, strategic planning and organisational leadership skills, with the ability to balance operational delivery, service sustainability and continuous improvement.

The role requires a leader who can build productive relationships across the Library and with the broader library, cultural heritage and research sectors, navigate complex issues, and identify opportunities to enhance services, platforms and organisational capability. The successful candidate will foster a high-performing team culture, support innovation and transformation, and contribute to the strategic leadership of the Collaboration Branch.

For more information on each of the roles and how to apply please see the Candidate Pack and Role Statements.

Eligibility

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

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

The Director, Digitisation Projects must have the ability to obtain and maintain a Baseline Security Clearance

Notes

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

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

About the National Library of Australia

To Apply

Position Contact	Eric Swain, NA
Agency Recruitment Site	https://nla.nga.net.au/

Vacancy VN-0774338

National Portrait Gallery of Australia

Closing Date:Wednesday 25 November 2026

Engagement and Experience

Job Title	Visitor Experience Coordinator
Job Type	Full-Time, Non-Ongoing
Location	Parkes ACT
Salary	$99,734 - $116,758
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	This position is based on-site at the Gallery.
Classification	APS Level 6
Position Number	6742
Agency Website	https://www.portrait.gov.au/

Job Description

https://www.portrait.gov.au/content/employment/

The Visitor Experience Coordinator is a pivotal role that underpins the Gallery's commitment to delivering high-quality visitor experiences. As an operational and cultural leader within a frontline team of 12+, the position builds team capability through the delivery and oversight of onboarding, training and coaching programs that promote professional growth and a positive team culture. This position ensures that every touchpoint is welcoming and inclusive; every visitor interaction is person-centred and memorable.

The role provides day-to-day operational leadership, coordinating staffing resources, fostering a visitor-focused culture. It maintains effective operational systems, documentation and records to support efficient operations, informed decision-making and business continuity.

Reporting to the Visitor Experience Manager, the Visitor Experience Coordinator contributes to and implements initiatives that enhance visitor experiences, strengthen operational performance, and supports the Gallery to achieve service excellence.

Duties

Specific Tasks

1. **People leadership and capability development** - Lead and support the frontline team through onboarding, training, mentoring and coaching, fostering a culture of collaboration, inclusion and continuous improvement while building capability and service excellence.
2. **Operational leadership and staffing coordination** - Coordinate the delivery of visitor services and programs, ensuring effective staffing, prioritisation of work areas, and the maintenance of operational systems and documentation.
3. **Tour and Experience development** - Contribute to the development, delivery and quality assurance of tours and experiences, ensuring engaging, inclusive and high-quality experiences for diverse audiences.
4. **Project management and service improvement** - Plan, coordinate and deliver projects related to visitor experience, public programs or operational improvement, collaborating with internal stakeholders and external partners to achieve successful outcomes.
5. **Visitor sentiment and issue management** - Coordinate visitor feedback, escalations and responses, serving as a key contact for the management and resolution of issues and support incident and emergency response. Contribute to reporting and insights that support service improvement and informed decision-making.
6. **Venue presentation and visitor information** - Ensure consistent public-area presentation and coordinate visitor engagement touchpoints that enhance the visitor experience and effectively communicate gallery, exhibition and program information, and contribute to a safe, accessible and welcoming environment.

Eligibility

1. Demonstrated experience engaging diverse audiences (including large groups and visitors with varying access and support needs), preferably in a public-facing environment.
2. Demonstrated experience leading and managing diverse teams, fostering a positive and inclusive culture while delivering high-quality visitor or customer experiences.
3. Highly developed interpersonal, written and verbal communication skills, including experience managing escalated situations, and building productive relationships with internal and external stakeholders.
4. Proven experience developing frameworks of tours, experiences or other audience-focused experiences.
5. Demonstrated knowledge of, and ability to apply, the APS Values and Code of Conduct, participative management practices, workplace diversity principles, child safety practices, and workplace health and safety obligations.

Desirable Knowledge, Skills and Experience

1. Knowledge of, or demonstrated ability to interpret, visual arts practice and an appreciation of the Gallery's collection, exhibitions and public programs.

Notes

Additional Notes

- To be eligible for this role, you **must**
- Hold Australian Citizenship,
- Satisfy a police check, and
- Hold a Working with Vulnerable People (ACT) (or the ability to obtain and maintain).
- Possession of a valid First Aid certificate.

Applicant Information

- In no more than two A4 pages, please tell us how your skills, knowledge, experience and qualifications make you the best person for this job.
- Email your application, a current CV and the application coversheet to hrservices@npg.gov.au by the deadline listed below.
- If you need more information, please get in touch with Aden Wang at 02 6102 7043 or email aden.wang@npg.gov.au

Applications close at midnight on Wednesday 25 November 2026.

About the National Portrait Gallery of Australia

We acknowledge the Ngunnawal and Ngambri peoples, the Traditional Custodians of the Canberra region, upon whose lands the National Portrait Gallery stands. The National Portrait Gallery reflects the face of Australia and increases understanding and appreciation of Australian people and their stories through the art of portraiture. Guided by our values of creativity, innovation, inclusivity and integrity, our purpose is to develop a national portrait collection and provide the broadest possible access to all Australians. We do this through presenting engaging exhibitions and live and educational programs onsite in our award-winning building in Canberra, offsite across Australia, and on demand. The Gallery is a dynamic and inclusive workplace and recognises the great contribution of our team. We're committed to the health, safety and wellbeing of our team and our visitors, and to sustaining a safe workplace and inclusive culture. We support flexible working practices, including working from home, and respect family and caring responsibilities. The Gallery is committed to equal opportunity and diversity. We welcome applications from First Nations people, LGBTQIA+ people, people with a disability, and people from culturally and linguistically diverse backgrounds.

To Apply

Position Contact	Aden Wang, 02 6102 7043
Agency Recruitment Site	https://www.portrait.gov.au/content/employment/

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Vacancy VN-0774317

Office of National Intelligence

Closing Date:Sunday 22 November 2026

COO
Finance and Legal Legal

Job Title	EL2 Co-General Counsel
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$152,108 - $181,290
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 2
Position Number	NA
Agency Website	

Job Description

https://onicareers.nga.net.au/?jati=7093A650-5AC6-91E5-C922-ED79460C9B9A

Legal work is rarely as challenging, stimulating or important as this. As Co-General Counsel at the Office of National Intelligence (ONI), you will be part of a small high-performing legal practice that sits at the heart of the National Intelligence Community (NIC), with responsibility for shaping and delivering legal advice on matters of strategic importance.

We’re looking for a sharp legal mind with significant experience in managing legal functions and providing sound legal advice within a complex organisation. You will give advice across a wide range of matters, informed by your understanding of the national security context and a drive to support ONI’s mission. You will represent ONI in discussions across the NIC, government, external legal advisers, oversight bodies, and with partners overseas. As ONI’s Co-General Counsel you will provide complex advice and lead on project, legislative reform and dispute resolution work. At ONI you can expect to advise on a range of high-profile and sensitive matters, including during direct engagement with senior leadership. A part of this role is the ability to obtain and maintain a Top Secret – Privileged Access (TS-PA) security clearance.

It’s an exciting, dynamic environment that will use and develop your legal expertise and skills to the fullest.

Duties

This role will suit a lawyer who demonstrates exceptional discretion and integrity, brings an intellectually curious and pragmatic mindset, and relishes the opportunity to exercise the full range of their legal skills in a fast-paced environment where every day presents new challenges.

The ideal candidate will have experience in a range of practice areas, including demonstrated experience providing legal services and advice in a national security, commercial or government context. The ideal candidate for this role will have experience in one or more of the following fields:

- -statutory interpretation
- commercial law (especially contracts and procurement)
- -legislative development
- -employment law
- -litigation and dispute resolution
- -national security
- -administrative/public law.

Our ideal candidate will:

- be experienced in providing in-house legal services and instructing external legal advisers, preferably in the NIC context
- have exceptional written and verbal communication, with a keen eye for detail and a high level of skill in tailoring messaging for senior audiences
- be adept in identifying strategic and legal risks, triaging matters and problem solving
- have strong contextual awareness of matters relevant to ONI’s work, such as national security, geopolitics, current affairs and/or public administration
- be willing to support ONI’s role in interdepartmental meetings, including preparing agendas and meeting papers.

Mandatory / Desirable attributes:

- A Bachelor of laws or a Juris Doctor from an Australian tertiary institution (or a comparable overseas qualification).
- Applicants must be admitted to practice as a legal practitioner of the High Court or Supreme Court of an Australian State or Territory and have, or be eligible for, a unrestricted ACT Practising Certificate.
- While it is not essential, experience in a NIC environment will be highly desirable

Eligibility

You must be an Australian citizen.

- If you do not have a birth certificate issued by an Australian State or Territory Government, you must submit a copy of your Australian Citizenship Certificate with your job application.

You must have a checkable background.

- We must be able to practically verify, from independent and reliable sources, [cumulative] periods of 12 months or more spent outside Australia.

You must be willing to undergo an organisational pre-employment assessment.

- To be eligible for employment with ONI, preferred applicants will be required to undergo a pre-employment screening assessment.

You must be willing to undergo a comprehensive security clearance suitability assessment.

- ‘Willing to undergo’ means fully cooperating in the assessment process, including the timely provision of information and documentary evidence.

Notes

About the Office of National Intelligence

To Apply

Position Contact	ONI Recruitment, -
Agency Recruitment Site	https://onicareers.nga.net.au/?jati=7093A650-5AC6-91E5-C922-ED79460C9B9A

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Attorney-General's

Vacancy VN-0774275

National Anti-Corruption Commission

Closing Date:Sunday 22 November 2026

Operations

Job Title	Director Operations ACT
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$150,692 - $169,800
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 2
Position Number	086_11/26_PN1131
Agency Website	https://nacc.gov.au/

Job Description

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

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

Working with us

This is an exciting time to join the National Anti-Corruption Commission (NACC). We are looking for outstanding individuals to embed robust systems and processes, deliver exciting and diverse projects and demonstrate innovation and commitment to integrity in the public service.

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

Successful candidates will have the ability to cooperate, manage, lead and perform successfully across corporate and operational functions.

Duties

Reporting to the General Manager Operations, the Director Operations ACT leads a team of professionals undertaking complex and sensitive corruption investigations, including investigations involving the exercise of coercive and covert law enforcement powers. The role requires sound judgement, professional integrity and strong people leadership.

Given the nature of the NACC's operational activities, employees may be involved in matters where their identity or involvement becomes known to affected persons, witnesses or external stakeholders. Employees should be aware that anonymity cannot be guaranteed, notwithstanding the NACC's commitment to managing employee safety, security and wellbeing risks.Key activities of this position include:

- Lead and manage one of the NACC’s multi-disciplinary investigation teams
- Maintain oversight of all aspects of multiple, complex anti-corruption investigations across various jurisdictional agencies
- Develop plans and systems that support, enable and monitor achievement and administration of the team
- Develop and manage relationships with internal and external stakeholders, including representing the NACC at external forums as required
- Deliver clear, high level strategic briefings and evidence-based recommendations to the NACC’s senior leadership

The NACC is a small agency. In addition to these activities, from time to time you may be asked to undertake tasks that are outside your usual span of duties but that are within the range of your capabilities. Supporting one another in this way provides opportunities for exposure across the agency and is an integral part of the NACC’s positive workplace culture.

Eligibility

Role Specific Criteria

- Due to the nature of the role, you may at times be exposed to objectionable/undesirable material, either directly or indirectly and must be aware of this possibility.
- You may be required to occasionally work outside of the core hours, including weekends.
- On occasion, undertake travel throughout Australia (including regional and remote areas), as operationally required.

Employment with the NACC is subject to the following conditions:

- **Citizenship –** applicants must be an Australian Citizen.
- **Security clearance** – this is a Designated Security Assessment Position. The occupant of this position will be required to undergo and maintain a security clearance to Negative Vetting 1.
- **Suitability assessment** - the NACC must be satisfied that successful applicants are of suitable character. They must undergo a rigorous pre-employment suitability screening process that can be intrusive in nature including (but is not limited to) detailed background, character, employment, police and financial checks.
- **Probation** - a probation period will apply to a new ongoing engagement in the Australian Public Service.

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

Notes

Benefits of Working for the NACC

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

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

The NACC provides a service allowance of $2,039 per annum (pro-rata for part-time) to non-SES employees which acknowledges the special requirements of working at the NACC. This includes the need for high-level personal security assessments; the intrusion associated with notifying private financial and social interests and the necessity to engage in practices to prevent targeting by unlawful elements.

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

About the National Anti-Corruption Commission

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

To Apply

Position Contact	Brendan, (02) 9797 3827
Agency Recruitment Site	https://nacc.nga.net.au/

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Attorney-General's

Vacancy VN-0774382

Office of the Inspector-General of Intelligence and Security

Closing Date:Sunday 22 November 2026

Job Title	Assistant Inspector General and General Counsel
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$248,747 - $281,123
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Office-based, Canberra
Classification	Senior Executive Service Band 1
Position Number	0319/26_OIGIS-EXT
Agency Website	https://www.igis.gov.au/

Job Description

https://agcareers.nga.net.au/?jati=0A785799-D658-101E-7D90-ED794868B310

Who are we?

The Office of the Inspector-General of Intelligence and Security (IGIS) is central to the independent oversight of the Australian intelligence and security agencies. The Inspector-General is an independent statutory office holder with oversight of the activities of Australia's intelligence and security agencies to ensure they act legally and with propriety, comply with ministerial guidelines and directives, and respect human rights. The work of the Inspector-General and his staff provides assurance to ministers, the parliament and the public that these agencies are using their powers as intended. The Inspector-General of Intelligence and Security Act 1986 provides that the IGIS has jurisdiction over the following agencies that make up the national intelligence community:

- Office of National Intelligence (ONI)
- Australian Security Intelligence Organisation (ASIO)
- Australian Secret Intelligence Service (ASIS)
- Australian Signals Directorate (ASD)
- Australian Geospatial-Intelligence Organisation (AGO)
- Defence Intelligence Organisation (DIO)
- Australian Criminal Intelligence Commission (ACIC)
- Australian Federal Police (intelligence functions only)
- AUSTRAC (intelligence functions only)
- Department of Home Affairs (intelligence functions only).

This is a pivotal time for our agency, as our jurisdiction has recently grown and we are looking to expand our capacity to meet this new environment. There are significant opportunities to demonstrate and develop professional skills and leadership within the legal function of the agency.

We are a small portfolio agency, proud of our contribution to the national interest. We recognise that our people are our greatest asset – we recruit and retain highly capable, motivated professionals with high levels of integrity and personal drive; and we invest in, and value, their development. Further, we offer a rewarding, positive, and inclusive environment, empowering staff to work flexibly in their contribution to the achievement of agency goals.

Duties

The Opportunity

The Assistant Inspector-General and General Counsel leads the Legal and Governance Branch and is the principal source of legal advice to the Office of the Inspector-General of Intelligence and Security. The role holds accountability for the governance framework through which OIGIS meets its own obligations as a Commonwealth entity, and exercises the Chief Risk Officer function.

The role requires extensive expertise in public law, administrative law and statutory interpretation, together with significant experience in public inquiries and legislative processes. Recognised as the authoritative source of legal advice within OIGIS, the occupant exercises critical judgement in an environment where precedent is limited and where advice shapes how inquiries and inspections are framed and conducted. The role also leads OIGIS's corporate governance, enterprise risk management, internal audit and statutory reporting, and holds carriage of ministerial and parliamentary services.

As a member of the Executive, the role contributes to setting the strategic direction of OIGIS, not only to the leadership of its own Branch. The legal function serves every Branch, while the governance role oversees the regulatory, risk management and associated frameworks within which OIGIS operates. The role is expected to work across Branch boundaries and to proactively identify changes to policy or legislation that would enable OIGIS to contribute more effectively to the oversight of the National Intelligence Community.

High-level stakeholder management is essential, involving interaction with agencies within the National Intelligence Community, the Attorney-General's Department and the Attorney-General's Office, parliamentary committees, the Australian National Audit Office and central agencies. The role demands professional and public administration expertise, sound judgement under pressure, and the ability to operate in a complex and wholly classified environment.

Key responsibilities for an Assistant Inspector-General and General Counsel include:

- **Strategic leadership:** Contribute as a member of the Executive to setting the strategic direction of OIGIS. Proactively identify changes to policy or legislation that would enable OIGIS to contribute more effectively to the oversight of the National Intelligence Community,

and lead OIGIS's position on them. The role is expected to anticipate and shape the legal and policy questions facing OIGIS, not only to resolve those that arise.

- **Corporate and cross-Branch leadership:** Contribute to decisions on matters affecting OIGIS as a whole. Actively manage the interfaces between the Branch and others, including work that is shared, sequential or contested. Identify and resolve boundary issues as they arise. Support consistency of approach where OIGIS presents a single position externally, and contribute to strategic planning, resource allocation and workforce decisions. Lead change arising from structural or functional reform across OIGIS.
- **Legal authority:** Lead the legal function and provide authoritative advice on the *Inspector-General of Intelligence and Security Act 1986, the Intelligence Services Act 2001*, the *Australian Security Intelligence Organisation Act 1979* and related legislation, such that OIGIS can act with confidence in the legal positions it takes in its dealings with agencies within OIGIS's jurisdiction. Advise on statutory interpretation where precedent is limited or absent. Provide legal advice to the Inspector-General and to staff on OIGIS's own internal operations, including human resources, procurement, contracts and information technology. Act as OIGIS's escalation point on questions of law and manage the engagement of external legal services.
- **Legislative and policy development:** Lead OIGIS's contribution to legislative development and new policy proposals affecting its jurisdiction and ensure that OIGIS's internal policy framework and broader policies meet all relevant legal requirements.
- **Leadership of the legal and governance teams:** Lead and manage both teams, setting the tone and direction for each. Drive continuous improvement in the quality and timeliness of the Branch's advice and outputs, establish clear standards, and hold the Branch to them. Mentor and develop staff and build the Branch's capacity to deliver.
- **Governance, risk and assurance:** Maintain OIGIS's corporate governance framework and committee arrangements, lead compliance with the *Public Governance, Performance and Accountability Act 2013*, oversee the internal audit program and support the Audit and Risk Committee, and lead preparation of the Corporate Plan and Annual Report. As Chief Risk Officer, own the enterprise risk management framework, recommend risk appetite and tolerance, lead business continuity management, and embed a positive risk culture across all Branches.
- **Assurance to the accountable authority:** Provide the Inspector-General, as accountable authority under the *Public Governance, Performance and Accountability Act 2013*, with assurance that OIGIS is meeting its legal, regulatory and risk management requirements.
- **Integrity:** Determine and manage public interest disclosures concerning OIGIS's own officers, maintaining fairness, procedural consistency and timeliness in matters of significant sensitivity.
- **External stakeholder engagement:** Represent OIGIS in its dealings with agencies within the National Intelligence Community and hold peer standing with General Counsel and senior officers across those agencies and in relevant departments. Hold carriage of OIGIS's engagement with the Attorney-General's Office and support its engagement with the Parliamentary Joint Committee on Intelligence and Security.
- **Resource management:** Plan and manage the Branch's budgeted resources, anticipating future needs and allocating effort to areas of highest risk and value.

To be successful in this role you will have:

- **Integrity:** Upholds the professional and ethical standards required of OIGIS's legal adviser and of the officer determining disclosures concerning its own staff. Exemplifies the APS Values and Behaviours, including Stewardship.

- **Working in Government:** Discharges OIGIS's parliamentary, ministerial and PGPA obligations with a sound understanding of the context in which OIGIS operates and its role within government. Demonstrates current and detailed knowledge of Australian Public Service governance and risk management frameworks and practices.
- **Strategy, Policy and Evaluation:** Applies strategic analysis to corporate planning, enterprise risk and internal audit and to OIGIS's own performance. Identifies opportunities in policy and legislation for OIGIS to contribute more effectively to the oversight of the National Intelligence Community.
- **Leadership and Management:** Leads the Branch and contributes to the leadership of OIGIS. Inspires and guides a multidisciplinary team towards shared objectives and develops the capability of others.
- **Engagement and Partnership:** Builds and sustains the relationships on which the legal and governance functions depend, within OIGIS and beyond it, and articulates complex legal and governance concepts to a range of audiences. Carries standing as a peer among senior legal and executive officers across the National Intelligence Community.
- **Legal expertise:** Extensive knowledge of public law, administrative law and statutory interpretation, with a proven ability to provide strategic legal advice in complex and classified environments at a level that gives OIGIS confidence in the positions it takes.
- **Cultural capability:** Contributes to a culturally safe workplace and extends their own cultural learning, consistent with the SES Performance Leadership Framework.

Qualifications and Experience

- A degree in law, together with admission to practise and the ability to hold an unrestricted practising certificate in the Australian Capital Territory or another Australian state or territory.
- Extensive experience in public law, administrative law and statutory interpretation.
- Demonstrated experience leading legal and multidisciplinary teams, setting direction and standards, and lifting the quality and timeliness of a team's output.
- Demonstrated knowledge of Australian Public Service governance and risk management frameworks and practices, sufficient to provide assurance to an accountable authority.
- Experience operating at senior executive or equivalent level in a Commonwealth legal function, sufficient to engage with General Counsel across the National Intelligence Community and relevant departments as a peer
- A proven record in contributing to policy and legislative reform and in identifying where legislative or policy change would improve outcomes.
- Experience in a National Intelligence Community agency or another regulatory, oversight or investigative setting is highly regarded.
- Ability to obtain and maintain a Top-Secret Positive Vetting (TSPV) security clearance.

Eligibility

Security, suitability and integrity requirements

- **Citizenship** - you must be an Australian citizen
- **Employment Suitability Assessment (ESA)** – appointment to our Office depends on the outcome of an ESA.
- **Security Clearance** – appointment and ongoing employment at the Office are subject to a Positive Vetting/Privileged Access clearance being granted and maintained. You must be willing to undergo a security clearance vetting process at the Top-Secret Positive Vetting/Privileged Access clearance level and must be willing to fully cooperate in the assessment process, including the timely provision of information and documentary evidence. Security vetting may take many months to complete and requires candidates to provide significant personal information to the vetting authority.

Positions at IGIS are positions of trust. In addition to the above, all IGIS staff are required to make annual conflict of interest declarations to support the independence and integrity of the Office.

The successful candidate must be located in Canberra or willing to relocate. The IGIS offers relocation assistance to new employees relocating to Canberra from interstate.

Notes

How to apply

Applicants must be submitted through the Executive Intelligence Group application portal by 11:30pm AEDT on Sunday 22 November 2026.

NOTE: All applications must be provided at the OFFICIAL level. Classified applications will not be accepted.

As part of your application you will need to provide:

- your current resume;
- contact details of two referees (one of these must be your current supervisor/manager)
- a written statement explaining why you are interested in IGIS and how your education, skills, knowledge and experience make you suitable for the position (maximum 750 words)

When framing your response, you should also refer to the:

- SES Performance Leadership Framework. This sets the expectations for all SES employees.
- Secretaries Charter of Leadership Behaviours. This sets out the behaviours Secretaries expect of themselves, the SES and across all levels of the APS. The Charter focuses on behaviours that support modern systems of leadership within the construct of the APS Values and Code of Conduct.
- Integrated Leadership System upon which the above behaviours are built.

Please note:

- You should receive an automated e-mail confirmation that your application has been received. If you do not receive this, please contact Executive Intelligence Group on the details below.
- If at any time, you wish to withdraw from this process you will need to send an email to admin@execintell.com.au to let us know. You are unable to withdraw your application directly from the website.

About the Office of the Inspector-General of Intelligence and Security

The Inspector-General of Intelligence and Security is an independent statutory office holder who reviews the activities of six intelligence agencies within IGIS jurisdiction: • Australian Security Intelligence Organisation - ASIO • Australian Secret Intelligence Service - ASIS • Australian Signals Directorate - ASD • Australian Geospatial-Intelligence Organisation – AGO • Defence Intelligence Organisation - DIO • Office of National Intelligence - ONI The purpose of this review is to ensure that these agencies act legally and with propriety, comply with ministerial guidelines and directives and respect human rights. The functions of the Inspector-General are prescribed under sections 8, 9 and 9A of the Inspector-General of Intelligence and Security Act 1986 (Comlaw). The Inspector-General can undertake a formal inquiry into the activities of an agency in response to a complaint or a reference from a minister. The Inspector-General can also act independently to initiate inquiries and conducts regular inspections and monitoring of agency activities. In conducting an inquiry, the Inspector-General has significant powers which include requiring the attendance of witnesses, taking sworn evidence, copying and retention of documents and entry into the premises of an agency within jurisdiction. The Inspector-General can also conduct preliminary inquiries into matters in order to decide whether to initiate a full inquiry.

To Apply

Position Contact	Karina Duffey, (02) 6232 2200
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=0A785799-D658-101E-7D90-ED794868B310

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Defence

Vacancy VN-0774077

Department of Defence

Closing Date:Sunday 22 November 2026

Joint Capabilities Group
Joint Training Command

Job Title	Training Standards Manager
Job Type	Full-Time, Ongoing
Location	Cabarlah QLD
Salary	$99,733 - $112,431
Future Merit Locations	Cabarlah
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	JCG/06230/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=2759E434-6B7B-651A-C4E7-ED790B31C42D

Duties

The Role

Key duties include:

- Lead the design, delivery and evaluation of training programs that are delivered face-to-face and online.
- Analyse learning needs and develop training solutions aligned with organisational requirements.
- Provide learning and development advice to support capability and business objectives.
- Act as the DFSS-EWW point of contact for training standards, compliance and training procedures, and AQTF and ASQA enquires.
- Maintain and improve training systems, policies and processes while mentoring and providing expert guidance on learning and development issues.
- Maintain currency in LMPs, learning outcomes, assessments and instructional materials.
- Review and maintain training governance, compliance and assurance documentation, including Standing Instructions, Standing Operating Procedures and templates.
- Coordinate and deliver instructor and assessor induction training.
- Manage Self-Assessment Reports, audit preparation and corrective actions.
- Guide staff in the development, delivery and compliance of learning support materials, assessments and Recognition processes.
- Coordinate and compile Learner Reviews, Boards of Studies and Learning Implementation Boards.

- Oversee assessment validation, moderation, record management and implementation of amendments.
- Manage ADELE learning resources and systems as Sub-Unit Learning Centre Manager.
- Support instructor and assessor appraisal activities.

About our Team

Our team’s main function is the training of soldiers, sailors, aviators, and officers in signals intelligence and electronic warfare for the Australian Defence Force. The Learning and Development Team Leader supports this by maintaining training quality and compliance.

Our Ideal Candidate

An ideal Learning and Development Team Leader is a highly organised and knowledgeable learning professional who leads training governance, compliance and quality assurance while fostering a positive learning culture. They possess strong instructional design, stakeholder engagement and mentoring skills, ensuring training programs, assessments and systems remain effective, compliant, current and aligned with organisational capability requirements and national standards.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

Position Contact	LEUT Helen Paviotti, 03 5953 6084
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2759E434-6B7B-651A-C4E7-ED790B31C42D

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Defence

Vacancy VN-0774089

Department of Defence

Closing Date:Sunday 15 November 2026

Joint Capabilities Group
Cyber Operations Division

Job Title	Project Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$124,393 - $140,315
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	Executive Level 1
Position Number	JCG/06007/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A2A72ECD-1B9A-C8E6-8292-ED6791A85123

Duties

The Role

The EL 1 Project Manager is responsible for leading and delivering complex projects that support Defence capability, operational and strategic outcomes. Working under broad direction, you will provide leadership to multidisciplinary teams while managing project scope, schedule, budget, risks and resources to ensure successful delivery against agreed objectives.

You will contribute to strategic planning, governance activities and decision-making processes, ensuring project outcomes are achieved in accordance with legislative, policy and organisational requirements. You will engage with a diverse range of stakeholders across Defence, Government and industry, providing authoritative advice and building productive relationships to support project success.

The role requires sound judgement, strong leadership capability and the ability to manage competing priorities in a dynamic environment. As a people leader, you will foster a high-performing team culture, develop workforce capability and drive continuous improvement across project activities.

Key responsibilities:

- Leading and managing project teams to deliver complex project outcomes.
- Managing project schedule, budget, risks, issues and resources.
- Supporting strategic planning, governance and reporting activities.
- Preparing briefs, submissions, reports and project documentation for senior decision-makers.
- Identifying and managing risks, issues and opportunities to support informed decision-making.
- Building and maintaining effective stakeholder relationships across Defence and external organisations.
- Ensuring compliance with relevant legislative, policy and regulatory frameworks.
- Developing team capability, performance and continuous improvement initiatives.

About our Team

Joint Capabilities Group (JCG) delivers essential capabilities that enable the Australian Defence Force to operate effectively across all domains. Our mission is to generate and integrate space and cyber information operations and national support effects as part of a fully connected and agile force—across competition, crisis and conflict.

Cyber Operations Division (COD), as a part of JCG delivers and protects Defence’s global strategic communications capability—ensuring the command, control and information systems that enable military operations and support Defence business remain secure, resilient and available.

COD comprises four branches:

- Service Management Branch.
- Enterprise Technology Operations Branch.
- Defence Strategic Communications Branch.
- Military Technology Operations Branch.

Our purpose is to operate and defend the Defence Information Environment by delivering assured cyber capabilities, resilient strategic communications, and reliable C4 (Command, Control, Communications and Computing) effects. As a critical enabler of Defence operations, COD ensures the continuity, readiness and protection of Defence networks, systems and infrastructure.

Our Ideal Candidate

Our ideal candidate is an experienced project management professional who can successfully lead complex projects and teams in a fast-paced and evolving environment. You will demonstrate strong leadership, sound judgement and the ability to influence outcomes through effective stakeholder engagement, communication and collaboration.

You are comfortable operating with a high degree of autonomy and can translate strategic objectives into practical project outcomes. You will possess strong analytical and problem-solving skills, with experience managing project governance, risk, resources and delivery schedules. You take ownership of outcomes, support the development of others, and are committed to continuous improvement while delivering quality results that contribute to Defence capability and organisational objectives.

Eligibility

Security Clearance:

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

Notes

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

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includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit https://www.defence.gov.au/jobs-careers

To Apply

Position Contact	Brad Mifsud, 08 7374 0274
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A2A72ECD-1B9A-C8E6-8292-ED6791A85123

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Defence

Vacancy VN-0774090

Department of Defence

Closing Date:Sunday 22 November 2026

Joint Capabilities Group
Joint Logistics Command

Job Title	Business Services Officer
Job Type	Full-Time, Ongoing
Location	Puckapunyal VIC
Salary	$89,841 - $96,829
Future Merit Locations	Puckapunyal
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	JCG/06184/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B59DB55C-D4E2-B9E7-D253-ED6791DD66E4

Duties

The Role

As the APS 5 Business Services Officer, you will support Defence logistics and maintenance operations across a geographically dispersed network of sites throughout Victoria. Under limited direction, you will assist the APS 6 Business Services Manager while undertaking the key roles of Unit Security Officer (USO) and Facilities Manager, ensuring Defence facilities remain safe, secure, compliant and fit for purpose.

Key responsibilities will include:

- Supporting business services functions including security, administration, procurement, facilities and equipment management, information systems and site support.
- Managing physical, personnel and information security in accordance with Defence security policy across multiple sites.
- Coordinating facilities maintenance, repairs, infrastructure upgrades, accommodation and base support services.
- Liaising with contractors, estate personnel and stakeholders to resolve security, infrastructure and service delivery issues.
- Monitoring compliance with WHS, environmental and security requirements.
- Coordinating workflows, monitoring service delivery, maintaining accurate records and reporting.

- Identifying process improvements and providing timely advice to stakeholders to enhance operational effectiveness and capability outcomes.

About our Team

Joint Logistics Unit - Victoria at Puckapunyal delivers theatre logistics services including warehousing, distribution and materiel maintenance, to Defence dependencies nationally and overseas. As part of the Business Services team, you will provide administrative and business support across work health and safety, security, facilities, information systems, equipment management, procurement, budgeting, reporting and records management.

This work is undertaken within a framework of legislation, established principles, work practices and procedures in accordance with Defence mission and business objectives. The team works within an integrated workforce of Australian Public Service, Australian Defence Force and Industry Partner personnel, providing responsive and customer-focused services that support the effective operation of the Puckapunyal site.

Our Ideal Candidate

We are seeking an experienced professional with demonstrated capabilities in security administration, facilities management and business support within a complex operational environment. You will be organised, adaptable and able to work independently while managing competing priorities across geographically dispersed sites and delivering consistent business support outcomes.

The successful candidate will:

- Demonstrate experience in security management, facilities coordination and business operations.
- Communicate professionally with Defence, industry and contractor stakeholders.
- Apply sound judgement to manage risks, resolve issues and escalate matters.
- Build trusted relationships through responsive, customer focused service delivery.
- Understand governance, compliance and assurance requirements relating to security, facilities and workplace operations.
- Manage competing priorities across multiple sites while maintaining service standards.
- Have experience in records management, procurement, budgeting, reporting, WHS and related business services functions.
- Use Microsoft Office and business systems confidently and adapt to Defence specific applications, processes and procedures.

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

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To Apply

Position Contact	Daniel Fleming, 03 5781 6893
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B59DB55C-D4E2-B9E7-D253-ED6791DD66E4

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Defence

Vacancy VN-0774094

Department of Defence

Closing Date:Sunday 22 November 2026

Air Force
Air Command Australia

Job Title	Learning Systems Team Leader – Defence Explosive Ordnance Training School
Job Type	Full-Time, Ongoing
Location	Orchard Hills NSW
Salary	$99,733 - $112,431
Future Merit Locations	Orchard Hills
Office Arrangement	On Site;Flexible
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool used for vacancies at any location supporting flexibility
Classification	APS Level 6
Position Number	AF/06175/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=F8BCE674-461A-08A5-371C-ED6793705320

Duties

The Role

As a part of this APS6 Learning Systems Team Leader role, you will be responsible for undertaking the following key functions:

- Manage and supervise personnel and resources within the Learning Systems cell to achieve identified section and school outcomes.
- Manage competency-based Explosive Ordnance training and assessments within Defence Explosives Ordnance Training School (DEOTS).
- Oversee the development and maintenance of DEOTS Learning Management Packages.
- Provide advice and direction to personnel regarding all facets of Vocational Education and Training, specifically related to Explosive Ordnance.
- Modernise and enhance training delivery to ensure it remains current, relevant and aligned with contemporary standards, technologies and workforce requirements.
- Conduct Gap Analysis between DEOTS Explosive Ordnance Courseware and courseware supplied by other Defence units/agencies and contractors.
- Manage an internal Learning Management System, similar to Moodle.
- Oversee the training element of Defence Explosive Ordnance Professionalisation Framework Project
- Organise and manage the Joint Curriculum Review Boards.

About our Team

The Learning Systems Team consists of APS and uniformed personnel who form a small multidisciplinary team responsible for the management and continuous improvement of explosive ordnance training systems. The team develops, reviews and maintains training and assessment materials, learning management packages and supporting documentation to ensure training remains effective and fit for purpose. Working closely with instructors, technical authorities and capability stakeholders, the team ensures training solutions meet technical, regulatory and workforce requirements while supporting current and future capability needs.

Our Ideal Candidate

We are seeking an experienced learning and development professional who can combine technical knowledge with effective leadership and stakeholder engagement. The successful candidate will contribute to the design, development and continuous improvement of training solutions that support workforce capability outcomes in a complex technical environment.

Our ideal candidate will have:

- Knowledge of explosive ordnance operations, technical standards or related technical training environments
- Experience in training design, development and evaluation
- Knowledge of instructional design and competency-based training principles
- The ability to lead and coordinate integrated teams while fostering a positive and collaborative workplace culture
- Strong communication and stakeholder engagement skills, with the ability to build productive relationships and influence outcomes
- Sound judgement, analytical skills and the ability to resolve complex issues and competing priorities
- Experience reviewing training requirements, conducting analyses and implementing improvements based on evidence and feedback
- The ability to interpret technical and regulatory requirements and apply them to training solutions
- Experience using learning management systems and contemporary learning technologies
- A commitment to continuous improvement, professional development and delivery of quality training outcomes.

Eligibility

Security Clearance

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

Mandatory Qualifications

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 6 qualification in a relevant technical domain or relevant

skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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

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To Apply

Position Contact	Lisa Karbon, 02 4579 3423
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F8BCE674-461A-08A5-371C-ED6793705320

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Defence

Vacancy VN-0774110

Department of Defence

Closing Date:Sunday 22 November 2026

ARMY
2nd Division

Job Title	Logistics Inventory Officer
Job Type	Full-Time, Ongoing
Location	Karrakatta WA
Salary	$72,275 - $79,635
Future Merit Locations	Karrakatta
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 3
Position Number	ARMY/06124/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=4E17A015-6811-1163-CB3A-ED6794A16215

Duties

The Role

This position exists at the 13th Combat Service Support Battalion (13 CSSB) Main Quartermaster Store and Warehouse, Irwin Barracks, Karrakatta. The position requires an APS 3 Logistics Inventory Officer to be accountable under limited direction to perform and achieve logistics inventory management and general warehouse operations.

They will work within an integrated workforce and small team environment to meet operational outcomes and routine stores governance deadlines to support the 13th Brigade (13 BDE) in order to conduct training and operations.

These responsibilities include, but are not limited to:

- Be accountable under limited direction for the management and accountability of logistics inventory in accordance with Defence Logistics and Defence Security Policy.
- Coordinate logistics inventory management through the use of Defence information management systems, responding to inventory requests as well as maintaining accurate inventory records.

- Receive, store, issue, pack, dispatch and dispose of equipment and supplies in accordance with Defence policy and procedures.
- Support stocktaking and audit activities to ensure the effective management and accountability of Defence inventory.
- Assist in investigating and resolving inventory discrepancies and contribute to effective inventory governance practices.
- Contribute to a safe, secure and organised warehouse environment through compliance with Work Health and Safety policies and safe manual handling procedures.
- Liaise with Defence personnel and stakeholders to provide responsive customer service and logistics support.
- Work collaboratively within an integrated APS and ADF workforce to achieve operational outcomes and meet routine governance deadlines.
- Be available to work until 2200 hours on Army Reserve training nights and on weekends in support of Army Reserve Exercises when required.
- Be available when rostered to respond to short-notice and out of hours tasking in support of 13 BDE.

About our Team

The 13th Combat Service Support Battalion (13 CSSB) Main Quartermaster Store (Main Q) and Warehouse is located at Irwin Barracks, Karrakatta, Perth. The team comprises a combination of Australian Army and Australian Public Service (APS) personnel working collaboratively to deliver logistics and supply chain support to 13 CSSB and 13th Brigade (13 BDE).As part of an integrated workforce, operating in a dynamic environment the team is responsible for managing a broad range of supply chain and warehouse activities that enable training and operational requirements of 13 CSSB and 13 BDE.

This includes the provision, accountability and management of Defence inventory, storage, handling and disposal of dangerous goods; procurement and Unit Resource functions; ensuring compliance within Defence Corporate Governance requirements. We are seeking a motivated and reliable Logistics Inventory Officer who can work effectively within a small team, demonstrate a high level of attention to detail, and contribute to the delivery of logistics and warehouse support services.

Our Ideal Candidate

We are seeking a highly motivated Logistics Officer who can work autonomously under limited direction, manage competing priorities and deliver accurate, timely and complaint logistics support in a dynamic Defence environment.

Our ideal candidate will demonstrate:

- Practical knowledge of inventory management, stock control and warehouse operations.
- Strong attention to detail and the ability to maintain accurate inventory records and related documentation.
- The ability to identify, investigate and resolve inventory discrepancies, manage routine logistics issues and escalate complex matters as required.

- Effective organisational and prioritisation skills, with the ability to meet deadlines and respond to changing and short-notice requirements.
- Strong verbal and written communication skills, including the ability to build effective working relationships with ADF personnel, APS employees and Units.
- The ability to work collaboratively within an integrated APS and ADF workforce and contribute positively to team deliverables.
- An understanding of governance, inventory accountability, workplace health and safety, and security requirements.
- Initiative and a commitment to continuous improvement, including identifying opportunities to enhance inventory management, warehouse operations and compliance outcomes.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	WO2 Peta Chappell, 08 6459 5202
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4E17A015-6811-1163-CB3A-ED6794A16215

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Department of Defence

Closing Date:Sunday 22 November 2026

Guided Weapons and Explosive Ordnance
GWEO Delivery Division

Job Title	Project Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$99,733 - $112,431
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	GWEO/06251/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A8346CAB-E497-D2D1-6588-ED6794CC1DE1

Duties

The Role

GWEO Air Branch is seeking a high performing and motivated APS6 Project Manager to support the delivery of critical Air Force capability outcomes. This is an exciting opportunity to work within a fast-paced environment managing activities across both the acquisition and sustainment phases of high priority Defence projects.

The successful candidate will work closely with project, engineering, logistics, contracting and sustainment stakeholders to support the delivery of complex military capabilities. The role requires an individual who can confidently manage competing priorities, engage with a broad range of stakeholders, and contribute to the achievement of strategic program outcomes.

Key Responsibilities:

- Support the planning, coordination and delivery of complex Defence capability projects
- Manage project schedules, risks, issues, dependencies and reporting requirements
- Coordinate activities across engineering, logistics, commercial and sustainment functions
- Engage with internal and external stakeholders, including Defence industry partners and project teams
- Support governance activities, briefings, business cases and project documentation
- Monitor project performance and contribute to continuous improvement initiatives
- Assist with acquisition, transition into service and ongoing sustainment activities across multiple projects

This position is based in Canberra, ACT, and due to the nature of the role, regular on-site attendance is required. Flexible working arrangements, including limited work-from-home options, may be negotiated with the successful candidate; however, applicants should expect to work predominantly from the Canberra office to support stakeholder engagement and project delivery requirements.

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

About our Team

The Guided Weapons and Explosive Ordnance (GWEO) Systems Division plays a key role in delivering critical capability for Defence. The Division works to ensure that Australia has access to modern, reliable, and effective guided weapons and explosive ordnance, while strengthening sovereign capability and supporting national security objectives.

This is achieved through close collaboration with industry, international partners, and stakeholders across Defence, helping to support the full lifecycle of capability, from initial concept through to delivery and sustainment.

Within this, GWEO Air Branch focuses on supporting Air Force capability, working as part of an integrated team to deliver outcomes that enable Defence operations. The Branch works closely with stakeholders to manage complex challenges, support decision making, and ensure capability remains effective, safe, and fit for purpose.

Together, GWEO Systems Division and GWEO Air Branch contribute to a coordinated, forward looking approach that strengthens Defence capability, supports operational readiness, and helps ensure Australia is well positioned to respond to future challenges.

Our Ideal Candidate

To be successful in this role, you will demonstrate:

- Experience in project management within a complex or technical environment.
- Strong stakeholder engagement and communication skills.
- The ability to work effectively in a dynamic environment with changing priorities.
- Sound judgement, initiative and problem-solving abilities.
- Experience managing competing tasks and delivering outcomes within tight time frames.
- An understanding of Defence capability acquisition and/or sustainment activities is highly desirable.
- Experience working within Defence or a related government environment will be highly regarded.

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	Tina Jovanovska, 02 5133 3057
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A8346CAB-E497-D2D1-6588-ED6794CC1DE1

Defence

Vacancy VN-0774126

Department of Defence

Closing Date:Sunday 22 November 2026

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Logistics Assurance Officer
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	$99,733 - $112,431
Future Merit Locations	Darwin
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NSSG/06260/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=DD7D6F07-C99E-9020-9031-ED679576DCB5

Duties

The Role

The APS 6 Logistics Assurance Officer at Regional Maintenance Centre-North is accountable under broad direction to perform and achieve complex material logistics with an integrated workforce. The Logistics Assurance Officer will have a considerable level of stakeholder engagement and will provide detailed material logistics knowledge in relation to maintenance delivery for the Evolved Cape Class Patrol Boats (ECCPB). They must be able to liaise with stakeholders in relation to complex issues and provide professional policy based advice, contribute to strategic planning, program and project management and policy development.

The Logistics Assurance Officer will work as part of the Waterfront Team consisting of APS/ADF and Industry at HMAS Coonawarra reporting to the Maintenance Manager. They will apply and

implement administrative, operational, contract management and technical and resource requirements for complex maintenance projects.

These include:

- Maintenance Logistics support for Extended Maintenance Periods,
- Urgent Defect Rectification (URDEF),
- Problem Identification Reports,
- Supply Chain and Spares report and compiling data for weekly and monthly reporting utilising Commonwealth Tools
- After hours and on-call work will be required during URDEF management and Supply Chain support as required.

About our Team

Maritime Systems Division (MSD) operates within the Naval Shipbuilding and Sustainment Group delivering in-service support to Navy along with delivering new capability to Government. The Regional Maintenance Centre-North team sits within MSD and delivers Maintenance to Royal Australian Navy vessels home ported Darwin NT and visiting vessels.

We are seeking high performing candidates who thrive on new challenges and enjoy working in a fast-paced, complex environment. We promote an inclusive culture that echoes Defence values – service, courage, respect, integrity and excellence; and are committed to ensuring our people feel appreciated, participate fully, and have access to tailored professionalised pathways.

We are flexible and agile in our approach to work, encourage our staff to have a healthy work life balance, and offer access to training and development opportunities and mentoring and coaching services.

Our Ideal Candidate

- Leadership and Supervision – Provide clear direction, set performance standards, delegate effectively, motivate and empower team members, and foster professional growth.
- Persuasion and Influence – Communicate with impact, negotiate effectively, influence stakeholders, and manage conflict constructively.
- Written Communication – Produce clear, concise and accurate written material; present compelling arguments and structure documents appropriately for their purpose.

Eligibility

Security Clearance:

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

Notes

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

requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

Position Contact	Danita Charlton, 08 8923 7237
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DD7D6F07-C99E-9020-9031-ED679576DCB5

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Defence

Vacancy VN-0774149

Department of Defence

Closing Date:Sunday 22 November 2026

Defence People Group
Military Personnel Division

Job Title	Operations Support Team Leader
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$99,733 - $112,431
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	DPG/06222/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=3AC6A681-0D3B-2A36-7E91-ED67CD47CC10

Duties

The Role

The Operations Support Team Leader provides support to the Operations Manager, who serves as a single point of contact for escalated transition matters. The Operations Support Team Leader manages the Respect and Recognition function within Transition Service Delivery, including management of the integrated team who prepare Certificates of Service.

The Operations Support Team Leader also has a supervisory function of the Transition Service Delivery Quality Manager. The Quality Management function ensures quality of service delivery in the Transition Centres, supporting the Director through the Operations Officer.

The APS 6 Operations Support Team Leader is required to:

- Manage sensitive and difficult problems relating to member service.
- Negotiate with stakeholders to resolve conflict in escalated cases.
- Liaise with internal and external stakeholders to ensure positive member outcomes in line with policy directives.
- Manage complex relationships and escalated enquiries/cases and issues.
- Analyse data to assess service standards and ensure that service standards are met.

- Conduct quality assurance and quality control on products and process.
- Implement changes based on feedback to maintain or improve customer service standards.
- Provide quality program, service or policy interpretation to members and stakeholders.
- Transition Service Delivery positions, including the APS 6 Operations Support Team Lead, have operational requirements for office based work.

About our Team

Transition from a military service-centred life, to a predominantly civilian life, is a journey that all Australian Defence Force (ADF) members and their families will undertake. The Department of Defence (Defence) recognises that every transition journey is unique and, through the Joint Transition Authority (JTA), delivers an extensive program of supports that acknowledge people as Defence's most important capability.

The Joint Transition Authority (JTA) supports ADF members and their families to be better prepared for, and achieve positive outcomes from, their transition journey. Partnered with DVA and CSC, the JTA executes this mission through multiple lines of effort that support ADF members, families, and commands.

Transition Service Delivery (TSD) is the Directorate within the JTA that provides a range of transition support services to members and their families as part of the Defence Force Transition Program (DFTP). The key role of the Transition Centre is to support the member and their family, supporting early planning, goals and referrals to employment and meaningful engagement opportunities.

The JTA Operations Cell supports the escalation process and enables Transition Service Delivery across JTA's Transition Centre locations. As a contact point for Transition Centres and other stakeholders, the Ops Cell provides a centralised escalation and support mechanism for sensitive, complex, and unique issues that arise in Transition Centres, ensuring matters are prioritised and resolved swiftly.

Within the Ops Cell, the APS 6 Operations Support team leader contributes to the JTA mission by supporting whole of Directorate communications, quality oversight, and respect and recognition artefacts.

Our Ideal Candidate

We are looking for an experienced and adaptable leader who builds productive stakeholder relationships, confidently negotiates outcomes and constructively manages competing priorities. You will have demonstrated experience leading teams, managing performance and fostering a supportive environment that prioritises individual and team wellbeing.

With strong attention to detail, you will understand that meeting compliance requirements is only the starting point and will actively pursue high-quality outcomes. You will be comfortable navigating change and bring sound judgement, empathy and professionalism when working with vulnerable people and/ or Australian Defence Force members.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Monica Vella, 02 5131 5971
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3AC6A681-0D3B-2A36-7E91-ED67CD47CC10

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Defence

Vacancy VN-0774150

Department of Defence

Closing Date:Sunday 22 November 2026

Joint Operations Command
Headquarters Joint Operations Command

Job Title	Information & Records Management Officer
Job Type	Full-Time, Ongoing
Location	Bungendore NSW
Salary	$89,841 - $96,829
Future Merit Locations	Bungendore
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 5
Position Number	JOC/06188/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A73615BB-6455-393A-260F-ED67CD5A1EBD

Duties

The Role

The APS 5 Information and Records Management Officer is accountable to perform and achieve information and records management outcomes within an integrated workforce. The role requires a well-developed understanding of and compliance to relevant legislative frameworks, government decision-making and Defence's mission and policy requirements.

As the APS 5 Information and Records Management Officer, you will support the APS 6 Information and Records Management Officer with daily records management tasks and be responsible for managing group mailboxes and other records management tasks.

About our Team

The Information and Records Management Team sits within the ICT IM/KM Directorate, Command Support Branch at Joint Operations Command, Bungendore. It is a high performing, multi-disciplinary team that makes a deliberate effort to improve information and records management to achieve operational effects.

The team is exposed to a variety of information challenges and acts as a support conduit for JOC Group, by providing advice and support to JOC Objective Workgroup Coordinators regarding all aspects of records management, the control and use of Objective supporting this function and compliance with relevant legislative standards and policy.

Our Ideal Candidate

The ideal candidate will be:

- An enthusiastic and reliable self-starter with an eye for detail.
- Someone who enjoys undertaking a diverse range of tasks, able to work with conflicting priorities and have a willingness to assist others.
- Someone who enjoys working as part of a team and maintain a positive attitude when faced with a challenge.
- An excellent written and oral communication skills and be comfortable engaging and collaborating with a variety of stakeholders while building and maintaining strong interpersonal relationships.
- Someone who can exercise sound judgement and apply current policy when receiving requests, resolving issues and providing advice.
- Someone who has a 'can-do' attitude and an ability to embrace change to support and contribute to ongoing continuous improvement activities.
- Responsible for organising their own workflows and making decisions based on current legislation, policy and procedures.
- Someone who can engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve work unit and Defence outcomes.
- Accountable to contribute towards ongoing self-improvement and professional development.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at “Negative Vetting Level 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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

Position Contact	Natalie Guy, 02 5130 6042
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A73615BB-6455-393A-260F-ED67CD5A1EBD

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Defence

Vacancy VN-0774154

Department of Defence

Closing Date:Sunday 22 November 2026

NAVY
Navy Capability

Job Title	Performance Analysis & Reporting Manager
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$124,393 - $140,315
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	Executive Level 1
Position Number	NAVY/05652/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=C3B28456-A1A8-8C51-F29E-ED67CDCD632E

Duties

The Role

The EL1 Performance Analysis & Reporting Manager position works within the Navy Capability Portfolio team within Navy Capability Support Branch of Navy Capability Division, with an integrated workforce that consists of APS employees, military members and contracted service providers.

The Navy Capability Portfolio team analyses and reports on the planning and delivery of navy capability realisation activities to provide the Chief of Navy, through Head Navy Capability, assurance that future maritime capability will be delivered as agreed by the Australian Government.

Core functions include delivery coordination and integration, program and schedule control, tasking and operational support management, performance monitoring and reporting, risk and dependency management, resource coordination, stakeholder and communication management, and decision support to senior leadership.

The successful applicant will undertake a number of key duties including, but not limited to:

- Provide accurate Navy capability realisation performance analysis and reporting advice, developing policy and innovative solutions to strengthen the assurance framework.
- Engage with program and project offices to understand capability delivery performance, including through participation in governance forums.
- Monitor and report on capability realisation risks and issues, providing expert advice on proposed mitigations.
- Identify Navy capability realisation lessons learned and support their implementation across the portfolio.
- Develop briefs, reports and documentation to effectively communicate analysis to Head Navy Capability and other senior decision makers.

About our Team

Navy Capability Division plans and realises future Navy capability, delivering outcomes across logistics, infrastructure, information warfare, aviation, surface and sub-surface platforms. Navy Capability Support Branch provides enterprise coordination, governance and enabling services to allow Navy Capability Division to operate as a single integrated organisation.

Our Ideal Candidate

People who work for Department of Defence display leadership at all levels, effectively apply information in order to solve problems and work collaboratively to achieve outcomes. We are seeking a motivated and high performing Performance Analysis & Reporting Manager who exemplifies professionalism through external ideas, diverse experience and perspectives and enjoys working on a broad range of tasks.

Our ideal candidate will be effectively able to:

- Cultivate productive and collaborative relationships, deliver quality outputs and achieve results within defined time frames.
- Actively manage workloads, adjust and communicate priorities.
- Have well developed written and verbal communication skills and be comfortable engaging with a range of stakeholders.
- Prepare information, reports and provide advice and guidance to varied audiences.
- Model ethical behaviours to support your team.
- Uphold the Australian Public Service (APS) and Defence Values.
- Encourage a culture of excellence and continuous improvement.
- Be a team player, who is adaptable, supportive and considerate with all staff.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	CAPT Neil Davenport, 0448 748 988
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C3B28456-A1A8-8C51-F29E-ED67CDCD632E

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Defence

Vacancy VN-0774158

Department of Defence

Closing Date:Sunday 22 November 2026

Security and estate Group
Service Delivery Division

Job Title	Base Support Officer
Job Type	Full-Time, Ongoing
Location	Bandiana VIC
Salary	$89,841 - $96,829
Future Merit Locations	Bandiana
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	SEG/05544/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=BE9CE53A-2930-234D-7723-ED67CE77328F

Duties

The Role

We are seeking dynamic, solutions-focused individuals to join our high-performing team as a Base Support Officer. This role is central to keeping Defence sites safe, secure and effective. As a Base Support Officer, you will coordinate and integrate base services, support facilities maintenance and asset improvement activities, and contribute to infrastructure management, safety, security and emergency response functions. You will build strong relationships with military, civilian and contractor stakeholders to support daily operations and achieve organisational outcomes.

The role requires strong stakeholder engagement, communication and problem-solving skills, with the ability to manage competing priorities and contribute to a high-performance service delivery culture. Working in a fast-paced operational environment, you will identify emerging issues, support continuous improvement initiatives and deliver practical solutions that meet Defence and customer requirements.

About our Team

Defence’s primary mission is to protect Australia and its national interests, promote security and stability in the world and support the Australian community as directed by the Government. The

South East Zone is one of three zones within the Service Delivery Division that provide essential, on-the-ground services and support to Defence personnel around Australia. We enable Defence personnel to achieve their mission through delivery of services on Defence Bases and we play a role in helping the Government achieve its strategic objectives.

One of the best things about our team is the variety of our work; every day is different, with new challenges to solve and interesting work crossing our desks. To achieve the level of service delivery needed, we work collaboratively with our Defence colleagues and industry partners. Our team works with representatives from industry to foster creativity and explore ideas that improve service delivery for Defence bases.

Our Ideal Candidate

We are seeking adaptable, solutions-focused individuals who remain calm under pressure and demonstrate a strong customer service mindset. You will be a quick thinker who works collaboratively with a diverse range of military, civilian and contractor stakeholders, taking ownership of tasks and delivering results. The ideal candidate is proactive in managing risk and safety, responds effectively to incidents and emerging issues, and can confidently navigate complex challenges in a dynamic environment with resilience, sound judgement and a good sense of humour. You will bring strong communication, organisation, negotiation and prioritisation skills, along with the ability to influence stakeholders, embrace change and translate policy into practical outcomes. A strong team focus, positive attitude and commitment to achieving outcomes are essential.

When preparing your application response, please provide examples from your own experience demonstrating the capabilities being sought. Strong responses will include evidence based examples that clearly describe the situation, your role in the task, the actions undertaken and results achieved.

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	Yvonne Wantling, 02 6053 2007
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BE9CE53A-2930-234D-7723-ED67CE77328F

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Defence

Vacancy VN-0774160

Department of Defence

Closing Date:Sunday 22 November 2026

Naval Shipbuilding and Sustainment Group
Continuous Naval Shipbuilding and Sustainment

Job Title	Contract Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Henderson WA
Salary	$124,393 - $140,315
Future Merit Locations	Canberra, Henderson
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	NSSG/05783/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=4092E933-9EAF-47D5-31DE-ED67CE70C848

Duties

The Role

The EL 1 Contract Manager is responsible for leading the commercial and contractual management of Strategic Shipbuilding Agreement (SSA) activities, ensuring contractual obligations, governance requirements and delivery outcomes are achieved in a compliant, effective and auditable manner. The role provides strategic advice on contractual matters, manages contract changes and work packages, and works closely with Defence and industry stakeholders to support informed decision-making and successful program delivery.

The position also oversees contract financial management, reporting and assurance activities, including milestone payments, contract deliverables and governance requirements. Through strong stakeholder engagement, sound commercial judgement and a focus on risk management and compliance, the Contract Manager contributes to the successful delivery of sovereign maritime capability outcomes.

The position is available in either Canberra, ACT or Henderson, WA. A merit pool may be established to fill future similar vacancies at either of the locations.

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

About our Team

The SSA Branch, within the Continuous Naval Shipbuilding and Sustainment (CNSS) Division is responsible for the implementation and management of the SSA and the enterprise relationship with Austal Defence Shipbuilding Australia (ADA). ADA is the Strategic Shipbuilder for Defence in Western Australia.

The SSA was executed late August 2025. The Agreement is a Government priority, underpinning the National Defence Strategy, it is also a key focus of the Naval Shipbuilding and Sustainment Plan. The SSA enables a fundamental shift in Defence maritime acquisition and uses a long-term, programmatic framework. The Agreement streamlines procurement processes through pre-agreed terms and conditions, reducing the time between contract award and the cutting of steel to accelerate capability delivery to the Australian Defence Force.

Our Ideal Candidate

Our ideal candidate will have:

- Strong knowledge of Commonwealth procurement, contracting frameworks, legislation and policy.
- Experience managing complex contractual arrangements and delivering commercial outcomes.
- Excellent communication skills, with the ability to prepare clear, high-quality advice, briefs and reports.
- Strong stakeholder engagement skills and the ability to build productive relationships across Government and industry.
- Sound judgement, strong analytical skills and the ability to manage competing priorities in a complex environment.
- A commitment to delivering high-quality, compliant and outcome-focused results.

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	Karina Hoogland, 02 5128 9470
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4092E933-9EAF-47D5-31DE-ED67CE70C848

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Defence

Vacancy VN-0774168

Department of Defence

Closing Date:Sunday 22 November 2026

Governance Group
Ministerial & Executive Coordination and Communication

Job Title	Ministerial Liaison Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$89,841 - $96,829
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	GG/05564/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=44853AE4-D86E-7942-D322-ED67CF97952B

Duties

The Role

MPC Branch are seeking organised, adaptable and motivated professionals to support the delivery of ministerial, parliamentary, Cabinet and executive business. Successful applicants will manage workflows, engage with stakeholders, analyse information and contribute to the delivery of high-quality products within often demanding timeframes. The role requires strong attention to detail, sound judgement and the ability to balance competing priorities while maintaining a high standard of accuracy and professionalism.

Ideal candidates will demonstrate strong written and verbal communication skills, the ability to build productive working relationships, and a commitment to achieving results. They will be proactive, resilient and capable of identifying opportunities to improve processes and ways of working. Applicants should be comfortable working in a collaborative environment and be willing to occasionally work flexible hours to support operational priorities and meet business deadlines.

About our Team

The Ministerial, Parliamentary and Cabinet Branch plays a critical role in supporting Defence Portfolio Ministers and the broader Defence enterprise in its engagement with Parliament and

Cabinet. We coordinate strategic outcomes aligned with Government, Ministerial and executive priorities, ensuring Defence operates with excellence, transparency, and accountability at the highest levels of decision-making.

Ministerial and Parliamentary Support and MECC Business Management Team - Ministerial and Parliamentary Support provides comprehensive administrative and logistical support to Defence Portfolio Ministers and their staff, while MECC Business Management supports to the whole MECC Division.

Defence Ministerial and Executive Support Unit - Delivers high-quality ministerial advice and supports Senior Executive Leadership.

Senate Estimates and Parliamentary Business - Coordinates Defence’s engagement with Senate Estimates, Parliamentary Committees and Inquiries.

Quality Assurance Unit - Uplifts the quality and consistency of ministerial products.

Cabinet Liaison Services and Strategic Cabinet Cell - Coordinates Cabinet business and strategic advice through the delivery of timely, high-quality Cabinet submissions.

Our Ideal Candidate

We are seeking organised, adaptable and motivated professionals who enjoy working in collaborative and fast-paced environments.

Our ideal candidates will:

- Manage competing priorities and deliver high-quality work within agreed timeframes.
- Build productive working relationships with a range of stakeholders.
- Communicate clearly and professionally, both verbally and in writing.
- Exercise judgement and initiative when resolving problems and escalating issues.
- Contribute to a positive team culture and support colleagues to achieve shared outcomes.
- Identify opportunities to improve processes and ways of working.
- Adapt to changing priorities and respond effectively to emerging business needs.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	India Marchesi, 02 5108 4733
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=44853AE4-D86E-7942-D322-ED67CF97952B

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Defence

Vacancy VN-0774172

Department of Defence

Closing Date:Sunday 22 November 2026

Guided Weapons and Explosive Ordnance
GWEO Delivery Division

Job Title	Engineer Professional
Job Type	Full-Time, Ongoing
Location	Penrith NSW
Salary	$99,733 - $112,431
Future Merit Locations	Penrith
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	APS Level 6
Position Number	GWEO/06254/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=0271B58F-7894-669C-CC00-ED67CF560AA3

Duties

The Role

Are you an experienced engineering professional looking to contribute to complex, high impact Defence outcomes?

The Guided Weapons Explosive Ordnance (GWEO) Air Branch is seeking a motivated APS 6 Engineer Professional Explosive Ordnance to play a critical role in supporting Australia's Defence capability.

As an APS 6 Engineer Professional within the Explosive Ordnance sub function, you will lead the delivery of complex engineering work across the Defence materiel capability lifecycle. You will engage with key stakeholders, investigate and develop explosive ordnance engineering concepts, and deliver technical solutions that support safe, effective, and compliant capability outcomes.

Working under limited direction, you will exercise autonomy, initiative, and sound judgement to interpret policy and apply engineering practices. You will provide expert technical advice, contribute to strategic planning, and support program and project delivery within an integrated workforce.

Key Responsibilities

In this role, you will:

- Lead and manage a team, setting priorities, allocating resources, and driving delivery of work outcomes.
- Perform complex explosive ordnance engineering activities and provide technical advice under limited direction.
- Investigate, analyse, and report on explosive ordnance engineering defects, risks, and requirements.
- Develop and implement recommendations to address engineering issues and improve capability outcomes.
- Ensure delivered materiel complies with legislative, policy, safety, and regulatory frameworks.
- Monitor and incorporate safety considerations into all engineering activities.
- Contribute to strategic planning, policy development, and program management activities.
- Build team capability through coaching, mentoring, and quality assurance of work outputs.
- Manage stakeholder relationships and respond to complex and sensitive issues effectively.

This position is based in Penrith, NSW and due to the nature of the role, regular on-site attendance is required. Flexible working arrangements, including limited work-from-home options, may be negotiated with the successful candidate; however, applicants should expect to work predominantly from the Penrith office to support stakeholder engagement and project delivery requirements.

This position will be required to access US export controlled materiel and therefore applicants will be requested to disclose any dual citizenship with another country during the recruitment process. Dual citizens may be subject to further assessment and appointment to this position will be conditional upon approval to access US controlled export material in accordance with International Traffic in Arms Regulations (ITAR).

About our Team

The Guided Weapons and Explosive Ordnance (GWEO) Systems Division plays a key role in delivering critical capability for Defence. The Division works to ensure that Australia has access to modern, reliable, and effective guided weapons and explosive ordnance, while strengthening sovereign capability and supporting national security objectives. This is achieved through close collaboration with industry, international partners, and stakeholders across Defence, helping to support the full lifecycle of capability, from initial concept through to delivery and sustainment.

Within this, GWEO Air Branch focuses on supporting Air Force capability, working as part of an integrated team to deliver outcomes that enable Defence operations. The Branch works closely with stakeholders to manage complex challenges, support decision making, and ensure capability remains effective, safe, and fit for purpose. Together, GWEO Systems Division and GWEO Air Branch contribute to a coordinated, forward looking approach that strengthens Defence capability, supports operational readiness, and helps ensure Australia is well positioned to respond to future challenges.

Our Ideal Candidate

To be successful, you will demonstrate:

- Strong knowledge and experience in explosive ordnance engineering (or closely related discipline).
- Ability to interpret and apply engineering policies, standards, and regulatory frameworks.
- Proven leadership capability, including team management, mentoring, and resource allocation.
- Strong analytical skills and the ability to solve complex technical problems.
- Excellent communication skills, including the ability to tailor messaging for diverse stakeholders.
- Experience engaging with internal and external stakeholders on complex issues.
- Sound judgement and initiative in decision making and priority setting.
- Commitment to continuous learning and professional development.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This engineering position requires a Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

Notes

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

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To Apply

Position Contact	Tina Jovanovska, 02 5133 3057
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=0271B58F-7894-669C-CC00-ED67CF560AA3

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Defence

Vacancy VN-0774174

Department of Defence

Closing Date:Sunday 29 November 2026

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Project Manager JP9101
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$99,733 - $112,431
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	CASG/06244/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=CA442AFA-5478-AB12-F66E-ED67D04BD6D3

Duties

The Role

As a Project Manager within the Strategic High-Frequency Communications (SHFC) program, and Joint Project 09101 Phase 01 (JP9101) you will manage complex project activities across the capability lifecycle. You will be accountable for planning, coordinating, and delivering project outcomes in accordance with Defence governance frameworks, policies, and standards.

Key responsibilities include:

- Managing schedule, risk, budget, and resources;
- Preparing briefings, submissions, and reports;
- And ensuring compliance with legislative and regulatory requirements.

This role requires strong stakeholder engagement skills, the ability to communicate with influence, and sound judgement in applying project management methodologies. You will contribute to strategic planning, resolve issues through analysis of alternatives, and develop strategies to achieve project objectives.

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

About our Team

The Strategic High-Frequency Communications (SHFC) Team delivers critical communications capabilities to the Australian Defence Force (ADF), combining procurement, sustainment, and innovation to support operational readiness. The team operates collaboratively across Defence and industry, ensuring alignment with the Capability Manager’s objectives and broader organisational goals.

With a focus on achieving outcomes specified in Materiel Agreements, the team ensures delivery within defined budgets, schedules, and performance standards. Employing best practice project management and governance frameworks, the SHFC Team prioritises efficiency, effectiveness, and value for money while meeting contractual and policy obligations.

The team fosters a culture of communication and collaboration, integrating expertise across technical, operational, and strategic domains. By maintaining strong partnerships with Defence customers, Capability Acquisition & Sustainment Group (CASG) elements, and industry stakeholders, the SHFC Team ensures seamless delivery of enhanced HF capabilities that meet Defence requirements, support mission success, and drive continuous improvement.

Our Ideal Candidate

Our ideal candidate has experience in project management within Defence or complex technical environments. You should demonstrate the ability to manage multiple priorities, interpret policy, and lead project activities to achieve defined outcomes. Attributes such as initiative, analytical thinking, and effective stakeholder engagement are essential.

Experience in project planning, risk management, and governance frameworks will be highly regarded. Sound financial administration skills, including experience supporting budget management, expenditure tracking and financial reporting activities. Eligibility for a security clearance and strong communication skills are critical to success in this role.

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	Aaron Sanderson, 02 6132 7350
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CA442AFA-5478-AB12-F66E-ED67D04BD6D3

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Defence

Vacancy VN-0774177

Department of Defence

Closing Date:Sunday 22 November 2026

Air Force
Air Command Australia

Job Title	Learning and Development Officer
Job Type	Full-Time, Ongoing
Location	Amberley QLD
Salary	$89,841 - $96,829
Future Merit Locations	Amberley
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	AF/06152/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=6860D87A-D2C6-CE9B-6E61-ED67D0D7AC65

Duties

The Role

The Learning and Development Officer contributes to the design and development of Air Mobility Group (AMG) training capability. Under limited direction, you will apply established instructional design principles to support the analysis, design, development and evaluation of learning and development activities, including contributing to curricula for AMG aircraft platforms.

You will engage with internal and external stakeholders to gather information on aviation and maintenance training requirements, and assist in the development and continuous improvement of learning solutions to meet capability needs. You will provide input to curriculum development and support the implementation of training programs in accordance with Defence learning policies and procedures.

In this role, you will assist in the development and maintenance of supporting systems, processes, and documentation, while ensuring compliance with the Defence Systems Approach to Defence Learning. You will contribute to governance activities, including monitoring and reporting on training outcomes and identifying opportunities for improvement.

The successful candidate will work collaboratively within a team environment, contributing to the achievement of work plans and section objectives. You will provide guidance and practical support to team members on task completion, and identify opportunities to enhance capability through on-the-job learning. You will exercise sound judgement in prioritising tasks and managing competing demands within defined parameters.

About our Team

The Air Mobility Group (AMG) plans and delivers air mobility operations that support Defence force projection in Australia and globally. AMG squadrons are located at RAAF Bases Richmond and Amberley, and Defence Establishment Fairbairn, and operate daily across a wide range of missions. AMG personnel are often among the first to respond in times of crisis, deploying Defence capabilities where they are needed most.

In this role, you will work as part of an integrated Learning and Development team made up of ADF members, APS staff and contractors. The team supports the development and delivery of training programs that ensure the AMG workforce has the skills and knowledge required to meet operational needs. You will contribute to the design and development of effective and efficient ‘fit for purpose’ learning/training continuum to ensure AMG workforce is appropriately trained to meet Air Mobility capability requirements.

Our Ideal Candidate

Our ideal candidate will demonstrate sound technical capability and the ability to operate with limited direction to deliver learning and development outcomes within a complex aviation environment. They will apply initiative and judgement in the development, coordination and delivery of learning solutions across multiple aircraft platforms, supporting an integrated and geographically dispersed workforce.

The successful applicant will contribute to the achievement of team and organisational objectives by managing competing priorities and delivering quality outcomes within established frameworks. The candidate will possess well-developed written and verbal communication and stakeholder engagement skills, enabling effective collaboration across internal and external stakeholders. They will build productive working relationships and contribute positively to a cohesive team environment.

They will demonstrate accountability, integrity and a commitment to continuous improvement, actively seeking to enhance their professional capability and contribute to improvements in learning and development practices. Proficiency in the use of relevant Defence information systems and standard office applications is required to support the development and delivery of learning products. The candidate will demonstrate flexibility and adaptability in responding to changing priorities and operational requirements.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	WGCDR Rohit Jamwal, 02 4723 1404
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6860D87A-D2C6-CE9B-6E61-ED67D0D7AC65

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Defence

Vacancy VN-0774185

Department of Defence

Closing Date:Sunday 22 November 2026

NAVY
Fleet Command

Job Title	Systems Administrator/Information Security Analyst
Job Type	Full-Time, Ongoing
Location	Garden Island NSW
Salary	$99,733 - $112,431
Future Merit Locations	Garden Island
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	NAVY/06261/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=7EDBF7C0-AB21-C70E-2AD9-ED67D10F3519

Duties

The Role

As a Systems Administrator/Information Security Analyst, you will work with the Systems Team to engage diverse stakeholders and undertake the day-to-day administration and improvement of the ICT systems and network to ensure peak performance, appropriate security and maximum uptime across the Maritime Warfare Centre's environment.

Duties include:

- Administering, maintaining, and supporting ICT infrastructure.
- Performing risk assessments, applying security policies, reporting and mitigating cyber incidents.
- Performing ICT security, disaster recovery, business continuity.
- Providing ICT user support.
- Developing and maintaining server and systems configuration documentation, diagrams, policy documentation, and standard operating procedures.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCP). This enables Defence to provide a premium, in addition to the base

salary otherwise payable under the Defence Enterprise Collective Agreement (DECA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

The Maritime Warfare Centre is custodian for the Royal Australian Navy's data on weapon firings, underwater signature measurement and expert analytic products essential to decision makers and the warfighting community. The Centre's Systems Team provides critical infrastructure, information management services and systems support, enabling the provision of the Centre's information product.

The Systems Team provides a working environment that offers challenging work, flexibility to be innovative, talented colleagues, and the guidance and support that that you need to succeed.

Our Ideal Candidate

In addition to the desired criteria, our ideal candidate will possess:

- Strong written and verbal communication skills.
- Ability to work under limited guidance, manage tasks and gather/provide specialist advice when needed.
- Solid foundational troubleshooting skills; ability to follow diagnostic procedures and conduct or propose remediation steps.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

Position Contact	Gregory Long, 02 9537 0683
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7EDBF7C0-AB21-C70E-2AD9-ED67D10F3519

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Defence

Vacancy VN-0774195

Department of Defence

Closing Date:Sunday 15 November 2026

Air Force
Air Command Australia

Job Title	Visits Coordinator
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	$89,841 - $96,829
Future Merit Locations	Edinburgh
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	AF/06053/26
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=9B4883B1-17B3-E7C2-8611-ED789153A130*

Duties

The Role

The Visits Coordinator supports the Senior Australian Defence Force Officer – Edinburgh Defence Precinct (SADFO-EDP) in coordinating official visits, stakeholder engagement activities and public enquiries across the Edinburgh Defence Precinct.

The role is responsible for planning and delivering visit programs for military, government, industry, educational and community stakeholders, ensuring compliance with Defence security, safety and protocol requirements. The position manages the SADFO-EDP mailbox, triaging and responding to routine enquiries, coordinating information from precinct stakeholders and escalating matters requiring senior leadership consideration.

The successful applicant will build and maintain effective relationships across Defence and external organisations, prepare correspondence and briefing materials, and contribute to positive community engagement outcomes. Strong organisational, communication and stakeholder management skills, together with sound judgement and attention to detail, are essential for success in this role.

About our Team

The Visits Coordinator is part of the Senior Australian Defence Force Officer – Edinburgh Defence Precinct (SADFO-EDP) team, which supports Defence engagement, stakeholder management and external liaison activities across the precinct. The team works collaboratively with resident units, Defence Groups, government agencies, industry partners, educational institutions and community organisations to strengthen relationships promote Defence capabilities and support strategic engagement objectives.

As the principal coordination team for official visits and external enquiries, the SADFO-EDP team plays an important role in fostering positive community connections, facilitating stakeholder engagement and enhancing Defence’s reputation within South Australia and nationally. The team operates in a dynamic environment requiring professionalism, initiative and a strong customer service focus.

Working within a small, high-performing team, the successful applicant will contribute directly to the delivery of Defence engagement outcomes, supporting informed decision-making, effective communication and the successful integration of Defence activities within the broader Edinburgh Defence Precinct community.

Our Ideal Candidate

The ideal candidate is a highly organised and professional individual with exceptional communication, stakeholder engagement and administrative skills. They will possess the ability to build productive relationships with personnel at all levels, including senior Defence leaders, government representatives, industry partners and community stakeholders. Demonstrated experience in coordinating events, visits, stakeholder engagements or executive support functions is highly desirable.

The successful applicant will exercise sound judgement, discretion and initiative when managing competing priorities, triaging correspondence and determining when matters require escalation to senior leadership. Strong written communication skills and experience preparing briefs, reports and official correspondence are essential.

Applicants must be able to obtain and maintain a Defence security clearance and demonstrate proficiency in Microsoft Office applications. Knowledge of Defence organisational structures, protocol requirements and the operating environment of the Edinburgh Defence Precinct is desirable. Experience managing executive correspondence, shared mailboxes or public enquiries will be highly regarded.

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	WGCDR Mark Fox, 08 7374 0610
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9B4883B1-17B3-E7C2-8611-ED789153A130

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Defence

Vacancy VN-0774208

Department of Defence

Closing Date:Sunday 22 November 2026

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Integrated Product Support Officer
Job Type	Full-Time, Ongoing
Location	Fyshwick ACT
Salary	$99,733 - $112,431
Future Merit Locations	Fyshwick
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	CASG/06319/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=844D35AA-A5CB-766C-28B1-ED7892D28EB3

Duties

The Role

The APS 6 Integrated Product Support Officer (IPSO) is responsible for providing integrated logistics support (ILS) advice and governance within an integrated workforce supporting both acquisition and sustainment of Defence capability.

The successful candidate will contribute to broad acquisition activities for JP9347 and sustainment outcomes for CJC03, applying logistics principles to ensure systems remain supportable, available and effective throughout their lifecycle. The role requires sound judgement, ability to work collaboratively with stakeholders, and understanding of Defence policies, processes and governance frameworks.

The successful candidate will exercise relevant delegations, contribute to planning and governance activities, and support decision-making across a range of ILS disciplines. They will demonstrate leadership, strong communication skills and the ability to effectively manage competing priorities in a high-performing team.

Key Requirements:

- Experience in Integrated Logistics Support (ILS), capability sustainment or materiel logistics.
- Ability to provide logistics advice and support governance activities within a complex stakeholder environment.
- Strong communication, leadership and problem-solving skills, with the ability to work collaboratively and exercise Defence delegations appropriately.

About our Team

The Integrated Warfighting Networks Systems Program Office (IWNSPO) is responsible for the acquisition, integration and sustainment of command and control warfare systems for the Australian Defence Force (ADF). IWNSPO delivers mission-critical information warfare capabilities that enable planning, command, control and information exchange across the Joint Force.

Our multidisciplinary workforce includes logistics, engineering, commercial, project management and product management professionals who work collaboratively to deliver and sustain capabilities that support operations across the ADF. The Integrated Product Support function plays a key role in ensuring these systems remain supportable, available and effective throughout their lifecycle.

Our Ideal Candidate

We are seeking a motivated Integrated Product Support professional who can apply sound judgement, build productive stakeholder relationships and contribute to the delivery of complex sustainment and capability outcomes.

The successful candidate will demonstrate:

- Experience in integrated product support, materiel logistics, sustainment management or related capability support functions.
- Knowledge of support system elements, logistics governance, supportability analysis and capability life-cycle management.
- Strong analytical and problem-solving skills, with the ability to identify risks, develop practical solutions and provide informed advice.
- Effective communication and stakeholder engagement skills, including the ability to work collaboratively across Defence, industry and other partner organisations.
- The ability to manage competing priorities, work autonomously and contribute positively within a multidisciplinary team.
- Professionalism, integrity and a commitment to continuous improvement and capability outcomes.

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	James Fowlie, 02 6267 3738
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=844D35AA-A5CB-766C-28B1-ED7892D28EB3

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Defence

Vacancy VN-0774232

Department of Defence

Closing Date:Sunday 22 November 2026

Defence Science and Technology Group
Sensors and Effectors

Job Title	Explosive Ordnance Technical Specialist
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	$81,868 - $112,431
Future Merit Locations	Edinburgh
Office Arrangement	On Site;Flexible
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool used for vacancies at any location supporting flexibility.
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	DSTG/06139/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=EA9E9E55-9B5B-7D37-0812-ED78950C1DDA

Duties

The Role

As an S&T3-4 Explosive Ordnance Technical Specialist you will deliver science and technology capability enabling the conduct of research and development on energetic materials and Explosive Ordnance (EO) to support high priority Defence programs. These hands on roles will require attendance on site at DSTG Edinburgh and other Defence sites including Joint Proof and Experimental Unit Pt Wakefield and the Woomera Test Range.

This recruitment will fill one substantively vacant role, Explosive Ordnance Supervisor while also creating a merit pool for potential positions to be filled over the next eighteen months.

Explosive Ordnance Supervisor

The Explosive Ordnance (EO) Supervisor is responsible for managing day to day EO operations in DSTG enabling the safe storage, transport, and use of research explosives. This position enables the EO experimentation, test and evaluation activities through the planning and execution of EO movements, stock management, handling of EO, EO Licencing and EO Disposal. The EO Supervisor acts as the primary point of contact for the Explosive Ordnance Precinct at DSTG Edinburgh. They coordinates contractor activities, facility access, work scheduling and operational requirements at all DSTG EO Facilities located at five sites in SA and VIC.

The established merit pool may be used for future opportunities that arise during the life of the pool for the following positions:

- **Explosive Ordnance Processing and Testing Officer**

This role is responsible for a range of processing, testing and characterisation activities on inert and energetic materials. This includes energetic material processing activities such as energetic ingredient preparation, mixing and casting of explosive charges and machining of charges. Testing of materials may include chemical, thermal, mechanical, sensitiveness characterisation or specialised burning, detonation or ballistic assessments and non-destructive testing (radiography).

- **Explosive Ordnance Instrumentation Officer**

This role is responsible for the instrumentation of EO testing activities. You will utilise high speed data acquisition and control systems and undertake post firing data analysis, processing and reporting for test activities including static rocket motor testing and high explosive chamber and field firings.

- **Explosive Ordnance Firing Officer**

This role is responsible for the firing and initiation of EO to enable performance assessment such as high explosives testing, field firings or static rocket motor testing. You will utilise specialist hardware to safely conduct live fire test activities, prepare test items for firing and manage firing hardware and systems

- **Weapons Analysis and Breakdown Officer**

This role is responsible for the safe processing, characterisation, and breakdown of EO. A Weapons Analysis and Breakdown Officer will be responsible for the technical disassembly (breakdown) of EO items, utilising specialised tools to safely recover materials for analysis and test and evaluation, including: radiography and chemical and physical characterization.

About the Team

Explosive Ordnance Technical Specialists will work as part of the Advanced Propulsion and Weapon Effects (APWE) Major Science and Technology Capability (MSTC) in Sensors and Effectors division in DSTG. The APWE MSTC has unique expertise in Guided Weapons and Explosive Ordnance (GWEO) Innovation Science and Technology (IS&T) made up of highly skilled multidisciplinary teams of engineers and scientists combined with extensive labs, test and evaluation equipment and facilities for working with EO and energetic materials.

This strategically important Defence capability supports all stages of the weapons capability life cycle, from developing and transitioning next generation technology, through to deploying and sustaining the inventory.

Our Ideal Candidate

We are looking for motivated, early career, team players with excellent attention to detail and a safety-first mindset who are willing to work with EO and energetic materials supporting the delivery of key Defence capability.

Our ideal candidate is comfortable working in highly regulated, hazardous environments and finds satisfaction in precision that will have demonstrated experience, knowledge and skills in the following areas:

- Safely working in, and/or managing workshops, laboratories and / or processing facilities. Interpreting and following testing protocols and standards.
- Preparing and compliance with safety documentation including instructions and risk assessments.
- Strong organisational and administrative skills, with the ability to manage competing priorities and meet deadlines.
- Excellent oral and written communication skills including the ability to collate, interpret and report technical information, concepts, procedures and laboratory test results.
- Understanding of WHS principles relating to hazardous material and laboratory and workshop environments.

Eligibility

Mandatory Qualifications:

This position may require a:

- Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer; or
- Relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

This position may require the individual to be able to meet the requirements of relevant certification through a recognised Professional Body organisation (Engineers Australia, Professionals Australia, Royal Institution of Naval Architects) or demonstrate the ability to obtain such chartered status within 12 months.

Successful candidates will be required to undertake specific EO training upon commencement.

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Dr Chad Prior, 08 7375 1701
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EA9E9E55-9B5B-7D37-0812-ED78950C1DDA

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Defence

Vacancy VN-0774316

Department of Defence

Closing Date:Sunday 22 November 2026

Joint Capabilities Group
Joint Logistics Command

Job Title	Logistics Inventory Officer
Job Type	Full-Time, Ongoing
Location	Nowra NSW
Salary	$81,868 - $89,377
Future Merit Locations	Nowra
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 4
Position Number	JCG/06337/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=C1CB46BC-D382-6E81-9E1F-ED790C614297

Duties

The Role

Joint Logistics Unit East (JLU-E) is seeking a capable and motivated APS 4 Logistics Inventory Officer to join our Detachment at Nowra. As an APS 4 Logistics Inventory Officer, you will perform moderately complex logistics, inventory management, administrative and business support activities under limited direction. You will apply established policies, procedures and practices to support the delivery of Defence logistics services and achieve organisational outcomes.

The role contributes to a range of inventory management functions through the coordination, monitoring and administration of work activities, maintenance of records and information,

preparation of reports and correspondence, stakeholder engagement, and the provision of customer support. You will analyse information, identify issues, apply practical solutions, and contribute to continuous improvement activities.

You will manage routine inventory and business support activities, including analysing information and Enterprise Resource Planning (ERP) data, monitoring inventory performance, responding to enquiries, managing shared inboxes, updating registers, maintaining records and ensuring tasks are completed within required timeframes.

The role may also support inventory assurance activities and the management of Defence inventory and information in accordance with established policies and procedures. Working as part of a small, collaborative team, you will engage with Defence personnel, industry partners and other stakeholders to support the effective delivery of inventory management services and achieve organisational outcomes.

Defence roles cover a diverse range of workplace environment requirements. These may include physical tasks or working in conditions that are not typical of an office environment. Candidates should consider these requirements when assessing their suitability for the role. For more information, please contact the nominated contact officer.

Requirement to wear personal protective equipment (PPE)

About our Team

Joint Logistics Unit East (JLU-E) is one of Defence's largest logistics units and is responsible for delivering a broad range of logistics support services that contribute to Defence capability and operational readiness.

Joint Logistics Unit East, Nowra Detachment (JLUE-NW) forms part of JLU-E and delivers logistics services across a range of functional areas. The branch consists of a diverse workforce of Australian Public Service (APS) and Industry Partner personnel who work collaboratively to support Defence customers and achieve organisational outcomes.

JLU-E Nowra operates within a dynamic environment and provides opportunities for employees to develop knowledge and experience across multiple logistics disciplines. Staff contribute to stakeholder engagement, governance activities, business support functions and the effective management of Defence resources.

The branch is committed to professional development, collaboration and continuous improvement, providing employees with opportunities to broaden their skills and contribute to a high-performing workforce.

Our Ideal Candidate

Our ideal candidate is organised, adaptable and capable of working effectively in a dynamic environment. You will demonstrate sound judgement, initiative and attention to detail while managing competing priorities and delivering quality outcomes. You will possess strong communication and stakeholder engagement skills and be comfortable working with a range of internal and external stakeholders.

You will be able to analyse information, identify issues and contribute to practical solutions that support business objectives. You will demonstrate the ability to work independently under limited direction while also contributing positively to team outcomes. The successful candidate will be professional, reliable and committed to providing high-quality customer service and support.

Our ideal candidate will demonstrate:

- Strong organisational and administrative skills.
- Effective communication and stakeholder engagement skills.
- The ability to research, analyse and interpret information.
- Sound problem-solving and decision-making abilities.
- The ability to manage competing priorities and meet deadlines.
- Attention to detail and a commitment to accurate record keeping.
- The ability to work collaboratively and contribute to team outcomes.
- A commitment to delivering high-quality customer service and business outcomes.

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	Therese Wenzel, 02 4449 3622
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C1CB46BC-D382-6E81-9E1F-ED790C614297

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Defence

Vacancy VN-0774341

Department of Defence

Closing Date:Sunday 15 November 2026

Defence People Group
People Services and Wellbeing

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$89,841 - $96,829
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s)
Classification	APS Level 5
Position Number	DPG/06402/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=2DD38C36-3D3A-523B-9BE3-ED794576BD91

Duties

The Role

Opportunities exist for highly motivated and experienced individuals to provide executive support to Defence Senior Leaders at the Senior Executive Service (SES) Band 2 and Australian Defence Force (ADF) 2 Star level across the Department of Defence. The Senior Leadership Group (SLG) comprises both SES and ADF officers.

Working with limited supervision, you will manage the office of a SLG member and provide high-level executive support in a fast paced and dynamic environment.

Key responsibilities include:

- Managing complex calendars and scheduling requirements.
- Preparing correspondence and briefing materials.
- Coordinating meetings and events.
- Arranging domestic and international travel.
- Preparing and coordinating briefing packs.

- Managing office systems, records and financial administration.
- Providing administrative and operational support to Division and Branch personnel.

As an APS 5 Executive Assistant (EA) you will also provide guidance and support to other EAs within your Division. From time to time, you may be required to assist the senior EAs supporting a SES Band 3 or equivalent 3-Star ADF officer.

Please note:

As an employee of the Department of Defence, you must be able to obtain and maintain an Australian Government security clearance. Executive Assistant vacancies across Defence may require a Baseline, Negative Vetting 1 (NV1), Negative Vetting 2 (NV2), or a Positive Vetting (PV) clearance. The clearance required will depend on the position being filled.

Any merit pool established through this recruitment process will be used exclusively to fill EA positions within the Department of Defence.

Our Ideal Candidate

The Executive Assistant plays a critical role in supporting Defence Senior Leaders and fostering a strong civilian-military partnership aligned with Defence's strategic objectives. This is a position of trust requiring the highest levels of professionalism, discretion, sound judgement and integrity. As the APS 5 EA, you will work closely with members of the SLG, providing high quality executive support in a dynamic and fast paced environment.

To be successful, you will be an experienced and capable professional with exceptional communication and stakeholder engagement skills, able to remain composed and effective under pressure. You will be highly organised, demonstrate initiative and sound judgement, manage competing priorities effectively, and work both independently and collaboratively. You will proactively anticipate the needs of your senior leader, demonstrate flexibility and resilience, and consistently deliver high quality outcomes.

Strong time management skills, attention to detail, and the ability to build and maintain productive working relationships are essential. You will be self-aware, adaptable and committed to fostering an inclusive workplace culture, treating others with respect and valuing diverse perspectives. Proficiency in Microsoft Office applications is required, together with experience using records management and financial management systems.

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	Defence EA Recruitment, Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2DD38C36-3D3A-523B-9BE3-ED794576BD91

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Education

Vacancy VN-0774372

National Gallery of Australia

Closing Date:Sunday 22 November 2026

Marketing, Communications & Visitor Experience
Learning

Job Title	Engagement Supervisor, Learning
Job Type	Part-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$75,279 - $81,830
Future Merit Locations	Parkes
Office Arrangement	On Site;Flexible
Office Arrangement Details	On-Site Position with flexible conditions
Classification	APS Level 4
Position Number	6087
Agency Website	https://nga.gov.au

Job Description

https://nga.gov.au/about-us/jobs/

National Gallery learning programs celebrate creative practice and provide audiences across Australia with opportunities to engage with art, artists, stories and ideas.

The Engagement Supervisor, Learning is a key role supporting the operation and delivery of interactive learning spaces at the National Gallery.

Interactive learning spaces are experiential learning environments that offer audiences hands-on, creative and reflective ways to engage with exhibitions and the practice of artists. Audiences are encouraged to make connections, share ideas and build understanding of art and artmaking.

While children and families are key audiences, interactive learning spaces are designed for visitors of all ages and backgrounds. The Engagement Supervisor, Learning, will play an important role in creating an environment where visitors feel welcomed, confident and encouraged to participate. The role will support audiences to actively engage with artworks, materials, ideas and creative processes.

The Engagement Supervisor, Learning will be responsible for overseeing the daily operation of interactive learning spaces, including monitoring and replenishing materials and resources, ordering supplies, maintaining the presentation and cleanliness of the space and recording audience attendance The role will supervise and support casual staff and volunteers and contribute to reporting and evaluation.

The Engagement Supervisor, Learning, will undertake training in the National Gallery's Creative Learning Approach. The position is delivered onsite at the National Gallery and weekend work is required on a regular basis. It is expected that the Engagement Supervisor works one weekend day per week.

The position reports to the Operations Coordinator and will work closely with the Senior Project Officer and Public Programs Manager.

This is a part-time, 3 days per week, non-ongoing employment opportunity with the possibility of becoming ongoing.

Duties

In accordance with the APS 4 work level standards, you will have the following key responsibilities:

- Participate in training in learning facilitation, including creative workshops
- Facilitate interactive learning space participation for a range of audiences including schools, children, young people, families, adults and access audiences.
- Set-up and pack-down learning spaces and maintain materials, resources and equipment.
- Provide excellent customer service to gallery audiences.
- Monitor the safe operation of interactive learning spaces and report issues and concerns as required.
- Supervise casual staff supporting the delivery of interactive learning spaces.
- Understand the objectives of the National Gallery Learning team and participate in collaborative planning sessions.
- Work collaboratively as part of the Learning team, contribute to problem-solving and be flexible and responsive to change.
- Be responsive to the needs of audiences, including ages, abilities, interests and levels of engagement.
- Support the delivery of learning programs and events as required.

Eligibility

Citizenship – To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check – to be eligible for this role you must complete a police check.

Working With Vulnerable People Check (WWVP) – to be eligible for this role you must hold a current WWVP card.

Notes

HOW TO APPLY

To apply for this role please go to the National Gallery's Careers portal.

You should provide a tailored CV (**maximum of three pages**) along with a **statement** of no more than **two pages** that outlines your skills, capabilities and experience, against the information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

An order of merit or merit pool may be established from this selection process and may be used to fill future identical vacancies over the next 18 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

About the National Gallery of Australia

The National Gallery is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect, and Excellence.

To Apply

Position Contact	Jane Gillespie, 02 6240 6613
Agency Recruitment Site	https://nga.gov.au/about-us/jobs/

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Foreign Affairs and Trade

Vacancy VN-0774348

Australian Centre for International Agricultural Research (ACIAR)

Closing Date:Monday 16 November 2026

Partneships

Job Title	Senior Program Officer, Country Partnerships
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$100,354 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site
Office Arrangement Details	While onsite attendance is required, work from home arrangements can be negotiated in accordance with our EA and operational requirements
Classification	APS Level 6
Position Number	0065
Agency Website	https://www.aciar.gov.au

Job Description

https://www.aciar.gov.au/careers

ACIAR is a small agency with a domestic and international focus. It comprises three branches: Research, Partnerships and Corporate.

The Senior Program Officer, Country Partnerships (SPO) provides high-level program, operational and corporate support to the Country Partnership Lead in the effective management and coordination of ACIAR’s network of international offices and broader country partnership activities.

The position plays a key role in connecting ACIAR’s international offices with Canberra-based functions and ensuring that operational, financial, contractual, administrative and reporting requirements are delivered effectively and consistently across the international network. The SPO is responsible for managing a diverse portfolio of activities, including contract and financial management for international offices; procurement and contract administration for Country Partnerships

activities; coordination of high-level international and domestic visits, meetings and events; support for international office recruitment and personnel matters; corporate reporting and briefing; and the development and implementation of effective business processes.

Working in an international and culturally diverse environment, the SPO develops and maintains productive relationships with ACIAR staff, Australian Government stakeholders, international partners, service providers and other stakeholders. The position is required to exercise sound judgement and discretion when dealing with sensitive, complex or confidential matters and to provide practical advice consistent with relevant Commonwealth and ACIAR policies, procedures and governance requirements.

The role requires a motivated and highly organised individual who can work autonomously, manage competing priorities and deadlines, and respond flexibly to emerging requirements and competing priorities. The successful candidate will have strong written and interpersonal communication skills, excellent judgement and attention to detail, and a demonstrated ability to collaborate across organisational and cultural boundaries.

The SPO is expected to take a proactive approach to identifying and implementing improvements to systems, processes and ways of working, including opportunities to improve data quality, reporting, workflow management and automation. Experience coordinating complex events, high-level delegations or international engagement activities is highly desirable.

Duties

Under the general direction of the Country Partnership Lead, the Senior Program Officer will:

1. Support the effective operation and coordination of ACIAR’s international office network, working closely with international office staff and Canberra-based teams to support country partnership, stakeholder engagement and corporate requirements.
2. Build and maintain productive working relationships across ACIAR’s international network and provide timely, accurate and confidential advice and support on operational, program and corporate administration matters, recognising the different cultural and operating environments across countries.
3. Coordinate financial administration for international offices and Country Partnerships activities, including budget monitoring, expenditure tracking, forecasting, reconciliation and reporting, and work with relevant corporate areas to resolve financial and administrative issues.
4. Coordinate procurement and contract administration activities for the Country Partnerships function, including procurement planning, approaches to market, evaluation and approval documentation, contracts, variations, expenditure, milestones, deliverables and contract expiry dates, in accordance with relevant Commonwealth and ACIAR requirements.
5. Plan and coordinate meetings, workshops, official visits and high-level international engagements, including the annual meeting of ACIAR international offices, delegations to Australia, Policy Advisory Council meetings and other forums, coordinating programs, budgets, travel, accommodation, stakeholder engagement, briefing requirements and logistics.
6. Facilitate effective coordination and information flow between ACIAR’s international offices and Canberra-based teams, including coordinating international office contributions to corporate planning, reporting and other organisational requirements and ensuring information is accurate, timely and appropriately quality assured.

7. Research, prepare and coordinate high-quality briefs, correspondence, reports, submissions, talking points and supporting materials for the Executive, senior officials, ministerial engagements, official visits and other high-level domestic and international activities.
8. Support recruitment and onboarding for ACIAR international offices, working with relevant corporate areas and international offices to coordinate associated administrative, contractual and logistical requirements.
9. Maintain effective governance, records and business systems for Country Partnerships activities, including contracts, finances, meetings, stakeholder engagement and international office operations, and identify and appropriately escalate operational, financial, contractual and program risks.
10. Develop and improve Country Partnerships business processes, systems and tools, including procedures, templates, guidance materials, registers, data collection, workflow management, reporting and automation, and support the implementation and embedding of agreed improvements.
11. Contribute flexibly to broader Country Partnerships priorities and undertake other duties as required.

Eligibility

- **Australian Citizenship** - the successful candidate must be an Australian citizen.
- **Security clearance** - the successful candidate will be required to obtain and maintain a Baseline security clearance.

Notes

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About the Australian Centre for International Agricultural Research (ACIAR)

The Australian Centre for International Agricultural Research (ACIAR) is a statutory agency within the Australian Government's Foreign Affairs and Trade Portfolio. It operates under the Australian Centre for International Agricultural Research Act 1982. ACIAR invests in collaborative research and knowledge-sharing partnerships to improve the livelihoods and resilience of smallholder farming, fishing and forestry communities in Africa, South Asia and the Indo-Pacific. We work with governments and institutions to grow food more efficiently, increase food system resilience, improve human nutrition, empower women and girls, reduce poverty, and manage natural resources sustainably. Our partnerships prioritise economic, social and environmental benefits for partner countries, and contribute to the development of our international and Australian partner institutions' research, policy and leadership capabilities. Further information on our current projects, programs and priorities can be found at https://www.aciar.gov.au/. It's important to note that ACIAR are responsible for commissioning research, not undertaking research.

To Apply

Position Contact	Suzie Newman, 0403713538
Agency Recruitment Site	https://www.aciar.gov.au/careers

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Foreign Affairs and Trade

Vacancy VN-0773889

Australian Secret Intelligence Service

Closing Date:Monday 23 November 2026

Job Title	Senior Cloud DevOps Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$150,072 - $175,338
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On-site
Classification	Executive Level 1
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/

ASIS is seeking a Senior Cloud DevOps Engineer with depth of experience delivering cloud-based solutions to support the Service's adoption and migration of workloads to AWS. Working closely with the Cloud Business Office (CBO), Solution Architects and embedding within technical delivery areas, you will provide practical engineering expertise to assist teams with cloud adoption and contribute to the Service's broader cloud objectives.

We are looking for an experienced and pragmatic engineer who can work autonomously across application, platform and infrastructure teams. The successful candidate will have hands-on experience designing and developing applications and/or cloud platforms, and will assist teams to design, build and migrate workloads using modern DevOps practices.

Responsibilities, accountabilities and skills for this role align to SFIA Level of Responsibility Five (LoR5).

Duties

- Provide engineering expertise to assist teams with the assessment, planning, design and migration of workloads from traditional on-premise environments to AWS.
- Design, build, and maintain foundational cloud products, including;
    - landing zones
    - identity and access management services
    - container orchestration and management services
    - development, integration and deployment automation services
    - observability and monitoring services
- Provide technical guidance and embed contemporary DevOps practices across teams, including CI/CD pipelines, cloud infrastructure automation and reusable patterns for cloud services.
- Engage with engineering teams, architects, cyber security and IT service delivery areas to ensure cloud solutions meet Australian Government and relevant cyber security requirements.
- Champion cloud adoption by resolving technical delivery challenges and facilitating knowledge transfer on cloud technologies and practices.
- Collaborate with industry and government partners to develop and mature cloud practices, patterns and standards.

Experience Requirements:

At least five years' experience across one or more of the following skill areas:

- Demonstrable experience as a senior full-stack developer, DevOps Engineer, Cloud Engineer, Cloud Platform Engineer *or* similar technical role, with the ability to work autonomously and provide practical technical leadership.
- Experience developing applications and/or designing, building, and operating production AWS cloud environments.
- Experience assessing, planning, designing and supporting the migration of workloads to AWS environments.
- Experience with CI/CD pipelines, infrastructure automation, and contemporary DevOps principles and practices.
- Experience engineering solutions with high security focus, combining cyber security and industry standards and best practices.

Required Skills and Abilities:

- Ability to engage across application, data, platform, and infrastructure teams to embed cloud engineering practices, adopt reusable patterns and resolve technical delivery challenges.
- Strong communication and stakeholder engagement skills, with the ability to manage competing priorities and deliver high-quality technical outcomes as part of a broader Cloud Business Office capability.

Eligibility

To be eligible for a role you must:

- Be an Australian citizen
- Be assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance
- For more information on eligibility please see the Protective Security Policy Framework which is publicly accessible at protectivesecurity.gov.au, Release 2026 section 18.5 provides information on Eligibility and suitability

Notes

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All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

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

About the Australian Secret Intelligence Service

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To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/

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Foreign Affairs and Trade

Vacancy VN-0773924

Australian Secret Intelligence Service

Closing Date:Monday 16 November 2026

Not Specified
Not Specified Not Specified

Job Title	Applications Tester EL1
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$150,072 - $175,338
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On site
Classification	Executive Level 1
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/

The role

The Applications Tester EL1 level plays a crucial role in leading the quality assurance and testing of software applications. This role involves leading and ensuring that software applications meet high-quality standards, are free of defects, and function effectively, which is essential for the successful delivery of essential services and programs. The Applications Tester EL1 works closely with and leads development teams, SCRUM teams, Product Owners and stakeholders to shape work planning, identify and rectify issues and improve the overall user experience. You will lead User Acceptance Testing, contiunous improvement, supervise and maintain comprehensive and accurate records, and ensure that software testing activities comply with relevant standards, regulations, and security requirements.

The role requires a dynamic team player who enjoys working with stakeholders, team members and individually on projects. You will be able to meet tight deadlines and work to support ASIS priorities.

Duties

Role responsibilities

- Test Planning: Develop and execute comprehensive test plans and strategies for software applications, considering the specific requirements and objectives of each project.
- Test Case Design: Create detailed test cases, scripts, and scenarios to thoroughly assess the functionality, performance, and security of applications.
- Test Execution: Perform systematic and rigorous testing of software applications, including functional, integration, regression, and performance testing.
- Defect Identification and Reporting: Lead identifying, documenting, and prioritising defects and issues discovered during testing, providing clear and actionable information to developers for resolution.
- Test Automation: Lead development and maintain test automation scripts to streamline testing processes and increase test coverage.

Core skills

We encourage applicants with the following skills and attributes to apply:

- Strong analytical and problem-solving skills.
- Attention to detail and a commitment to delivering high-quality results.
- Excellent communication and interpersonal skills.
- Proven ability to work collaboratively in a team environment.
- Familiarity with various testing methodologies, tools, and frameworks.
- Proficiency in using Agile management tools to manage tasks and track progress.
- Extensive knowledge of test automation tools and scripting languages.

Education and qualification

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

· A degree in computer science, information technology, or a related field is preferred.

· Proven experience in software testing and quality assurance would be beneficial.

· Relevant certifications in software testing are advantageous.

Benefits of working at ASIS

ASIS employees enjoy access to generous workplace terms and conditions. Benefits include but are not limited to:

· Competitive salary plus 15.4% superannuation

· A variety of leave options including 22 days paid annual leave per year

· Paid leave between Christmas and New Year

· Domestic Relocation assistance for new staff to Canberra

· Health and wellbeing initiatives

· Salary packaging arrangements

· Learning and development opportunities including access to study assistance

· A variety of support services including but not limited to Employee Assistance Program (EAP) and a Staff and Family Support Office.

While ASIS officers are not able to work from home due to the classified nature of our work, staff have access to a range of flexible working arrangements. These include part time hours, condensed hours and/or flexible start/finish times to support other responsibilities.

ASIS conditions of service are similar to those applying for the Australian Public Service, for a full list of benefits and conditions see asis.gov.au

Eligibility

To be eligible for a role you must:

· Be an Australian citizen

· Be assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance

· For more information on eligibility please see the Protective Security Policy Framework which is publicly accessible at protectivesecurity.gov.au, Release 2026 section 18.5 provides information on Eligibility and suitability

Notes

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Please note: ASIS does not provide feedback to unsuccessful applicants

To apply please visit the ASIS website to view further job details and selection criteria

Applications close: please refer to website

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To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/

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Foreign Affairs and Trade

Vacancy VN-0774365

Australian Secret Intelligence Service

Closing Date:Thursday 17 December 2026

Not provided
Not provided Not provided

Job Title	Software Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$100,541 - $175,338
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	.
Classification	APS Level 4;APS Level 5;APS Level 6;Executive Level 1
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/

Software Engineer (L4 — EL1)

Software Engineers in ASIS play a pivotal role in enabling us to achieve our unique mission and drive real world outcomes. They design, build and maintain innovative bespoke systems that maximise the value and impact of our data.

They are highly motivated and engage in cross-functional collaboration, working closely with other engineers, data scientists, and end-users to translate business needs into scalable, high-impact solutions, ensuring seamless integration across the entire stack.

Duties

Key Responsibilities and Tasks

- Engage in cross-functional collaboration with other engineers, data scientists, and end-users, to design, develop, and maintain innovative bespoke systems that maximise the value and impact of ASIS's data.
- Enable high value mission outcomes by building engaging and intuitive UX for end-users, robust backend APIs for engineers and data scientists, or solutions that bridge both.

- Write clean, maintainable, and scalable code, actively participate in code reviews, and contribute to fostering a culture of continuous improvement.
- Design, implement or apply efficient data structures and algorithms to optimize performance.
- Continuously learn and develop new skills, taking ownership of your personal and professional growth, while working independently with minimal supervision.
- Clearly communicate business and technical concepts to diverse range of stakeholders, from end-users to senior leadership.

Education, Qualification and Experience Requirements

The panel will regard the following education, qualifications and/or experience highly:

- Formal training, such as a bachelor's degree in a relevant field such as computer science, software engineering, or equivalent.
- Experience working and succeeding as a software engineer in industry, government, intelligence or research institutions.
- Demonstrated independent drive to succeed in a small, tight-knit team.
- Excellent verbal and written communication skills.

Eligibility

To be eligible for a role you must:

- Be an Australian citizen
- Be assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance
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Notes

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Please note: ASIS does not provide feedback to unsuccessful applicants

To apply please visit the ASIS website to view further job details and selection criteria

Applications close: please refer to website

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To Apply

Position Contact	not provided, not provided
Agency Recruitment Site	https://www.asis.gov.au/

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Foreign Affairs and Trade

Vacancy VN-0774366

Australian Secret Intelligence Service

Closing Date:Thursday 17 December 2026

not provided
not provided not provided

Job Title	Data Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$100,451 - $175,338
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	not provided
Classification	APS Level 4;APS Level 5;APS Level 6;Executive Level 1
Position Number	not provided
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/

Data Engineer (Level 4–EL1)

We are looking for motivated and experienced Data Engineers to join our team and tackle unique data challenges that directly impact our business operations.

This role is perfect for candidates with several years' experience in data engineering, data integration, and data management. Using tools like Python, NiFi and Java, you will be responsible for designing, building, operationalising and securing data pipelines, stores and real-time processing systems. You will leverage your experience to help inform the design of our next generation of scalable, secure, reliable and performant data systems.

ASIS operates in an uncompromisingly unique environment. No two days, or datasets, will be the same as you maximise the use of ASIS's operational data holdings—a challenge that sets us apart from the ordinary.

Duties

Key Responsibilities and Tasks

- Support the design, development and maintenance of our data ingest pipelines.
- Troubleshoot issues related to data ingestion, identifying root causes and implementing sustainable solutions promptly.

- Support the design, development, delivery and maintenance of large-scale secure data systems.
- Collaborate closely with data colleagues, analysts and mission areas to understand data requirements and support data delivery initiatives.
- Contribute to communicating and documenting data workflows, processes, and solutions for knowledge sharing.

Education, Qualification and Experience Requirements

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

- Bachelor’s degree in Computer Science, Information Technology, or a related field.
- Strong programming skills. Familiarity with Python, Java, or similar languages is a plus.
- Strong interest or experience in data management, ETL (Extract, Transform, Load) processes, and data pipelines.
- Have a knowledge of database management systems (relational, and non-relational) and bulk data concepts.
- Ability to work collaboratively in a team environment and willingness to learn from experienced professionals.
- Excellent problem-solving skills and attention to detail.

Eligibility

To be eligible for a role you must:

Be an Australian citizen

Be assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance

For more information on eligibility please see the Protective Security Policy Framework which is publicly accessible at https://protectivesecurity.gov.au, Release 2026 section 18.5 provides information on Eligibility and suitability.

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

Notes

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Please note: ASIS does not provide feedback to unsuccessful applicants

To apply please visit the ASIS website to view further job details and selection criteria

Applications close: please refer to website

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To Apply

Position Contact	not provided, not provided
Agency Recruitment Site	https://www.asis.gov.au/

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Foreign Affairs and Trade

Vacancy VN-0774374

Australian Secret Intelligence Service

Closing Date:Thursday 17 December 2026

Not provided
Not provided Not provided

Job Title	Data Technician
Job Type	Full-Time, Ongoing
Location	Adelaide SA
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Not provided
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	Not provided
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/

Data Technician (Level 4 – Level 6)

We are looking for motivated entry-level Data Technicians to join our Adelaide team and tackle unique data challenges that directly impact our business operations.

This role is perfect for candidates eager to kick-start their career in data engineering, integration, and management. You will be responsible for loading, running and monitoring data pipelines, including associated Standard Operating Procedures and administration. You will be using tools like Python to ensure seamless data ingestion into our systems, and take pride in building and maintaining an efficient and critical capability.

ASIS operates in an uncompromisingly unique environment. No two days, or datasets, will be the same as you maximise the use of ASIS's operational data holdings—a challenge that sets us apart from the ordinary.

Please note, these roles are based in **Adelaide only.**

Duties

Key Responsibilities and Tasks

- Learn under the guidance of senior team members, and then take ownership of data ingestion pipelines.

- Implement basic data validation and quality checks to ensure data integrity throughout the ingestion process.
- Troubleshoot issues related to data ingestion, and assist with the implementation of sustainable solutions promptly.
- Collaborate closely with data colleagues to support delivery initiatives.
- Contribute to documenting and communicating data workflows, processes, and solutions for knowledge sharing.

Education, Qualification and Experience Requirements

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

- Tafe Certificate III/IV in Information Technology or related field; or strong performance in online Programming or Data courses.
- Basic understanding of programming concepts; familiarity with Python or similar languages is a plus.
- Strong interest in learning about data management, ETL (Extract, Transform, Load) processes, data pipelines, and implementing a robust data program.
- Ability to work collaboratively in a team environment and willingness to learn from experienced professionals.
- Excellent problem-solving skills and attention to detail.

Eligibility

To be eligible for a role you must:

Be an Australian citizen

Be assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance

For more information on eligibility please see the Protective Security Policy Framework which is publicly accessible at https://protectivesecurity.gov.au, Release 2026 section 18.5 provides information on Eligibility and suitability.

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

Notes

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Please note: ASIS does not provide feedback to unsuccessful applicants

To apply please visit the ASIS website to view further job details and selection criteria

Applications close: please refer to website

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To Apply

Position Contact	Not provided, Not Provided
Agency Recruitment Site	https://www.asis.gov.au/

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Foreign Affairs and Trade

Vacancy VN-0774375

Australian Secret Intelligence Service

Closing Date:Thursday 17 December 2026

Not provided
Not provided Not provided

Job Title	Systems Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Adelaide SA
Salary	$100,451 - $175,338
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA, Adelaide
Office Arrangement	On Site
Office Arrangement Details	Not provided
Classification	APS Level 4;APS Level 5;APS Level 6;Executive Level 1
Position Number	Not provided
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/

Systems Engineer (L4 — EL1)

Systems Engineers in ASIS maintain highly specialised systems delivering to operational teams around the globe. We have a large number of systems delivering a variety of services at a range of maturities. Extending beyond a normal systems administration role, there is never a dull moment and we work closely with our data scientists and analytical teams to have a real impact.

Duties

Key Responsibilities and Tasks

- Build, maintain and support development, test and production environments including CI/CD
- Implement and maintain best-practice security controls, including both on-system and throughout the development lifecycle.
- Develop and maintain high-quality documentation including logical, system and network design documentation.
- Perform analysis of monitoring, error reporting, alerting and issue reports to find the root cause of problems.
- Collaborate with other engineers and data scientists to implement robust and scalable software solutions in a problem space like no other.
- Contribute to the design and development of ground-breaking solutions for unique data challenges across the ASIS mission

- Independently learn and develop new skills and techniques with an eye to practical applications
- Communicate regularly and pre-emptively with peers and colleagues to keep everyone informed

Education, Qualification and Experience Requirements

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

- Formal training, such as a bachelor's degree in computer science, engineering, or related field
- Experience in designing and maintaining large scale storage systems (Gluster, Ceph, etc)
- Strong containerisation experience using Docker, Podman and Kubernetes
- Experience in distributed computing technologies particularly Hadoop, Elasticsearch, Solr
- Strong experience in designing and tuning high-performance compute and AI infrastructure

Eligibility

To be eligible for a role you must:

Be an Australian citizen

Be assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance

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

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Applications close: please refer to website

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To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/

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Foreign Affairs and Trade

Vacancy VN-0774376

Australian Secret Intelligence Service

Closing Date:Thursday 17 December 2026

Not Provided
Not Provided Not Provided

Job Title	DevOps Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Adelaide SA
Salary	$100,451 - $175,338
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Not Provided
Classification	APS Level 4;APS Level 5;APS Level 6;Executive Level 1
Position Number	Not Provided
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/

DevOps Engineer (L4 — EL1)

We are a dynamic team consisting of Site Reliability Engineers (SREs), data engineers, and data scientists. We are looking for a skilled DevOps Engineer to join our team and take ownership of the entire CI/CD pipeline.

Duties

Key Responsibilities and Tasks

- Build, manage and optimise containerised workflows using Podman and Kubernetes
- Design, implement, and maintain CI/CD pipelines to ensure efficient and reliable software delivery
- Write and maintain scripts in Python to automate various DevOps tasks
- Utilise GitHub Actions to streamline the development and deployment processes
- Collaborate with SREs, data engineers, and data scientists to ensure seamless integration and deployment of applications
- Monitor and troubleshoot CI/CD pipelines to identify and resolve issues promptly
- Ensure the security, scalability, and performance of our infrastructure and applications
- Document processes and best practices to facilitate knowledge sharing within the team

Education, Qualification and Experience Requirements

- 3+ years of experience in a DevOps engineering role.
- Proven expertise in managing containerised workflows using Podman and Kubernetes.
- Strong programming skills in Python.
- Experience with GitHub Actions for automating workflows.
- Solid understanding of CI/CD principles and best practices.
- Experience working within air-gapped environments.
- Experience with cloud platforms (e.g., AWS, Azure, GCP) is a plus.
- Familiarity with infrastructure as code (IaC) tools such as Terraform or Ansible.
- Excellent problem-solving skills and attention to detail.
- Ability to work independently with minimal management oversight.
- Strong communication and collaboration skills.

If you are a passionate DevOps Engineer looking to make a significant impact in a dynamic team, we invite you to apply for this position. Join us and help shape the future of our technology stack!

Eligibility

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Be an Australian citizen

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Applications close: please refer to website

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To Apply

Position Contact	Not Provided, Not Provided
Agency Recruitment Site	https://www.asis.gov.au/

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Foreign Affairs and Trade

Vacancy VN-0774281

Department of Foreign Affairs and Trade

Closing Date:Saturday 05 December 2026

People Division

Job Title	Medical Officer 4 (MO4) - Clinic (Port Moresby)
Job Type	Full-Time, Ongoing
Location	International International
Salary	$240,124 - $275,793
Future Merit Locations	International
Office Arrangement	On Site
Office Arrangement Details	As a clinic-based position, remote work is not possible
Classification	Medical Officer Class 4
Position Number	0703/2026
Agency Website	

Job Description

https://dfat.gov.au/careers/Pages/careers.aspx

The Opportunity

DFAT is seeking a suitably qualified Medical Practitioner to lead its small medical team in Port Moresby, Papua New Guinea. It is an on-going position with future potential opportunities in clinics in Jakarta, Honiara, Suva and Dili. Candidates who are placed in the merit pool for this round will be considered for any future vacancies that arise over the next 18 months.

The clinics provide primary care medical services to Australia's diplomatic mission in the Asia-Pacific. The successful candidates will work closely with DFAT's Canberra-based Medical Unit, and a Registered Nurse who will also reside in country. You will also advise the High Commissioner and the Chief Medical Officer in Canberra on local health matters.

Ongoing appointments will be expected to move between clinic locations every three to four years.

Our Ideal Candidate

We’re looking for high-performing people with skills and experience relevant to the department’s enabling services operations.

Our ideal candidate will:

• Have the ability to deliver high quality general practice services, including a willingness to be on call after hours and respond to emergencies.

• Have knowledge of, or experience in, tropical medicine and aeromedical evacuations

• Have emergency clinical skills.

• Display flexibility and adaptability, professional and personal, to adapt to varied and difficult environments.

• Work well in a team and be a key leader in assisting to develop the medical services to meet DFAT’s specific needs at the relevant post.

• Have high level oral and written communication skills and the ability to consult and liaise with expatriate and local medical personnel.

• Have highly developed interpersonal skills, including sensitivity, tolerance, and tact and the ability to gain confidence of staff and families at all levels.

• Have proven ability to deliver primary health care with overseas or remote area experience highly desirable.

Professional Requirements

Required:

• Current unrestricted APHRA registration as a specialist general practitioner

• Recent experience in general practice.

• Training or higher qualifications in Advanced Life Support, adult, paediatric or both, or Emergency medicine, or Intensive Care.

Preferred:

• Experience in remote or rural practice settings highly regarded.

• FRACGP or FACRRM

• Experience in tropical medicine and travel medicine, aeromedical evacuation and aviation medicine, underwater medicine, and obstetrics, are all considered advantageous.

Certified copies of tertiary qualifications and other appropriate documentation must be presented on request.

For further information, please see the Applicant Information Pack, attached at the DFAT Careers website.

Duties

Your key duties will include:

• Provide primary and basic emergency medical care and treatment for the staff and families and other patients who have access to the relevant clinic, in concert with a Registered Nurse.

• Provide afterhours support to the clinic dependency and on occasions, to the broader DFAT overseas network as rostered by the Principle Medical Adviser.

• Advise the High Commissioner and the Chief Medical Officer in Canberra on local health matters.

• As part of a team, liaise with local medical personnel and institutions and arrange referral of patients where appropriate or medical evacuation where necessary.

• Keep quality medical records and manage privacy and security requirements. Supervise the maintenance of equipment and ensure the supply of essential pharmaceuticals.

• Provide statistical information on the incidence of sickness and conditions treated amongst the staff. Report on the prevalence of local disease to the Principal Medical Adviser.

• Perform medical examinations of fitness for employment, pre-posting, superannuation, workers compensation and retirement purposes as required.

• Assist with consular cases where medical issues are present.

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.

Mandatory Qualifications:

• Unconditional AHPRA registration as a specialist General Practitioner

• Recent experience in general practice.

• Training or higher qualifications in Advanced Life Support, adult, paediatric or both, or Emergency medicine, or Intensive Care.

Notes

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

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Dr Leonard Brennan, 02 6261 3740
Agency Recruitment Site	https://dfat.gov.au/careers/Pages/careers.aspx

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Foreign Affairs and Trade

Vacancy VN-0774378

Department of Foreign Affairs and Trade

Closing Date:Sunday 22 November 2026

Job Title	APS3 Passport Officers (Hobart/Darwin)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Darwin NT
Salary	$78,065 - $81,817
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Remote work is not available for this role due to the system and security requirements. However, flexible arrangements may be negotiated if required.
Classification	APS Level 3
Position Number	0733/2026
Agency Website	

Job Description

https://dfatcareers.nga.net.au/?jati=42BC892B-763B-3458-BC34-ED78CE6B58EB

Applications close at 11.30pm AEDT on Sunday 22 November 2026

The Opportunities

Do you have a passion for working in service delivery environments? Do you have exceptional customer service skills? Do you have an understanding of managing high-risk, high-value assets appropriately? Do you have sound administration and clerical skills? If you have answered yes to these questions, WE WANT YOU! The Australian Passport Office (APO) is seeking Passport Officers, to work across a variety of Service Delivery roles in our division.

APO provides access to secure international travel documentation through timely and responsive passport services in Australia and overseas. The APO manages each stage of the passport production process including the passport application lodgement, assessment, and printing stages, as well as the service recovery, workload management, and commercial management functions.

Before applying please note: all roles will involve customer interaction, including exposure to people who may be emotional, distressed, or have challenging personal circumstances. Officers will be trained across a variety of duties and expected to be flexible and adaptable to meet operational requirements. All roles will include some tasks that may be repetitive, or involve more physical aspects such as lifting, walking, or standing for prolonged periods of time.

Our Ideal Candidates

Our ideal candidates will have:

• Strong customer service skills whilst displaying empathy and emotional intelligence.

• Ability to problem solve using sound judgement and risk

• Agility and flexibility to evolve rapidly to change plans or course of direction to match the reality or demands of a situation

• Ability to apply both a sense of urgency and the highest level of discretion and confidentiality. A positive can-do attitude, displaying personal resilience, calmness and focus on achieving objectives, even in difficult circumstances.

• Capability to identify, assess, and instigate actions independently and complete tasks within appropriate timeframes.

• Effectively use business applications, tools, and technology to streamline internal processes and service delivery to the Australian Public

• Ability to interpret and apply relevant legislation, guidelines, policies, and procedures across the spectrum of passport network issues and challenges.

• A mature attitude and the key attributes of being responsible, trustworthy, and reliable.

Duties

- Provide a courteous, prompt, efficient and professional service when working on the front counter (e.g., passport application interviews, passport enquiries, passport collections, and document legalisation services), concierge, administrative support, and telephone enquiries.
- Communicate effectively (orally and in writing) with members of the public, colleagues, and management.
- Undertake Quality Assurance checks of travel documents prior to, and post, print of travel documents.
- Handle high-value, high-risk inventory in a secure manner, and manage the secure spoilage and destruction of incorrect or faulty travel documents in line with strict policies and procedures.
- Assist in regular stocktakes of blank passport holdings
- Undertake processing tasks and operate travel document printer and laminate machines to produce Australian travel documents, including basic routine maintenance of passport printers.

- High speed and accurate data entry, document preparation, scanning, personalisation, image enhancement, document/photo exceptions re-work.
- Working independently, organise own workload, allocate own resources, and complete tasks in a timely manner to meet established key performance indicators.
- General day-to-day administrative functions including, but not limited to, effective records management, management of inbox, payment of invoices, liaison with various customers and stakeholders in relation to travel document refunds and Returns to Sender.
- Work as part of a team to deliver outcomes, displaying flexibility to meet operational requirements

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

Depending on the role into which you are placed, you may also be required to obtain and maintain a Working with Vulnerable People/Children registration (or equivalent)

Notes

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

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Michael Jury, N/A
Agency Recruitment Site	https://dfatcareers.nga.net.au/?jati=42BC892B-763B-3458-BC34-ED78CE6B58EB

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Department of Foreign Affairs and Trade

Closing Date:Sunday 22 November 2026

Job Title	APS3 Passport Officers (Melbourne, Passport Bulk Print Centre/Brisbane)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Brisbane QLD
Salary	$75,065 - $81,817
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Remote work is not available for this role due to the system and security requirements. However, flexible arrangements may be negotiated if required.
Classification	APS Level 3
Position Number	0735/2026
Agency Website	

Job Description

https://dfatcareers.nga.net.au/?jati=5796B942-989B-E076-9263-ED7909578D9C

Applications close at 11.30pm AEDT on Sunday 22 November 2026

The Opportunities

Do you have a passion for working in service delivery environments? Do you have exceptional customer service skills? Do you have an understanding of managing high-risk, high-value assets appropriately? Do you have sound administration and clerical skills? If you have answered yes to these questions, WE WANT YOU! The Australian Passport Office (APO) is seeking Passport Officers, to work across a variety of Service Delivery roles in our division.

APO provides access to secure international travel documentation through timely and responsive passport services in Australia and overseas. The APO manages each stage of the passport

production process including the passport application lodgement, assessment, and printing stages, as well as the service recovery, workload management, and commercial management functions.

Before applying please note: all roles will involve customer interaction, including exposure to people who may be emotional, distressed, or have challenging personal circumstances. Officers will be trained across a variety of duties and expected to be flexible and adaptable to meet operational requirements. All roles will include some tasks that may be repetitive, or involve more physical aspects such as lifting, walking, or standing for prolonged periods of time.

Our Ideal Candidates

Our ideal candidates will have:

• Strong customer service skills whilst displaying empathy and emotional intelligence.

• Ability to problem solve using sound judgement and risk

• Agility and flexibility to evolve rapidly to change plans or course of direction to match the reality or demands of a situation

• Ability to apply both a sense of urgency and the highest level of discretion and confidentiality. A positive can-do attitude, displaying personal resilience, calmness and focus on achieving objectives, even in difficult circumstances.

• Capability to identify, assess, and instigate actions independently and complete tasks within appropriate timeframes.

• Effectively use business applications, tools, and technology to streamline internal processes and service delivery to the Australian Public

• Ability to interpret and apply relevant legislation, guidelines, policies, and procedures across the spectrum of passport network issues and challenges.

• A mature attitude and the key attributes of being responsible, trustworthy, and reliable.

Duties

- Provide a courteous, prompt, efficient and professional service when working on the front counter (e.g., passport application interviews, passport enquiries, passport collections, and document legalisation services), concierge, administrative support, and telephone enquiries.
- Communicate effectively (orally and in writing) with members of the public, colleagues, and management.
- Undertake Quality Assurance checks of travel documents prior to, and post, print of travel documents.

- Handle high-value, high-risk inventory in a secure manner, and manage the secure spoilage and destruction of incorrect or faulty travel documents in line with strict policies and procedures.
- Assist in regular stocktakes of blank passport holdings
- Undertake processing tasks and operate travel document printer and laminate machines to produce Australian travel documents, including basic routine maintenance of passport printers.
- High speed and accurate data entry, document preparation, scanning, personalisation, image enhancement, document/photo exceptions re-work.
- Working independently, organise own workload, allocate own resources, and complete tasks in a timely manner to meet established key performance indicators.
- General day-to-day administrative functions including, but not limited to, effective records management, management of inbox, payment of invoices, liaison with various customers and stakeholders in relation to travel document refunds and Returns to Sender.
- Work as part of a team to deliver outcomes, displaying flexibility to meet operational requirements

Bulk Print Officer (Craigieburn/Epping - Victoria only)

- Undertake processing tasks and operate travel document printer, pass mailer, and laminate machines to produce Australian travel documents on a large scale.
- Routine maintenance of passport machinery, trouble shooting and appropriate escalation of issues impacting passport workflows.
- Issue Australian travel documents to print operators via technical systems.
- Handle high-value, high-risk inventory in a secure manner, and manage the secure spoilage and destruction of incorrect or faulty travel documents in line with strict policies and procedures.
- Assist in regular stocktakes of blank passport holdings.
- Supervise print operators to ensure production flow is maintained and acts as the first escalation point for print operators for system and machine related issues.
- Provide training and support to new and existing print operators on specialised personalisation machines and processes.
- Working independently, organise own workload, allocate own resources, and complete tasks in a timely manner to meet established key performance indicators.
- Understanding of, and adherence to, Work Health and Safety legislation and regulations.
- Assist with Quality Assurance checks of travel documents prior to, and post, print of travel documents. Work as part of a team to deliver outcomes, displaying flexibility to meet operation

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

Depending on the role into which you are placed, you may also be required to obtain and maintain a Working with Vulnerable People/Children registration (or equivalent).

Notes

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About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Sarah Flori, N/A
Agency Recruitment Site	https://dfatcareers.nga.net.au/?jati=5796B942-989B-E076-9263-ED7909578D9C

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Foreign Affairs and Trade

Vacancy VN-0774383

Department of Foreign Affairs and Trade

Closing Date:Sunday 22 November 2026

Job Title	APS3 Passport Officers (Perth/Adelaide)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Perth WA
Salary	$75,065 - $81,817
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Remote work is not available for this role due to the system and security requirements. However, flexible arrangements may be negotiated if required.
Classification	APS Level 3
Position Number	0736/2026
Agency Website	

Job Description

https://dfatcareers.nga.net.au/?jati=55AC477D-78E8-3A6E-9BB6-ED79096918E7

Applications close at 11.30pm AEDT on Sunday 22 November 2026

The Opportunities

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• Capability to identify, assess, and instigate actions independently and complete tasks within appropriate timeframes.

• Effectively use business applications, tools, and technology to streamline internal processes and service delivery to the Australian Public

• Ability to interpret and apply relevant legislation, guidelines, policies, and procedures across the spectrum of passport network issues and challenges.

• A mature attitude and the key attributes of being responsible, trustworthy, and reliable.

Duties

- Provide a courteous, prompt, efficient and professional service when working on the front counter (e.g., passport application interviews, passport enquiries, passport collections, and document legalisation services), concierge, administrative support, and telephone enquiries.
- Communicate effectively (orally and in writing) with members of the public, colleagues, and management.
- Undertake Quality Assurance checks of travel documents prior to, and post, print of travel documents.
- Handle high-value, high-risk inventory in a secure manner, and manage the secure spoilage and destruction of incorrect or faulty travel documents in line with strict policies and procedures.
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- Work as part of a team to deliver outcomes, displaying flexibility to meet operational requirements

Eligibility

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Notes

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About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Samantha Diaz, N/A
Agency Recruitment Site	https://dfatcareers.nga.net.au/?jati=55AC477D-78E8-3A6E-9BB6-ED79096918E7

Foreign Affairs and Trade

Vacancy VN-0774385

Department of Foreign Affairs and Trade

Closing Date:Sunday 22 November 2026

Job Title	APS3 Passport Officers (Canberra/Sydney)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$75,065 - $81,817
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Remote work is not available for this role due to the system and security requirements. However, flexible arrangements may be negotiated if required.
Classification	APS Level 3
Position Number	0737/2026
Agency Website	

Job Description

https://dfatcareers.nga.net.au/?jati=84D05897-D5D2-32A0-13A4-ED7909D8FD4E

Applications close at 11.30pm AEDT on Sunday 22 November 2026

The Opportunities

Do you have a passion for working in service delivery environments? Do you have exceptional customer service skills? Do you have an understanding of managing high-risk, high-value assets appropriately? Do you have sound administration and clerical skills? If you have answered yes to these questions, WE WANT YOU! The Australian Passport Office (APO) is seeking Passport Officers, to work across a variety of Service Delivery roles in our division.

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• Capability to identify, assess, and instigate actions independently and complete tasks within appropriate timeframes.

• Effectively use business applications, tools, and technology to streamline internal processes and service delivery to the Australian Public

• Ability to interpret and apply relevant legislation, guidelines, policies, and procedures across the spectrum of passport network issues and challenges.

• A mature attitude and the key attributes of being responsible, trustworthy, and reliable.

Duties

- Provide a courteous, prompt, efficient and professional service when working on the front counter (e.g., passport application interviews, passport enquiries, passport collections, and document legalisation services), concierge, administrative support, and telephone enquiries.
- Communicate effectively (orally and in writing) with members of the public, colleagues, and management.
- Undertake Quality Assurance checks of travel documents prior to, and post, print of travel documents.

- Handle high-value, high-risk inventory in a secure manner, and manage the secure spoilage and destruction of incorrect or faulty travel documents in line with strict policies and procedures.
- Assist in regular stocktakes of blank passport holdings
- Undertake processing tasks and operate travel document printer and laminate machines to produce Australian travel documents, including basic routine maintenance of passport printers.
- High speed and accurate data entry, document preparation, scanning, personalisation, image enhancement, document/photo exceptions re-work.
- Working independently, organise own workload, allocate own resources, and complete tasks in a timely manner to meet established key performance indicators.
- General day-to-day administrative functions including, but not limited to, effective records management, management of inbox, payment of invoices, liaison with various customers and stakeholders in relation to travel document refunds and Returns to Sender.
- Work as part of a team to deliver outcomes, displaying flexibility to meet operational requirements

Eligibility

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Notes

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About the Department of Foreign Affairs and Trade

To Apply

Position Contact	APO Recruitment, N/A
Agency Recruitment Site	https://dfatcareers.nga.net.au/?jati=84D05897-D5D2-32A0-13A4-ED7909D8FD4E

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Health

Vacancy VN-0774267

Australian Digital Health Agency

Closing Date:Friday 20 November 2026

Corporate Services
Communications and Secretariat Secretariat Services

Job Title	Secretariat Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT
Salary	$90,562 - $97,939
Future Merit Locations	Brisbane, Sydney, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Fkexible
Classification	APS Level 5
Position Number	0367_10/26
Agency Website	https://www.digitalhealth.gov.au/

Job Description

https://digitalhealth.nga.net.au/?jati=AED08A39-571B-6679-4B8B-ED78CE671E57

The Secretariat Support Officer provides professional secretariat, governance and administrative support to ensure the effective operation of the Agency's Board, advisory committees and other governance forums. The role coordinates meeting schedules, agendas, papers, minutes, action tracking and stakeholder communications while maintaining accurate records and governance documentation. Working under general direction, the position manages competing priorities, exercises sound judgement and discretion, resolves administrative and governance matters, and contributes to the continuous improvement of Secretariat processes, systems and services.

Duties

- Demonstrated experience providing secretariat, governance, executive support or business administration services within a complex and fast-paced environment.
- Experience coordinating meetings, managing agendas and papers, preparing minutes and monitoring actions to support strong governance outcomes.
- Strong written communication skills, including the ability to draft, edit and quality assure governance documents, briefs, correspondence and reports for senior stakeholders.
- Well-developed organisational and time management skills, with the ability to manage competing priorities, maintain accurate records and meet deadlines.
- Ability to provide procedural and administrative guidance while building productive relationships with internal and external stakeholders.
- Strong analytical and problem-solving skills, with the ability to exercise sound judgement, manage sensitive information and resolve governance-related issues.
- Proficiency in Microsoft Office, SharePoint, Adobe Acrobat and other digital tools used for document management, meeting coordination and reporting.

Eligibility

Australian citizenship is a mandatory eligibility requirement. Candidates must be able to obtain and maintain both a national police clearance and a Baseline security clearance, with the capacity to attain a higher-level clearance if required by the Agency.

Notes

Please submit your resume and a cover letter (1 page maximum) addressing the requirements outlined above and in the candidate pack.

To learn more about the Agency, our employee benefits, and what our people have to say about working with us, visit our Careers page.

For queries relating to the application process, please contact the Talent Acquisition team at careers@digitalhealth.gov.au. For position-specific enquiries, please refer to the contact details provided in the candidate pack.

Artificial Intelligence (AI) may be used to support parts of our recruitment process, such as refining recruitment materials, and transcribing and summarising recorded interviews, however all hiring decisions are made by people, with AI used ethically, responsibly, transparently and in accordance with privacy requirements.

About the Australian Digital Health Agency

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the national digital health strategy, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016. The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation and clinical quality and safety.

Our focus is on putting data and technology safely to work for patients, consumers and the healthcare professionals who look after them

To Apply

Position Contact	Amelia Webb, amelia.Webb@digitalhealth.gov.au
Agency Recruitment Site	https://digitalhealth.nga.net.au/?jati=AED08A39-571B-6679-4B8B-ED78CE671E57

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Health

Vacancy VN-0774344

Australian Digital Health Agency

Closing Date:Sunday 15 November 2026

Policy, Programs and Engagement
Partnerships and Education

Job Title	Partnerships Lead
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$101,379 - $114,373
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	0383_11/26
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About us

The Australian Digital Health Agency leads the national effort to digitally enable Australia's health system. We support the delivery of person-centred, connected healthcare through the development and adoption of digital health services and systems. Our work includes managing My Health Record, electronic prescriptions, and the 1800MEDICARE app, ensuring a healthier future for all Australians through connected healthcare.

Duties

Our opportunity

Are you an experienced stakeholder engagement professional with a talent for building strong partnerships and delivering meaningful outcomes?

The Australian Digital Health Agency is seeking a highly motivated **APS6 Partnerships Lead** to join the Partnerships and Education Branch within the Policy, Programs and Engagement Division. In this role, you will act as a key liaison between the Agency and stakeholders across the digital

health ecosystem, including government jurisdictions, industry stakeholders and other key partners, helping to strengthen relationships, drive collaboration, and support the adoption of digital health initiatives.

Working under limited direction, you will:

- Develop and maintain productive relationships with a diverse range of stakeholders.
- Lead engagement activities that support the National Digital Health Strategy.
- Manage contracts, procurement processes, reporting requirements and associated financial administration.
- Identify and manage risks, issues and opportunities to improve stakeholder outcomes.
- Prepare high-quality briefings, correspondence and advice for internal and external audiences.
- Facilitate meetings, represent stakeholder interests and contribute to strategic initiatives.

We're looking for candidates who demonstrate:

- Strong stakeholder engagement and relationship management skills.
- Sound judgement and the ability to work autonomously.
- Excellent communication and influencing capabilities.
- Experience managing competing priorities in a complex environment.

This role offers the opportunity to contribute to nationally significant digital health initiatives while developing your skills in stakeholder engagement, partnership development and management, project support and government operations.

How to apply

To apply for these opportunities, please submit your resume and a cover letter (1 page maximum) addressing the requirements outlined above and in the **candidate pack**.

Eligibility

Australian citizenship is a mandatory eligibility requirement. Candidates must be able to obtain and maintain both a national police clearance and a baseline security clearance, with the capacity to attain a higher-level clearance if required by the Agency.

Notes

To learn more about the Agency, our employee benefits, and what our people have to say about working with us, visit our Careers page.

For queries relating to the application process, please contact the Talent Acquisition team at careers@digitalhealth.gov.au. For position-specific enquiries, please refer to the contact details provided in the candidate pack.

The position may be filled in Brisbane, Sydney or Canberra.

Closing date: Sunday 15 November 2026, 11:30pm

Salary: $101,379 - $114,373 plus 15.4% superannuation, depending on skills and experience.

About the Australian Digital Health Agency

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

To Apply

Position Contact	Ashleigh Ramos, Ashleigh.Ramos@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0774384

Australian Digital Health Agency

Closing Date:Sunday 15 November 2026

Policy Programs and Engagement
National Program Delivery

Job Title	Instructional Design and Engagement Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$101,379 - $114,373
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	flexible
Classification	APS Level 6
Position Number	0389_11/26
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About us

The Australian Digital Health Agency leads the national effort to digitally enable Australia's health system. We support the delivery of person-centred, connected healthcare through the development and adoption of digital health services and systems. Our work includes managing My Health Record, electronic prescriptions, and the 1800MEDICARE app, ensuring a healthier future for all Australians through connected healthcare.

Duties

Our opportunity

We are seeking an experienced and innovative **Instructional Design and Engagement Officer (APS6)** to design and deliver engaging, accessible education resources and stakeholder engagement activities that support the successful adoption of national digital health programs.

In this role, you will work collaboratively with subject matter experts, healthcare providers, education partners and internal stakeholders to translate complex information into practical learning solutions and resources. You will design and maintain digital learning products, evaluate their effectiveness, and contribute to engagement activities that improve understanding and uptake of digital health technologies.

About you

You will bring:

- Experience designing, developing, delivering and evaluating digital learning resources, eLearning modules, education programs or stakeholder engagement activities.
- Strong communication and stakeholder engagement skills, with the ability to tailor content for diverse audiences.
- Experience applying adult learning principles and contemporary learning methodologies.
- Strong analytical skills and the ability to assess outcomes and drive continuous improvement.
- Experience using learning technologies such as Articulate 360, Vyond, Adobe Creative Suite, Canva or similar tools will be highly regarded.

This role offers the opportunity to help shape how healthcare providers, consumers and communities understand and adopt digital health initiatives across Australia.

How to apply

To apply for these opportunities, please submit your resume and a cover letter (1 page maximum) addressing the requirements outlined above and in the **candidate pack**.

Eligibility

Australian citizenship is a mandatory eligibility requirement. Candidates must be able to obtain and maintain both a national police clearance and a baseline security clearance, with the capacity to attain a higher-level clearance if required by the Agency.

Notes

To learn more about the Agency, our employee benefits, and what our people have to say about working with us, visit our Careers page.

For queries relating to the application process, please contact the Talent Acquisition team at careers@digitalhealth.gov.au. For position-specific enquiries, please refer to the contact details provided in the candidate pack.

The position may be based in Brisbane, Sydney or Canberra, with consideration also given to candidates in other locations.

Closing date: Sunday 15 November 2026, 11:30pm

Salary: $101,379 - $114,373 plus 15.4% superannuation, depending on skills and experience.

About the Australian Digital Health Agency

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

To Apply

Position Contact	Madeleine Bing-Fish, Madeleine.Bing-Fish@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Home Affairs

Vacancy VN-0774329

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Sunday 22 November 2026

Intelligence and Information Systems
Cyber and IT Services

Job Title	ICT Sourcing Senior Specialist
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Adelaide SA, Sydney NSW, Melbourne VIC, Perth WA
Salary	$121,756 - $146,676
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated
Classification	Executive Level 1
Position Number	6668_10/26_IIS
Agency Website	https://www.acic.gov.au/

Job Description

https://www.acic.gov.au/about-us/careers

The Opportunity

The successful candidate will influence procurement and commercial management activities across a multi-million-dollar ICT portfolio comprising critical national law enforcement technologies and services. This role offers a rare opportunity to apply strategic procurement and commercial expertise in direct support of Australia's intelligence and law enforcement mission that contributes to protecting Australia from serious and organised crime.

The ICT sourcing and vendor management function delivers ICT procurement, contract management advice, software asset management and vendor relationship management services. The team delivers critical support services to ensure the broader Division is effectively managing the procurement of ICT goods and services, monitoring contract renewals in collaboration with contract managers and monitoring vendor performance under relevant ICT sourcing contracts.

The team manages complex ICT procurements across software, cloud services, telecommunications, managed services, professional services and hardware categories. These range from low-value purchases to complex strategic sourcing activities worth multiple millions of dollars.

This is a strategic ICT procurement and commercial management leadership role responsible for overseeing high-value ICT sourcing activities, supplier management and contract governance

across the Division. This role leads a small team of 5 with a mixture of APS and contractor staff. The team provides specialist advice to support senior ICT engineers in managing their ICT contracts by tracking renewals, licence consumption, facilitating new procurements and contracts.

The role works closely with the agency's central procurement team, as well as legal, finance and ICT delivery teams.

This role provides an opportunity to develop deep expertise in government ICT procurement, commercial management and strategic sourcing within a complex and highly specialised operating environment.

Duties

As an EL1 ICT Sourcing Senior Specialist you will:

- Lead and develop a team of ICT Sourcing specialists, overseeing strategic ICT procurement activities across the Division and driving the maturity of supplier management practices.
- Act as a central escalation point for the administration of ICT procurements
- Liaise with internal stakeholders to coordinate and manage successful services and supplier management. You will contribute to improving supplier performance, value for money and contract outcomes.
- Provide strategic advice on procurement, establishment and management of contracts, and management of risks and issues in regards to vendors.
- Ensure all procurement activities and advice adhere to relevant legislation, policies, and ethical standards
- Identify risks associated with procurement activities and develop appropriate mitigation strategies
- Support ICT commercial planning through procurement forecasting, contract renewal planning, expenditure reporting and analysis.
- Oversee software licensing, software asset management and optimisation activities across major enterprise platforms.

Desirable skills and experience

- Relevant procurement, commercial, contract management or business qualifications (such as Cert IV in Procurement and Contracting) are highly regarded.

Eligibility

Citizenship – To be eligible for employment with the ACIC, applicants must be an Australian citizen.

Security Clearance - The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain a minimum Negative Vetting Level 1 security clearance.

Pre-Employment Screening – All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC. Please refer to the ACIC's Character Standards for further information.

Notes

The ACIC is committed to diversity and inclusion. We celebrate and champion diversity to ensure we reflect the community we serve, and pride ourselves on our vibrant culture. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, neurodiverse, mature aged employees and carers.

More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our website.

About the Australian Criminal Intelligence Commission (ACIC)

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. Our vision is an Australia hostile to criminal exploitation. We work with our national and international partners to conduct investigations and collect intelligence to combat serious and organised crime, cybercrime and national security threats. We develop and maintain national information and intelligence sharing services and systems for use by state, territory and Commonwealth law enforcement agencies. We also deliver nationwide background checking services to support employment or entitlement decisions to keep the Australian community safe. The ACIC Board provides strategic direction to the ACIC and represents Commonwealth, state and territory law enforcement and other regulatory agencies. Our purpose is to protect Australia from criminal threats through coordinating a strategic response and collecting, assessing and disseminating intelligence and policing information.

To Apply

Position Contact	Tara, +61 8 8217 6372
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Industry, Science, Energy and Resources

Vacancy VN-0774276

Department of Industry, Science and Resources (DISR)

Closing Date:Thursday 19 November 2026

Questacon

Job Title	General Manager Visitor Experience and Operations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	Senior Executive Service Band 1
Position Number	1617_11/26
Agency Website	https://www.industry.gov.au/

Job Description

https://industrycareers.nga.net.au/?jati=E750083B-9B44-5E71-4AA9-ED78D042146E

About the Department

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

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

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

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

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

About the team

Questacon – The National Science and Technology Centre is a specialist division of the department. Questacon's vision is for Australians to be inspired by science and technology and the opportunities it creates for the future, and Questacon's purpose is to be a fun interactive learning experience that stimulates engagement in science and technology.

As a critical asset of the Australian Government, Questacon provides programs and activities for individuals, schools and communities focused on science, technology, engineering and mathematics (STEM) to support economic development and science engagement.

Questacon engages, connects and inspires Australian's with innovative learning experiences and increased awareness of the importance of STEM skills and careers. In particular, they encourage young Australians to participate in STEM disciplines to help build the workforce of the future. This is achieved by delivering a vibrant centre, with well targeted exhibitions, science shows, programs and activities, underpinned by excellent customer service.

Questacon welcomes around 500,000 people each year to the Centre in Canberra, which is open 364 days each year, and annually reaches thousands of people across Australia through national touring and educator programs delivered to schools and communities, travelling exhibitions and digital offer. Questacon builds interactive exhibits and offers learning experiences in science and technology.

The opportunity

This is a significant executive leadership opportunity to help shape the future of Questacon, Australias National Science and Technology Centre. As General Manager Visitor Experience and

Operations, you will lead innovative, visitor-centred experiences integrated across the visitor journey, and provide operational leadership across a complex, high-volume public-facing environment, ensuring organisational resilience and public safety.

Reporting to the Executive Director and serving as a key member of Questacon's executive team, you will develop and translate strategy into results and oversee visitor experience and operations. This includes delivering a vibrant centre, high-quality experiences for diverse audiences, leading the digital campus and communications, brand and marketing, and commercial opportunities. Operationally you will lead the capital program including asset planning and management, digital and technology systems, sustainability, emergency response and business continuity. You will balance long-term priorities and innovation with immediate operational demands while maintaining strong governance, accountability and risk management.

You will lead and develop high-performing teams, strengthen sustainable revenue streams, and build productive relationships with enabling areas of the department, and across government, cultural institutions, tourism bodies, emergency and intelligence agencies, industry partners and sector organisations. Your sound judgement, excellent visitor engagement and customer service skills, commercial acumen and commitment to science engagement will support Questacon to extend its national and international impact.

Our ideal candidate

Our ideal candidate will have the capabilities as outlined below:

- Strategic and sector leadership — an accomplished senior leader with a proven track record of developing future plans and translating strategy to achieve results aligned to the organisation's vision and purpose.
- Proven ability to innovate and integrate professional expertise in audience centred design to improved customer and digital services and overall performance.
- Strong commercial acumen — experience in reviewing data insights and developing sustainable revenue streams and overseeing commercial activities such as ticketing, tourism products, events, retail, commercial partnerships, sales or related services.
- Operational leadership in a complex public-facing environment — the ability to lead high-volume operations while maintaining service quality, organisational resilience and public safety.
- Investment oversight — strong capability in financial strategy, budget management, commercial investment and capital works or infrastructure programs.
- Security and business continuity leadership — sound judgement and experience managing critical incidents, emergency response, security risks and business continuity arrangements.
- Stakeholder influence and representation — the credibility to build productive relationships with enabling areas and represent Questacon with government, cultural institutions, tourism bodies, intelligence and emergency service agencies, partners and international organisations.
- People and capability leadership — a record of leading large and complex teams, including volunteers, developing senior leaders, building high-performing teams, and creating an inclusive, collaborative and accountable culture.

- Adaptability and sound judgement — the capacity to balance strategic priorities with urgent visitor and operational demands and make timely, evidence-based decisions.
- Commitment to Questacon's vision and purpose — enthusiasm for science engagement, lifelong learning and strengthening Questacon's regional, national and international impact.

Questacon is committed to embracing First Nations knowledge, sustainability and promoting inclusion and diversity, with an ambition of remaining an employer of choice. This reflects the importance we place on our people and on creating a workplace culture where every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

Duties

This is a list of primary duties and responsibilities that are typically performed in this role:

- Provide strategic leadership and innovation for Questacon's visitor experience, providing diverse offerings for diverse audiences, leading Questacon's digital campus, and ensuring excellent customer service and high-quality science engagement.
- Grow visitation and audience reach by leading the digital campus, and brand, marketing and communications.
- Lead Questacon's commercial opportunities, reviewing data insights, and oversee sustainable revenue streams, including ticketing, tourism products, retail, events, commercial partnerships, and sales and hire.
- Lead security, emergency management and business continuity arrangements, including acting as Questacon's senior on-call officer and Emergency Liaison Officer and maintaining effective relationships with intelligence and emergency service agencies.
- Contribute to Questacon's financial sustainability, budgets, expenditure and oversee asset management and the capital investment program across property, ICT and exhibitions.
- Work collaboratively with departmental enabling service providers to ensure effective support for Questacon's operations.
- Adopt a whole of organisation perspective aligned to Questacon's strategic objectives and provide strategic and innovative advice and support to the Executive Director and Questacon executive.
- Represent Questacon and the department on relevant committees and with government, cultural institutions, tourism bodies, industry partners and other key stakeholders.

Eligibility

Prior to commencing, successful applicants will be required to:

- Undergo a 'Working with Children' Police Check; and
- Obtain or hold a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011.

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a Baseline security clearance initially. The successful candidate will be required to obtain and maintain a Negative Vetting 1 (NV1) security clearance following commencement.

Notes

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

This vacancy is Canberra based, operating from the Questacon Centre site located in Parkes. Flexible work arrangements that provide employees with flexibility to manage their personal commitments, while ensuring Questacon's operational requirements, may be considered. Please reach out to the Contact Officer to discuss this further.

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

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

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the LGBTIQA+ 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	Karina Duffey, 02 6232 2200
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=E750083B-9B44-5E71-4AA9-ED78D042146E

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774206

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Closing Date:Sunday 22 November 2026

Regional Development, Northern Australia & Local Government
Office of Northern Australia

Job Title	APS5 - Program & Policy Officers, Regional Development, Northern Australia and Local Government
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Cairns QLD, Darwin NT, Perth WA, Townsville QLD
Salary	$89,225 - $96,829
Future Merit Locations	Cairns, Darwin, Perth, Townsville
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 5
Position Number	48273
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

The Office of Northern Australia is a multi-disciplinary branch driving the economic and social advancement of Northern Australia. We oversee the Government's $7 billion Northern Australia Infrastructure Facility (NAIF) special investment vehicle, coordinate cross-jurisdictional frameworks, and deliver the Northern Australia Action Plan. We are seeking motivated, highly organised APS5 Program and Policy Officers to join our division. These roles provide essential programmatic support across our governance, economic policy, social policy, and strategic engagement streams. Working with us offers a clear pathway to develop your professional public service skills within a supportive team that values growth and collaboration.

Duties

What you will do

As an APS5 Officer, you will perform varied tasks under general direction to support the delivery of key branch activities. Typical duties include:

- **Program and financial support**: Assisting with the processing of documentation, tracking financial administration tasks for the NAIF special appropriation, and maintaining risk registers.
- **Research and analysis assistance**: Gathering data and conducting initial research and analysis to support broader economic, social policy, and IRG initiatives.
- **Secretariat and event assistance**: Helping coordinate logistics, collate agenda papers, and distribute materials for the Northern Australia Ministerial Forum (NAMF) or external engagement events.
- **Workflow coordination**: Managing central intake mailboxes, tracking ministerial and parliamentary workflows, and ensuring accurate corporate records management.

Inherent requirements for the role

The inherent requirements for this role include:

- The successful candidate for this position will be able to demonstrate their capability against the APS5 Work level standards.
- Support the department's commitments to the National Closing the Gap Agreement and the Our Stories on Country Agreement by embedding First Nations perspectives into infrastructure policy, program delivery, and stakeholder engagement.
- Ability to prioritise everyday workflows, work effectively within a small team, and meet scheduled deadlines.
- Strong written and verbal communication skills to draft correspondence and interact professionally with a wide network of stakeholders.
- A proactive mindset with a willingness to learn new systems quickly and look for process improvements.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an APS5 you will be expected to:

- Consider the cultural context and implications of work area outcomes.
- Engage respectfully with Aboriginal and/or Torres Strait Islander stakeholders, building trusted relationships.
- Communicate respectfully and seeks appropriate cultural input to inform decisions.

Eligibility

Eligibility requirements

Employment with the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts is subject to conditions prescribed within the Public Service Act 1999 including:

- **Citizenship**: candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment**: The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance**: The successful candidate must be able to obtain and/or maintain a security clearance at Baseline. 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.
- **Police check**: The successful candidate must complete an Australian Federal Police criminal history check.
- **Integrity and Performance check**: The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport 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.

To Apply

Position Contact	Clinton Tolland, 02 6136 6482
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774207

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Closing Date:Sunday 22 November 2026

Regional Development, Northern Australia & Local Government
Office of Northern Australia

Job Title	APS6 - Senior Program & Policy Officers, Regional Development, Northern Australia & Local Government
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Cairns QLD, Darwin NT, Perth WA, Townsville QLD
Salary	$99,733 - $118,084
Future Merit Locations	Cairns, Darwin, Perth, Townsville
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 6
Position Number	48274
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

The Office of Northern Australia is a multi-disciplinary branch driving the economic and social advancement of Northern Australia. We oversee the Government's $7 billion Northern Australia Infrastructure Facility (NAIF) special investment vehicle, coordinate cross-jurisdictional frameworks, and deliver the Northern Australia Action Plan. We are seeking agile, collaborative APS6 Senior Program and Policy Officers. We work in a fast-paced environment across cross-government portfolios to manage infrastructure financing governance, economic policy advocacy, First Nations co-design advice, and intergovernmental forums. We offer a supportive, collaborative environment that values excellence and kindness.

Duties

What you will do

As an APS6 Senior Officer, you will work with a high degree of independence to deliver complex operational and policy outcomes. Typical duties include:

- **Financial and governance administration**: Managing the administration of the $7B NAIF special appropriation, authorising proponent payments, and monitoring the shared risk register.
- **Policy analysis and advice**: Reviewing proposed infrastructure projects against government priorities, drafting legislative updates, and conducting research for the Northern Australia Indigenous Reference Group (IRG).
- **Intergovernmental engagement**: Providing secretariat and relationship coordination for the Northern Australia Working Group (NAWG) and jurisdictions.
- **Reporting and coordination**: Drafting whole-of-government inputs for the Northern Australia Action Plan Annual Progress Report and triaging complex ministerial correspondence.

Inherent requirements for the role

The inherent requirements for this role include:

- The successful candidate for this position will be able to demonstrate their capability against the APS6 Work level standards.
- Support the department's commitments to the National Closing the Gap Agreement and the Our Stories on Country Agreement by embedding First Nations perspectives into infrastructure policy, program delivery, and stakeholder engagement.
- Demonstrated initiative to manage multiple shifting priorities and deliver high-quality outputs under tight timeframes.
- Exceptional interpersonal skills to collaborate across diverse teams, engage senior leaders, and find common ground.
- Strong capability to evaluate complex information from varied sources to draft clear, persuasive briefs and documentation.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an APS6 you will be expected to:

- Consider the cultural context and implications of work area outcomes.
- Engage respectfully with Aboriginal and/or Torres Strait Islander stakeholders, building trusted relationships.

- Communicate respectfully and seeks appropriate cultural input to inform decisions.

Eligibility

Eligibility requirements

Employment with the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts is subject to conditions prescribed within the Public Service Act 1999 including:

- **Citizenship**: candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment**: The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance**: The successful candidate must be able to obtain and/or maintain a security clearance at Baseline. 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.
- **Police check**: The successful candidate must complete an Australian Federal Police criminal history check.
- **Integrity and Performance check:** The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport 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.

To Apply

Position Contact	Conor Johnson, 02 6136 6679
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774209

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Closing Date:Sunday 22 November 2026

Regional Development, Northern Australia & Local Government
Office of Northern Australia

Job Title	EL1 - Assistant Directors, Regional Development, Northern Australia and Local Government
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Cairns QLD, Perth WA, Townsville QLD
Salary	$126,838 - $144,278
Future Merit Locations	Darwin, Cairns, Perth, Townsville
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department’s 2024 EA
Classification	Executive Level 1
Position Number	48275
Agency Website	https://www.infrastructure.gov.au/

Job Description *https://www.infrastructure.gov.au/department/careers*

The opportunity we have available

The Office of Northern Australia is a multi-disciplinary branch driving the economic and social advancement of Northern Australia. We oversee the Government's $7 billion Northern Australia Infrastructure Facility (NAIF) special investment vehicle, coordinate cross-jurisdictional frameworks, and deliver the Northern Australia Action Plan. We are seeking agile, collaborative Assistant Directors to provide strategic leadership across policy development, governance, infrastructure project advice, and high-level stakeholder relations. In this role, you will lead a dedicated team and shape policies that deliver lasting regional and cultural outcomes.

Duties

What you will do

As an EL1 Assistant Director, you will lead a small team or manage complex work streams to achieve the strategic objectives of your section. Typical duties include:

- **Leading governance frameworks**: Managing the Department's interaction with the NAIF Board, overseeing ministerial appointments in line with the Cabinet Handbook, and updating the shared Risk Appetite Statement (RAS).
- **Driving strategic policy advice**: Directing legislative reviews of the NAIF Act, establishing investment policy alignment, and leading economic or social initiatives under the Northern Australia Action Plan.
- **High-level coordination**: Overseeing central triage and delivery of complex Ministerial, Parliamentary, and Cabinet requests.
- **Stakeholder & event leadership**: Managing secretariat functions for the Northern Australia Ministerial Forum (NAMF) and directing major external engagement activities like the Annual Statement to Parliament.

Inherent requirements for the role

The inherent requirements for this role include:

- The successful candidate for this position will be able to demonstrate their capability against the Executive level 1 Work level standards.
- Support the department's commitments to the National Closing the Gap Agreement and the Our Stories on Country Agreement by embedding First Nations perspectives into infrastructure policy, program delivery, and stakeholder engagement.
- Proven capability to evaluate complex information, make sound decisions, and apply work level standards under pressure.
- Demonstrated experience leading and fostering growth mindsets within a small team delivering concurrent, tight-deadline projects.
- Ability to deliver persuasive written briefs and engage confidently with senior executives and cross-portfolio jurisdictions.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an EL1 you will be expected to:

- Lead the integration of cultural considerations into work area outcomes.
- Build trusted relationships with Aboriginal and/or Torres Strait Islander stakeholders.
- Champion cultural capability within teams and challenges culturally unsafe practices.

Eligibility

Eligibility requirements

Employment with the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts is subject to conditions prescribed within the Public Service Act 1999 including:

- **Citizenship**: candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment**: The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance**: The successful candidate must be able to obtain and/or maintain a security clearance at Baseline. 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.
- **Police check**: The successful candidate must complete an Australian Federal Police criminal history check.
- **Integrity and Performance check:** The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport 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.

To Apply

Position Contact	James Lowery, 02 6136 8468
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774249

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Closing Date:Sunday 22 November 2026

Information Technology & Data
Strategy, Architecture & Cyber Security Cyber Security

Job Title	APS6 - Cyber Security Analyst, Strategy, Architecture & Cyber Security
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	$99,733 - $118,084
Future Merit Locations	Sydney, Brisbane, Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 6
Position Number	48277
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

Organised within the Chief Operating Officer Group within the department, Information Technology & Data Division's (ITDD) purpose is to connect people, data, and technology, empowering the department to excel. ITDD is responsible for the consolidated provision and support of stable and secure IT Systems, applications and services to all department users across all States and Territories, including Indian Ocean Territories and Norfolk Island, as well as supporting seven Ministerial offices, and coordination with portfolio entities. ITDD provides the digital collaboration and communications tools necessary to connect a geographically dispersed workforce and to optimise hybrid working arrangements. We manage industry and public facing digital systems, deliver desktop services, oversee cyber security, and provide data, AI, and information management advice to over 2,400 staff, supporting over 30 office locations across Australia.

This role is based in the Cyber Security Team within the Strategy, Architecture & Cyber Security Branch. The team protects departmental information, systems and services through cyber security operations, incident response, assurance, monitoring and ongoing capability uplift. The successful candidate will contribute to strengthening the department's cyber resilience and delivering modern, sustainable security capabilities.

Duties

What you will do

As a Cyber Security Analyst, you will contribute to the department's day-to-day cyber security operations, assurance activities and ongoing capability uplift. You will work across Microsoft security platforms and other enterprise technologies to investigate security events, assess cyber risk, provide practical advice and help strengthen the department's resilience.

The role requires sound judgement, attention to detail and the ability to explain complex security issues clearly to technical and non-technical stakeholders. You will manage competing priorities, maintain accurate records and escalate significant risks when required.

Your key responsibilities will include:

- Security monitoring and incident response - monitor, triage and investigate security alerts and identity-risk detections; undertake appropriate response actions; and document findings, decisions and outcomes.
- Technical investigations and activity reviews - analyse security, audit and user-activity information to support cyber incidents, insider risk matters and other authorised enquiries, while maintaining privacy, procedural fairness and evidence-handling requirements.
- Security assurance and advice - assess applications, systems, projects and proposed changes; identify security risks and control gaps; and provide practical, risk-based advice to business and technical stakeholders.
- Security control improvement - help design, configure, test and improve preventative, detective and responsive controls across Microsoft 365, cloud, endpoint, identity and network environments.
- Threat and vulnerability management - use threat intelligence, vulnerability information and attack-surface visibility to identify emerging risks, support prioritisation and recommend proportionate action.
- Insider risk capability - contribute to the development and operation of privacy-aligned insider risk monitoring, triage, case management, governance and reporting processes.
- Operational improvement - develop playbooks, procedures, automation, reporting and other repeatable ways of working that improve consistency, efficiency and service resilience.
- Stakeholder engagement and awareness - communicate cyber risks in clear language, support security awareness activities and work collaboratively with technical teams, business areas and related assurance functions.

The role offers opportunities to deepen technical expertise and contribute to the continued improvement of the department's cyber security capability.

Inherent requirements for the role

The successful candidate will be able to demonstrate their capability against the APS6 Work level standards and possess the following core capabilities:

- Experience in cyber security operations, technical assurance, investigations or a related discipline.
- Develop and maintain productive working relationships with colleagues, stakeholders and service providers to achieve positive security outcomes.
- Communicate effectively, both verbally and in writing, including the ability to explain complex security issues, provide practical advice and influence decision-making among technical and non-technical stakeholders.
- Analyse complex information from a variety of sources, identify risks and trends, and exercise sound judgement to support evidence-based decisions and recommendations.
- Manage competing priorities in a dynamic environment, delivering quality outcomes while maintaining attention to detail and appropriate risk management practices.
- Demonstrate a growth mindset, including a willingness to learn, adapt and continuously develop technical and professional capability, while contributing to a culture of learning and improvement.
- Identify opportunities to improve security controls, processes and services, and contribute to the development of more efficient, consistent and sustainable ways of working.
- Contribute to a positive and professional team culture through collaboration, accountability, integrity and a commitment to high-quality outcomes.
- Handle sensitive information appropriately and maintain accurate records in accordance with privacy, security, procedural fairness and evidence-handling requirements.

Desirable requirements

Experience with Microsoft security technologies such as Defender, Entra, Sentinel or Purview will be highly regarded.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an APS6 you will be expected to:

- Consider the cultural context and implications of work area outcomes.
- Engage respectfully with Aboriginal and/or Torres Strait Islander stakeholders, building trusted relationships.
- Communicate respectfully and seeks appropriate cultural input to inform decisions.

Eligibility

Eligibility requirements

Employment with the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts is subject to conditions prescribed within the Public Service Act 1999 including:

- **Citizenship:** candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Negative Vetting 1 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.
- **Police check:** The successful candidate must complete an Australian Federal Police criminal history check.
- **Integrity and Performance check:** The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

Position Contact	Glenn Faithfull, 02 6136 8868
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774298

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Closing Date:Sunday 22 November 2026

Information Technology & Data
Strategy, Architecture & Cyber Security Cyber Security

Job Title	APS6 – Cyber Security Analyst, Strategy, Architecture & Cyber Security, Affirmative Measures, Disability
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	$99,733 - $118,084
Future Merit Locations	Sydney, Brisbane, Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 6
Position Number	48318
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

Organised within the Chief Operating Officer Group within the department, Information Technology & Data Division's (ITDD) purpose is to connect people, data, and technology, empowering the department to excel. ITDD is responsible for the consolidated provision and support of stable and secure IT Systems, applications and services to all department users across all States and Territories, including Indian Ocean Territories and Norfolk Island, as well as supporting seven Ministerial offices, and coordination with portfolio entities. ITDD provides the digital collaboration and communications tools necessary to connect a geographically dispersed workforce and to optimise hybrid working arrangements. We manage industry and public facing digital systems, deliver desktop services, oversee cyber security, and provide data, AI, and information management advice to over 2,400 staff, supporting over 30 office locations across Australia.

This role is based in the Cyber Security Team within the Strategy, Architecture & Cyber Security Branch. The team protects departmental information, systems and services through cyber security operations, incident response, assurance, monitoring and ongoing capability uplift. The successful candidate will contribute to strengthening the department's cyber resilience and delivering modern, sustainable security capabilities.

Duties

What you will do

As a Cyber Security Analyst, you will contribute to the department's day-to-day cyber security operations, assurance activities and ongoing capability uplift. You will work across Microsoft security platforms and other enterprise technologies to investigate security events, assess cyber risk, provide practical advice and help strengthen the department's resilience.

The role requires sound judgement, attention to detail and the ability to explain complex security issues clearly to technical and non-technical stakeholders. You will manage competing priorities, maintain accurate records and escalate significant risks when required.

Your key responsibilities will include:

- Security monitoring and incident response - monitor, triage and investigate security alerts and identity-risk detections; undertake appropriate response actions; and document findings, decisions and outcomes.
- Technical investigations and activity reviews - analyse security, audit and user-activity information to support cyber incidents, insider risk matters and other authorised enquiries, while maintaining privacy, procedural fairness and evidence-handling requirements.
- Security assurance and advice - assess applications, systems, projects and proposed changes; identify security risks and control gaps; and provide practical, risk-based advice to business and technical stakeholders.

- Security control improvement - help design, configure, test and improve preventative, detective and responsive controls across Microsoft 365, cloud, endpoint, identity and network environments.
- Threat and vulnerability management - use threat intelligence, vulnerability information and attack-surface visibility to identify emerging risks, support prioritisation and recommend proportionate action.
- Insider risk capability - contribute to the development and operation of privacy-aligned insider risk monitoring, triage, case management, governance and reporting processes.
- Operational improvement - develop playbooks, procedures, automation, reporting and other repeatable ways of working that improve consistency, efficiency and service resilience.
- Stakeholder engagement and awareness - communicate cyber risks in clear language, support security awareness activities and work collaboratively with technical teams, business areas and related assurance functions.

The role offers opportunities to deepen technical expertise and contribute to the continued improvement of the department’s cyber security capability.

Inherent requirements for the role

The successful candidate will be able to demonstrate their capability against the APS6 Work level standards and possess the following core capabilities:

- Experience in cyber security operations, technical assurance, investigations or a related discipline.
- Develop and maintain productive working relationships with colleagues, stakeholders and service providers to achieve positive security outcomes.
- Communicate effectively, both verbally and in writing, including the ability to explain complex security issues, provide practical advice and influence decision-making among technical and non-technical stakeholders.
- Analyse complex information from a variety of sources, identify risks and trends, and exercise sound judgement to support evidence-based decisions and recommendations.
- Manage competing priorities in a dynamic environment, delivering quality outcomes while maintaining attention to detail and appropriate risk management practices.
- Demonstrate a growth mindset, including a willingness to learn, adapt and continuously develop technical and professional capability, while contributing to a culture of learning and improvement.
- Identify opportunities to improve security controls, processes and services, and contribute to the development of more efficient, consistent and sustainable ways of working.
- Contribute to a positive and professional team culture through collaboration, accountability, integrity and a commitment to high-quality outcomes.
- Handle sensitive information appropriately and maintain accurate records in accordance with privacy, security, procedural fairness and evidence-handling requirements.

Desirable requirements

Experience with Microsoft security technologies such as Defender, Entra, Sentinel or Purview will be highly regarded.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an APS6 you will be expected to:

- Consider the cultural context and implications of work area outcomes.
- Engage respectfully with Aboriginal and/or Torres Strait Islander stakeholders, building trusted relationships.
- Communicate respectfully and seeks appropriate cultural input to inform decisions.

Eligibility

Eligibility requirements

This is an Affirmative measure vacancy – This vacancy is open only to people with disability.

For more information on Affirmative Measures - Disability, please visit - Affirmative measure for recruiting people with disability:guide for applicants | Australian Public Service Commission (apsc.gov.au).

Employment with the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts is subject to conditions prescribed within the Public Service Act 1999 including:

- **Citizenship:** candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Negative Vetting 1 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.

- **Police check:** The successful candidate must complete an Australian Federal Police criminal history check.
- **Integrity and Performance check:** The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

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.

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

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To Apply

Position Contact	Glenn Faithfull, 02 6136 8868
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774300

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Closing Date:Sunday 22 November 2026

Information Technology & Data
Strategy, Architecture & Cyber Security Cyber Security

Job Title	APS6 – Cyber Security Analyst, Strategy, Architecture & Cyber Security, Affirmative Measures, First Nations
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	$99,733 - $118,084
Future Merit Locations	Sydney, Brisbane, Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 6
Position Number	48319
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

Organised within the Chief Operating Officer Group within the department, Information Technology & Data Division's (ITDD) purpose is to connect people, data, and technology, empowering the department to excel. ITDD is responsible for the consolidated provision and support of stable and secure IT Systems, applications and services to all department users across all States and Territories, including Indian Ocean Territories and Norfolk Island, as well as supporting seven Ministerial offices, and coordination with portfolio entities. ITDD provides the digital collaboration and communications tools necessary to connect a geographically dispersed workforce and to optimise hybrid working arrangements. We manage industry and public facing digital systems, deliver desktop services, oversee cyber security, and provide data, AI, and information management advice to over 2,400 staff, supporting over 30 office locations across Australia.

This role is based in the Cyber Security Team within the Strategy, Architecture & Cyber Security Branch. The team protects departmental information, systems and services through cyber security operations, incident response, assurance, monitoring and ongoing capability uplift. The successful candidate will contribute to strengthening the department's cyber resilience and delivering modern, sustainable security capabilities.

Duties

What you will do

As a Cyber Security Analyst, you will contribute to the department's day-to-day cyber security operations, assurance activities and ongoing capability uplift. You will work across Microsoft security platforms and other enterprise technologies to investigate security events, assess cyber risk, provide practical advice and help strengthen the department's resilience.

The role requires sound judgement, attention to detail and the ability to explain complex security issues clearly to technical and non-technical stakeholders. You will manage competing priorities, maintain accurate records and escalate significant risks when required.

Your key responsibilities will include:

- Security monitoring and incident response - monitor, triage and investigate security alerts and identity-risk detections; undertake appropriate response actions; and document findings, decisions and outcomes.
- Technical investigations and activity reviews - analyse security, audit and user-activity information to support cyber incidents, insider risk matters and other authorised enquiries, while maintaining privacy, procedural fairness and evidence-handling requirements.
- Security assurance and advice - assess applications, systems, projects and proposed changes; identify security risks and control gaps; and provide practical, risk-based advice to business and technical stakeholders.
- Security control improvement - help design, configure, test and improve preventative, detective and responsive controls across Microsoft 365, cloud, endpoint, identity and network environments.
- Threat and vulnerability management - use threat intelligence, vulnerability information and attack-surface visibility to identify emerging risks, support prioritisation and recommend proportionate action.
- Insider risk capability - contribute to the development and operation of privacy-aligned insider risk monitoring, triage, case management, governance and reporting processes.
- Operational improvement - develop playbooks, procedures, automation, reporting and other repeatable ways of working that improve consistency, efficiency and service resilience.
- Stakeholder engagement and awareness - communicate cyber risks in clear language, support security awareness activities and work collaboratively with technical teams, business areas and related assurance functions.

The role offers opportunities to deepen technical expertise and contribute to the continued improvement of the department's cyber security capability.

Inherent requirements for the role

The successful candidate will be able to demonstrate their capability against the APS6 Work level standards and possess the following core capabilities:

- Experience in cyber security operations, technical assurance, investigations or a related discipline.
- Develop and maintain productive working relationships with colleagues, stakeholders and service providers to achieve positive security outcomes.
- Communicate effectively, both verbally and in writing, including the ability to explain complex security issues, provide practical advice and influence decision-making among technical and non-technical stakeholders.
- Analyse complex information from a variety of sources, identify risks and trends, and exercise sound judgement to support evidence-based decisions and recommendations.
- Manage competing priorities in a dynamic environment, delivering quality outcomes while maintaining attention to detail and appropriate risk management practices.
- Demonstrate a growth mindset, including a willingness to learn, adapt and continuously develop technical and professional capability, while contributing to a culture of learning and improvement.
- Identify opportunities to improve security controls, processes and services, and contribute to the development of more efficient, consistent and sustainable ways of working.
- Contribute to a positive and professional team culture through collaboration, accountability, integrity and a commitment to high-quality outcomes.
- Handle sensitive information appropriately and maintain accurate records in accordance with privacy, security, procedural fairness and evidence-handling requirements.

Desirable requirements

Experience with Microsoft security technologies such as Defender, Entra, Sentinel or Purview will be highly regarded.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an APS6 you will be expected to:

- Consider the cultural context and implications of work area outcomes.
- Engage respectfully with Aboriginal and/or Torres Strait Islander stakeholders, building trusted relationships.
- Communicate respectfully and seeks appropriate cultural input to inform decisions.

Eligibility

Eligibility requirements

This is an Affirmative measure vacancy – This vacancy is open only to Aboriginal and/or Torres Strait Islander people.

The filling of this vacancy is intended to constitute an Affirmative Measure under section 8(1) of the Racial Discrimination Act 1975. To be eligible to apply under the Affirmative Measures initiative, applicants must:

- be an Aboriginal person and/or a Torres Strait Islander person
- identify as an Aboriginal person and/or a Torres Strait Islander person, and
- be accepted by their community as being an Aboriginal person and/or a Torres Strait Islander person

For more information please visit - Affirmative measure for recruiting Aboriginal and Torres Strait Islander Australians: A guide for applicants.

Employment with the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts is subject to conditions prescribed within the Public Service Act 1999 including:

- **Citizenship:** candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Negative Vetting 1 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.
- **Police check:** The successful candidate must complete an Australian Federal Police criminal history check.
- **Integrity and Performance check:** The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

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.

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

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

About the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport 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.

To Apply

Position Contact	Glenn Faithfull, 02 6136 8868
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774346

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Closing Date:Sunday 22 November 2026

Regional Development, Northern Australia & Local Government
Office of Northern Australia

Job Title	APS5 - Program & Policy Officers, Regional Development, Northern Australia and Local Government, Affirmative Measures, First Nations
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Cairns QLD, Darwin NT, Perth WA, Townsville QLD
Salary	$89,225 - $96,829
Future Merit Locations	Cairns, Darwin, Perth, Townsville
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 5
Position Number	48310
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

The Office of Northern Australia is a multi-disciplinary branch driving the economic and social advancement of Northern Australia. We oversee the Government's $7 billion Northern Australia Infrastructure Facility (NAIF) special investment vehicle, coordinate cross-jurisdictional frameworks, and deliver the Northern Australia Action Plan. We are seeking motivated, highly organised APS5 Program and Policy Officers to join our division. These roles provide essential programmatic support across our governance, economic policy, social policy, and strategic engagement streams. Working with us offers a clear pathway to develop your professional public service skills within a supportive team that values growth and collaboration.

Duties

What you will do

As an APS5 Officer, you will perform varied tasks under general direction to support the delivery of key branch activities. Typical duties include:

- **Program and financial support**: Assisting with the processing of documentation, tracking financial administration tasks for the NAIF special appropriation, and maintaining risk registers.
- **Research and analysis assistance**: Gathering data and conducting initial research and analysis to support broader economic, social policy, and IRG initiatives.
- **Secretariat and event assistance**: Helping coordinate logistics, collate agenda papers, and distribute materials for the Northern Australia Ministerial Forum (NAMF) or external engagement events.
- **Workflow coordination**: Managing central intake mailboxes, tracking ministerial and parliamentary workflows, and ensuring accurate corporate records management.

Inherent requirements for the role

The inherent requirements for this role include:

- The successful candidate for this position will be able to demonstrate their capability against the APS5 Work level standards.
- Support the department's commitments to the National Closing the Gap Agreement and the Our Stories on Country Agreement by embedding First Nations perspectives into infrastructure policy, program delivery, and stakeholder engagement.
- Ability to prioritise everyday workflows, work effectively within a small team, and meet scheduled deadlines.
- Strong written and verbal communication skills to draft correspondence and interact professionally with a wide network of stakeholders.
- A proactive mindset with a willingness to learn new systems quickly and look for process improvements.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an APS5 you will be expected to:

- Consider the cultural context and implications of work area outcomes.
- Engage respectfully with Aboriginal and/or Torres Strait Islander stakeholders, building trusted relationships.
- Communicate respectfully and seeks appropriate cultural input to inform decisions.

Eligibility

Eligibility requirements

This is an Affirmative measure vacancy – This vacancy is open only to Aboriginal and/or Torres Strait Islander people.

This is an Affirmative Measures – First Nations applicants only position. The filling of this vacancy is intended to constitute an Affirmative Measure under section 8(1) of the Racial Discrimination Act 1975. To be eligible to apply under the Affirmative Measures initiative, applicants must:

- be an Aboriginal person and/or a Torres Strait Islander person
- identify as an Aboriginal person and/or a Torres Strait Islander person, and
- be accepted by their community as being an Aboriginal person and/or a Torres Strait Islander person

For more information please visit - Affirmative measure for recruiting Aboriginal and Torres Strait Islander Australians: A guide for applicants

Employment with the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts is subject to conditions prescribed within the Public Service Act 1999 including:

- **Citizenship**: candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment**: The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance**: The successful candidate must be able to obtain and/or maintain a security clearance at Baseline. 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.
- **Police check**: The successful candidate must complete an Australian Federal Police criminal history check.
- **Integrity and Performance check**: The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

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.

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

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

About the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport 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.

To Apply

Position Contact	Clinton Tolland, 02 6136 6482
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774353

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Closing Date:Sunday 22 November 2026

Regional Development, Northern Australia & Local Government
Office of Northern Australia

Job Title	APS6 - Senior Program & Policy Officers, Regional Development, Northern Australia & Local Government, Affirmative Measures, First Nations
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Cairns QLD, Darwin NT, Perth WA, Townsville QLD
Salary	$99,733 - $118,084
Future Merit Locations	Cairns, Darwin, Perth, Townsville
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 6
Position Number	48311
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

The Office of Northern Australia is a multi-disciplinary branch driving the economic and social advancement of Northern Australia. We oversee the Government's $7 billion Northern Australia Infrastructure Facility (NAIF) special investment vehicle, coordinate cross-jurisdictional frameworks, and deliver the Northern Australia Action Plan. We are seeking agile, collaborative APS6 Senior Program and Policy Officers. We work in a fast-paced environment across cross-government portfolios to manage infrastructure financing governance, economic policy advocacy, First Nations co-design advice, and intergovernmental forums. We offer a supportive, collaborative environment that values excellence and kindness.

Duties

What you will do

As an APS6 Senior Officer, you will work with a high degree of independence to deliver complex operational and policy outcomes. Typical duties include:

- **Financial and governance administration**: Managing the administration of the $7B NAIF special appropriation, authorising proponent payments, and monitoring the shared risk register.
- **Policy analysis and advice**: Reviewing proposed infrastructure projects against government priorities, drafting legislative updates, and conducting research for the Northern Australia Indigenous Reference Group (IRG).
- **Intergovernmental engagement**: Providing secretariat and relationship coordination for the Northern Australia Working Group (NAWG) and jurisdictions.
- **Reporting and coordination**: Drafting whole-of-government inputs for the Northern Australia Action Plan Annual Progress Report and triaging complex ministerial correspondence.

Inherent requirements for the role

The inherent requirements for this role include:

- The successful candidate for this position will be able to demonstrate their capability against the APS6 Work level standards.
- Support the department's commitments to the National Closing the Gap Agreement and the Our Stories on Country Agreement by embedding First Nations perspectives into infrastructure policy, program delivery, and stakeholder engagement.
- Demonstrated initiative to manage multiple shifting priorities and deliver high-quality outputs under tight timeframes.
- Exceptional interpersonal skills to collaborate across diverse teams, engage senior leaders, and find common ground.
- Strong capability to evaluate complex information from varied sources to draft clear, persuasive briefs and documentation.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an APS6 you will be expected to:

- Consider the cultural context and implications of work area outcomes.
- Engage respectfully with Aboriginal and/or Torres Strait Islander stakeholders, building trusted relationships.

- Communicate respectfully and seeks appropriate cultural input to inform decisions.

Eligibility

Eligibility requirements

This is an Affirmative measure vacancy – This vacancy is open only to Aboriginal and/or Torres Strait Islander people.

This is an Affirmative Measures – First Nations applicants only position. The filling of this vacancy is intended to constitute an Affirmative Measure under section 8(1) of the Racial Discrimination Act 1975. To be eligible to apply under the Affirmative Measures initiative, applicants must:

- be an Aboriginal person and/or a Torres Strait Islander person
- identify as an Aboriginal person and/or a Torres Strait Islander person, and
- be accepted by their community as being an Aboriginal person and/or a Torres Strait Islander person

For more information please visit - Affirmative measure for recruiting Aboriginal and Torres Strait Islander Australians: A guide for applicants

Employment with the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts is subject to conditions prescribed within the Public Service Act 1999 including:

- **Citizenship**: candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment**: The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance**: The successful candidate must be able to obtain and/or maintain a security clearance at Baseline. 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.
- **Police check**: The successful candidate must complete an Australian Federal Police criminal history check.
- **Integrity and Performance check:** The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

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.

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

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About the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport 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.

To Apply

Position Contact	Conor Johnson, 02 6136 6679
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774354

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Closing Date:Sunday 22 November 2026

Regional Development, Northern Australia & Local Government
Office of Northern Australia

Job Title	EL1 - Assistant Directors, Regional Development, Northern Australia and Local Government, Affirmative Measures, First Nations
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Cairns QLD, Perth WA, Townsville QLD
Salary	$126,838 - $144,278
Future Merit Locations	Darwin, Cairns, Perth, Townsville
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	Executive Level 1
Position Number	48312
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

The Office of Northern Australia is a multi-disciplinary branch driving the economic and social advancement of Northern Australia. We oversee the Government's $7 billion Northern Australia Infrastructure Facility (NAIF) special investment vehicle, coordinate cross-jurisdictional frameworks, and deliver the Northern Australia Action Plan. We are seeking agile, collaborative Assistant Directors to provide strategic leadership across policy development, governance, infrastructure project advice, and high-level stakeholder relations. In this role, you will lead a dedicated team and shape policies that deliver lasting regional and cultural outcomes.

Duties

What you will do

As an EL1 Assistant Director, you will lead a small team or manage complex work streams to achieve the strategic objectives of your section. Typical duties include:

- **Leading governance frameworks**: Managing the Department's interaction with the NAIF Board, overseeing ministerial appointments in line with the Cabinet Handbook, and updating the shared Risk Appetite Statement (RAS).

- **Driving strategic policy advice**: Directing legislative reviews of the NAIF Act, establishing investment policy alignment, and leading economic or social initiatives under the Northern Australia Action Plan.
- **High-level coordination**: Overseeing central triage and delivery of complex Ministerial, Parliamentary, and Cabinet requests.
- **Stakeholder & event leadership**: Managing secretariat functions for the Northern Australia Ministerial Forum (NAMF) and directing major external engagement activities like the Annual Statement to Parliament.

Inherent requirements for the role

The inherent requirements for this role include:

- The successful candidate for this position will be able to demonstrate their capability against the Executive level 1 Work level standards.
- Support the department's commitments to the National Closing the Gap Agreement and the Our Stories on Country Agreement by embedding First Nations perspectives into infrastructure policy, program delivery, and stakeholder engagement.
- Proven capability to evaluate complex information, make sound decisions, and apply work level standards under pressure.
- Demonstrated experience leading and fostering growth mindsets within a small team delivering concurrent, tight-deadline projects.
- Ability to deliver persuasive written briefs and engage confidently with senior executives and cross-portfolio jurisdictions.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an EL1 you will be expected to:

- Lead the integration of cultural considerations into work area outcomes.
- Build trusted relationships with Aboriginal and/or Torres Strait Islander stakeholders.
- Champion cultural capability within teams and challenges culturally unsafe practices.

Eligibility

Eligibility requirements

This is an Affirmative measure vacancy – This vacancy is open only to Aboriginal and/or Torres Strait Islander people.

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- be an Aboriginal person and/or a Torres Strait Islander person
- identify as an Aboriginal person and/or a Torres Strait Islander person, and
- be accepted by their community as being an Aboriginal person and/or a Torres Strait Islander person

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- **Health Assessment**: The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance**: The successful candidate must be able to obtain and/or maintain a security clearance at Baseline. 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.
- **Police check**: The successful candidate must complete an Australian Federal Police criminal history check.
- **Integrity and Performance check:** The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

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.

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To Apply

Position Contact	James Lowery, 02 6136 8468
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774302

High Speed Rail Authority

Closing Date:Sunday 22 November 2026

General Counsel and Governance

Job Title	EL2 - Head of Compliance
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Newcastle NSW
Salary	$149,636 - $168,156
Future Merit Locations	Canberra, Sydney, Newcastle
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements
Classification	Executive Level 2
Position Number	0
Agency Website	

Job Description

https://www.robertwalters.com.au/microsites/hsra.html

Primary purpose of the role

The purpose of this role during the Development Phase is to take responsibility for embedding compliance obligations into day-to-day operations and providing assurance to senior management, the Board and the Audit and Risk Committee.

- Compliance leadership role during the Project Development phase, reporting to the General Counsel & Company Secretary.
- Develop and maintain robust compliance frameworks, policies and culture across the Authority at an enterprise level.
- Build and maintain trusted relationships with Stakeholders including Executive Leadership Team, project delivery teams, auditors, regulators and government agency stakeholders.

Duties

About the Role

The Head of Compliance role offers the chance to be an instrumental influence on ensuring the Authority’s compliance with all relevant policies, regulations and legislative requirements.

You will play a pivotal part in shaping the future of transport, contributing to economic productivity, regional development, and sustainability goals.

With flexible working arrangements available in either Sydney, Newcastle or Canberra, this position is ideal if you are seeking a meaningful career move within a supportive and knowledgeable team environment.

The organisation values diversity, professional growth, and offers ongoing opportunities for training and development.

Your Impact

Your compliance expertise will assist in driving a high compliance culture within the Authority by:

- Experience establishing and maintaining compliance registers, reporting and breach management processes.
- Maintaining and continuously enhancing legislative compliance frameworks to ensure alignment with evolving regulatory, policy, and statutory obligations relevant to a complex public sector environment.
- Overseeing the operational compliance programme by developing and managing compliance registers, monitoring activities, and implementing effective reporting mechanisms.
- Ensuring appropriate management systems, tools, processes, and controls are in place to support efficient compliance management and timely escalation of issues as required.
- Collaborating closely with internal stakeholders to embed compliance requirements into business processes and everyday operations, nurturing a culture of accountability.
- Monitoring organisational compliance performance while supporting the identification, assessment, and mitigation of potential risks across multiple functions.
- Leading the review, assessment, and resolution of compliance breaches by investigating incidents collaboratively with business units and implementing remediation actions.
- Preparing detailed compliance reports and management attestations for senior leadership teams and audit committees, including statements of compliance as required.

About You

You are an experienced compliance professional with a strong understanding of best practice compliance principles in a Commonwealth statutory Authority. You bring:

- Demonstrated understanding of Commonwealth statutory context in which HSRA operates, including working knowledge of the PGPA, PSPF, Commonwealth Procurement Rules, Privacy Act, National Archives Act and related policies.

- Demonstrated experience in a compliance, risk or governance role within a complex or regulated organisation.
- Experience establishing and maintaining compliance registers, reporting and breach management processes.
- High level of attention to detail and strong analytical and problem-solving skills.
- Strong stakeholder engagement skills, with the ability to work collaboratively with the business to achieve compliance outcomes

Eligibility

Employment with the Authority is subject to the conditions prescribed within the Public Service Act 1999. To be eligible, you must:

- Be an Australian citizen
- Hold or be able to obtain a Baseline security clearance & satisfy a National Police check (mandatory pre-employment screening).

In addition to the above key capabilities, to be eligible for this position you must:

- Have at least 3 years' practical experience in a legal and compliance function within an organisation working with an Audit and Risk Committee.
- Experience in a public sector, infrastructure or highly regulated environment.
- Relevant qualifications in law, business, finance, compliance, risk or governance.
- Compliance certification (eg. CCEP, CRCMP) desirable but not required.

RecruitAbility

The High Speed Rail Authority (HSRA) is committed to fostering a diverse and inclusive workforce and supporting the employment of people with disability.

As a participating agency in the APS RecruitAbility Scheme, HSRA will progress applicants with disability to a further stage of the recruitment process where they choose to opt into RecruitAbility and demonstrate that they meet the minimum requirements of the role.

If you would like to participate in RecruitAbility, please indicate this when submitting your application.

HSRA is committed to providing reasonable adjustments throughout the recruitment process to ensure all candidates have an equitable opportunity to participate. Adjustments may include modifications to the recruitment process, accessible formats, specialist equipment, or other practical supports. If you require any adjustments, please include this information in your application or contact the nominated contact officer to discuss your needs.

For further information about the RecruitAbility Scheme, please visit the APS RecruitAbility Scheme Guide for Applicants.

Notes

Use of Artificial Intelligence

Before preparing your application for the High Speed Rail Authority (HSRA), please read APSC's Principles for candidate use of AI in recruitment.

These principles are designed to support the responsible use of AI throughout the recruitment process, while ensuring fairness, transparency and the integrity of merit-based selection. They provide clear guidance on how AI may be used to assist with your application, as well as outlining the types of AI use that are not appropriate in APS recruitment processes.

Candidates are expected to comply with these principles and maintain the authenticity and integrity of their application at all stages of the recruitment process.

Next Steps

Applications close on **Sunday, 22 November 2026 at 11:59pm**.

To apply, please submit your CV together with a suitability statement to our recruitment partners, Robert Walters.

A full position description is available to download on www.robertwalters.com.au/hsra.html or via request.

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

About the High Speed Rail Authority

About High Speed Rail Authority The Australian Government is planning a future high speed rail network to connect Brisbane, Sydney, Canberra, Melbourne and regional communities across the east coast of Australia. The High Speed Rail Authority (the Authority), an independent corporate Commonwealth entity governed by an independent board, is leading the development and delivery of High Speed Rail. Line 1, connecting Newcastle to Sydney on a dedicated new railway using trains travelling up to 320km/h, is now in the Development Phase. High Speed Rail will contribute to a number of key Australian Government priorities, including increased economic productivity, new housing options, regional economic and tourism development and contributing to net zero. More information about the Authority and our work is available at: www.hsra.gov.au .

To Apply

Position Contact	Robert Kruger, 02 8289 3230
Agency Recruitment Site	https://www.robertwalters.com.au/microsites/hsra.html

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774345

National Archives of Australia

Closing Date:Sunday 22 November 2026

-
Technology ICT Infrastructure

Job Title	Assistant Director Data Storage
Job Type	Full-Time, Ongoing
Location	Mitchell ACT
Salary	$123,241 - $132,713
Future Merit Locations	Canberra, Mitchell
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Employee is expected to be on site at the Mitchell office a minimum of 3 days per week.
Classification	Executive Level 1
Position Number	32606
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

http://careers.naa.gov.au/cw/en/listing/

National Archives is seeking an Assistant Director to lead the team responsible for data storage services as part of the ICT Infrastructure section.

The Technology branch supports National Archives in meeting its vision and achieving its strategic goals, through the provision of ICT services, technology, infrastructure, software, cybersecurity and the governance of its information and data assets.

The ICT Infrastructure section is responsible for providing advice to National Archives' management on the efficient and effective use of technology and to enable National Archives staff through the provision and support of end user devices. The section also supports infrastructure relocation projects and is responsible for providing data storage infrastructure and managing its availability and capacity to meet business demands.

The Assistant Director Data Storage is responsible for providing strategic technical advice to senior management and stakeholders on the effective use, integration and advancement of relevant data storage technologies. The role also includes management oversight and provisioning of data storage solutions and back up platforms. If you thrive leading technical teams, enjoy solving problems and want a role where your work makes a real difference, this is the opportunity for you.

Duties

Operating under broad direction the main duties of the role are to:

· Provide strategic technical advice to senior management and stakeholders on the effective use, integration and advancement of relevant data storage technologies.

· Manage and maintain National Archives' Data Storage and Backup platforms.

· Oversee the identification and resolution of infrastructure incidents, ensuring effective incident management processes are in place and driving continuous improvement.

· Ensure system backups are performed, and restoration processes are tested regularly.

· Work in collaboration with other technical teams to develop, maintain and support National Archives' ICT Infrastructure.

· Oversee the provision of Level 2 and Level 3 data storage support services, ensuring high-quality resolution of complex technical issues, driving continuous improvement initiatives, and providing strategic input into service delivery frameworks.

· Lead and influence IT projects and strategic improvement initiatives that enable enhanced business capabilities, ensuring alignment with organisational goals and fostering innovation across business areas.

· Oversee data storage health monitoring activities, ensuring comprehensive performance assessments are conducted and used to inform strategic decisions and continuous improvement initiatives.

· Lead the development and review of documentation, standard operating procedures and practices to ensure alignment with strategic objectives. Oversee the implementation of work plans to drive team performance and outcomes.

Eligibility

Applicants must be Australian citizens and be able to obtain and maintain a security clearance to Baseline Level.

Notes

Qualifications or experience in the following areas are desirable:

· Hitachi Content Platform

· Hitachi Network Attached Storage

· Hitachi RemoteOps

· Hitachi Virtual Storage Platform

· NetApp Storage Systems and Operation Systems

· Server Operating Systems from the Data Storage perspective (Windows, Linux)

· Configuration and Maintenance of Data Storage and Backup Systems

· At least 3 years of demonstrated experience in ICT data storage experience

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

About the National Archives of Australia

The National Archives of Australia has a skilled and diverse workforce. We value our people, performance, integrity and service. We encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. National Archives has a presence in all state and territory capital cities. Our national office and exhibition spaces are in Canberra, and all centres offer public reading rooms where visitors are able to examine original records. Some offices are co-located with the state or territory archives, providing one-stop public access. National Archives collection is housed in several repositories located around Australia. We offer a high standard of service as outlined in our service charter. If you would like to join our team, we invite you to apply for this vacancy.

To Apply

Position Contact	Mark Korab, -
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Prime Minister and Cabinet

Vacancy VN-0774279

Department of the Prime Minister and Cabinet

Closing Date:Sunday 22 November 2026

Digital, Security and Workplace Operations Division
Digital & Workplace Services Branch IT Service Delivery

Job Title	IT Support Officer, Digital & Workplace Services Branch
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$83,242 - $89,024
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements may be considered
Classification	APS Level 4
Position Number	PMC/2026/129
Agency Website	

Job Description

https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

Who we are

The ICT Service Delivery Section provides support for ICT Services, manages the ICT asset stocktake and lifecycle and support the department's back end IT processes, infrastructure and networking, which enable the delivery of our services. The Information Technology and Security Branch (ITSB) is responsible for the secure provision and support of ICT business services across PM&C, our Shared Services agencies and to the Prime Minister and Portfolio Minister Offices'.

What you will do

The IT Support Officer provides high-quality end user ICT support services across the Department of the Prime Minister and Cabinet (PM&C) and partner agencies, supporting multiple sites in Canberra and nationally. This customer-facing role delivers timely, professional support for ICT incidents and service requests, primarily via phone and remote channels, with on-site assistance as required. The role follows established processes and contributes to a positive customer service culture.

Key duties include:

- Providing responsive phone-based and remote support (and face-to-face support as required) to resolve ICT incidents and fulfil service requests for end user hardware, software and mobility
- Diagnosing, troubleshooting and triaging issues, escalating to specialist teams or vendors where required, and follow through to resolution
- Using the department’s service management tool to record, update and manage incidents and service requests, including queue monitoring and accurate recordkeeping
- Communicating clearly with customers, provide practical guidance and basic training, and set expectations on progress and resolution timeframes
- Following standard operating procedures and contribute to their maintenance by updating support documentation and knowledge base articles when fixes, workarounds or process changes are identified
- Undertaking routine ICT asset and mobility support tasks in accordance with established processes, including maintaining accurate asset records, tracking equipment, shipping/receiving, and supporting repairs/returns
- Assisting with mobility provisioning activities as required, including mobile phone/SIM/data card ordering and activations, and basic service provider follow-up
- Working collaboratively with team members and stakeholders, representing ICT services professionally and supporting a customer-centric service culture
- Providing on-site support at different locations, with interstate (and occasional international) travel as required.

Duties

What you will bring

Our ideal candidate will have:

- Demonstrated experience providing ICT support in a service desk or end user support environment, including phone-based troubleshooting and remote resolution of common hardware, software and mobility issues

- Experience using an IT service management tool to manage incidents and service requests, with accurate recordkeeping and timely customer updates
- Working knowledge of contemporary end user environments (e.g. Windows OS and Microsoft 365) and the ability to follow guidance and procedures to resolve issues
- Strong customer service and communication skills, including the ability to explain technical information in plain language and work effectively with a diverse range of users
- Reliable, team-oriented working style, with the ability to manage competing priorities, follow established processes, and contribute to continuous improvement through identifying trends or recurring issues.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen by the completion of the recruitment process, except under exceptional circumstances.
- The successful candidate must be able to obtain and maintain a security clearance, or hold a current security clearance of an appropriate level.
- The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

Ongoing & Non-ongoing (for a period of up to 24 months)

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the PM&C delegate.

Where a non-ongoing specified term is offered, this would be for a maximum period of two (2) years. If the initial contract is for less than 2 years, it may be extended or renewed once, up to the 2 year limit.

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

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

About the Department of the Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia’s national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage.

Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private, public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

Position Contact	Tim Bolin, (02) 6271 5536
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0774282

Department of the Prime Minister and Cabinet

Closing Date:Sunday 22 November 2026

Digital, Security and Workplace Operations Division
Digital & Workplace Services Branch ICT Service Delivery

Job Title	Senior IT Support Officer, Digital & Workplace Services Branch
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$91,909 - $98,259
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements may be considered
Classification	APS Level 5
Position Number	PMC/2026/130
Agency Website	

Job Description

https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

Who we are

The ICT Service Delivery Section provides support for ICT Services, manages the ICT asset stocktake and lifecycle and support the department's back end IT processes, infrastructure and networking, which enable the delivery of our services. The Information Technology and Security Branch (ITSB) is responsible for the secure provision and support of ICT business services across PM&C, our Shared Services agencies and to the Prime Minister and Portfolio Minister Offices'.

What you will do

The Senior IT Support Officer delivers high-quality end user ICT support services across the Department of the Prime Minister and Cabinet (PM&C) and partner agencies, supporting multiple sites in Canberra and nationally. This customer-facing role works with stakeholders at all levels to ensure timely, professional resolution of ICT incidents and service requests, contributes to continuous service improvement, and may provide guidance to junior staff as part of a collaborative support team.

Key duties include:

- Providing responsive face-to-face and remote support to resolve ICT incidents and fulfil service requests across end user hardware, software and mobility
- Troubleshooting and triaging issues, escalating to specialist teams or vendors where required, and follow through to resolution
- Managing workload and priorities using the department's service management tool, including queue monitoring, allocation (where relevant), and accurate recordkeeping.
- Providing user guidance and basic training to improve customer capability and reduce repeat issues
- Contributing to service improvement activities, including maintaining/updating support documentation and knowledge base articles
- Maintaining accurate IT asset records to support lifecycle planning, risk identification and informed decision-making
- Managing inventory activities including tracking, storage, shipping/receiving, repairs, upgrades and disposals, ensuring records remain current
- Coordinating mobility provisioning and administration, including mobile phone/SIM/data card ordering and activations, and associated service provider interactions as required
- Supporting cross-agency coordination activities (e.g., change of ownership requests) under shared service arrangements
- Contributing to asset management documentation (processes, standards and reporting) and input to asset planning/strategy activities
- Building and maintaining effective relationships with customers and internal stakeholders at all levels, representing ICT services professionally
- Promoting a customer-centric support culture and advocating for PM&C ICT and digital services
- Supervising, mentoring and supporting junior staff (where required), including task guidance and on-the-job coaching, and participation in performance and learning and development discussions
- Providing on-site support at different locations, with interstate (and occasional international) travel as required.

Duties

What you will bring

Our ideal candidate will have:

- Demonstrated experience providing high-quality end user ICT support in a service desk or desktop support environment, including diagnosing and resolving hardware, software and mobility issues, and escalating effectively when required to achieve timely outcomes
- Sound knowledge and practical experience supporting contemporary end user environments (e.g. Windows OS and Microsoft 365), with the ability to quickly learn and apply new guidance and contribute to improvements in support documentation/knowledge articles
- Strong stakeholder engagement and customer service capability, including the ability to communicate clearly with a range of users (including senior staff), provide basic coaching/training, and represent ICT services professionally

- Team-focused working style with the ability to work independently, manage competing priorities, and contribute to a positive culture through collaboration, mentoring/coaching of junior staff (where required), and a continuous improvement mindset
- Experience as a team player able to work with minimum supervision in a fast-paced environment, balancing responsiveness with business process.

Eligibility

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen by the completion of the recruitment process, except under exceptional circumstances.
- The successful candidate must be able to obtain and maintain a security clearance, or hold a current security clearance of an appropriate level.
- The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

Ongoing & Non-ongoing (for a period of up to 24 months)

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To Apply

Position Contact	Tim Bolin, (02) 6271 5536
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0773846

Services Australia

Closing Date:Thursday 03 December 2026

Corporate Enabling
Chief Financial Officer Procurement & Technology Sourcing Branches

Job Title	Director - Procurement and/or Contract Management
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$141,751 - $168,571
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements may be negotiated with the successful candidate.
Classification	Executive Level 2
Position Number	EXT-EL-2026-1573
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description *https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=1573&company=depthsP5*

Services Australia (the agency) is seeking experienced leaders with procurement, contract management and/or commercial skills.

Directors within the division operate with a significant degree of independence and work under the broad guidance of a National Manager to deliver quality outcomes.

In performing a leadership role, Directors identify and drive innovation, develop staff, manage and lead change and have an active role in contributing to and implementing the branch, division and agency's strategic direction.

Vacancies exist for Directors with relevant skills and experience, including:

- Leading strategically important procurements.
- Managing complex contractual arrangements and supplier relationships.
- Advising on conflict of interest and probity risks.
- Panel procurement and management of supplier relationships.
- Providing procurement policy advice, sound commercial advice and guidance.

Experience in any of these areas, or the ability to quickly acquire relevant knowledge and skills, will be highly regarded. Salary is negotiable based on skills and experience.

A merit pool will be established and may be used to fill future vacancies.

Duties

- Providing strategic advice to the agency on procurement and contract management issues and policy.
- Overseeing the procurement and delivery of contracted goods and services.
- Managing relationships with key agency stakeholders, other agencies, vendors and service providers. This can include undertaking complex contract negotiations and dispute resolution.
- Ensuring contract and procurement services are assessed and delivered in accordance with the intent of the contract, that risks are identified, and performance is effectively managed.
- Leading, developing and maintaining strategies and plans to optimise and improve the delivery of procurement and contract management services through innovation, systems and technology.
- Overseeing, reviewing and advising on a range of written material including business cases, Cabinet Submissions, Senate Estimate submissions, Ministerial and agency briefs and corporate documentation.
- Applying strong written communication skills to plan, prepare and develop documentation consistent with Commonwealth and agency writing and style guides.
- Leading a team to be high performing and engaged, managing business performance and resources, establishing priorities, monitoring attendance and wellbeing, and developing staff capabilities through coaching, mentoring and succession planning to enhance performance, engagement and retention.

Eligibility

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

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

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

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

Notes

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

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

About the Services Australia

We touch the lives of nearly every Australian. We're responsible for helping people meet life's challenges, but we don't just serve the community we work with, we're part of it. As one of Australia's largest public sector employers, we offer meaningful work in every corner of the country. We're one agency with many possibilities. When you work with us, you'll be doing something that matters, and you'll be valued for the unique views and skills you bring to the agency. We embrace and celebrate our diversity, and we're proud to be a leading employer of First Nations Australians and a Platinum tier LGBTQIA+ inclusive employer. Are you interested in being part of a large organisation with a strong future? We're looking for people who want to work with us to deliver our vision of making government services simple so people can get on with their lives. - https://www.servicesaustralia.gov.au/why-you-should-work-with-us?context=22

To Apply

Position Contact	Chris Flinders, 0439 678 241
Agency Recruitment Site	https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=1573&company=depthsP5

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Treasury

Vacancy VN-0774350

Australian Securities and Investments Commission

Closing Date:Sunday 15 November 2026

Job Title	Senior Engineer Threat Operations
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Hobart TAS, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Perth WA, Traralgon VIC
Salary	-
Future Merit Locations	Sydney, Melbourne, Hobart, Adelaide, Brisbane, Canberra, Darwin, Perth, Traralgon
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	Executive Level 2
Position Number	1955356
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description *https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnCounter=226722533&in_organid=16529&*

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

ASIC's Cyber Security Group is seeking a skilled and Senior Engineer Threat Operations to join their Cyber Security Operations Centre team.

- **All ASIC office locations considered**
- **24 Month Fixed Term Position**
- **Salary from $154,355 to $170,686 (depending on experience) + 15.4 % superannuation**
- **Applications will close at 11:59pm AEDT, Sunday 15 November 2026**

The team

ASIC's Cyber Security team delivers services that safeguard the organisation's digital environment, including threat monitoring, incident response, security architecture and cyber assurance. We are a collaborative and inclusive team that values different perspectives, respectful challenge and shared learning. Together, we protect ASIC's systems and data, strengthen resilience to cyber threats and support ASIC's regulatory mission.

The role

As a Senior Engineer in Cyber's Threat Operations (SOC) team, you will provide technical leadership across incident response, threat detection and threat hunting. Working with colleagues and stakeholders from a range of technical and non-technical backgrounds, you will investigate complex threats, enhance detection and automation capabilities and operationalise actionable threat intelligence. You will also support the responsible and inclusive adoption of emerging technologies, including defensive AI, to strengthen Threat Operations.

More specifically, you will:

- Develop, optimise and maintain threat detections, security analytics and response playbooks across ASIC's security monitoring platforms, including Microsoft Sentinel and Defender.
- Configure, integrate and troubleshoot security telemetry and log sources to enable effective monitoring, investigation and incident response.
- Develop and apply advanced queries, including KQL to support cyber investigations, proactive threat hunting and the identification of anomalous or malicious activity.

- Provide senior technical leadership during cyber incidents, leading complex investigations and supporting effective containment, response and recovery activities.
- Operationalise cyber threat intelligence to strengthen detection engineering, threat hunting, incident response and broader defensive priorities.
- Develop and enhance security automation and orchestration using technologies such as Logic Apps, scripting and APIs to improve the efficiency, consistency and scalability of Threat Operations.

Duties

About you

We are looking for an experienced cyber security professional who combines strong technical capability with curiosity, sound judgement and an inclusive, collaborative approach. You will bring expertise across Threat Operations, incident response, threat detection or threat hunting, together with experience using Microsoft security technologies, security telemetry and threat intelligence. You will be comfortable leading complex investigations, sharing knowledge and working respectfully with people who bring different disciplines, experiences and perspectives. We value transferable skills and encourage you to apply even if you do not meet every requirement, provided you can demonstrate strong relevant cyber security experience and capability.

In addition, you will have:

- A tertiary qualification in cyber security or a related discipline, and/or equivalent professional experience, with demonstrated experience in a senior Threat Operations (SOC), Incident Response, Threat Hunting or similar technical cyber security role.
- Demonstrated knowledge and experience in cyber incident response, including the investigation, containment, remediation and resolution of complex cyber security incidents.
- Significant experience with Microsoft security technologies, preferably including Microsoft Sentinel, Microsoft Defender and associated security capabilities.
- Previous experience analysing and correlating security telemetry across multiple sources to identify indicators of compromise, adversary behaviours and potential security weaknesses.
- Demonstrated experience applying and operationalising cyber threat intelligence to inform threat detection, threat hunting, investigations and incident response activities.
- Strong knowledge and practical experience in security automation and orchestration, including the use of APIs, scripting and automated workflows to improve operational efficiency and response capability.
- Demonstrated exposure to artificial intelligence or generative AI capabilities in defensive cyber security use cases.

Click ‘apply' to start your application. Applications will close at 11:59pm AEDT, Sunday 15 November 2026.

About ASIC

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

ASIC is an equal opportunity employer seeking people who want to make a difference. ASIC is committed to a diverse and inclusive workplace where the very best talent in Australia chooses to work. Applications from people of all ages, cultural backgrounds, abilities, LGBTIQ+ identity, and people of Aboriginal and Torres Strait Islander descent are encouraged to apply.

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

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

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our website or review our Corporate Plan.

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

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Simeon Whitelake, +61299112986
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnCounter=226722533&in_orga

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Treasury

Vacancy VN-0773954

Australian Taxation Office

Closing Date:Friday 20 November 2026

Enterprise Solutions and Technology
Enterprise Solutions and Technology

Job Title	IT Mainframe DB2 Database Administrator
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$129,551 - $141,239
Future Merit Locations	Box Hill, Dandenong, Moonee Ponds, Parramatta, Penrith, Upper Mount Gravatt, Sydney, Brisbane, Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 1
Position Number	EXT_EST_859_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=64E9A549-8438-9759-2462-ED66E0C99D24

Duties

We are seeking an experienced IT Mainframe DB2 Database Administrator to join our Enterprise Solutions and Technology (EST) business area.

As an IT Mainframe DB2 Database Administrator, within the Mainframe Delivery Centre, you'll manage multiple databases, data integration and software and database administration tools that support critical business systems.

You will manage complex technical and operational work, contribute to a range of detailed or sensitive projects, and provide expert advice to technical specialists, project teams, business stakeholders, vendors and service providers. You'll exercise sound judgement when resolving complex mainframe database issues, assess risks and recommend solutions that support the administration of the Australian taxation system. You'll support and collaborate with technical specialists and business stakeholders in the provision of database administration, problem solving and issues management.

You will be a central contributor to mainframe DB2 database design and integration, monitor database performance, collect and analyse performance statistics to support tuning improvements, and assist with the creation and management of test database environments.

You will collaborate with external service providers to ensure the optimal administration and performance of production and development mainframe DB2 databases to meet business needs and support peak period demands.

As part of a highly skilled team, you'll help drive DB2 process improvements, modernisation and automation of existing services, ensuring the mainframe is ready for business at all advertised times.

To support business-critical operations, you'll be required to participate in an on-call roster to provide out-of-hours support.

These roles may be offered on an ongoing or non-ongoing basis in Brisbane CBD, Canberra, Melbourne CBD or Sydney CBD.

We embrace the strength of diversity – through our people and the perspectives they bring.

We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the selection process.

Our ideal candidate:

• is a highly skilled mainframe DB2 specialist who provides technical leadership, shares knowledge with colleagues, and supports the adoption of new technologies, tools and practices

• has advanced experience administering and supporting mainframe DB2 database environments, including the use of software and utilities for table reorganisation, data load, high-performance unload, image copy and log analysis

• has strong knowledge of mainframe DB2 database design, integration, migration, security, routine maintenance, backup, archive and recovery, disaster recovery planning and testing

• investigates and resolves complex mainframe DB2 database performance and security incidents, analyses their technical and business impacts, and implements effective remedial solutions

• identifies and implements improvements to address operational risks, service issues and opportunities for continuous improvement, automation and modernisation.

Eligibility
Notes

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

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	Kelly Ings, (02) 6216 3938
Agency Recruitment Site	https://ato.nga.net.au/?jati=64E9A549-8438-9759-2462-ED66E0C99D24

Treasury

Vacancy VN-0774347

Royal Australian Mint

Closing Date:Wednesday 18 November 2026

Royal Australian Mint
Museum and Public Education

Job Title	Reporting and Marketing Officer
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	$80,495 - $86,246
Future Merit Locations	Deakin
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements may be negotiated.
Classification	APS Level 4
Position Number	1317
Agency Website	https://www.ramint.gov.au

Job Description

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

About the Mint

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

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

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

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

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

About the Branch

The Museum and Public Engagement Branch (MaPE) is responsible for a diverse range of functions that connect the Royal Australian Mint with Australian citizens, customers, collectors and visitors. The Branch brings together coin and graphic design, product development and sales, museum operations, digital platforms and public programs to create meaningful experiences and strengthen engagement with the Mint.

MaPE plays an important role in building awareness of the Mint and the National Coin Collection, educating the community about the significance of currency in Australian society, culture and history. Through exhibitions, programs, digital experiences and other engagement activities, the Branch brings the stories behind Australia’s coins to life and encourages the community to connect with the Mint and its collections.

The Branch also delivers a significant commercial program for the Mint through the design, development and sale of numismatic products for domestic and international markets. It drives innovation in product design and identifies opportunities to translate the Mint’s heritage, expertise and national significance into products and experiences that resonate with customers and collectors.

Through its combined commercial, cultural and public engagement functions, MaPE seeks to build awareness, create meaningful experiences and develop lasting relationships between the Australian community and the Royal Australian Mint.

About the Role

The Reporting and Marketing Officer will provide coordination, administrative and project support to the delivery of marketing, communications and business reporting activities within the Museum and Public Engagement Branch. Working collaboratively with the Marketing, Media, Corporate and

Internal Communications, and Digital Marketing teams, the position contributes to the coordination and implementation of promotional initiatives, reporting processes and projects across the Mint.

The position supports the effective coordination of branch reporting activities through the collection, collation and consolidation of information, preparation of reports and correspondence, monitoring of actions and milestones, and maintenance of accurate records. The role also provides a range of administrative and project support services, including coordinating meetings and travel arrangements, preparing documentation and providing secretariat support to ensure the timely and efficient delivery of branch priorities.

The Reporting and Marketing Officer will contribute to the development and delivery of marketing and promotional campaigns and activities. This includes supporting the creation and coordination of social media content, digital communications and marketing materials, assisting with graphic design and website updates, monitoring audience engagement and providing general support for promotional initiatives.

The position works collaboratively with stakeholders across the branch and the broader organisation, demonstrating initiative, sound judgement and strong organisational skills to manage competing priorities, coordinate activities and support the achievement of business objectives.

Duties

1. Providing administrative support for the Marketing and Media team including invoicing, minute taking, and project work and general administrative duties.
2. Design, develop, update and maintain high-quality print and digital resources using Adobe Creative Cloud, particularly InDesign, Illustrator, Photoshop and Acrobat.
3. Contributing to the planning, development, execution and evaluation of tourism and marketing campaigns including promotion of events and exhibitions, development of promotional material and content.
4. Monitor, analyse and report on social media performance, providing insights and recommendations to improve content effectiveness, audience engagement and channel growth.
5. Producing coin release event communication plans for social media, electronic direct marketing and website.
6. Undertaking relevant marketing research to stay on top of trends and assisting other team members on coin release days.

Eligibility

Qualification

Qualifications in graphic design, marketing, communication, or similar will be highly regarded but are not essential.

Notes

How to Apply

Applications will need to be submitted through our recruitment portal on the Work With Us page of the Mint Website at Work With Us | Royal Australian Mint

Please submit your application by **11:30pm** on **Wednesday 18 November 2026**. 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

About the Royal Australian Mint

To Apply

Position Contact	Jane Edmon, 02 6202 8799
Agency Recruitment Site	https://www.ramint.gov.au/about-us/work-us

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0774337

Australian War Memorial

Closing Date:Sunday 22 November 2026

Development Project Gallery Development

Job Title	Lead Curator, Humanitarian and Disaster Relief
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	$121,755 - $132,713
Future Merit Locations	Campbell
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Teamwork Agreement
Classification	Executive Level 1
Position Number	26-148
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

https://www.awm.gov.au/get-involved/employment

Position Overview

The Memorial is seeking talented professionals to support the delivery of a significant new gallery project, including the Humanitarian and Disaster Relief Gallery. This phase of work focuses on exhibition research, design, coordination and fit out—bringing Australia's military history to life.

Working at the Memorial offers a rare opportunity to contribute to a complex, high profile gallery project within one of the world's leading commemorative and museum institutions. This role is ideal for applicants who thrive in collaborative, delivery focused environments and are motivated by creating meaningful, high quality visitor experiences. Join a passionate, multidisciplinary team shaping galleries that will educate, engage and inspire visitors for generations to come.

The Lead Curator is responsible for guiding the overall visitor experience development including; storyline, themes and collections and multimedia to engage broad audiences. In particular, the Lead Curator will provide the broader historical context and world events which lead Australians to be involved in each conflict and/or operation to inform the new exhibition content. The Lead Curator will lead research into the National Collection. They will also collaborate closely with collection area representatives, supporting the development, management and delivery of

exhibition content. The Lead Curator will be required to work closely with the Exhibition Project Manager, whilst leading other curatorial team members in the delivery of the project vision.

The position will take an active role in the development of the stakeholder consultation strategy, will be responsible for guiding Memorial staff responsible for delivering against the engagement objectives. This position will be responsible for collaborating with consultants, and contractors involved in content development and multimedia delivery.

The Lead Curator will be accountable to the Gallery Development management team, Advisory Groups and key stakeholders. The position works collaboratively with the Gallery Development Team led by the Executive Program Director.

The initial engagement is for up to 24 months, with a possibility of conversion to ongoing in alignment with relevant legislative provisions.

Duties

The Lead Curator plays a key leadership role within the Exhibition Project Team and will lead the curatorial work of a small direct team and a wider indirect team of staff drawn from Sections of the Memorial, or externally as required. The Lead Curator will:

- Provide overall storyline and themes for the Humanitarian and Disaster Relief Gallery.
- Scope and develop exhibition structure, key messages and stories.
- Develop clear audience-focussed approaches and interpretative methodologies.
- Lead the research of the National Collection and external sources enabling the development of the exhibition list.
- Contribute to the development and preparation of key documents, including curatorial rationale, concept description; exhibition design brief; concept design; developed design and multimedia briefs and storyboards;
- Contribute to formative audience evaluation processes, supplying materials throughout the development process for testing.
- Lead the development and delivery of all exhibition content, including collection, acquisitions, special commissions, and loans in consultation with internal stakeholders.
- Lead the preparation of all exhibition text. Work with the Assistant Curator and broader exhibition team to co-coordinate drafts with the Editor(s) in preparation for approval by Senior Management.
- Contribute to development of audio-visual content in conjunction with the Exhibition Project Manager and contractors. Develop the content associated with multimedia.
- Work closely with the project team and broader internal stakeholder group to ensure exhibition milestones and program is achieved.
- Ensure all information presented in the exhibition is accurate and authenticated, through peer and other reviews.
- Contribute to exhibition specific Stakeholder Management Plans, ensuring stakeholder groups are identified for consultation on specific stories and/or collections associated with the exhibition.
- Participate in review and approval stages of exhibition content by the Corporate Management Group (CMG).
- Develop and contribute to key material including; publications; web; media including social media; and marketing, as required.

- Lead, manage and contribute to the team to produce quality outcomes and personal development to direct report(s).

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 external to AWM that are offered employment will be required to successfully undergo a National Police Check, even if they currently hold a security clearance. The check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Notes

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

The Memorial is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds and experiences. The Memorial welcomes applications from Aboriginal and Torres Strait Islander people, veterans, mature age people, people from diverse backgrounds, and people with a disability.

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

About the Australian War Memorial

The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia’s wartime experience.

To Apply

Position Contact	Bliss Jensen, (02) 6243 4449
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0774361

Australian War Memorial

Closing Date:Sunday 22 November 2026

Development Project Gallery Development

Job Title	Assistant Curator, Humanitarian and Disaster Relief
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	$79,125 - $96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Teamwork Agreement
Classification	APS Level 4;APS Level 5
Position Number	26-149
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

https://www.awm.gov.au/get-involved/employment

The Role

Working closely with the Lead Curator, the Assistant Curator contributes to the interpretation of the Australian experience of modern conflicts and military history through exhibition development. Under general direction this position will undertake research, analysis and development of the National Collection, develop briefing documentation for object displays, multimedia and key visitor experiences in support of exhibition and audience outcomes. Working closely with internal and external stakeholders including design consultants and donors, the Assistant Curator will be required to actively participate in workshops and community engagement activities to provide expertise and recommendations for the development and future management of the Gallery.

The successful candidate will also be required to work across multiple Memorial systems including collection management (MuseumPlus, Piction and MediaBin) and document management (SharePoint) systems on a daily basis.

This position entails working with potentially distressing and culturally sensitive material.

The initial engagement is for up to 24 months, with a possibility of conversion to ongoing in alignment with relevant legislative provisions.

Duties

Under general direction undertake a range of tasks related to the Gallery Development including:

- Assist the Lead Curator in the development of the Humanitarian and Disaster Relief Gallery through developing briefs, interpretive approaches and key exhibition narratives.
- Undertake research on collection material, including documenting items on the Memorial's collection management systems (MuseumPlus and MediaBin).
- Assist with research and acquisition of externally sourced content material.
- Contribute to the development of AV/multimedia interactives for exhibition, including working collaboratively with a range of internal specialists and external producers.
- Produce high quality written work including catalogue records, exhibition text, correspondence, minutes and reports and contribute to research assignments and publications.
- Assist in coordination of items for conservation and photography where necessary.
- Undertake administrative and project tasks in a multi-disciplinary team.
- Liaise with other areas within the Memorial, in particular curatorial areas and Collection Services, in the planning and production of the exhibitions.
- Respond to copyright and licencing requirements in relation to content sourced or produced for display.
- Participate in community engagement activities related to the content development.
- Participate in team planning and training processes.
- Undertake manual handling activities as required, including handling of collection material as part of the assessment process.

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 external to AWM that are offered employment will be required to successfully undergo a National Police Check, even if they currently hold a security clearance. The check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Notes

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

The Memorial is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds and experiences. The Memorial welcomes applications from Aboriginal and Torres Strait Islander people, veterans, mature age people, people from diverse backgrounds, and people with a disability.

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

About the Australian War Memorial

The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia’s wartime experience.

To Apply

Position Contact	Bliss Jensen, (02) 6243 4449
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Veterans’ Affairs (part of the Defence Portfolio)

Vacancy VN-0774373

Australian War Memorial

Closing Date:Sunday 22 November 2026

National Collection Collection Services

Job Title	Senior Project Officer - National Collection Projects
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Mitchell ACT
Salary	$99,734 - $111,701
Future Merit Locations	Mitchell
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Teamwork Agreement
Classification	APS Level 6
Position Number	26-151
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

https://www.awm.gov.au/get-involved/employment

The Role

The Senior Project Officer, National Collection Projects provides high-level project coordination and specialist support for projects and initiatives across the National Collection Branch. Working under limited direction, the role contributes to the planning, coordination and delivery of collection-focused projects including collection storage initiatives, collection management projects, commissioning activities, collection research programs, exhibitions and other strategic branch priorities.

The position supports project governance, performance reporting, risk management and work health and safety processes while providing practical project coordination across multiple collection disciplines. The role works closely with curatorial, registration, conservation, digitisation and collection management staff to support the successful delivery of branch priorities and enhance the stewardship and accessibility of the National Collection.

The initial engagement is for up to 24 months, with a possibility of conversion to ongoing in alignment with relevant legislative provisions.

Duties

Collection Project Delivery

- Coordinate and support the delivery of projects across the National Collection Branch, including collection storage projects, collection management initiatives, collection research programs, exhibitions and commissioning activities.
- Coordinate project activities across multiple collection disciplines to support the achievement of project outcomes.
- Monitor project progress, identify emerging issues and assist in implementing practical solutions.
- Contribute to project planning and resource coordination activities.

Collection Coordination and Support

- Provide specialist support for collection-based projects involving collection movement, storage, documentation, logistics, digitisation, access, conservation and exhibitions.
- Liaise with collection stakeholders to support project delivery and facilitate communication across project teams.

Governance, Risk and WHS

- Maintain project documentation including project plans, action registers, risk registers and status reports.
- Coordinate project and operational risk assessments and monitor mitigation activities.
- Prepare and maintain work health and safety documentation associated with collection projects and operational activities.
- Assist with contractor coordination and associated project administration where required.

Branch Performance and Reporting

- Coordinate branch-wide project and performance reporting processes.
- Collect, analyse and consolidate information from across the National Collection Branch.
- Prepare reports, dashboards, briefing materials and presentations for management and governance committees.

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 external to AWM that are offered employment will be required to successfully undergo a National Police Check, even if they currently hold a security clearance. The check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Notes

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To Apply

Position Contact	Kassandra Hobbs, (02) 26243 4340
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Parliamentary Department

Vacancy VN-0774099

Department of Parliamentary Services

Closing Date:Friday 20 November 2026

Corporate Services
Commercial Operations APH Catering & Events

Job Title	PSL2 Chef
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$71,310 - $76,554
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	This position requires onsite work at one of the DPS office locations in Canberra
Classification	APS Level 2
Position Number	JR33528
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentar

Job Description

https://jobs.dps.gov.au/

The Opportunity

Work at an award-winning tourism venue and enjoy free parking, free gym membership and a competitive salary.

The Department of Parliamentary Services (DPS) is seeking a qualified, passionate and motivated Parliamentary Services Level 2 (PSL2) Chef to join APH Catering and Events at Australian Parliament House.

APH Catering and Events delivers a diverse in-house food and beverage operation across cafés, retail outlets, functions, events and banqueting. From everyday dining and café services through to functions and major events, our team is committed to delivering consistently high-quality food and service.

As a Chef, you will work across a varied and fast-paced commercial kitchen environment, preparing, producing and presenting high-quality food using contemporary cookery techniques. You will contribute to production and service delivery, assist with stock rotation and waste minimisation, and maintain high standards of food safety and WHS compliance.

Who we are looking for

We are looking for a qualified Chef with commercial kitchen experience, preferably gained in high-volume catering, banqueting, functions, events, hospitality or similar large-scale food service operations.

The successful candidate will:

- Consistently produce and present quality food in a fast-paced environment.
- Have experience working within HACCP food safety requirements.
- Demonstrate strong organisation and time management skills, with the ability to meet production and service deadlines.
- Work effectively as part of a team and contribute to a respectful, customer-focused workplace.
- Bring contemporary cookery knowledge and an interest in food trends, presentation and continuous improvement.
- Hold a trade qualification in commercial cookery.

If you are passionate about food, enjoy working in a diverse hospitality environment and want to contribute to the delivery of exceptional food and service at Australian Parliament House, we want to hear from you.

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

- Evidence of a successful track record and a trade qualification in commercial cookery.
- Demonstrated experience working in a commercial kitchen environment, preferably within high-volume catering, banqueting, events, hospitality or similar large-scale food service operations.
- The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

At DPS, we are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people with caring responsibilities, people who identify as LGBTQIA+, people from cultural and linguistically diverse backgrounds, people who identify as neurodivergent, and mature aged people.

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	David Learmonth, 02 6277 3910
Agency Recruitment Site	https://jobs.dps.gov.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0774351

Bureau of Meteorology

Closing Date:Thursday 19 November 2026

Data & Digital
Information Technology Services

Job Title	ERP Finance Specialist
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$121,755 - $132,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60019878
Agency Website	

Job Description

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

The ERP Finance Specialist provides specialist functional expertise and continuous improvement support for the Bureau's finance-related ERP capabilities, working closely with Finance, Procurement, technology teams, vendors and business stakeholders.

The role supports business-as-usual operations, system enhancements and project initiatives by analysing business requirements, designing fit-for-purpose solutions, and supporting testing, implementation and adoption.

The position contributes to the reliability, effectiveness and integrity of finance systems while identifying opportunities to improve processes, automation, reporting and user experience.

Duties

- Provide specialist functional support for finance-related ERP modules and associated business systems, ensuring services are reliable, effective, and aligned with business requirements.
- Work closely with Finance stakeholders to understand business needs, analyse requirements, and develop fit-for-purpose system solutions.
- Configure, maintain, test, and support finance system functionality, including enhancements, upgrades, integrations, workflows, and reporting capabilities.
- Support the delivery of system improvements, projects, and transformation initiatives affecting finance systems and business processes.

- Conduct business analysis activities, including requirements gathering, process mapping, solution design, testing, and implementation support.
- Investigate, troubleshoot, and resolve system issues, defects, incidents, and service requests within agreed service levels.
- Support financial reporting, reconciliation, data quality, and system integrity activities to ensure accurate and reliable information is available for decision-making.
- Develop and maintain functional documentation, process maps, configuration records, training materials, and knowledge articles.
- Identify opportunities to improve business processes, automate manual activities, and optimise the use of ERP and finance system capabilities.
- Support testing activities including system testing, user acceptance testing, regression testing, and release validation activities.
- Collaborate with technical teams, vendors, and support partners to deliver system enhancements, resolve issues, and implement new capabilities.
- Contribute to governance, compliance, audit, and risk management activities associated with finance systems and processes.
- Maintain awareness of emerging technologies, industry trends, vendor roadmaps, and best practices relating to ERP finance solutions and financial management systems.
- Build and maintain productive working relationships with Finance stakeholders, technology teams, vendors, and external partners.
- Provide user support, guidance, and training to promote effective utilisation of finance systems and related business processes.
- Comply with all Bureau work health and safety policies and procedures and take reasonable care for your own health and safety and that of employees, contractors, and visitors who may be affected by your conduct.
- Apply the Bureau’s Social Commitment to Diversity and Inclusion through respectful and culturally aware workplace practices.

Eligibility
Notes

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

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To Apply

Position Contact	Pauline Ioannou, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0774356

Bureau of Meteorology

Closing Date:Thursday 19 November 2026

Data & Digital
Information Technology Services

Job Title	Incident Manager
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC
Salary	$121,755 - $132,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60019879, 60019880, 60019881
Agency Website	

Job Description

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

The role is responsible for leading the end-to-end management of incidents across a complex IT environment, ensuring the rapid restoration of critical services and minimisation of business impact. Acting as the central coordination point, the position oversees all high-priority (P1/P2) incidents, directing cross-functional technical teams and vendors to drive timely resolution while maintaining a clear and structured response approach.

Operating within a 24/7 environment, the role provides on-call leadership, taking ownership of incident response outside standard business hours and ensuring continuity of Incident Management coverage. It ensures incidents affecting multiple systems or service domains are managed in a coordinated and controlled manner, with strong governance aligned to ITIL service management practices.

The position is accountable for delivering clear, timely, and consistent communication to stakeholders at all levels, including senior leadership, and serves as the single point of contact during major incidents. It manages escalation pathways, ensures appropriate visibility based on business impact, and maintains accurate documentation of incident activities, decisions, and outcomes.

In addition to real-time incident management, the role drives continuous improvement through leading post-incident reviews, identifying root causes, and ensuring corrective actions are implemented. It contributes to broader problem management efforts, analyses incident trends, and supports the uplift of service resilience, response capability, and operational maturity.

The role also supports performance monitoring and reporting, providing insights into incident trends and effectiveness, and contributes to the ongoing refinement of incident management processes to ensure high-quality, efficient, and consistent service delivery.

Duties

Incident Leadership & Coordination

- Take ownership of all assigned major incidents (P1/P2), coordinating investigation, resolution and recovery activities
- Lead incident response bridges, directing cross-functional teams (L2–L3 and vendors) to restore services as quickly as possible
- Ensure incidents impacting multiple systems or service domains are managed in a coordinated and centralised manner
- Participate in a 24/7 on-call roster to ensure continuous Major Incident Management coverage
- Act as the designated Major Incident Manager during rostered periods, responding to and leading the management of P1/P2 incidents outside standard business hours (including weekends and public holidays)

Communication & Stakeholder Engagement

- Provide clear, timely and consistent updates to stakeholders, including executives, business owners and service teams
- Act as the single point of contact during major incidents
- Manage escalation pathways and ensure appropriate visibility based on business impact

Incident Governance & Process Management

- Drive adherence to Major Incident Management processes and ITSM practices ITSM frameworks (ITIL Incident and Problem Management)
- Ensure consistent application of incident prioritisation, severity classification and escalation protocols
- Maintain accurate incident records, including timelines, decisions and actions

Resolution Driving & Service Restoration

- Coordinate cross-functional teams (Levels 2–3 and vendors) to diagnose and resolve incidents
- Assign and track resolution tasks across support teams, actively managing risks, dependencies and blockers to accelerate service restoration

Post Incident Review & Continuous Improvement

- Lead post-incident reviews (PIRs) to identify root causes and improvement actions
- Ensure outcomes are documented and tracked to completion
- Contribute to problem management activities to prevent recurrence
- Analyse incident trends and contribute to continuous improvement of service resilience and response capability

Performance & Reporting

- Report on major incident performance, including metrics, trends and improvement initiatives
- Contribute to development and refinement of incident management processes and procedures

Team Collaboration & Leadership

- Provide leadership and direction during high-pressure incident situations
- Mentor service management and operational support teams in incident response best practices
- Facilitate knowledge sharing across support teams
- Promote a culture of accountability, continuous improvement, and operational excellence
- Support operational readiness reviews and service transition activities

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

Eligibility
Notes

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

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To Apply

Position Contact	Steve Kotaidis, n/a
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0774357

Bureau of Meteorology

Closing Date:Thursday 19 November 2026

Data and Digital
Information Technology Services

Job Title	Command Centre Lead
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$121,755 - $132,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60019883
Agency Website	

Job Description

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

The role leads the operation of a 24/7 Command Centre and Service Desk, ensuring effective monitoring, coordination, and management of incidents, service requests, and overall service health across the IT environment. It provides end-to-end operational oversight, maintaining real-time visibility of incidents, risks, and performance to support timely decision-making and service continuity.

The position is responsible for coordinating incident triage, prioritisation, and escalation across multiple resolver teams and service providers, while supporting Major Incident Management processes and acting as a key escalation point for high-impact issues. It also oversees workforce planning and roster management to ensure continuous operational coverage and seamless service delivery.

Through strong governance and adherence to IT service management practices, the role ensures consistent execution of processes, maintains operational standards, and drives service performance across both Command Centre and Service Desk functions. It works closely with internal teams, service delivery managers, and vendors to enable coordinated, cross-functional service delivery.

The role contributes to continuous improvement by analysing operational data, identifying trends and risks, and implementing enhancements to service processes, performance, and resilience. Through leadership and stakeholder engagement, it ensures the delivery of reliable, responsive, and customer-focused operational services aligned with organisational priorities.

Duties

Command Centre Operations & Coordination

- Lead the day-to-day operations of the Command Centre, ensuring effective monitoring, incident coordination and service visibility across a 24/7 operating environment
- Maintain a consolidated, real-time view of service health, incidents and operational risks across the environment
- Ensure effective triage, prioritisation and coordination of incidents across resolver teams and service providers
- Assign and maintain initial incident priority classifications in line with agreed impact and urgency criteria, ensuring rapid escalation to the Major Incident Manager for confirmation and ongoing management of major incidents (P1/P2)

Service Desk Management

- Oversee the delivery of Service Desk services during business hours, ensuring timely and effective handling of incidents, requests and user interactions
- Ensure consistent application of service desk processes, standards and customer service expectations
- Monitor service desk performance, including responsiveness, resolution times and customer satisfaction

24/7 Operational Workforce Management

- Lead and manage a 24/7 Command Centre roster to support continuous monitoring and incident response capability
- Ensure appropriate staffing, handover and operational continuity across shifts
- Oversee workforce planning for both Command Centre (24/7) and Service Desk (business hours), ensuring clear separation of roles and responsibilities

Incident & Escalation Management

- Ensure effective management of incidents across the lifecycle, including timely escalation and coordination of high-impact issues
- Support and oversee Major Incident Management processes, ensuring alignment between Command Centre activities and MIM roles
- Act as an escalation point for complex or high-impact operational issues

Service Performance & Operational Oversight

- Monitor operational service performance across Command Centre and Service Desk functions, identifying trends, risks and emerging issues
- Provide regular reporting on service performance, incident trends and operational metrics
- Ensure issues impacting service performance are identified, escalated and actively managed

Process & Governance

- Ensure consistent application of ITSM processes, including Incident, Major Incident and Request Management
- Maintain operational procedures, standards and controls for Command Centre and Service Desk activities
- Drive adherence to governance requirements across operational service delivery

Vendor & Stakeholder Coordination

- Work closely with Service Delivery Managers, resolver teams and service providers to coordinate service delivery outcomes
- Ensure effective communication and collaboration across internal and external stakeholders
- Support resolution of cross-team and cross-vendor issues impacting service delivery

Continuous Improvement

- Identify and drive improvements in operational processes, service desk practices and service visibility
- Analyse operational data to inform improvement initiatives and enhance service resilience
- Promote a culture of continuous improvement and accountability across operational teams

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

Eligibility
Notes

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

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To Apply

Position Contact	Ben Stewart, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0774358

Bureau of Meteorology

Closing Date:Thursday 19 November 2026

Data & Digital
Information Technology Services

Job Title	Application Operations Governance Lead
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC
Salary	$121,755 - $132,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60019884
Agency Website	

Job Description

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

The Application Operations Governance Lead is an Executive Level 1 role accountable for establishing, coordinating and continuously improving application operational governance across the Bureau’s application landscape. Consistent with EL1 work value and Integrated Leadership System expectations, the role translates organisational and IT Services priorities into practical governance arrangements that strengthen service stability, operational discipline, risk management, stakeholder confidence and continual improvement.

The role provides direction, coordination and professional judgement across the core Application Operations functions, including Build Services, DevSecOps Application Engineering, Run Teams and Run Governance. Working with Service Delivery Managers, technical leads, delivery teams and business stakeholders, the role aligns operational activities to organisational objectives, uses evidence to support decisions, manages competing priorities and promotes consistent practices across the application portfolio.

As the central point for application operational governance, the role leads and coordinates common operational disciplines including after-hours support, service level management, transition to operations, application lifecycle planning, CAB and ITSM governance, budget reporting alignment, engagement with system owners, and application operational input to vendor and contract coordination. The role operates with a high degree of independence within agreed priorities, exercises judgement on operational risk and service performance matters, and provides clear advice to support informed decision-making.

This role reflects EL1 expectations by providing leadership within a defined function, building organisational capability, nurturing productive relationships, responding flexibly to change, delivering intended outcomes and modelling APS values, accountability and sound judgement. It remains deliberately focused on the application systems landscape and complements, rather than duplicates, Service Delivery Manager accountability for supplier governance, vendor performance, commercial management and external service delivery outcomes.

Duties

1. Lead the establishment and continuous improvement of application operational governance arrangements, translating Bureau and IT Services priorities into practical controls, accountabilities, reporting mechanisms and ways of working across the application portfolio.
2. Apply sound judgement and evidence-based analysis to identify service performance issues, operational risks, dependencies and improvement opportunities, and provide clear advice to support informed decision-making by managers and senior stakeholders.
3. Build and sustain productive relationships with system owners, Service Delivery Managers, technical leads and business stakeholders, facilitating cooperation and aligning application operational priorities, service expectations and improvement activities with agreed outcomes.
4. Lead the management of application service levels and operational performance, establishing and overseeing agreed performance measures, thresholds, and reporting cadences in partnership with the Service Delivery and Performance Reporting team. Drive accountability for meeting service commitments, customer expectations, risk controls, and service stability through proactive monitoring, governance, analysis, and continuous improvement initiatives.
5. Coordinate application operational planning and prioritisation across Build Services, DevSecOps Application Engineering, Run Teams and Run Governance, balancing workforce capacity, budgets, delivery dependencies, risks and improvement initiatives to deliver practical outcomes.
6. Drive continual improvement and application operational maturity by strengthening governance processes, standardising practices, uplifting team capability, coaching staff and adapting approaches in response to changing service requirements.
7. Represent Application Operations in governance forums and stakeholder meetings, providing professional advice on application operational governance, service performance, operational risk, controls, transition readiness, service continuity and improvement priorities.

8. Lead governance and coordination of the application after-hours support capability, including workforce planning, capability development, succession planning, escalation pathways, budget alignment and clear processes that support reliable, resilient and sustainable application operations.
9. Contribute to and lead implementation of the application operations governance roadmap, ensuring plans, milestones, responsibilities and review mechanisms are clear, achievable and aligned with Bureau priorities, transition to operations requirements and future service demands.
10. Establish and improve application performance measurement and reporting frameworks, drawing on ITIL, DevSecOps and application lifecycle management principles to provide practical insights on service performance, system health, resource utilisation, operational risk, resilience and investment priorities.
11. Coordinate application-related CAB, ITSM, release, transition and operational governance processes, ensuring changes, releases, deployments, operational dependencies and readiness risks are visible, understood and managed in line with agreed governance requirements.
12. Provide Service Delivery Managers with application operational insights relevant to vendor and contract coordination, while maintaining clear separation from Service Delivery Manager accountability for supplier governance, vendor performance, commercial management and external service delivery outcomes.
13. Model APS values and EL1 leadership behaviours by exercising accountability, maintaining integrity, communicating clearly, supporting inclusive and respectful ways of working, and ensuring governance activities are documented, transparent and fit for purpose.
14. Other duties as required to contribute to IT Services program outcomes.
15. Compliance and Safety: Adhere to the Bureau’s Social Justice Strategy, APS Values, and Code of Conduct, and ensure compliance with Bureau work health and safety policies, taking reasonable care for your own and others' safety in the workplace.

Eligibility
Notes

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

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To Apply

Position Contact	Simon Borysiewicz, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0774297

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

Closing Date:Thursday 19 November 2026

Environmental Water & Aquatic Ecosystems
Environmental Water Holdings & Southern Basin Environmental Water Management Southern

Job Title	Regional Environmental Water Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA
Salary	$99,734 - $112,044
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	a mixed working arrangement about where the employee will work - it can be a combination of working from home, working onsite and working remotely.
Classification	APS Level 6
Position Number	2026/2609
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=EA222230-892C-574F-2E4F-ED790A885AE8

The Commonwealth Environmental Water Holder (CEWH) manages water to protect and restore the rivers and wetlands of the Murray-Darling Basin. With more than 2,000 gigalitres of water available each year (equivalent to 4 Sydney Harbours and worth almost $4 billion), this water is delivered where and when plants and animals need it most, including to our internationally recognised wetlands. The use of this water is managed in partnership with First Nations, federal and state government agencies, Basin communities, industry groups, local landholders and scientists. We engage meaningfully and monitor thoroughly to deliver tangible benefits across the Basin. The CEWH is a position established under the Water Act 2007 (Cth) and is supported by the Environmental Water Division, a division within the Department of Climate Change, Energy, the Environment and Water. Staff are based both in Canberra and in regional towns across the Basin and undertake roles ranging from project and program management, policy development, program governance and coordination, scientific monitoring and evaluation, community engagement and communications. The Environmental Water Division also provides secretariat and technical support to the Independent Expert Scientific Committee on Coal Seam Gas and Large Coal Mining Development.

The Division consists of 3 branches and 10 sections that support the work of the CEWH.

The Environmental Water Management - Southern Section manages the delivery of Commonwealth environmental water in the Murray, the lower Darling/Baaka, and northern Victorian tributary catchments.

The Section’s responsibilities include:

• Working with a range of partners (e.g. State agencies, scientists, non-government organisations, First Nations peoples, irrigation companies, landholders) to recommend how, when and where water for the environment is delivered to achieve ecological outcomes and associated benefits for communities;

• Reviewing and improving the use of water for the environment through ongoing learning, monitoring projects, watering trials and investigative projects;

• Communicating the outcomes of our watering actions to multiple audiences through a variety of communication and engagement products/streams.

For more information about us please visit our website.

Duties

We are looking for a Regional Environmental Water Officer, focused on the South Australian region of the Murray Darling Basin. This newly defined role combines core environmental water delivery and local community engagement functions.

Key duties of the role include:

- Supporting the planning, use, monitoring and reporting of Commonwealth environmental water in the South Australian Murray River, including the Lower Lakes, Coorong and Murray Mouth.
- Managing environmental water accounting for the South Australian Murray River including for Commonwealth and state environmental water.
- Engaging and building partnerships with regional communities, organisations and groups including First Nations, local water managers, land management organisations, local governments, landholders, environmental groups and irrigators to help facilitate understanding and improve the management of Commonwealth water for the environment.
- Representing and communicating the CEWH's activities within the community and actively advising the CEWH on community views, knowledge and issues to assist decision making on the use and management of Commonwealth water for the environment.
- Initiating, collaborating in, participating in, and supporting local community or engagement events or experiences to help promote and increase understanding of Commonwealth water for the environment management and objectives.
- Identifying impediments and risks to the management of Commonwealth water for the environment and developing and coordinating strategies to resolve and manage them, including influencing broader policy settings.
- Managing and analysing complex information to provide written and verbal briefings and advice to senior executives and the CEWH.
- Actively engaging with stakeholders within and outside the department to drive business improvement practices for the division and continue to support water reform.
- Procurement and management of contracts with service providers, assessing milestones and variation requests, supporting the CEWH to make appropriate decisions in line with contract requirements, operational policies, legislative and regulatory requirements.
- Frequent regional travel on sealed and unsealed roads, and overnight stays, throughout the South Australian River Murray region.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

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

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

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

Desirable qualifications

- Qualifications in natural resource management, water resource management and/or environmental science or related disciplines are desirable.

Additional requirements

- hold a current Apply First Aid Certificate or have the ability to obtain this qualification,
- hold and maintain a valid Australian motor vehicle drivers licence,
- note that the physical requirements of the role(s) involve a combination of outdoor and office-based work,
- wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy,
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures

Notes

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

To Apply

Position Contact	Luca Ferla, 0416 393 675
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=EA222230-892C-574F-2E4F-ED790A885AE8

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Employment and Workplace Relations

Vacancy VN-0774299

Department of Employment and Workplace Relations (DEWR)

Closing Date:Sunday 22 November 2026

Enterprise Technology
Cyber Security Cyber Governance & Education and Cyber Assurance

Job Title	Cyber Security Directors
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$152,362 - $182,891
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27.
Classification	Executive Level 2
Position Number	26/1658
Agency Website	https://www.dewr.gov.au/

Job Description

https://dewr.nga.net.au/cp/

Reporting to the Assistant Secretary of Cyber Security, we are looking for two Directors to join our dynamic cyber security branch - the Director of Cyber Governance & Education and the Director of Cyber Assurance.

Director - Cyber Governance and Education (IT Security Advisor)

The Director of Cyber Governance and Education is unique position in which the Director is also the departmental IT Security Advisor (ITSA). The Director is responsible for providing day-to-day cyber security guidance, maintenance of departmental cyber security policies, and awareness campaigns.

Director - Cyber Assurance

The Director of Cyber Assurance is responsible for the independent assessment of cyber security controls to ensure that they are operating effectively. The Director oversees a team of Governance-Risk-and-Compliance (GRC) specialists and supports the Authority to Operate process.

This position is available on an ongoing basis. Future positions may be offered on an ongoing or non-ongoing basis for up to 12 months initially.

Duties

Responsibilities of the **Director of Cyber Governance & Education** include:

- Lead, develop and support a multidisciplinary team to deliver high-quality cyber security advice and education services to the department and its client agencies.
- Act as the department's principal operational adviser on information and ICT security.
- Provide authoritative interpretation of security policy and control requirements aligned to the Protective Security Policy Framework (PSPF), Information Security Manual (ISM), and relevant legislative requirements.
- Escalate non-compliant requirements, emerging risks and risks above the department's acceptable threshold to the CISO or appropriate delegate.
- Monitor emerging technologies, threat landscapes, and government policy changes to inform strategic decision-making and appropriate risk management strategies.
- Embed cyber security requirements across the ICT lifecycle, including as part of the design, architecture, procurement, operation and decommissioning process.
- Provide authoritative advice to senior executives on cyber security, risk, and governance matters.
- Lead the preparation of ministerial, executive, audit, and governance committee briefs relating to cyber and information security risks.
- Drive a strong organisational security culture through awareness, training and education programs.

Responsibilities of the **Director of Cyber Assurance** include:

- Lead, develop and support a multidisciplinary team to deliver risk-based assessments and effective Authority to Operate outcomes for ICT systems.
- Oversee all supporting Authority to Operate activities including stakeholder engagement, coordination of supporting evidence, cyber security assessments including relevant treatments, and providing a recommendation to the authorising officer on whether the residual risk is acceptable.
- Provide both system-specific and strategic advice on cyber security risk and control effectiveness aligned with the Protective Security Policy Framework (PSPF), Information Security Manual (ISM), and relevant legislative requirements.
- Maintain a single authoritative register for all assessed systems, including the conditions under which they were authorised to operate.
- Oversee continuous monitoring to ensure systems operate within their authorised conditions, progress against recommended treatments and identify any significant architectural or security changes to the system which may require reassessment.
- Manage third-party and supply chain cyber assurance programs, including risks associated with Foreign Ownership Control and Influence.
- Drive risk-based assurance reporting for executives and governance committees.

Eligibility

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

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Negative Vetting 1 (NV1) security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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

About the Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Eve Apostoloska, (02) 6240 8437
Agency Recruitment Site	https://dewr.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS44 Daily Gazette Friday - 06 November 2026.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

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

Employment and Workplace Relations

Vacancy VN-0774314

Department of Employment and Workplace Relations (DEWR)

Closing Date:Friday 20 November 2026

Finance, Governance and Enterprise Services
External Budgets and Parliamentary Parliamentary Services

Job Title	Cabinet Liaison Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$93,660 - $100,132
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	APS Level 5
Position Number	26/1693
Agency Website	https://www.dewr.gov.au/

Job Description

https://dewr.nga.net.au/cp/

Reporting to the Assistant Director, the Cabinet Liaison Officer (CLO) operates with initiative and judgement to facilitate DEWR's engagement with policy development and feedback processes leading to consideration by Australia's chief decision-making body – the federal Cabinet.

This is a dynamic role with an emphasis on developing and maintaining strong relationships with essential internal and external stakeholders, including staff from across the department, our ministers' offices and counterpart CLOs across the APS.

Duties

Responsibilities of the CLO at the APS 5 level may include:

- Coordinating stakeholder engagement to task, monitor and track the status of upcoming Cabinet business, ensuring timely updates and proactive issue management.

- Preparing accurate and timely daily reports on Cabinet activity for the department's Executive, supporting informed decision-making at senior levels.
- Managing the secure circulation of Cabinet material through the CabNet+ system, applying the need-to-know principle and maintaining strict confidentiality standards.
- Producing hard copy Cabinet material as needed and in line with security requirements, and supporting regular stocktaking of active material.
- Providing initial support and troubleshooting of the CabNet+ system for departmental users.
- Actioning periodic reporting on portfolio appointments to meet parliamentary and other obligations.
- Mailbox management, triaging and escalation.
- Working flexibly across section functions; contributing to broader priorities and ensuring critical tasks and objectives are delivered.

Note: The position involves periodic after-hours responsibilities, shared across the team via an on-call roster. These duties are compensated through a combination of restriction allowance, flex credits, and overtime pay, as applicable.

Eligibility

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

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

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To Apply

Position Contact	John Norberry, 02 6121 6746
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Communications and the Arts

Vacancy VN-0774111

Australian Communications and Media Authority

Closing Date:Sunday 22 November 2026

Consumer
Unsolicited Communications and Scams Investigations and Enforcement

Job Title	Manager - Investigations and Enforcement
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Belconnen ACT, Pyrmont NSW
Salary	$143,877 - $170,198
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements such as working from home days may be considered.
Classification	Executive Level 2
Position Number	1290-2026-2
Agency Website	http://www.acma.gov.au

Job Description

https://www.acma.gov.au/careers

The Australian Communications and Media Authority (ACMA) is an independent Commonwealth statutory authority responsible for the regulation of broadcasting, radiocommunications, telecommunications and some online content.

This work underpins our vision for a connected, informed and entertained Australia.

Who we are

This role is situated within the **Investigations and Enforcement Section** within the **Unsolicited Communications and Scams Branch** within the **Consumer Division** of the ACMA.

The **Consumer Division** manages policy, compliance and enforcement matters relating to telecommunications issues and consumer safeguards, telephone numbering, unsolicited communications, including enforcing Australia's spam, telemarketing laws and scam laws.

The mission of the **Unsolicited Communications and Scams Branch** is to protect Australians from scams and intrusive marketing. Our delivery is underpinned by building an innovative, outcomes-focused and engaged Branch. We place equal value on what we achieve and how we work together. The Branch is responsible for unsolicited communications policy, including regulatory reform, contract management and cost recovery for the Do Not Call Register; scam reduction policy and projects, including maintaining the SMS Sender ID Registry to help protect SMS from impersonation by scammers; high volume complaints triage and intelligence for unsolicited communications and scams laws; and investigations and enforcement of unsolicited communications and scams laws.

The **Investigations and Enforcement Section** is responsible for investigations and enforcement activities for the compliance with the SMS Sender ID Register rules in the Telecommunications Act 1997 and subordinate instruments, two anti-fraud instruments to protect Australians from porting and SIM-swamp fraud, the Spam Act 2003, Do Not Call Register Act 2006, and multiple related instruments. The section is also responsible for contributing to scam disruption activities and surge capacity as required.

About the role

Are you concerned about the large number of Australians who are impacted by unwanted calls and messages? Do you want to help stop scammers targeting Australians via their phones? Do you want to be a part of a team that delivers meaningful outcomes? If so, keep reading. You might be the ideal person to help us implement and maintain the laws that give people more confidence to pick up the phone or open their messages.

This role is an opportunity to make a difference for Australians through investigation and enforcement outcomes that serve as deterrence to industry. It will involve leadership and development of people, quickly gaining a strong understanding of multiple regulatory frameworks, working creatively and with purpose to achieve outcomes, and delivery of agency compliance priorities, as set out on the ACMA's website here.

On any given day, you will ensure the team are focussed on meeting agency strategic priorities - ensuring outcomes are timely and accurate; you will draft, review and clear investigations and enforcement documents; you will manage a budget and meet corporate accountabilities – including reporting; you will provide advice, support, direction and performance management to a team of around 7 people; you will collaborate closely with teams with related functions and play a role in agency, Divisional and Branch governance and culture and capability building.

The team you will manage has a strong track record of achieving outcomes, and we are looking for someone to take it to the next level in terms of performance and outcomes.

All EL2 officers are expected to meet the Integrated Leadership Profile (ILS) for the EL2 classification and the APS Code of Conduct, and support and build the ACMA Values and Culture (we are purposeful, curious and questioning and collaborative).

Duties

- Delivery of strategic and corporate priorities.
- Lead a team, including building their capability, driving high performance and quickly addressing under performance.
- Contribute to the leadership of the Branch, Division and Agency, via leadership forums and corporate contributions.
- Lead and exemplify a healthy and safe working environment, modelling, promoting and supporting integrity, ethical behaviour and practices under the APS Code of Conduct.
- Research, analyse and interpret complex information to inform decisions, rulemaking, consultation, and compliance / enforcement activities.
- Lead the interpretation and application of legislation and regulatory frameworks to complex investigation and enforcement matters.
- Provide high quality and timely written and verbal advice to a broad range of internal and external parties, including Authority members, the Senior Executive and decision makers.
- Prepare and present briefs, memos, investigation reports, and publications on complex matters.
- Exercise sound judgment under a risk-based framework when assessing complex, sensitive and time critical matters.
- Work collaboratively with a broad range of internal and external stakeholders.

- Demonstrate initiative, problem-solving, and strong organisational skills, including the ability to effectively prioritise to meet deadlines.
- Demonstrated ability to apply the law in investigations and enforcement context.

Eligibility

To be eligible for employment with ACMA, applicants must be Australian citizens.

The successful candidate will also be required to obtain and maintain a **Baseline security clearance**. 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 merit pool may be used to fill similar roles in other areas of ACMA. Non-ongoing opportunities may be offered as a specified term.

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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	Jeremy Fenton, (03) 8651 5723
Agency Recruitment Site	https://www.acma.gov.au/careers