Commonwealth of Australia
Electronic Public Service Gazette
PS44 Weekly Gazette Thursday (Vacancy Notices) - 05 November 2026.pdf

Australian Government

Published by Commonwealth of Australia

APSJobs - Weekly Vacancy Notices

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The date of publication of this Gazette is PS44 Weekly Gazette Thursday (Vacancy Notices) - 05 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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Public Service Gazette - Vacancy Notices

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[Job No] ISSN 1835-2480

2025/2026 Christmas / New Year arrangements (Gazette)

For promotion notices published in APS Gazettes PS49, PS50 and PS1 the Merit Protection Commissioner has extended the period of time applicants may submit an application for review. This decision was made in accordance with subsection 24(2)(a)(ii) of the Public Service Regulations 2023 which continues pursuant section 114 of the Public Service Regulations 2023, subsection 21(2)(c)(ii) of the Public Service Regulations 2023 and the Parliamentary Service Determination 2024 Clause 68(2)(a)(ii).

The new dates are:

Gazette PS49: Applications are accepted until 5pm local time, Thursday 8 January 2026.

Gazette PS50: Applications are accepted until 5pm local time, Thursday 8 January 2026

Gazette PS1: Applications are accepted until 5pm local time, Thursday 29 January 2026.

Local time means 5pm in the State or Territory in which the application is made. Applications made overseas must be received by the Merit Protection Commissioner by 5pm Australian Eastern Daylight Time. For questions about the timeframes for promotion review applications over the Christmas/New Year period, please email review@mpc.gov.au or phone (02) 8239 5330.

Vacancies

Vacancy VN-0774100

Australian Children's Education and Care Quality Authority

Closing Date:Thursday 12 November 2026

Policy and Regulatory Systems
Regulatory Systems

Job Title	Technical Writer
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA, Darwin NT, Brisbane QLD, Tasmania TAS
Salary	$106,584 - $126,066
Future Merit Locations	Sydney, Melbourne, Adelaide, Perth, Darwin, Brisbane, Tasmania
Office Arrangement	Hybrid
Office Arrangement Details	1-3 days in the office
Classification	
Position Number	618
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description

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

Technical Writer

- **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 Technical Writer supports the Regulatory Systems Team by developing, maintaining and improving clear, accurate and accessible documentation for the National Quality Agenda IT System (NQA ITS) and related regulatory technology initiatives. This position translates complex legislative, business and technical information into user-focused resources, supports knowledge management and organisational learning, and contributes to the successful delivery of current and future regulatory technology projects through effective documentation, process mapping and communication materials that enable staff to efficiently manage systems and internal processes.

This role is full-time and fixed term until 1 December 2027 at ACECQA **Band 5 ($106,584-$126,066)**.

Duties

Key Accountabilities

· Develop, coordinate and maintain a range of technical, procedural, governance documentation supporting the NQA ITS and related regulatory technology initiatives as directed.

· Maintain document libraries, templates, style guides, content repositories and version control processes to ensure documentation remains current, accessible and consistent.

· Translate technical, legislative and policy requirements to assist in documenting and maintaining governance frameworks, operational policies, business procedures and knowledge management resources.

· Support the preparation of papers, briefings and supporting documentation for committees, working groups, governance bodies and stakeholders.

· Liaise with business and technical stakeholders to gather, validate and document business requirements, processes and system information.

· Facilitate meetings, interviews, workshops and other engagement activities with subject matter experts to capture knowledge and document business processes.

· Review and analyse documentation to ensure accuracy, consistency, usability, accessibility and alignment with organisational standards, legislative requirements and terminology.

· Contribute to the continuous improvement of documentation standards, knowledge management practices and information-sharing processes across teams.

· 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.

· Other duties as required.

Eligibility

Key Selection Criteria

Essential

· Tertiary qualifications in a relevant discipline and/or an equivalent level of experience.

· Demonstrated experience developing and maintaining technical, operational, policy or business documentation.

· Excellent written communication skills, including the ability to simplify complex technical and business information for diverse audiences.

· Highly developed editing, proofreading and document quality assurance skills.

· Strong research and analytical capabilities.

· Ability to quickly understand business processes, systems and technical concepts.

· Well-developed stakeholder engagement and information-gathering skills.

· Strong organisational skills with the ability to manage multiple priorities and meet deadlines.

· Proficiency in Microsoft 365 applications and document management systems.

Desirable

· Experience working within government, regulatory or public sector environments

· Knowledge of regulatory technology, digital transformation or information management practices.

· Experience using SharePoint, Confluence, Azure DevOps, Visio or similar documentation platforms.

· Knowledge of current technology trends, issues and policy matters in a regulatory context

Notes

How to apply

The closing date for applications is **12 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 the **Technical Writer** 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

Question 1: Describe a project where you developed or significantly improved technical, operational, policy or business documentation.

Question 2: Describe a situation where you were asked to develop documentation but the requirements or business process were unclear, incomplete or still evolving.

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-0774181

Australian Children's Education and Care Quality Authority

Closing Date:Sunday 15 November 2026

Workforce, Engagement and Research
Communications and Engagement

Job Title	Project Manager, Learning Management System
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	$130,608 - $145,629
Future Merit Locations	Sydney
Office Arrangement	Hybrid
Office Arrangement Details	1-3 days in the office
Classification	
Position Number	616
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description *https://aeq.chris21.com/AEQ_eR21p/VacancyList.aspx*

Project Manager, Learning Management System

· **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 Project Manager, Learning Management System, is responsible for leading and coordinating a high-profile national digital transition supporting a large and diverse learner population. This includes the establishment, configuration and implementation of a new learning management system (LMS) and managing the transition of the training into that LMS environment.

The role will manage project planning, data migration, system integrations, testing, stakeholder and vendor coordination, change management and operational readiness to support a controlled transition and continuity of service.

This role is full-time and fixed term for 9 months at ACECQA **Band 6 ($130,608 - $145,629)** and is based in Sydney.

Duties

Key Accountabilities

· Manage the end-to-end establishment, configuration and implementation of ACECQA’s LearnUpon environment for national training programs, including transition from the existing LMS environment.

· Project manage all aspects of the transition and go-live, including managing scope, milestones, budget, risks and governance.

· Manage 2 LMS Administration Officers during transition and cutover, providing direction, work allocation, support and oversight of LMS administration and implementation activities.

· Apply strong LMS knowledge to oversee platform configuration and coordinate the technical, learning, data, operational and stakeholder workstreams required for implementation.

· Coordinate data migration, integrations, testing, go-live and operational readiness, ensuring key risks relating to security, privacy, accessibility, capacity, service continuity and data integrity are effectively managed and escalated.

· Manage relationships and dependencies across ACECQA, Australian Government stakeholders, LearnUpon, state and territory stakeholders and other delivery partners, including oversight of vendor commitments and deliverables.

· Work with relevant ACECQA teams to support change, communications and transition activities, including preparation for post implementation technical and non-technical support, and ensure the LearnUpon environment is successfully handed over into ongoing ACECQA management.

· Ensure ACECQA requirements relating to privacy, security, accessibility, records management and customer service are followed.

Eligibility

Key Selection Criteria

Essential

· Relevant tertiary qualifications and/or a minimum of 3 years' experience in a similar role.

· Demonstrated experience leading the implementation, migration or transformation of a high-profile, large-scale user-facing digital platform or system supporting a significant user population.

· Strong practical knowledge of LMS functionality, including enrolment, SCORM, learner records, reporting and system administration.

· Strong project management capability, including planning, governance, budget, risk, dependencies, testing and implementation.

· Demonstrated experience managing vendors and coordinating technical specialists and cross-functional teams in a complex delivery environment.

· Strong stakeholder management and communication skills, including the ability to provide clear advice to senior and non-technical stakeholders.

· Demonstrated people leadership experience, including managing and supporting staff to deliver project outcomes.

· Relevant project management qualifications or certification.

Desirable

· Experience with LearnUpon or a comparable enterprise cloud-based LMS.

· Experience delivering digital projects within government or another complex regulated environment.

· Possess strong computer literacy skills and experience navigating multiple programs concurrently.

· Provide advice on procedures and requirements; and/or administer relevant records and documentation according to their requirements

Notes

How to apply

The closing date for applications is **15 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 **Project Manager, Learning Management System** 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. Describe a large-scale learning management system (LMS) implementation, migration or digital platform transition that you have led. What was the size and complexity of the project, what approach did you take to managing data migration, testing and go-live activities, and what were the outcomes achieved?
2. This role requires coordination across internal teams, vendors, government stakeholders and technical specialists. Tell us about a project where you managed multiple stakeholders with competing priorities while overseeing delivery risks. How did you gain stakeholder buy-in, manage vendor performance, and ensure the project remained on track?

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

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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-0774238

Australian Children's Education and Care Quality Authority

Closing Date:Monday 16 November 2026

Leadership, Quality & Regulatory Support
Quality Support Program

Job Title	Support Facilitator, Quality Support Program
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	$106,584 - $126,066
Future Merit Locations	Sydney
Office Arrangement	Hybrid
Office Arrangement Details	1-3 days in the office
Classification	
Position Number	603
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description *https://aeq.chris21.com/AEQ_eR21p/VacancyList.aspx*

Support Facilitator, Quality Support Program

· **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

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· 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 Support Facilitator, Quality Support Program will focus on developing and delivering tailored professional learning and support to children's education and care services. Professional learning and support will be designed and delivered to support the building of each service's capability to meet or exceed the National Quality Standard (NQS) and the Children's Education and Care Services National Law and National Regulations. The Support Facilitator, Quality Support Program will also build and maintain culturally safe, collaborative, effective and genuine relationships with identified services and other relevant stakeholders to gain buy-in and commitment and to achieve program outcomes.

This role is full-time and fixed term to **30 June 2027** at ACECQA **Band 5 ($106,584 - $126,066)**. This role is based in NSW.

Duties

Key Accountabilities

· Through the use of professional learning and support approaches, including goal setting, service visits, coaching techniques, workshops and webinars work directly with NSW children's education and care services to meet or exceed the NQS and/or the National Law and Regulations.

· Build and maintain collaborative, effective, genuine and culturally safe professional relationships with education and care services to identify and implement quality improvement goals, increase program participation and engagement and achieve program outcomes.

· Work cooperatively and collaboratively within the QSP and LQRS teams, and across ACECQA, to achieve the identified objectives and results.

· In collaboration with the Quality Support Program Managers, support the development and delivery of engaging, relevant and culturally safe professional learning materials for webinars, communities of practice, workshops, resources, meetings, and other activities as needed to support outcomes and engagement.

· Ensure program related documentation is developed, accurate, managed and stored to comply with all ACECQA policies and procedures, timelines and stakeholder expectations.

· Capture and actively report on participation and engagement data, develop reports and respond to regular and urgent requests for information as required.

· Conduct, deliver and assist with organising travel, service visits, meetings, workshops, webinars and/or events located across NSW as required by the project schedule and plans.

· Adhere to ACECQA's policies, procedures and Code of Conduct and demonstrate behaviours that support the building of an inclusive and agile performance culture and act ethically and professionally in accordance with ACECQA's values of Integrity, Commitment, Respect and Collaboration.

· Other duties as required.

Eligibility

Key Selection Criteria

· Demonstrated experience in and contemporary knowledge of professional learning and support approaches within the children's education and care sector.

· Strong knowledge of and extensive experience in delivering children's education and care, the National Quality Framework and embedding quality improvement outcomes and compliance with legislation.

· Developed interpersonal, written and verbal communication skills, including a demonstrated ability to research and interpret information and communicate effectively across a diverse range of audiences, including developing and delivering presentations, resources and online learning.

· Proven ability to develop collaborative, positive and productive working relationships with internal and external stakeholders and negotiate with confidence to support program outcomes.

· Demonstrated ability to use a range of technologies and learn new systems quickly and efficiently.

Mandatory Requirements

· Tertiary qualifications in children's education and care, education and/or adult learning or an equivalent level of industry experience.

· Hold an applicable working with children check or have the ability to obtain one before employment.

· Ability to undertake frequent travel including regional and remote locations and hold a full driver's licence.

Desirable

• Experience working with multiple service types including, early childhood settings (long day care and preschools/kindergartens), family day care and outside school hours care settings.

• Qualifications, training and/or experience in mentoring/coaching practices.

Notes

How to apply

The closing date for applications is **16 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 the **Support Facilitator, Quality Support Program** 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. Can you elaborate on your experience in providing professional development and support to education and care services including interactive, engaging, and relevant professional learning materials for webinars, communities of practice, workshops, and resources?

2. Can you share your experience in leading education and care services, particularly in relation to the National Quality Framework (NQF)?

3. Describe a time when you coached and/or mentored someone to achieve their goals and outcomes, particularly in relation to enhancing child safety practices and positive outcomes for children.

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.

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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-0773942

Australian Competition and Consumer Commission

Closing Date:Sunday 15 November 2026

ACCC Corporate
Finance and Property Branch

Job Title	Director, Financial Accounting
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW, Townsville QLD
Salary	$148,287 - $173,778
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	All employees are required to work a minimum of 2 days a week in office
Classification	Executive Level 2
Position Number	EA2026/211
Agency Website	https://www.accc.gov.au/

Job Description

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

The Director, Financial Accounting leads the delivery of accurate, timely and compliant financial operations, technical accounting and statutory reporting. Leading a small team, you will oversee core financial accounting activities and provide authoritative advice and assurance to the CFO and senior executives on financial accountability, reporting and Commonwealth resource management obligations. You will manage key relationships with the Australian National Audit Office, the Australian Taxation Office and other internal and external stakeholders.

Duties

The Director, Financial Accounting is a high-impact leadership opportunity at the centre of the ACCC’s financial stewardship. Reporting to the Chief Finance Officer, you will lead a small team, shape critical accounting and assurance outcomes, and provide trusted advice to senior executives on complex financial matters. The role offers broad organisational influence, strong engagement with key government stakeholders and the opportunity to strengthen systems, controls and capability in an organisation delivering meaningful outcomes for Australians.

The four key tasks are:

1. Lead the Financial Accounting function.

2. Deliver statutory reporting, audit and compliance outcomes.

3. Provide authoritative technical and strategic advice.

4. Strengthen financial governance and business performance.

Eligibility

All candidates are expected to meet the APS Integrated Leadership Profile (ILS) for the classification advertised and demonstrate the Secretaries' Charter of Leadership Behaviours. This role in particular requires:

- Extensive executive-level experience leading financial accounting and statutory reporting, including annual financial statements, taxation obligations and the resolution of complex audit and audit committee matters in a fast-paced and large complex people-centred organisation.
- Advanced technical accounting expertise, with demonstrated experience applying Australian Accounting Standards and, preferably, the Commonwealth financial framework to complex matters such as asset recognition, valuation and classification, major ICT projects and accounting position papers.
- A strong record of delivering accurate, complete and timely financial accounting, compliance and assurance outcomes in a complex and highly regulated environment.
- Sound executive judgement and the ability to lead at pace, balancing immediate delivery, audit and compliance obligations with longer-term financial strategy, systems improvement and organisational capability.
- Highly developed communication, influencing and negotiation skills, with the ability to translate complex financial matters into clear, practical advice for senior decision-makers and non-financial audiences.
- Proven people leadership, resilience and accountability, with the ability to resolve complex issues and sustain an engaged, high-performing team.
- A relevant tertiary qualification in accounting or finance and current membership of CPA Australia, Chartered Accountants Australia and New Zealand, or an equivalent recognised professional accounting body.
- Hold, or be able to obtain and maintain, a Baseline security clearance.

The following job specific criteria are also highly desirable:

- Substantial Australian Government experience.
- Experience in TechnologyOne and the Central Budget Management System.

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

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 Competition and Consumer Commission

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

To Apply

Position Contact	Sharon Alley, (02) 62431213
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0774069

Australian Competition and Consumer Commission

Closing Date:Sunday 15 November 2026

Specialist Advice and Services Division
Economic & International

Job Title	Principal Economist
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Melbourne VIC, Canberra ACT, Sydney NSW, Townsville QLD, Brisbane QLD, Darwin NT, Perth WA, Adelaide SA
Salary	$148,287 - $173,778
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	Candidates will be required to work 2 days a week onsite
Classification	Executive Level 2
Position Number	EA2026/222
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**

- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to lead a team of economists and provide expert economic advice and analysis that shapes competition law enforcement, merger assessments, economic regulation and market inquiries?**

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

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

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

The successful candidate will be appointed as an ongoing EL2 and may attract an additional allowance via an IFA depending on the skills and experience of the candidate. Please note that all IFAs are reviewed annually in accordance with the IFA policy and are not ongoing.

Duties

The ACCC's specialist in-house economists provide specific economic expertise on best practice economic theory and analysis applying to investigation work in competition law enforcement, merger assessment, the review of authorisation applications and notifications, economic regulation functions and market studies and inquiries. These opportunities relate to providing economic advice with respect to either or both of the competition and regulatory roles of the ACCC.

The positions require strong conceptual and analytical skills together with practical experience and an ability to draw insights based on analysis of facts and data.

As the Principal Economist, you will:

- Lead a small team of professionals, role modelling our leadership behaviours, supporting a professional and collaborative working environment, coaching, giving continuous feedback, resolving conflict and facilitating career development.
- Provide expert professional economic support and recommendations (economic advice, carry out both qualitative and quantitative analysis, guidance and research) to the ACCC.
- Analyse economic trends and relationships, and forecast the impacts of economic changes to inform advice and recommendations.
- Prepare written papers, reports, presentations, speeches and submissions on economic issues for presentation within the ACCC, to the Commission and external parties.
- Work collaboratively within teams to employ economic frameworks to assist in investigations and enforcement of the *Competition and Consumer Act 2010*.

Eligibility

About you

All candidates are expected to meet the APS Integrated Leadership Profile (ILS) for the classification advertised. Follow the link for more information on the ILS. This role in particular requires:

- Demonstrated experience and/or expertise in competition economics or the ability to demonstrate understanding and application of the economic frameworks relevant to competition economics.
- Demonstrated experience guiding an economics team or similar role in a fast-paced and large complex people-centred organisation.
- Seven or more years' experience as an economic adviser and be capable of leading the provision of economic advice to projects, under the general oversight of the ACCC's Chief Economist and Deputy Chief Economists.
- Sound knowledge of the ACCC's role in administering the *Competition and Consumer Act 2010* and the economic principles relevant to this.
- Very strong communication, advocacy and influencing skills, and the ability to present in a clear, concise and persuasive manner with people at different levels.
- Exceptional written communication skills, including the ability to produce high quality, accurate and tailored documents.
- Capacity to work effectively and co-operatively in a team environment.
- Ability to achieve strong results, showing self-motivation, organisation skills, collaboration and personal responsibility for the accuracy and quality of work produced.
- A post-graduate degree in Economics in industrial organisation, applied microeconomics, econometrics or similar fields.

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

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 Competition and Consumer Commission

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

To Apply

Position Contact	Richard York, 03 9290 1993
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0774117

Australian Competition and Consumer Commission

Closing Date:Sunday 15 November 2026

Consumer and Fair Trading Division

Job Title	Governance Officer / Senior Governance Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Townsville QLD, Brisbane QLD, Canberra ACT, Sydney NSW, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA
Salary	$93,004 - $115,384
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	Full time employees are required to work in the office 2 days per week with reasonable equivalence for part time employees.
Classification	APS Level 5;APS Level 6
Position Number	EA2026/219
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to support decision making processes, leadership structures, management reporting and procedural development to contribute to protecting Australian consumers and fair trading?**

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

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

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

Duties

What you will do in the role

We are looking for skilled governance and operations specialists to join our CFT Governance and Coordination unit, working closely with the divisional leadership team to manage compliance with public service, legislative, policy and guidance requirements.

In this role, responsibilities include:

- Working closely with Divisional leadership to support corporate functions (including recruitment, finance and procurement, knowledge and records management, travel services, conducting research, drafting briefings, reports and documents).
- Contributing to strategic planning and priority setting by understanding the broader operating environment and translating divisional priorities into practical work plans and outcomes.
- Maintaining accurate records and strengthening data quality, integrity and reporting to support evidence-based advice and decision making.
- Planning and coordinating change initiatives, including stakeholder engagement, communications, transition activities, risk management and progress monitoring.
- Working collaboratively within a geographically dispersed team to manage joint projects and tasks, including tracking progress and workflow, meeting milestones and deadlines.

The Senior Governance Officers (APS6), in addition to the above, will also:

- Manage the team’s support to senior leaders, improving the effectiveness of meetings, coordinating briefings, progressing actions and follow-up with divisional priorities and anticipated needs.
- Manage projects and workflows related to reporting, including contributing to publications and mandatory reports on divisional performance (eg Annual Report).
- Coordinate divisional responses to corporate requests and ensuring CFT leaders are aware of changes to corporate requirements, guidelines and policies.
- Directly support senior leaders in delivering their vision and priorities for the division, providing expertise and assistance, drafting communication and managing the flow of information within the leadership team and other senior leaders in the agency.
- Supervise and develop staff by setting clear expectations, allocating and monitoring work, providing constructive feedback and supporting performance, capability and wellbeing.

About you

To succeed in the Governance Officer role, you will have:

- Experience in providing high level executive support, governance, business support, or project support services, including active management of competing priorities.
- Ability to facilitate and support effective communication within teams, across work areas, and between senior leaders.
- Demonstrated ability to manage confidential and sensitive information appropriately.
- Ability to understand, interpret, and apply legal or technical information, including financial policy and guidelines and employment conditions, including ongoing maintenance of expertise.
- Demonstrated ability to respond effectively to change, to take initiative and to use creative problem-solving techniques.

The Senior Governance Officers (APS6) in addition to the above, also requires:

- Ability to Develop and maintain professional relationships and networks across the agency and with external stakeholders to support delivery of team and divisional goals.
- Demonstrated experience supervising staff, leading teams or mentoring and coaching staff.
- High level project management skills including the ability to deliver outcomes across multiple work streams with completing priorities.

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

Eligibility
Notes

How to apply

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

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	Colleen Solly, 08 8213 3410
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0773990

Australian Electoral Commission

Closing Date:Sunday 15 November 2026

Corporate Services and Governance Division
People Branch Safety, Wellbeing, Inclusion and Enterprise Bargaining

Job Title	Assistant Director, Wellbeing - Safety, Wellbeing and Inclusion & Enterprise Bargaining
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD
Salary	$122,163 - $137,665
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	Executive Level 1
Position Number	2026-201 15528
Agency Website	https://www.aec.gov.au/

Job Description

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

This is an exciting opportunity to join the AEC and contribute to work that has a direct impact on Australia's democratic processes.

The Assistant Director for Wellbeing reports to the Director of the Safety, Wellbeing, Inclusion and Enterprise Bargaining section of the People Branch. The People Branch is a busy and dynamic part of the Corporate Services and Governance Division, responsible for delivering strategic and client-focused human resource services across the agency.

Working in accordance with relevant legislation, policies and agency procedures, the Assistant Director, Wellbeing leads the development and delivery of the AEC's wellbeing strategy, programs and initiatives to support a healthy, safe and productive workforce. The role is responsible for fostering a positive workplace culture, managing psychosocial risks, supporting mental health and wellbeing initiatives, and ensuring compliance with relevant workplace health and safety, rehabilitation and employment frameworks.

Duties

This is an exciting opportunity to join the AEC and contribute to work that has a direct impact on Australia's democratic processes.

The Assistant Director, Wellbeing provides strategic advice to senior leaders and collaborates across the agency to enhance employee wellbeing, organisational resilience and workforce performance. The role is responsible for coordinating and facilitating rehabilitation, early intervention and workers' compensation case management, while ensuring effective and compliant return to work outcomes.

The Wellbeing team plays a vital role in supporting employees and managers to navigate complex health-related matters. Through the provision of expert advice and practical support, the team contributes to safe, sustainable and timely return to work outcomes, while promoting the health, wellbeing and productivity of the AEC workforce.

This role requires an understanding of the APS employment and governance frameworks. This knowledge will support the delivery of compliant, contemporary and client-focused wellbeing services across the agency, including:

- APS Values and Code of Conduct
- Work Health and Safety Act 2011 (WHS Act)
- Safety, Rehabilitation and Compensation Act 1988 (SRC Act)
- Privacy Act 1988
- Health, Safety and Wellbeing Policy
- WHS Due Diligence Framework
- Fatigue Management and Prevention Policy
- Rehabilitation Management System (RMS)
- Commonwealth Resource Management Framework and Procurement Framework.

To excel you'll have:

We are seeking a motivated and capable professional who can demonstrate the skills, knowledge and experience required to perform successfully in this role.

- Experience developing and delivering workplace wellbeing, mental health and psychosocial risk management programs and initiatives.
- Strong knowledge of contemporary wellbeing, psychological health and psychosocial risk management practices.
- Proven experience in applying expert knowledge of rehabilitation, workers' compensation and employment frameworks to provide practical, evidence-based advice on complex and sensitive matters.
- Understanding of, or the ability to quickly acquire knowledge of, APS employment and governance frameworks.
- Demonstrated experience analysing workforce data and translating insights into meaningful actions and outcomes.
- Sound judgement and discretion in managing sensitive employee matters in a professional and confidential manner.
- Experience leading a team to manage complex rehabilitation and early intervention case management, including triage, workplace assessments and adjustments, rehabilitation planning, provider coordination, risk management and the delivery of safe, sustainable return to work outcomes.

Desirable

- Qualifications in Human Resources, Psychology, Organisational Development, Health Promotion, Rehabilitation, Work Health and Safety, Social Sciences or a related discipline.
- Qualifications or training in psychosocial risk management, mental health, workplace wellbeing or rehabilitation management.
- Experience working within the Australian Public Service or a similarly complex and regulated environment.

Eligibility

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

Notes

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

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the APS employment principles and actively encourages a diverse and inclusive workplace. The AEC's statutory functions in relation to the conduct of elections and referendums require that the AEC and its employees must be, and must be seen to be, impartial and politically neutral. As a result, the AEC Enterprise Agreement and Political Neutrality Policy state that it is an inherent requirement of AEC employment that employees, and prospective employees, are not publicly active in any political affairs and do not publicly engage in such activities. This includes advocating any issues associated with a referendum. Should a prospective employee fail to meet this inherent requirement, they will be ineligible for employment with the AEC.

To Apply

Position Contact	Tanya Findlay, tanya.findlay@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0774026

Australian Electoral Commission

Closing Date:Sunday 15 November 2026

Service Delivery Division
Delivery and Support Branch Delivery and Support

Job Title	Senior Project Officers, Delivery and Support Branch
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$99,734 - $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	Flexible
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	APS Level 6
Position Number	2026-204 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

The Delivery and Support Branch plays a critical role in supporting the AEC’s mission by leading the preparation and delivery of electoral services. The branch is responsible for delivering key electoral operations and works closely with stakeholders to achieve outcomes that support the integrity, effectiveness and continuous improvement of Australia’s electoral system.

The branch comprises four teams: the Event Management and Delivery Assurance Team, Event Technology Team, Polling and Count Operations Team, and Voter Services Team.

Duties

This is an exciting opportunity to join the AEC and contribute to work that has a direct impact on Australia's democratic processes.

The Delivery and Support Branch is looking to engage multiple Senior Project Officers across the Polling and Count Operations, Event Technology, and Voter Services sections. These roles will contribute to the AEC’s ongoing event readiness activities, supporting the agency’s capability to deliver future electoral events while maintaining business-as-usual operations.

As a Senior Project Officer, you will play an important role in delivering high-quality outcomes by supporting the planning, management and delivery of projects associated with the conduct of

electoral events. Working within a collaborative and high-performing team, you will contribute to election preparation and delivery activities while building effective relationships across the AEC and with key stakeholders.

Polling and Count Operations

The Polling and Count Operations team is responsible for the development and maintenance of key federal election doctrine, including policies, standard operating procedures and election procedure handbooks that support the delivery of electoral events.

Voter Services

The Voter Services team delivers voting services for electors who are unable to attend a polling place during federal elections. These services include mobile polling in aged care and other facilities, postal voting, overseas voting, telephone voting and remote polling in regional and remote locations.

Event Technology

The Event Technology team manages and delivers technology solutions that support polling place operations and the timely, accurate delivery of electoral events.

This includes:

- Senate systems and Senate Scanning contract
- Polling place technology includes deployment and use of Electronic Certified Lists (ECL) and digital Officer-in-Charge (OIC) returns.
- Scanning and reconciliation of paper certified lists.

To excel you’ll have:

We are seeking a motivated and capable professional who can demonstrate the skills, knowledge and experience required to perform successfully in this role.

- Proficiency in the use of Microsoft Office suite, with intermediate to advanced Excel knowledge. Experience in analysing data and other quantitative and qualitative information.
- Proven ability to communicate effectively whilst anticipating stakeholder needs and expectations across a geographically dispersed network.
- Ability to think critically and demonstrate excellent initiative and judgement to deliver outcomes supporting the AEC’s strategic direction.
- Demonstrated ability to work autonomously and a strong commitment to working harmoniously within a team to achieve positive results and support the AEC’s strategic direction.
- Ability to work to deadlines and achieve targets, with an ability to influence across all levels of the organisation.
- Demonstrated experience leading and supporting staff, including developing individual and team capability.

Desirable

- Previous experience in systems administration.
- Experience working on elections or large-scale operational events.

Eligibility

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Robert Guilfoyle, CoreWorkforce@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0774049

Australian Electoral Commission

Closing Date:Tuesday 15 December 2026

Operations, Communications and Engagement Division
State Operations SA State Operations

Job Title	Team Leader, SA State Operations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA
Salary	$99,734 - $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	Flexible
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	APS Level 6
Position Number	2026-203 11268
Agency Website	https://www.aec.gov.au/

Job Description

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

The AEC has a dispersed network of 150 electoral divisions, ten of which are located in South Australia.

Team Leader positions are based in the Adelaide Office. You will be part of a network of Team Leaders/Senior Project Leads across the country, responsible for managing your work unit to ensure the proper conduct of federal elections and referendums. You will work closely with our State Office, National Office, and colleagues across other States and Territories.

Each APS 6 Team Leader will typically oversee a team of around 2–10 staff. However, team size increases significantly during an electoral event as we scale up and engage our temporary election workforce. During the delivery of an election, the Team Leader will undertake the legislative responsibilities of the Divisional Returning Officer for a federal electoral division and will work to ensure that the division delivers an election result with transparency and integrity.

For the delivery of a federal election or local by-election, staffing levels expand rapidly to help manage increased workloads associated with risk management, project delivery, logistical activities, and media and public scrutiny.

At the AEC, you will develop strong connections with colleagues and supportive networks as we work together to deliver an impartial, independent, and high-integrity electoral system.

Duties

The South Australian State Operations team is seeking to engage a Team Leader to support election delivery. This is an exciting opportunity to join the AEC and contribute to work that has a direct impact on Australia’s democratic processes.

We are seeking an experienced manager to lead a team responsible for divisional election planning, delivery and evaluation. The successful candidate will deliver high-quality outcomes within tight timeframes, work effectively both independently and as part of a team, and exercise sound judgement when operating with limited guidance.

During the preparation phase of the electoral cycle, you will be responsible for ensuring the accuracy and completeness of the electoral roll within your division and leading your team in preparation for the next federal electoral event.

You will contribute to the development of team objectives for both short-term tasks and longer-term strategic initiatives. This includes setting priorities for the work area, maintaining team cohesion, and ensuring the quality of team outputs.

You will be responsible for the overall supervision of your divisional office team and temporary election staff. Using your leadership skills, you will support the rapid expansion of the workforce and ensure operational requirements are delivered effectively and efficiently. You will join a leadership team committed to continuous development and learning and play a key role in building capability and supporting professional development within your team.

To excel you’ll have:

We are seeking a motivated and capable professional who can demonstrate the skills, knowledge and experience required to perform successfully in this role, including:

- Demonstrated experience leading the planning and delivery of events, including managing logistics, resources and competing priorities, and achieving outcomes in a complex operational environment.
- Demonstrated leadership experience building team capability, developing productive working relationships, and communicating, collaborating and negotiating effectively with internal and external stakeholders.

- Experience managing compliance obligations, work health and safety requirements and operational risks, including applying legislation, policy and procedures to support safe and compliant operations.
- Proven capacity to lead projects, implement improvements or drive change initiatives that enhance operational effectiveness and business outcomes.
- Ability to exercise sound judgement and make effective decisions in a complex operational environment, including responding to issues, solving problems and maintaining composure under pressure.
- Ability to work independently while contributing positively within a team environment to achieve organisational objectives and support the AEC's strategic direction.

Eligibility

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

Notes

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To Apply

Position Contact	Kimberley Whittle, Kimberley.whittle@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Vacancy VN-0774063

Australian Electoral Commission

Closing Date:Monday 16 November 2026

Service Delivery Division
Event Enabling Branch Event Workforce

Job Title	Director, Event Workforce
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$144,430 - $169,584
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	Executive Level 2
Position Number	2026-205 13494
Agency Website	https://www.aec.gov.au/

Job Description

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

The Event Workforce Section sits within the Event Enabling Branch and is responsible for the strategic planning, recruitment, establishment, support, training coordination, and remuneration systems that enable the AEC's event workforce.

The section provides national leadership for the attraction, recruitment, and management of the AEC's permanent election surge workforce and Temporary Election Workforce (TEW), supporting the delivery of federal elections, referendums, and by-elections across Australia.

The section is responsible for overseeing workforce planning, labour hire arrangements, TEW systems, operational recruitment delivery, employment frameworks, training support arrangements, and workforce reporting. During a federal election, these arrangements support the

engagement, training, and payment of approximately 100,000 temporary election workers nationwide.

Duties

This is an exciting opportunity to join the AEC and contribute to work that has a direct impact on Australia's democratic processes.

As Director, Event Workforce, you will provide strategic leadership and operational management of the AEC’s workforce function, ensuring the agency can recruit, establish and support a suitably skilled temporary workforce to deliver electoral events.

The role leads nationally significant workforce programs and services, overseeing the development of policies, procedures, systems, contracts and operational frameworks that support election readiness and successful event delivery. The Director is responsible for ensuring nationally consistent workforce management practices and service delivery across a geographically dispersed network.

The Director works collaboratively with senior executives, State Managers, operational leaders, People Branch and external providers to deliver workforce outcomes that are scalable, compliant, efficient and capable of supporting the AEC's evolving operational requirements.

To excel you’ll have:

We are seeking a motivated and capable professional who can demonstrate the skills, knowledge and experience required to perform successfully in this role.

- Demonstrated ability to provide strategic leadership in complex operational environments, including setting direction, leading teams, building organisational capability, fostering a positive workplace culture and delivering outcomes through others.
- Demonstrated experience leading large-scale workforce mobilisation, recruitment, service delivery or operational programs, including establishing frameworks, systems and processes to support consistent national delivery.
- Highly developed communication, stakeholder engagement and influencing skills, including experience building productive relationships, negotiating outcomes and working collaboratively across diverse stakeholder groups.
- Demonstrated experience managing budgets, contracts, procurement activities and service provider relationships, together with the ability to evaluate risks, drive continuous improvement and deliver compliant, efficient business outcomes.

Desirable

- Knowledge of Commonwealth employment frameworks and workforce legislation.

Eligibility

- AEC employees must be Australian citizens.

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Cathy Dalton, cathy.dalton@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0774085

Australian Electoral Commission

Closing Date:Sunday 15 November 2026

Service Delivery Division
Delivery and Support Branch

Job Title	Assistant Directors, Delivery and Support Branch
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW, Melbourne VIC, Adelaide SA, Hobart TAS, Darwin NT, Perth WA
Salary	$122,163 - $137,665
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	Executive Level 1
Position Number	2026-206 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

The Delivery and Support Branch plays a key role in supporting the AEC's mission by leading the preparation and delivery of electoral services.

The Branch is responsible for the preparation and delivery of critical electoral operations and works closely with stakeholders to deliver outcomes that support the integrity, effectiveness and continuous improvement of Australia's electoral system. There are currently four teams across the Delivery and Support Branch, including the Event Management and Delivery Assurance team, Event Technology team, Polling and Count Operations team and Voter Services team.

Duties

The Delivery and Support Branch is looking to engage multiple Assistant Directors across the Polling and Count Operations and Voter Services sections. These are exciting opportunities to join the AEC and contribute to work that has a direct impact on Australia's democratic processes.

As the AEC progresses towards its target level of event readiness, these roles will play a critical role in strengthening workforce capability, supporting operational readiness and ensuring the agency is well positioned to deliver future electoral events while maintaining business-as-usual operations.

Polling and Count Operations

The Assistant Director, Polling and Count Operations will work closely with the Director and staff to administer key federal election operational doctrine, including policies, standard operating procedures and election procedure handbooks.

Voter Services

The Assistant Director, Voter Services will work closely with the Director and staff to manage operational and logistical projects that support the delivery of the remote and mobile polling services program, including developing project plans, timelines and deliverables. The Voter Services section manages voting services for electors who are unable to attend a polling place or pre-poll voting centre during electoral events. These services include mobile polling, postal voting, overseas voting, remote polling, defence voting for the ADF, and telephone voting.

To excel you'll have:

We are seeking motivated and capable professionals who can demonstrate the skills, knowledge and experience required to perform successfully in these roles, including:

- Demonstrated ability to build productive stakeholder relationships, communicate with influence and work collaboratively to identify solutions and deliver organisational outcomes.
- Experience in aligning operational activities with strategic objectives and implementing continuous improvement initiatives that enhance business outcomes.
- Experience in managing and delivering large-scale projects within a complex operational or legislated environment, including achieving outcomes within established timeframes.
- Proven capacity to analyse complex issues, develop practical solutions and deliver high-quality outcomes.
- Ability to communicate complex, technical or sensitive information clearly and concisely, tailoring messages to meet the needs of different audiences.
- Experience operating with a high level of autonomy, agility and judgement, leading work through ambiguity and responding effectively to competing priorities.
- Demonstrated ability to lead and manage staff while developing capabilities, encouraging career development and embedding professionalism.

Desirable

- Knowledge of, or the ability to quickly gain knowledge of, AEC workforce systems, policies and Commonwealth employment frameworks.

Eligibility

AEC employees must be Australian citizens.

Any person who is, and seen to be active in political affairs, and intends to publicly carry on this activity, may compromise the strict neutrality of the AEC and cannot be considered.

Applicants are required to consent to, undergo, obtain and maintain a character clearance.

Applicants are required to consent to, undergo, obtain and maintain the security clearance required for this role.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Robert Guilfoyle, CoreWorkforce@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0774136

Australian Electoral Commission

Closing Date:Monday 16 November 2026

Corporate Services Division
Legal, Risk and Governance Branch

Job Title	Government Lawyer, Legal, Risk and Governance Branch
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	$91,198 - $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	Flexible
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	Government Lawyer
Position Number	2026-208 16828
Agency Website	https://www.aec.gov.au/

Job Description

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

Legal, Risk and Governance Branch

The Legal, Risk and Governance Branch provides legal advice to support the integrity of Commonwealth electoral systems and processes, as well as advice on corporate matters across the Australian Electoral Commission (AEC). The branch plays an active role in building capability across the AEC through training, guidance and legal support.

The branch is headed by the Chief Legal Officer and comprises three legal teams, Corporate Law, Electoral Law and Regulatory Law, as well as the Corporate Governance Section. Branch members are predominantly located in Canberra and Brisbane. Applicants from other capital cities will be considered on a case-by-case basis, depending on their skills and experience.

Corporate law

The Corporate Law team provides advice on matters affecting the day-to-day operation of the AEC, including privacy, information law, commercial law and employment law. The team supports the AEC's ICT modernisation project, the funding and disclosure reform program, and a range of procurements that support elections, referendums and ongoing business operations. It also advises on and represents the AEC in employment law matters, including matters before the Fair Work Commission and the Australian Human Rights Commission.

Electoral law

The Electoral Law team provides legal advice on the Commonwealth Electoral Act 1918, the Referendum (Machinery Provisions) Act 1984, industrial elections, fee-for-service elections and ballots, and matters relating to the Torres Strait Regional Authority. The team advises on statutory interpretation and administrative law matters, supports legislative development processes, and assists the AEC to make robust and legally sound administrative decisions.

Regulatory law

The Regulatory Law team provides advice on regulatory provisions in electoral legislation, including civil penalty and criminal provisions under the Commonwealth Electoral Act 1918, the Referendum (Machinery Provisions) Act 1984 and other relevant legislation. The team advises on and manages litigation relating to the administration and enforcement of electoral legislation, including authorisation requirements for electoral communications, funding and disclosure obligations, non-voter and multi-voter provisions, anti-avoidance requirements, and other electoral offences. The team also appears in court proceedings relating to non-voter prosecutions.

Duties

This is an exciting opportunity to join the AEC and contribute to work that has a direct impact on Australia's democratic processes.

We are seeking legal professionals to fill an immediate vacancy in the Regulatory Law Section and establish a merit pool for future opportunities in the Corporate Law and Electoral Law Sections at the Australian Public Service (APS) 5 and 6 levels.

Government Lawyers provide legal advice and services across the AEC and manage a range of day-to-day legal matters.

The roles undertake complex and/or sensitive legal work under broad direction, including providing high-quality legal advice, conducting legal research and analysis, and contributing to section planning that supports the AEC's strategic objectives.

To excel you’ll have:

We are seeking a motivated and capable professional who can demonstrate the skills, knowledge and experience required to perform successfully in this role, including:

- Demonstrated experience analysing legal issues and providing high-quality legal advice and services in a government, regulatory or comparable legal environment.
- Ability to communicate clearly and effectively, both verbally and in writing, while maintaining a high level of accuracy and attention to detail.

- Proven capacity to work independently, exercise sound judgement, manage competing priorities and deliver results within established timeframes.
- Demonstrated ability to work collaboratively and lead legal matters to achieve high-quality outcomes, while contributing to team capability and knowledge sharing.
- Experience building and maintaining productive relationships with internal and external stakeholders to achieve shared outcomes and support effective collaboration.
- Demonstrated professionalism, integrity and accountability when delivering outcomes within legislative, policy and resource constraints.
- A degree in law from an Australian tertiary institution.
- Admission as an Australian legal practitioner and a current practising certificate, or the ability to obtain admission and a practising certificate within three months of commencement.

Note: Successful candidates cannot be appointed into a Government Lawyer role until they have been admitted to practice in Australia as a legal practitioner.

Eligibility

- AEC employees must be Australian citizens.
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Notes

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To Apply

Position Contact	Michael Bayne, Michael.Bayne@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0774170

Australian Electoral Commission

Closing Date:Thursday 30 September 2027

Various

Job Title	AEC Temporary Employment Register – S26 Transfer
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Darwin NT, Perth WA, Adelaide SA, Melbourne VIC, Hobart TAS
Salary	$62,775 - $169,584
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	2026-210 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

At the AEC, we support our people to perform at their best while maintaining a healthy work–life balance. We offer a supportive, inclusive workplace and a range of benefits, including:

- Flexible working arrangements
- A collaborative and inclusive workplace culture
- Career development and learning opportunities
- Study assistance and professional development support
- Career pathways across a national organisation
- Competitive salary and conditions, including 15.4% superannuation

- Purchased leave options (Ongoing employees only)
- Paid Christmas and New Year shutdown
- Employee Assistance Program (EAP) for employees and their families
- Annual influenza vaccination program

We are committed to building a workforce that reflects the diversity of the Australian community and encourage applications from people of all backgrounds.

Reasonable adjustments are available throughout the recruitment process and during employment.

Duties

This is exciting opportunity for highly motivated and skilled individuals to help fill critical roles as the agency prepares to deliver the next federal election. Temporary positions may be filled at the APS2-6 levels or Executive levels 1 and 2 and vary across a range of operational and corporate areas, including:

- Accounting and Finance
- Business and Organisational Management
- Communications and Engagement
- Compliance and Regulation
- Data and Research
- Engineering and Technical
- Health
- Human Resources
- ICT and Digital
- Intelligence and Information Management
- Legal and Parliamentary
- Policy
- Portfolio, Program and Project Management
- Science
- Service Delivery
- Trades and Labour

Please note that the AEC is seeking to address a wide range of opportunities. This includes event delivery roles that are based across our State and Divisional Office network across all States and Territories, alongside IT, corporate and enabling roles based from our National Office in Canberra, ACT.

The Temporary Employment Register is open to current ongoing APS employees only. Applications on this register will remain active until 30 September 2027 – after this date you will be required to reapply.

Eligibility

- AEC employees must be Australian citizens.
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- Applicants are required to consent to, undergo, obtain and maintain a character clearance.
- Applicants are required to consent to, undergo, obtain and maintain the security clearance required for this role.

Notes

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To Apply

Position Contact	Core Workforce, Coreworkforce@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0774245

Australian Electoral Commission

Closing Date:Tuesday 17 November 2026

Service Delivery Division
Roll Management and Industrial Events Roll Operations and Silent Cell

Job Title	Project Officer, Silent Elector Processing Cell
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT
Salary	$79,231 - $86,825
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	APS Level 4
Position Number	2026-211 15143
Agency Website	https://www.aec.gov.au/

Job Description

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

The Silent Elector Processing Cell is part of the Roll Management and Industrial Events Branch. The team is responsible for the day-to-day management of all enrolment-based activities for silent electors. Silent electors are individuals whose address is suppressed from the publicly available electoral roll for safety reasons.

The Silent Elector Processing Cell operates from National Office in Canberra and the South Australian State Office in Adelaide.

Duties

This is an exciting opportunity to join the AEC and contribute to work that has a direct impact on Australia's democratic processes.

The successful candidate will fill a current vacancy in Canberra. A merit pool will also be established and may be used to fill future vacancies in both Canberra and Adelaide.

As a Project Officer, you will support the day-to-day operations of the Silent Elector Processing Cell, a specialist team responsible for managing silent elector enrolment. Working closely with the Team Leader, you will provide technical advice, guidance and training to staff, helping ensure policies, procedures and legislative requirements are applied consistently and accurately.

You will contribute to quality assurance and compliance activities by monitoring work, identifying trends and providing constructive feedback to support staff capability development. The role also involves maintaining and improving operational resources, procedures and training materials, assisting with privacy matters, and identifying opportunities for continuous improvement.

As part of a national enrolment team, you will liaise with internal and external stakeholders and support the delivery of major electoral events, including local government, state and federal elections. This includes assisting with workforce onboarding and training during peak periods and supporting the delivery of high-quality enrolment services within critical timeframes.

To excel you'll have:

We are seeking a motivated and capable professional who can demonstrate the skills, knowledge and experience required to perform successfully in this role, including:

- Demonstrated attention to detail and ability to undertake moderately complex technical work, delivering accurate outcomes in accordance with policy, legislation and business requirements.
- Experience in managing competing priorities and contributing to the achievement of team objectives in an operational environment with competing deadlines.
- Ability to analyse information, identify trends, assess risks, solve problems and contribute to continuous improvement activities.
- Proven capacity to apply judgement and make informed decisions within established frameworks, using policy, procedures and technical knowledge.
- Demonstrated ability to build productive working relationships, provide guidance and constructive feedback, and contribute positively to team outcomes.
- Experience in communicating effectively with a range of audiences, including tailoring written and verbal information for staff, stakeholders and electors.

Desirable

- Knowledge of, or ability to quickly acquire knowledge of, Australian electoral law and practice.

Eligibility

- AEC employees must be Australian citizens.
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- Applicants are required to consent to, undergo, obtain and maintain a character clearance.
- Applicants are required to consent to, undergo, obtain and maintain the security clearance required for this role.

Notes

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To Apply

Position Contact	Sam Simmonds, sam.simmonds@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0774141

Australian Fisheries Management Authority

Closing Date:Sunday 15 November 2026

Corporate Services People, Capability and Engagement

Job Title	Senior Property & Security Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$104,113 - $115,131
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Requests for hybrid working arrangements (WFH) are considered on a case-by-case basis
Classification	APS Level 6
Position Number	028_10/26 (10016)
Agency Website	

Job Description

https://afmacareers.nga.net.au/?jati=C036C35B-4871-AA9A-A906-ED67960B4235

About AFMA

The Australian Fisheries Management Authority (AFMA) aims to provide ecologically sustainable and economically efficient Commonwealth fisheries, through understanding and monitoring Australia's marine living resources and regulating and monitoring commercial fishing, including domestic licensing and deterrence of illegal foreign fishing.

About the branch

The Corporate Services Branch is responsible for enabling AFMA to deliver its regulatory and operational objectives through contemporary, sustainable and high-performing corporate services. Working in partnership with business areas across the agency, the branch provides leadership, advice and support across governance, finance, people, technology, legal, communications, property and security functions.

The branch plays a key role in strengthening organisational capability, improving planning and performance, supporting informed decision-making and driving continuous improvement across AFMA. Its focus is on delivering services that are practical, responsive and aligned to the agency's strategic priorities and workforce needs.

About the section

The People, Capability and Engagement (PCE) team delivers integrated people and corporate services that support AFMA's workforce, workplaces and organisational capability.

Responsible for HR, Payroll, Communications, Property and Security functions, the team provides strategic advice and practical services that enable AFMA to build a capable, safe, engaged and future-ready workforce.

About the role

The Property and Security Officer plays a key role in delivering property, facilities and security services that enable the agency to operate effectively. Working closely with a range of stakeholders, the role contributes to creating secure, compliant and contemporary workplaces while supporting the ongoing improvement of property and security functions across the agency.

The role provides opportunities to take ownership of initiatives, build strong stakeholder relationships, and contribute to the delivery of secure, compliant and modern workplace environments.

This is an exciting opportunity to work across a broad portfolio encompassing property, facilities, personnel security, physical security, protective security, and governance. The role offers exposure to a wide range of operational and strategic activities, working closely with stakeholders across the agency to strengthen security practices, enhance workplace services, and drive continuous improvement initiatives.

Capabilities & Experience

Our ideal candidate will demonstrate:

- Experience coordinating property, facilities, security **or** related corporate service activities in a complex operational environment, with the ability to balance business needs, compliance obligations and operational priorities.
- Sound judgement and problem-solving skills, including the ability to identify risks, issues and opportunities, and implement practical, business-focused solutions.
- Strong stakeholder engagement and communication skills, with the ability to build productive relationships, influence outcomes and provide high-quality written advice, reports and briefings.
- Experience contributing to governance, compliance, assurance or policy-related activities, including the ability to interpret and apply legislation, frameworks, policies and procedures.
- Strong organisational skills, with the ability to manage competing priorities, coordinate projects or service delivery activities, and achieve results with a high degree of autonomy.
- A commitment to continuous improvement, demonstrated through experience enhancing processes, systems, services or organisational capability.

We recognise that strong candidates may come from either a property or protective security background and may not have experience across the full portfolio. If you bring experience in one of these disciplines and have a willingness to learn and develop in the other, we encourage you to apply. We value initiative, sound judgement, stakeholder engagement and a commitment to continuous learning as much as direct experience. If you're excited by the opportunity to broaden your expertise across both property and security functions, we want to hear from you.

Desirable Capabilities & Experience

- Experience working within the Australian Government or a regulated environment.
- Knowledge of the PSPF and Australian Government security requirements.
- Experience managing security clearances and personnel security processes or experience supporting accommodation, facilities or property-related services.

Duties

In addition to meeting the work level standards of the position classification, as the APS Level 6 Senior Property & Security Officer, you will:

- Facilitate the management of AFMA's property, facilities and accommodation portfolio to ensure workplaces, assets and services are safe, compliant, fit for purpose and support operational requirements.
- Drive the delivery and continuous improvement of AFMA's protective security capability, including physical, personnel and information security arrangements, in alignment with the PSPF and government security requirements.
- Provide trusted advice on property, facilities and security matters, identifying risks, opportunities and emerging issues and delivering practical, business-focused solutions.
- Deliver security-related administration, procurement and contract management activities, including security clearances, contractor engagement, vendor relationships and service provider performance.

- Lead governance, assurance and compliance activities, including reporting, audits, committee support, and the development and enhancement of policies, procedures and guidance materials.
- Build productive stakeholder relationships and drive continuous improvement initiatives that strengthen AFMA's property, security and corporate service capabilities and deliver positive organisational outcomes.

Eligibility

To be eligible for this role applicants must:

- be an Australian citizen;
- have the ability to obtain, and maintain, a Negative Vetting 1 security clearance;
- satisfy the requirements of an Australian Federal Police Check.

Notes

This position is located in Canberra, ACT. Successful applicants that are currently not based in Canberra must be willing to relocate to Canberra at their own expense.

About the Australian Fisheries Management Authority

To Apply

Position Contact	Jess Hardy, 02 6225 5372
Agency Recruitment Site	https://afmacareers.nga.net.au/?jati=C036C35B-4871-AA9A-A906-ED67

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Vacancy VN-0774321

Australian National Maritime Museum

Closing Date:Thursday 26 November 2026

Finance and Operations
Finance

Job Title	Operational Finance Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Pyrmont NSW
Salary	$121,755 - $132,713
Future Merit Locations	Pyrmont
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Onsite, Hybrid arrangement can be negotiated
Classification	Executive Level 1
Position Number	0016
Agency Website	https://www.sea.museum/about/about-the-museum/what-we-

Job Description *https://www.sea.museum/About/About%20the%20museum/Our%20people/Work%20with%20us*

The Australian National Maritime Museum is seeking an experienced and forward-thinking Operational Finance Manager to lead its finance and procurement functions and strengthen financial capability, governance and performance across the Museum. This is a full-time, non-ongoing opportunity for 12 months.

About the Australian National Maritime Museum

The Australian National Maritime Museum is where Australia’s stories meet the sea.

As one of the nation’s leading cultural institutions and one of Sydney’s most visited museums, we ignite curiosity, inspire discovery, and connect people with the powerful stories that have shaped Australia’s relationship with the ocean, rivers, and waterways.

Through world-class exhibitions, iconic vessels, education programs, research, events, and digital experiences, we bring maritime history, culture, science, and innovation to life for millions of people across Australia and around the globe.

Located on the spectacular waters of Darling Harbour, the Museum welcomes more than 2.5 million visitors each year and is supported by a passionate community of employees, volunteers, members and supporters who are united by a shared purpose: to create meaningful experiences that inspire a deeper understanding of our maritime heritage and future.

At the Museum, you will have the opportunity to contribute to work that matters, collaborate with talented and dedicated professionals, and help shape the future of one of Australia's most respected cultural organisations.

Find out more at sea.museum

Duties

About the Role

This is an influential leadership role where you'll combine strategic financial thinking with strong operational delivery.

You'll provide trusted and authoritative advice to senior leaders, oversee critical finance and procurement activities, and ensure the Museum's resources are managed effectively, transparently and in line with Commonwealth requirements.

You'll also lead and develop a high-performing Finance team, drive continuous improvement, and identify opportunities to strengthen systems, processes and service delivery across the Museum.

What You'll Do

You will lead the Museum's operational finance and procurement functions, providing trusted advice to senior leaders and overseeing budgeting, forecasting, financial reporting, governance, compliance and internal controls. You'll identify financial risks and opportunities, drive continuous improvement and lead a high-performing Finance team, while building strong relationships across the Museum and with key government stakeholders.

What We're Looking For

We're looking for an experienced finance leader who combines strong technical expertise with strategic thinking, sound judgement and a collaborative leadership style. You'll bring demonstrated

experience across financial management, governance, procurement, budgeting and reporting, along with the ability to influence senior stakeholders, navigate complex financial matters and develop high-performing teams. Relevant tertiary qualifications and membership of a recognised professional accounting body are mandatory.

Please note: This recruitment process may be used to fill both current and future vacancies. A merit pool of suitable applicants may be established and used to fill similar ongoing and non-ongoing positions that arise within 18 months from the date the vacancy is advertised.

Selection Criteria

The successful candidate will demonstrate their capacity against the following:

1. **Strategic Financial Leadership**: Demonstrated experience leading finance functions and delivering strategic financial advice that supports organisational objectives, business performance and informed decision-making.
2. **Financial Governance, Compliance and Risk Management:** Proven ability to manage complex financial operations, governance frameworks, procurement activities and internal controls, ensuring compliance with legislative and whole-of-government requirements while effectively managing financial risk.
3. **Stakeholder Engagement and Influencing:** Highly developed stakeholder management skills, with the ability to build effective relationships and influence senior leaders, auditors, government agencies and external stakeholders on complex or sensitive financial matters.
4. **Leadership and People Management:** Demonstrated capability to lead, develop and inspire high-performing teams through effective coaching, performance management, workforce planning and capability development.
5. Continuous Improvement and Operational Excellence: Proven ability to drive innovation and continuous improvement in financial systems, processes and service delivery, delivering efficient, customer-focused and outcome-driven business solutions.

Qualifications and/or relevant experience required

Mandatory:

- Relevant tertiary qualifications in Accounting, Finance, Commerce, Business or a related discipline, with membership of a recognised professional accounting body (CPA Australia, Chartered Accountants Australia and New Zealand, or equivalent).
- Demonstrated experience leading finance, procurement and financial management functions within a complex organisation, including responsibility for financial reporting, budgeting, governance and compliance.
- Demonstrated experience managing and developing staff, including performance management, capability development and leading high-performing teams.

- Strong knowledge of financial governance, internal controls, risk management and relevant legislative frameworks, including the Public Governance, Performance and Accountability (PGPA) Act, Commonwealth Resource Management Framework and Commonwealth Procurement Framework.
- Proven ability to provide authoritative financial advice to senior executives and stakeholders, influencing decision-making and supporting organisational outcomes.

Desirable:

- Experience working within the Australian Public Service (APS), a Commonwealth entity, or a similarly regulated environment.
- Experience managing external audit processes and liaising with oversight agencies including the Australian National Audit Office (ANAO) and the Department of Finance.
- Experience with Financial Management Information Systems (FMIS), budgeting and reporting systems, including CBMS or similar government reporting platforms.
- Advanced analytical and reporting skills, including a high level of proficiency in Microsoft Excel and financial modelling tools.
- Experience leading business improvement, system implementation or financial transformation initiatives.

Eligibility

This position is open to all eligible members of the community, and we encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. To be an eligible member of the community, you must be an Australian citizen.

All employees will be required to satisfactorily complete an Australian Federal Police National Police Check and obtain and maintain a Working with Children Check registration.

Notes

Applications Close: 11:59pm AEDT, Thursday 26 November 2026. No applications will be accepted by mail or email. Please allow up to six weeks from the closing date for the recruitment process to be completed and applicants to be notified of the outcome.

To apply, please provide a written application addressing each Selection Criteria. Your current resume is also to be included in your application.

In addition to an application and your resume, the assessment process for this position may also include an interview and referee reports.

Selection for this position will be made on the basis of relative merit which will be assessed against each item of the selection criteria. Applications that do not address the selection criteria will not be considered for shortlisting by the Selection Panel. As part of the selection process the

Selection Panel may invite candidates to undertake online testing, skills-based assessment and provide samples of written work at interview.

About the Australian National Maritime Museum

About the Australian National Maritime Museum As one of Sydney's most visited museums, the Australian National Maritime Museum shares our national maritime story across Australia and the world, online, onsite and through research, presentations and travelling exhibitions, and provides must-visit museum experiences that delight and inspire. We connect our visitors with the oceans and waterways that are the heartbeat of who we are. From deep time to modern Australian and beyond, we explore our past, our present and future as an island nation shaped by sea, offering a sustainable and cohesive vision for the future. The Museum welcomes over 2.5 million local, interstate and international visitors annually, and is supported by a thriving and passionate staff, membership, volunteer and education base. Find out more at https://sea.museum.

To Apply

Position Contact	Nick Hetherington, 0282418341
Agency Recruitment Site	https://www.sea.museum/About/About%20the%20museum/Our%20peop

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Vacancy VN-0774179

Australian Security Intelligence Organisation

Closing Date:Monday 23 November 2026

Job Title	Software Engineer / Exploitation Specialist
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$100,425 - $157,637
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Work from home not available.
Classification	APS Level 5;APS Level 6;Executive Level 1
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

ASIO is seeking software engineers and exploitation specialists to develop, integrate and maintain capabilities in support of ASIO's warranted computer access requirements. You will research and develop new and novel approaches to meet a variety of technical intelligence collection challenges and respond to the rapid pace of technology development. In this role, you will work in a broad technical collection group where teamwork and effective communication is imperative.

You will work closely with internal stakeholders and industry partners to provide integrated technical solutions to enable some of our most complex collection tasks. In partnership with operational teams, you will enable the deployment of these capabilities to directly support ASIO's mission.

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 Software Engineer/Exploitation Specialist at ITE1.1/ITE2 level, you will:

- Maintain awareness of mobile, desktop and network technologies to identify emerging threats and opportunities that impact access and collection capabilities.
- Collaborate with industry and intelligence partners to develop technical solutions and transition exploitation capabilities to operations.
- Conduct capability testing and work with other internal stakeholders to coordinate end-to-end operational testing of system components.
- Provide training and support to operational teams to enable the deployment of exploitation capabilities, including during ASIO operational activities. This may require activity outside standard working hours.

In addition to the above, as a Senior Exploitation Specialist at the SITE C level, you will:

- Provide mentoring and support to junior staff.
- Leverage highly developed interpersonal, oral and written communication skills.
- Develop and/or integrate software and tooling, spanning more than one language and domain.
- Lead and manage high level system design within teams across Computer Access capabilities and projects to ensure interoperability, scalability and sustainability.

Eligibility

What you will bring

We are seeking candidates with the following capabilities:

ITE1.1/ITE2 (APS5/APS6) level:

- Adheres strictly to security protocols while proactively identifying potential risks within the collection pipeline to protect the Organisation and its data sources.
- Applies technical problem-solving to resolve immediate failures and designs technical workflows that anticipate future operational needs and technological shifts.
- Works collaboratively with peers and stakeholders, delivers high-quality technical outputs and coordinates the delivery and sustainment of bespoke toolsets from inception to operational use.
- Contributes to the long-term roadmap for digital collection capabilities, balancing internal development with industry partnerships.
- Builds and sustains strategic partnerships across government, industry, and international agencies.
- Clearly explains technical issues and translates complex constraints into actionable options for operational stakeholders.
- Ability to develop, support, and sustain complex systems, with a strong background in one or more of the following:
- Full stack development, Linux/ARM, system administration, mobile and digital application development, vulnerability research or digital forensics

SITE C (EL1) level:

- Oversees the security posture of the technical estate, ensuring that all bespoke tool development and online collection activity is risk-managed and compliant with overarching security directives.
- Translates high-level organisational intelligence requirements into a sustainable technical strategy. Anticipates shifts in the global digital landscape to ensure the agency maintains a competitive technical advantage.
- Manages the end-to-end lifecycle of technical capabilities, ensuring that resources are allocated efficiently to deliver high-impact tools on time and within scope.
- Leads multidisciplinary teams and fosters strategic alliances with key industry leaders and government partners to accelerate capability acquisition.
- Demonstrates exceptional leadership and accountability, upholding the highest standards of professional conduct and safeguarding sensitive technical capabilities.
- Acts as a primary technical advisor to senior executives, articulating complex technical risks and opportunities to drive strategic investment and operational change.
- Ability to develop, support, and sustain complex systems, with a strong background in one or more of the following:
- Full stack development, Linux/ARM, system administration, mobile and digital application development, vulnerability research or digital forensics
- Possesses the depth of knowledge to challenge technical assumptions and validate the viability of complex digital collection solutions.

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.

Skills and qualifications

Candidates are required to have one of the following tertiary qualifications or relevant industry qualifications in:

- Information Technology, Computer Science or Cyber Security
- Network, Electrical, Telecommunications, Computer or Mechanical Engineering
- Other relevant Science, Technical, Engineering and Mathematical fields not covered above.

The following interests and experience in one or more of the following is desirable, but not required:

- Full stack software development / Linux / ARM development
- System and network administration
- Mobile file systems, forensics and data collection
- Ethical hacking, vulnerability research and/or penetration testing
- Telecommunications systems, cellular (Core and protocol experience) and non-cellular (Wi-Fi, Bluetooth and related ISM) networks
- Full stack software development and hardware development, testing, integration and/or deployment including experience in Continuous Integration/Continuous Development and DevOps concepts
- Reverse Engineering (Software and/or Hardware).

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-0774180

Australian Security Intelligence Organisation

Closing Date:Monday 23 November 2026

Job Title	Assistant Director – Operational Capability Development
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$141,066 - $157,637
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Work from home not available.
Classification	Executive Level 1
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

ASIO is striving to build the future of operational technology. We need forward-thinking leaders who enjoy turning complex challenges into breakthrough solutions. As an Assistant Director leading one of our operational capability development teams, you will play a vital role in building capability and shaping the tools that keep Australians safe.

You will head a talented group of engineers and technologists, guiding them from concept through to long-term sustainment of operational technology. Your day-to-day responsibilities will blend strategic planning, hands-on problem solving and stakeholder engagement. You will ensure solutions meet ASIO's security standards, manage procurements, and assist with keeping budgets on track—all while keeping your team ahead of emerging-technology trends.

In this role, you will maintain strong, trusted relationships with external suppliers, other government agencies and international partners. You will work with senior managers and executives to enable early risk identification and transparent reporting.

If you thrive leading technical teams, enjoy being part of a team solving tough problems and want a role where your work makes a real difference, this is the opportunity for you.

ASIO looks for candidates who are curious, resilient and enjoy problem solving. To be successful in this role, you will build effective and enduring partnerships and enjoy leading highly technical teams while remaining focused on longer-term objectives.

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 an Operational Capability Development Assistant Director within in ASIO, you will:

- Lead and manage a team of experienced technology and engineering professionals.

- Shape the long-term strategic roadmap for operational capability to ensure ASIO maintains a competitive edge.
- Identify opportunities to improve technical capability and increase operational effect, leading the introduction of new capabilities into service.
- Assist with project management, stakeholder engagement and supplier coordination.
- Contribute to and assist with the management of directorate budgets.
- Contribute to and assist with workforce planning and the development of staff.
- Work closely with other technology teams, government agencies and industry partners to communicate complex concepts, capture lessons learned and continuously improve ASIO’s operational capability.

Eligibility

What you will bring

We are seeking candidates with the following capabilities:

- Demonstrated ability to lead, motivate and develop technical specialists.
- Experience in project management, including risk management.
- Familiarity with Commonwealth Procurement Rules (or the ability to master them quickly).
- Experience in building strong relationships and influencing outcomes with stakeholders.
- Experience supporting intelligence, security or law enforcement operations.
- Effective communication skills including the ability to present technical information in a clear, concise and articulate manner.

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.

Skills and qualifications

The following qualifications are desirable, but are not required:

- Formal qualifications and or experience in STEM-related disciplines including tertiary education.

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

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- 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

These positions are located in Canberra, ACT. Other locations may be considered according to the needs of the Organisation.

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The recruitment selection process

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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

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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-0774186

Australian Security Intelligence Organisation Closing Date:Monday 23 November 2026

Job Title	Business Support Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$110,996 - $125,060
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Work from home not available.
Classification	APS Level 6
Position Number	01720262027
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Organisation

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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

We are seeking multiple motivated individuals to join our Technology Branch as Business Support Officers at the AE6 (APS6) level. We are looking for candidates who are able to provide exemplary operational support and advice to our remarkable technical teams. Your ability to provide this critical support will enable the day-to-day functioning of these niche teams, ensuring their overall success in delivering capabilities essential to ASIO's mission.

ASIO looks for candidates who are curious, resilient and enjoy problem solving. To be successful in this role, you will have a strong balance of exceptional organisational abilities, meticulous attention to detail and clear communications skills.

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 Business Support Officer in ASIO, you will:

- Engage closely with an array of internal technology teams, external agency partners and private enterprise. Engage with vendors to coordinate and align work packages against capability requirements with our partners.
- Develop and maintain contracts, deeds and MoU's between ASIO, industry and other government organisations.
- Ensure timely reporting, record keeping and payment processing as well as being responsible for conducting budget management including phasing, acquittal and forecasting.
- Undertake complex and sensitive procurements activities.
- Provide subject matter expertise in personal security advice and capability protection.
- Identify alternative methods and novel solutions to complex procurement and operational taskings to ensure operational safety, physical identity security and legislative compliance.

Eligibility

What you will bring

We are seeking candidates with the following capabilities:

- Ability to apply a security-first mindset, exercising sound judgement to ensure all capability assets, procurement activities and decisions comply with relevant legislation and security protocols.

- Strong written and oral communication skills. Capable of preparing briefing packs and drafting clear documentation.
- Ability to respond positively to change and adapt to meet competing priorities in a collaborative, team focused manner to ensure the delivery of required outcomes.
- A high level of personal accountability and initiative to maintain rigorous attention to detail in reporting and financial oversight.

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
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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.

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How to apply

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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-0774187

Australian Security Intelligence Organisation

Closing Date:Monday 23 November 2026

Job Title	Reverse Engineer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$110,996 - $157,637
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Work from home not available.
Classification	APS Level 6;Executive Level 1
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

ASIO builds novel technical solutions to solve complex technical challenges. Our solutions ensure we have the platforms, tools and capabilities available to keep Australia safe. We are seeking talented technologists with experience in hardware and software reverse engineering to build our next generation of capability.

This work is dynamic, with staff working across multiple hardware and software platforms and frameworks.

In this role, you will need to be able to solve problems while working in a multi-disciplined team environment. You will work closely with partners and commercial providers to ensure a shared understanding of capability through a continuous feedback cycle.

ASIO looks for candidates who are curious, resilient and enjoy problem solving. To be successful in this role, you will demonstrate curiosity and innovation to build novel solutions, be willing to continuously grow, and refine your skills to keep up with the pace of technical change.

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 Reverse Engineer in ASIO, you will:

- Undertake holistic assessments and teardowns of hardware and associated software.
- Assist in delivery of projects in conjunction with partners and commercial providers.
- Integrate capabilities into standard frameworks.
- Assist in building and maintaining highly effective relationships with partners and commercial providers.
- Work in a team environment ensuring a shared understanding of capability and current work status with co-workers.

As a Senior Reverse Engineer at the SITEC level, in addition to the above you will:

- Lead the development and application of novel reverse engineering techniques to inform vulnerability research approaches. This includes opportunities to integrate approved and ethical use of Artificial Intelligence (AI).
- Lead selected strategic industry outreach programs ensuring a shared understanding of ASIO’s needs.
- Develop and upskill junior team members.

Eligibility

What you will bring

We are seeking candidates with one or more of the following capabilities:

- Hardware reverse engineering skills and/or experience in developing embedded devices.
- Software reverse engineering skills, including both static and dynamic analysis.
- Experience in vulnerability research, penetration testing and digital forensics.
- Experience in network protocol analysis particularly at the application layer as well as identifying custom protocols. Knowledge of RF including Wi-Fi and Bluetooth as well as other related ISM protocols.
- Knowledge of operating system internals (Linux, iOS, Android and RTOS).
- Experience in software development including the ability to interpret software code and improve processes and capabilities.
- Knowledge of how AI technology can be used to augment reverse engineering work and the expertise to develop and utilise custom harnesses to enable this.
- Effective communication skills including the ability to present technical information in a clear, concise and articulate manner.
- Demonstrated experience in building and maintaining effective working relationships with key stakeholders.

In addition to the above, as a Senior Reverse Engineer at the SITE C level, you will bring the following capabilities:

- Experience in training and developing junior staff.
- Demonstrated ability to engage with partners and support industry outreach programs.
- Ability to undertake project reviews to identify improvements and shape the strategic direction of future projects.

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.

Skills and qualifications

Candidates are required to have the following qualifications:

- Relevant tertiary qualification such as Software/Electronics Engineering, Computer Science, Information Technology, Cyber Security or similar.
- In lieu of a formal tertiary qualification, be able to demonstrate relevant experience within a technical specialist role: A minimum of 1-3 years’ experience for the ITE2 role and 4-6 years for the SITEC role.
- The following qualifications are desirable, but are not required:
- Relevant industry qualifications such as GIAC, OSCP or similar.
- 1-3 relevant years of experience within intelligence, military or law enforcement.

Eligibility

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Vacancy VN-0774189

Australian Security Intelligence Organisation

Closing Date:Monday 23 November 2026

Job Title	Technical Lead – Software Engineer/Exploitation Specialist
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$161,682 - $191,321
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Work from home not available.
Classification	Executive Level 2
Position Number	01720262027
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Organisation

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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

ASIO is seeking a technical lead software engineer/exploitation specialist to develop, integrate and maintain capabilities in support of ASIO’s warranted computer access requirements. You will research and develop new and novel approaches to meet a variety of technical intelligence collection challenges and respond to the rapid pace of technology development. In this role, you will work in a broad technical collection group where teamwork and effective communication is imperative.

You will work closely with internal stakeholders and industry partners to provide integrated technical solutions to enable some of our most complex collection tasks. In partnership with operational teams, you will enable the deployment of these capabilities to directly support ASIO’s mission.

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 Lead – Software Engineer/Exploitation Specialist in ASIO, you will:

- Translate high-level organisational intelligence requirements into a sustainable technical strategy. Anticipate shifts in the global digital landscape to ensure the agency maintains a competitive technical advantage.
- Provide leadership and apply your own subject matter expertise to set technical standards and processes.
- Deliver sensitive capabilities to enable computer access collection.

- Build relationships with industry, domestic and international intelligence partners to develop complex capabilities.
- Effectively communicate strategy, risks and opportunities to a range of technical and non-technical audiences in order to secure investment and cooperation.
- Support sensitive operations to enable intelligence collection requirements against ASIO priorities.
- Mentor and develop technical staff to build strategic capacity for ASIO to enhance its capabilities into the future.

Eligibility

What you will bring

We are seeking candidates with the following capabilities:

- Demonstrated ability to shape the strategic direction of development activities to ensure alignment with overarching organisational need and evolving changes in the technology landscape.
- Commitment to technical excellence and rigor, with a demonstrated ability to identify risk and implement quality assurance frameworks for the testing, validation, and deployment of tools.
- Proven ability to cultivate and leverage strategic partnerships with external vendors, and inter-agency partners to enhance capability.
- Proven track record of mentoring highly specialised technical staff, fostering a culture of continuous learning, and translating complex technical achievements into value-statements for non-technical stakeholders.
- Proven ability to balance competing priorities and exercise sound judgement.

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.

Skills and qualifications

Candidates are required to have one of the following tertiary qualifications or relevant industry qualifications in:

- Information Technology, Computer Science or Cyber Security
- Network, Electrical, Telecommunications, Computer or Mechanical Engineering
- Other relevant Science, Technical, Engineering and Mathematical fields not covered above.

Applicants must also be able to demonstrate one or more of the following:

- Prior experience in ethical hacking, vulnerability research and/or penetration testing.
- Experience in digital forensics - computer, mobile, network and/or malware.
- Strong understanding of cyber and information security concepts.
- Software and hardware development, testing, integration and/or deployment including experience in Continuous Integration/Continuous Development and DevOps concepts.
- Understanding of mobile and personal computing operating systems.
- Understanding of networking protocols.
- Experience with reverse engineering.
- An understanding of how AI technology can be used to augment technical research and development tasks, including creating custom harnesses.

Eligibility

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About the Australian Security Intelligence Organisation

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Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0774137

Australian Signals Directorate

Closing Date:Wednesday 18 November 2026

Job Title	Deputy Director-General – Signals Intelligence and Effects
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	Office Arrangement may be discussed with successful candidate
Classification	Senior Executive Service Band 3
Position Number	ASD/06275/26
Agency Website	https://www.asd.gov.au/careers

Job Description

https://defencecareers.nga.net.au/?jati=144A84C1-B390-84CD-6447-ED78D00AD062

Duties

Introduction

The Australian Signals Directorate (ASD) is the Australian Government's foreign signals intelligence, offensive cyber and cyber security agency.

The ASD motto, Reveal their secrets - Protect our own, summarises our roles: we collect foreign intelligence; we provide advice and assistance on information and cyber security; and we conduct offensive cyber operations.

ASD's success is founded on the ingenuity of its workforce, mastery of technology, and collaborative partnerships. To achieve its mission, ASD requires people with strong integrity and a mix of specialist skills, adaptability, imagination, resilience and creativity. These abilities are needed to out-think and out-imagine some of the most testing adversaries and problems imaginable.

Position Description

The Australian Signals Directorate (ASD) is seeking a highly motivated, outcome driven senior executive to fill the position of Deputy Director-General Signals Intelligence and Effects, based in Canberra ACT.

ASD is currently undergoing a significant transformation – doubling in size, expanding its presence both nationally and globally, and delivering significant new and enhanced intelligence and security capabilities for Australia. As a senior leader in ASD, you will have an important role leading this change.

The role reports directly to the Director-General and is responsible for generating intelligence and operational effects to protect and advance Australia's national interests. It leads the delivery of foreign signals intelligence collection, analysis and production, as well as offensive cyber operations in support of Australian Government priorities. It will advise and act on highly sensitive, time critical and complex matters with whole-of-Government significance. The role also delivers a range of ASD domestic and international engagement activities that ensure the organisation maximises value from international partnerships and has impact across the Australian Government.

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 Signals Directorate

To Apply

Position Contact	Lisa Phelps, 02 6126 4500
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=144A84C1-B390-84CD-6447-ED

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

Vacancy VN-0774290

Australian Skills Quality Authority (ASQA)

Closing Date:Wednesday 18 November 2026

Corporate and Enabling
Finance

Job Title	Finance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Brisbane QLD
Salary	$88,834 - $96,829
Future Merit Locations	Melbourne, Canberra, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Split work on site / work from home options available
Classification	APS Level 5
Position Number	39780
Agency Website	https://www.asqa.gov.au/

Job Description

https://asqacareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D

Who we are

We are Australia’s National Vocational Education and Training (VET) regulator.

What we do

We regulate providers that deliver VET qualifications and courses to students in Australia or offer Australian qualifications internationally, providers that deliver VET courses to overseas students, and certain providers that deliver English Language Intensive Courses for Overseas Students. We also accredit VET courses to make sure nationally approved standards are met.

Why we do it

We ensure quality VET so that students, industry, governments and the community have confidence in the integrity of national qualifications issues by training providers, and that students are protected from any practices that come at the expense of their ability to gain the required competencies.

ASQA supports and promotes a strong team culture, a safe, healthy and happy workplace and the sharing of knowledge.

Visit our website for more information about ASQA, including our role and how we regulate.

Duties

About the Opportunity

The **Finance Officer**is responsible for a range of tasks including:

- processing provider refunds in accordance with ASQA's financial policies
- preparing and issuing credit notes for cancellations, overpayments, and adjustments
- generating and distributing invoices to registered training organisations (RTOs)
- monitoring and managing outstanding debts, including escalation to compliance and external collection agencies
- responding to customer enquiries regarding payments, invoices, and account balances
- liaising with internal teams to resolve financial queries related to RTOs and ensure accurate data entry
- maintaining up-to-date and accurate financial records in the finance system
- supporting monthly revenue reconciliations and reporting activities
- ensuring compliance with relevant financial legislation, policies, and internal controls
- assisting with audit preparation and respond to revenue-related audit queries
- contributing to the continuous improvement of revenue processes and systems
- providing general financial and administrative support to the Finance team as required.

Skills and experience

To succeed in this role, you will have:

1. demonstrated experience in financial management, accounting or finance operations, ideally within the APS or a comparable public sector environment, with a sound understanding of core finance processes such as accounts payable and receivable, accruals, journals, reconciliations and month-end processing
2. demonstrated ability to plan and prioritise workloads, analyse financial information, identify issues and develop practical solutions while maintaining accuracy, attention to detail to achieve a high level of customer service
3. highly developed communication skills including a demonstrated ability to effectively deal with a range of internal and external stakeholders and a demonstrated ability to negotiate to achieve good organisational outcomes
4. demonstrated ability to work collaboratively as part of a team, contribute to planning and process improvement, and exercise sound judgement in applying relevant legislation, policies, procedures and internal controls, including knowledge of, or the ability to quickly learn, the Commonwealth Resource Management Framework

5. demonstrated commitment to promoting diversity, modelling the APS Values and APS Employment Principles and promoting compliance with the APS Code of Conduct.

What we offer

We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential.

We encourage applications from Aboriginal and Torres Strait Islander peoples, people with disabilities, members of the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex and Asexual (LGBTQIA+) community, people with culturally and linguistically diverse (CALD) backgrounds, and people with neurological differences.

You will be joining a dynamic workforce at ASQA that will support you to thrive in your career.

You will have access to:

- generous leave entitlements
- a competitive salary (with clear and transparent salary progression and scheduled salary increases)
- 15.4% superannuation
- flexible working arrangements that promote work-life balance, including working from home and hybrid working arrangements
- flexible working hours
- professional development opportunities
- health and wellbeing events throughout the year
- free and confidential 24/7 counselling through our Employee Assistance Program (EAP), available for staff and their family members
- a $300 annual healthy lifestyle allowance
- additional paid time off during the Christmas close-down period.

Benefits of working in the APS

- **Purpose and meaning** - the Australian Public Service (APS) offers a clear purpose and meaningful work where you can make a positive impact in people's lives.
- **Opportunities to learn and grow** - regardless of where you are in your career or what your skills are, there's a pathway and role for you.
- **Community and belonging** - we believe everyone belongs. Our leaders are focused on building a workplace which values diverse views, backgrounds, abilities, and perspectives.
- **Flexibility and balance** - we are committed to offering flexibility for all APS roles. We know flexibility is important so you can balance your work and personal priorities.
- **Conditions and lifestyle** - be a part of a secure, dynamic public service with great conditions of employment in a diverse range of roles and locations to support your lifestyle.

Eligibility

Eligibility to apply

- 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, to the contrary.
- The successful applicant will be required to undergo pre-employment checks including a Federal Police Check and obtain a minimum Baseline Security Clearance (if they do not already hold a clearance).

Notes

How to apply

Please read the Australian Public Service Commission's (APSC) Principles for candidate use of AI in recruitment to understand the expectations related to the ethical, responsible and transparent use of AI when engaging in an APS recruitment process.

Visit Current vacancies for more information.

It is important that you review the **Job Information Pack** for more information on the role, including instructions on what to include in your application, before you apply.

Please include the following in your application:

- a 2-page pitch detailing your skills, background, and experience relevant to the role.
- a resume/CV, including the name and contact details of two referees (one should be your current supervisor/manager).

When preparing your **2-page** pitch and resume, you should consider the relevant duties, selection criteria, skills, values and attributes required for the role, as outlined above and in the **Job Information Pack**.

If you have questions about this exciting opportunity, please contact**Chaminda Samaranayake**, **Chief Financial Officer** via **chaminda.samaranayake@asqa.gov.au**.

Notes:

Use of AI by the Panel:

Selection panels may use basic artificial intelligence tools (such as Microsoft Copilot) to assist with administrative tasks during the recruitment process. This may include, for example, summarising information or drafting or refining documentation. We use AI to help us work more efficiently, but we do not use AI to make assessment and selection decisions about candidates.

This position is available as an **ongoing** or **non-ongoing** opportunity. Non-ongoing opportunities will be offered for an initial fixed term period of up to 12 months, with the potential to be extended further or to becoming ongoing.

This selection process may be used to establish a **merit pool**. The merit pool may be accessed to fill ongoing and non-ongoing vacancies for similar roles within ASQA or across the APS over the next 18 months.

Applications close: Wednesday, 18 November 2026 at 11:30pm (AEDT).

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 Skills Quality Authority (ASQA)

The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training (VET) sector. ASQA engages with, and regulates the VET sector to ensure confidence in the VET sector and its outcomes, including internationally. ASQA's mission is to continuously improve as a regulator, in partnership with the VET sector and to develop a shared understanding of the value of regulation to support quality outcomes for students. ASQA is a professional, responsive and innovative regulator currently undergoing substantial development and growth in response to changes in emphasis in Government policy and expectations of industry. ASQA supports and promotes a strong team culture, a safe, healthy and happy workplace and the sharing of knowledge. For more information about ASQA, please visit www.asqa.gov.au.

To Apply

Position Contact	Chaminda Samaranayake, chaminda.samaranayake@asqa.gov.au
Agency Recruitment Site	https://asqacareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=

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Vacancy VN-0774272

Australian Sports Commission

Closing Date:Wednesday 18 November 2026

AIS Performance
HP Wellbeing and Athlete Engagement

Job Title	Mental Health Lead and MHRN Clinical Lead
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT
Salary	$128,968 - $152,181
Future Merit Locations	Melbourne, Sydney, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	EXT/26-195
Agency Website	https://www.sportaus.gov.au/

Job Description

https://ausport.nga.net.au/?jati=81485D9B-26C8-7A46-6348-ED78D004E593

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 HP Wellbeing and Athlete Engagement Branch's purpose is to lead the high performance system's approach to the wellbeing of its people through the delivery of targeted programs, services and partnerships that enable the system to Win Well. The Mental Health Team, embedded within the Branch, supports the mental health of individuals, teams and organisations in the high performance system through the provision of prevention, early intervention and mental health support. This includes the delivery of the AIS Mental Health Referral Network and tailored mental health education, as well as mental health consultation, advisory and critical incident support

About the roles –

We are seeking applications for two ongoing opportunities within our Mental Health team, each with a distinct area of focus:

- *Mental Health Lead | ASC Grade 6*
- *MHRN Clinical Lead | ASC Grade 6*

Applicants should clearly indicate in their application whether they wish to be considered for the Mental Health Lead, the MHRN Clinical Lead, or both opportunities.

The **Mental Health Lead** role leads the Mental Health Team to deliver evidence informed mental health support for the high performance sport system. This role oversees the development, implementation, monitoring and evaluation of leading practice mental health programs and services in the areas of education/prevention, early intervention and clinical support. Working closely with the MHRN Clinical Lead and the National Wellbeing Manager, the role also provides mental health consultation, advisory and critical incident support to HP system partners. Strategic leadership skills are essential.

The **MHRN Clinical Lead** role leads the day-to-day delivery of the AIS Mental Health Referral Network (MHRN). Working closely with the Mental Health Lead, and leading a small team of Mental Health Advisers, the role manages the day-to-day requirements of the MHRN with a specific focus on clinical governance, quality assurance, case management and clinical guidance. The role also works collaboratively with the Mental Health Lead and across the HP Wellbeing and Athlete Engagement Branch to support the delivery of time-limited projects. National clinical referral space focus, with experience managing a team.

About you –

We are looking for experienced and motivated individuals who are strategic thinkers with excellent relationship building and communication skills and with team management experience and experience in the delivery of mental health supports in complex systems.

The successful candidate/s will have:

- Tertiary qualifications in Psychology, Social Work, or Mental Health Occupational Therapy.
- Registration with AHPRA or relevant governing body.
- Contemporary experience working in a clinical mental health setting, including demonstrated experience in evidence-based mental health assessment, intervention, risk assessment and case management.
- Demonstrated experience working within or leading a national mental health referral network.
- Demonstrated success engaging and managing relationships with a wide range of internal and external stakeholders to achieve outcomes.
- Demonstrated understanding of Australia’s high performance sport system and contemporary knowledge of mental health and its relevance to the HP system.

These positions are offered as an **ONGOING** roles.

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.

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	Sonia Boland, National Wellbeing Manager, sonia.boland@ausport.gov.au
Agency Recruitment Site	https://ausport.nga.net.au/?jati=81485D9B-26C8-7A46-6348-ED78D004E

Vacancy VN-0774003

Australian Submarine Agency

Closing Date:Monday 16 November 2026

Australian Submarine Agency
Chief Operating Officer

Job Title	Contracting Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Port Adelaide SA, Rockingham WA, Melbourne VIC
Salary	$99,733 - $112,431
Future Merit Locations	Canberra, Port Adelaide, Rockingham, Melbourne
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	ASA/06200/26
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=BB77B739-AD78-8153-0CBE-ED6757F5A51C

Duties

The Role

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

The acquisition of conventionally-armed, nuclear-powered submarines is an historic and transformative endeavour for Australia. This whole-of-nation program will strengthen Australia's national security and deliver lasting economic and industrial benefits for generations to come.

As an APS 6 Contracting Officer, you will provide specialist procurement and contracting advice to support the delivery of complex and strategically significant outcomes across the Australian Submarine Agency (ASA). Working under broad direction, you will take responsibility for managing complex procurement and contract management activities, while ensuring compliance with relevant legislation, policies and Commonwealth procurement frameworks.

You will contribute to procurement planning, tendering, contract formation and contract management activities, provide advice on commercial risks and contractual matters, and develop solutions to complex procurement challenges. The role requires initiative, sound judgement and the ability to interpret policy and apply procurement principles to achieve business outcomes.

You will engage with a diverse range of stakeholders, including subject matter experts, legal and financial advisers, and business areas across ASA. You may also lead work priorities, coach team members and contribute to building capability within the work unit. This is an opportunity to apply your procurement and commercial expertise to support one of Australia's most significant national capability programs

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 APS 6 Contracting Officer, you will join a professional and collaborative team that values innovation, integrity and continuous improvement. You will have opportunities to support complex commercial 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 organization seeking employees who are agile, innovative and energised by high-paced work. We are seeking highly motivated and collaborative minded people who will have the opportunity to contribute to a once in a lifetime program.

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

We are seeking highly capable procurement and contracting professionals who can confidently manage complex work, build strong stakeholder relationships and deliver quality outcomes in a dynamic environment.

Our ideal candidate will demonstrate:

- Experience with complex procurements, including planning complex commercial arrangements and developing commercial strategies, drafting approaches to market, participating in commercial evaluations and negotiations with suppliers, up to contract execution.
- Experience in providing commercial support and advice to contract management activities, including reviewing contract change proposals, review of commercial deliverables, advising on performance outcomes under contracts and remediating or addressing underperformance.
- Demonstrated experience delivering 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 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

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	Haley Bush, 02 5128 9713
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BB77B739-AD78-8153-0CBE-ED

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Vacancy VN-0774068

Australian Submarine Agency

Closing Date:Monday 16 November 2026

Australian Submarine Agency
Chief Operating Officer

Job Title	Finance Business Partner Finance Adviser
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Sydney NSW
Salary	$99,733 - $112,431
Future Merit Locations	Adelaide, Canberra, Sydney
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertise. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	ASA/06137/26
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=AF5B86C4-D95D-C3FB-22C3-ED67599006F9

Duties

The Role

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

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

This is a unique opportunity to directly contribute to work that will impact Australia’s strategic and Defence outcomes. The Australian Submarine Agency (ASA) Finance Branch supports the Chief Financial Officer, the Assistant Director General Program Costing, and the ASA through the provision of expert strategic support and advice on the development of the acquisition, sustainment and disposal of nuclear-powered submarines (NPS).

To effectively support the ASA to deliver on their outcomes, we are seeking individuals who thrive in a high paced environment, can work independently and as part of a team, and have great interpersonal skills.

As an APS 6 working within the ASA Finance Branch, you will strengthen your leadership and technical skills, and be provided the opportunity to support agency and program wide decision making through the development and implementation of processes to support the provision of accurate, timely, financial information and analysis.

We are seeking to fill APS 6 vacancy in the Finance Business Partner Directorates responsible for:

- Providing strategic financial analysis, assurance and advice in support and delivery of budgets and outcomes, including the capability development process.

About our Team

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.

Our Ideal Candidate

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

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

We are a dynamic organisation seeking employees who are agile, innovative and energised by high-paced work.

We are seeking highly motivated, enthusiastic and collaborative individuals with transferable skills to join us and contribute to our team. We are seeking candidates who have:

- Demonstrated ability to develop and maintain collaborative Finance Business partnerships, including the provision of strategic financial advice, identification of financial risks and opportunities, and a sound understanding of commercial cost drivers and impacts on deliverables.
- Demonstrated ability to support business leads in the development of budget proposals and budget performance reviews, including reviewing current and planned contracts and agreements for financial impact of performance against schedule.

- Relevant experience in providing support on financial aspects of asset management including but not limited to asset reconciliations, maintenance of Asset Valuation Models (AVMs), Project Capitalisation Plans, asset rollouts and aged and uncleared balances.
- Demonstrated experience in the preparation of briefs and reports which identify and provide recommendations to financial management issues and new proposals.
- An understanding of the Commonwealth Financial and Budgeting Frameworks and the ability to work within relevant policy, legislation, and Commonwealth process.
- The ability to work independently with reasonable autonomy and accountability for the achievement of outcomes of their work. The successful applicants will exercise both initiative and judgement in the interpretation of relevant policy and the application of practices 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 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	Boris Petrovic, 08 8115 0011
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AF5B86C4-D95D-C3FB-22C3-EI

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Vacancy VN-0774197

Defence Housing Australia

Closing Date:Tuesday 17 November 2026

Property
Property Leasing and Acquisitions

Job Title	Leasing & Acquisition Manager
Job Type	Full-Time;Part-Time, Ongoing
Location	Parramatta NSW
Salary	$95,288 - $103,545
Future Merit Locations	Parramatta
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 5
Position Number	494023
Agency Website	https://www.dha.gov.au/

Job Description

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

Ready for your next career move? Join DHA as a Leasing & Acquisition Manager and make a meaningful difference.

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 Provisioning function within Defence Housing Australia is responsible for the delivery of Acquisitions, Leasing, Disposals, Marketing and Strategic Provisioning initiatives. The Leasing and Acquisitions Team is responsible for the sourcing and delivery of new properties to the portfolio via lease or acquisition, as well as management of all lease agreements including extensions, new contracts and end of lease processes across the national portfolio of properties.

About the role

Are you a motivated property professional ready for your next challenge?

Defence Housing Australia (DHA) is looking for an enthusiastic, self-motivated Leasing & Acquisition Manager to join our Leasing and Acquisitions Team in Parramatta, Sydney. This is an exciting ongoing opportunity.

Our ideal candidate will have experience in property or a related field, with a background in leasing, sales and/or business development highly regarded.

In this varied role, you will work collaboratively to manage a portfolio of leased properties, identify and convert new business opportunities, and source potential properties to grow DHA’s portfolio. You’ll also build relationships and negotiate directly with property owners to achieve positive outcomes.

If you’re a proactive self-starter, a strong team player and ready for a rewarding new challenge, we’d love to hear from you.

For further information about the role, please refer to the attached Position Description.

Note: All successful applicants are required to hold and maintain a valid Driver’s Licence

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

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

Applications close: 11:55pm AEST 17 November 2026.

Any questions? Please contact Brendon Jones – Director, Leasing & Acquisitions

0421 041 173 / Brendon.Jones@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	Brendon Jones, 0421041173
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0774233

Defence Housing Australia

Closing Date:Monday 16 November 2026

Governance
Enabling Services Environmental, Social, Governance

Job Title	Director ESG and Sustainability
Job Type	Full-Time;Part-Time, Ongoing
Location	Newstead QLD, Parramatta NSW, Gungahlin ACT
Salary	$157,559 - $193,869
Future Merit Locations	Newstead, Parramatta, Gungahlin
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the DHA Enterprise Agreement
Classification	Executive Level 2
Position Number	494028
Agency Website	https://www.dha.gov.au/

Job Description

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

Lead ESG & sustainability at DHA. Drive strategic change and shape a more sustainable future supporting Defence members and their families. 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 Governance and Communication Branch:

- instils and continually reinforces a corporate culture of acting lawfully, ethically and responsibly in accordance with DHA's legislative requirements and overarching governance framework
- fosters relationships with and delivers quality service to DHA customers and stakeholders
- guides and influences risk-based decision-making throughout the organisation.

The work environment is dynamic, with a number of projects and initiatives being undertaken concurrently to improve the capability and performance of the organisation.

About the role

The Director, ESG and Sustainability provides enterprise leadership for the implementation, coordination and continuous improvement of DHA's Environmental, Social and Governance (ESG) Strategy and Framework. Working under broad direction, the role translates DHA's strategic ESG objectives into enterprise implementation priorities, governance arrangements, reporting and capability uplift, and provides authoritative advice on complex and emerging ESG matters.

The role integrates ESG considerations into business planning, risk management, performance reporting and organisational decision-making. It leads sustainability and climate-related reporting, strengthens ESG data governance, reporting capability and assurance arrangements, anticipates legislative and industry developments, and works through business owners to deliver shared enterprise outcomes. The role exercises a high degree of independence and judgement, manages ambiguity and competing priorities, and leads change to improve organisational ESG maturity.

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

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

Applications close: 11:55pm AEST Monday 16 November 2026. Any questions? Please contact Myah Jetter, Executive Assistant T: 02 6268 3865 E: myah.jetter@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	Myah Jetter, 02 6268 3865
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0774295

Defence Housing Australia

Closing Date:Thursday 19 November 2026

Asset Management
Service Delivery Technical Heritage Upgrades & Defects (THUD)

Job Title	Technical Construction Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	South Townsville QLD, Berrimah NT
Salary	$104,793 - $120,411
Future Merit Locations	South Townsville, Berrimah
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 6
Position Number	494031
Agency Website	https://www.dha.gov.au/

Job Description

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

DHA is seeking an experienced Technical Construction Officer to join the Technical, Heritage, Upgrades & Defects Team. Apply now to enjoy a rewarding career at DHA!

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

As part of the Service Delivery team, Asset Management function, you will help your broader team meet their delivery objectives for high quality housing services, including maintenance services, stock management, and contractor performance.

The Asset Management function is responsible for the delivery of construction, maintenance, upgrades and heritage programs. As a member the Technical, Heritage, Upgrades & Defects (THUD) Team, you will provide technical support to the Asset Management function and other DHA staff.

About the role

As a Technical Construction Officer, you'll bring your building expertise to a diverse range of residential projects across Australia. Working closely with Project Managers, you'll provide specialist technical advice across construction, upgrades and heritage projects, while also supporting DHA's acquisition and leasing programs.

You'll play an important role in identifying and managing builder defects and providing practical, expert advice to Regional Office teams on complex building and maintenance matters. This is a great opportunity to use your technical knowledge to solve problems, influence quality outcomes and make a real contribution to DHA's housing portfolio.

Eligibility

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

Notes

Benefits for working at DHA include:

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

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

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

How to apply

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

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

Applications close: 11:55pm AEST 19 November 2026.

Any questions? Please contact Bobby Djordjevic – Assistant Director Technical Construction

T: 08 8245 7843 E: bobby.djordjevic@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.

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To Apply

Position Contact	Bobby Djordjevic, 08 8245 7843
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0774230

Department of Finance

Closing Date:Sunday 22 November 2026

ICT
Government Digital and Network Services (BES/ICTD) Secure Communications

Job Title	UC Engineer
Job Type	Full-Time, 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	On Site
Office Arrangement Details	Finance supports flexible workplace arrangements as per operational requirements.
Classification	APS Level 6
Position Number	2026/268
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE TEAM

Secure Communications develops and supports the secure telecommunications needs of Australian governments including the design, deployment and maintenance of ICT infrastructure to support the Ministry and other whole of government initiatives.

Secure Communications is responsible for providing and managing:

- The Ministerial Communications Network (MCN) which provides secure telecommunication services to all Ministers, Parliamentary Offices, and Agency Heads, in Parliament House and throughout Australia;
- The National TelePresence System (NTS) which provides secure video conferencing facilities at Australian Government offices, Parliament House and the offices of Premiers and Chief Ministers in every state and territory;
- Secure Wide Area Network (WAN) communications services for Australian Government departments with interstate communications requirements;
- Communications support to whole of government functions such as ASEAN Summit, Senate Estimates, and Continuity of Government initiatives.

Duties

THE OPPORTUNITY

The Secure Communications Network Operations Centre (NOC) is looking for a customer focused, agile, and resilient UC Engineer. The UC Engineer will be required to provide expert advice to internal and external stakeholders and contribute to various projects as the UC SME. The NOC is responsible for the management, monitoring and maintenance of the MCN, overseeing network and unified communications systems.

The team:

- Provide back-end support, perform maintenance and upgrades on Cisco Unified Communications infrastructure (NTS) and predominantly Cisco based Network infrastructure;
- Work with independence to design network and/or unified communications device configurations to implement topology or technology changes across different networks;
- Troubleshoot network and/or unified communications problems and implement resolution.
- Construct, test and install new services for the MCN and NTS clients;
- Research existing and emerging technologies to determine potential suitability for use on MCN with the aim to future proof the network.
- Liaise, communicate, and negotiate with clients and stakeholders to deliver high-quality service to our VIP customers.

Secure Communications services are located all over Australia in capital cities and regional locations. You may be required to travel domestically to install and maintain the MCN equipment, as well as represent the Department to other Government organisations.

Eligibility

ELIGIBILITY INFORMATION

- 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. All Finance staff are required to have a minimum baseline security clearance prior to commencement.
- RecruitAbility applies to this vacancy. Under the RecruitAbility scheme, you will be invited to participate in further assessment activities for the vacancy if you choose to opt-in to the scheme, declare you have a disability and meet the minimum requirements for the vacancy. All requests for reasonable adjustments will be considered and managed in consultation with you. Further information can be found at https://www.apsc.gov.au/recruitability.

Notes

HOW TO APPLY

Applicants are required to submit an application through the Finance eRecruit portal, which can be accessed through the Careers Page on the Department of Finance website.

Your application should include:

- A statement of claims (maximum 500 words)
- A resume/CV (maximum 2-3 pages)
- Any additional documentation specified in the job advertisement
- The contact details of two referees (one of whom should be your current supervisor)

Your statement of claims is your opportunity to demonstrate why you are a strong candidate for the role. Please outline how your skills, experience and capabilities align with the requirements of the position, drawing on relevant examples and achievements to support your claims.

When preparing your statement, please refer to the Finance People Capability Framework and the job-specific skills, experience and attributes outlined in the Our Ideal Candidate section of this information pack.

If you do not have internet access or experience any difficulties submitting your application, please contact the Recruitment Team on (02) 6215 1717 (option 1) or via email at recruitment@finance.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 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	Davina Savangsaengouthay, 02 6215 2626
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0774044

Department of Home Affairs

Closing Date:Friday 20 November 2026

Enterprise Technology Services
Operational Capability Enforcement Communications

Job Title	Enforcement Communications Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - ACT ACT
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	Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 5
Position Number	JR 142249
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/142249/

About our team

The Operational Capability Branch (OCB) enables operational capability through the provision, support and sustainment of technology to operational areas responsible for Australian Border Force (ABF) frontline activities, in line with the ABF Service Delivery Framework and Capability Lifecycle Management Model.

The Enforcement Communication Section (EC) within the Operational Capability Branch, Enterprise Technology Services Division, contributes to the preservation of Australia's border integrity, delivering, maintaining and enhancing Australian Border Force (ABF) operational enforcement communications networks and equipment. Enforcement communications capabilities are critical to ABF operational effectiveness, security and officer/safety.

The EC team is responsible for the design, installation, support, maintenance and upgrades to operational Enforcement Communications equipment, including Ultra High Frequency (UHF) systems at airports and seaports, networks in regional centres including the Torres Strait where there is an operational ABF presence.

The team is also responsible for deployable tactical satellite communications systems and the delivery of projects funded under the Capital Investment Program.

Please visit our website for more information about the Department of Home Affairs or Australian Border Force.

Our ideal candidate

- The Candidate will have the ability to, or be willing to quickly acquire, technical expertise in the enforcement communications capabilities that are managed by the Section. Specifically, UHF, Very High Frequency (VHF) radio and other communications equipment to be used in remote areas, such as satellite communication and 4G
- The candidate will have an interest in and or experience with computer networking technologies and procedures desirable for UHF and Radio Over IP (ROIP) installation/troubleshooting
- The Enforcement Communications Officer will work directly to the Enforcement Communications Technical Officer and with other members of the team and external service providers for Enforcement Communications support and maintenance

- The role will also be required to contribute to contract management through logistical support and fault and asset management. The position holder will also assist with management of the Enforcement Communications Lab
- The candidate will have the opportunity to align and work with subject matter experts for Enforcement Communications within the Section to assist with maintenance and logistical asset support across Australia.

Duties

- Address issues with regards to EC systems, infrastructure and reporting of faults to third level service providers
- Assist with management of a substantial number of EC assets recorded in the Asset Management database within the Connected Services Portal
- Facilitate Deployment, set up, tune and calibrate radio frequency elements following maintenance schedules using appropriate tools and test equipment
- Provide logistical support, including but not limited to:
    - Encryption key uploads
    - Upgrade of equipment
    - Equipment shipping/tracking
    - Management of storage and equipment, including disposal planning
- Coordinate management of the Enforcement Communications Lab and warehouse and ensure compliance with work, health and safety regulations, including housekeeping.

Additional information

Role Requirements

- Ability to communicate effectively with a wide range of audiences.
- Ability to organise workflow, completion of allocated tasks, and work under general direction.
- Ability to provide technical and administrative support that is informed and directed by sound knowledge in specific areas.
- Ability to identify, mitigate and escalate risks that will impact on own and team work outcomes.
- Capacity to exercise good judgment and seek relevant information to resolve or refer issues and make logical and balanced decisions.

Skills

- Sound oral and written communication skills.
- Sound organisational, administrative and planning skills.
- Sound teamwork and interpersonal skills.
- Sound ability to contribute to contract management.
- Experience with computer networking technologies and procedures desirable for UHF and Radio Over IP (ROIP) installation/troubleshooting.

Knowledge

- Ability to, or be willing to quickly acquire, technical expertise in the enforcement communications capabilities that are managed by the Section. Specifically UHF, VHF radio and other communications equipment to be used in remote areas, such as satellite communication and 4G.

Qualifications

- Maintain a security clearance at a minimum of Baseline.
- Standard Australian Driver Licence.

Eligibility

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

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

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

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

Notes

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

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

AI tools may be used to support parts of this recruitment process. The selection panel will disclose where and how AI is used.

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	Carolyn Engstrom, 0477 710 752
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/142249/

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Vacancy VN-0774053

Department of Home Affairs

Closing Date:Friday 20 November 2026

Enterprise Technology Services
Operational Capability Enforcement Communications

Job Title	Enforcement Communications Maintenance Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$79,476 - $86,246
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	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 4
Position Number	JR 142246
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/142246/

About our team

The Operational Capability Branch (OCB) enables operational capability through the provision, support and sustainment of technology to operational areas responsible for Australian Border Force (ABF) frontline activities, in line with the ABF Service Delivery Framework and Capability Lifecycle Management Model.

The Enforcement Communication Section (EC) within the Operational Capability Branch, Enterprise Technology Services Division, contributes to the preservation of Australia's border

integrity, delivering, maintaining and enhancing Australian Border Force (ABF) operational enforcement communications networks and equipment. Enforcement communications capabilities are critical to ABF operational effectiveness, security and officer/safety.

The EC team is responsible for the design, installation, support, maintenance and upgrades to operational Enforcement Communications equipment, including Ultra High Frequency (UHF) systems at airports and seaports, networks in regional centres including the Torres Strait where there is an operational ABF presence.

The team is also responsible for deployable tactical satellite communications systems and the delivery of projects funded under the Capital Investment Program.

Please visit our website for more information about the Department of Home Affairs or Australian Border Force.

Our ideal candidate

- The Candidate will have the ability to, or be willing to quickly acquire, technical expertise in the enforcement communications capabilities that are managed by the Section. Specifically, UHF, Very High Frequency (VHF) radio and other communications equipment to be used in remote areas, such as satellite communication and 4G
- The candidate will have an interest in and or experience with computer networking technologies and procedures desirable for UHF and Radio Over IP (ROIP) installation/troubleshooting
- The Enforcement Communications Maintenance Officer will work directly to the Enforcement Communications Technical Officer and with other members of the team and external service providers for Enforcement Communications support and maintenance.
- The role will also be required to contribute to contract management through logistical support and fault and asset management. The position holder will also assist with management of the Enforcement Communications Lab.
- The candidate will have the opportunity to align and work with subject matter experts for Enforcement Communications within the Section to assist with maintenance and logistical asset support across Australia.

Duties

- Deploy, set up, tune and calibrate radio frequency elements following maintenance schedules using appropriate tools and test equipment.
- Identify and resolve network problems following agreed procedures, using UHF network management software and tools to collect agreed performance statistics.
- Contribute to logistical support, including but not limited to:
    - asset management database
    - encryption key uploads
    - upgrade of equipment
    - equipment shipping/tracking

    - management of storage and equipment, including disposal planning
- Maintain UHF related records including shipment of assets and equipment stored in the UHF Lab in accordance with Departmental record keeping requirements
- Support management of the Enforcement Communications Lab and warehouse and ensure compliance with work, health and safety regulations, including housekeeping.

Additional information

Role requirements/qualifications

- Ability to communicate effectively with a wide range of audiences.
- Accountable for organising workflow, completion of allocated tasks, and working under general direction.
- Undertake some research and analysis activities.
- Build and sustain a high performance culture, including inclusiveness, to contribute to broader Section, Branch and Department objectives.
- Exercise good judgment and seek relevant information to resolve or refer issues and make logical and balanced decisions.

Skills

- Sound oral and written communication skills.
- Sound organisational, administrative and planning skills.
- Sound teamwork and interpersonal skills.
- Sound ability to contribute to contract management.
- Experience with computer networking technologies and procedures desirable for UHF and Radio Over IP (ROIP) installation/troubleshooting.

Knowledge

- Ability to, or be willing to quickly acquire, technical expertise in the enforcement communications capabilities that are managed by the Section. Specifically UHF, VHF radio and other communications equipment to be used in remote areas, such as satellite communication and 4G.

Qualifications

- Maintain a security clearance at a minimum of Baseline.

- Standard Australian Driver Licence.
- Australia wide Aviation and Maritime Security Identifications Cards (ASIC/MSIC).

Eligibility

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

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

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

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

Notes

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

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

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To Apply

Position Contact	Carolyn Engstrom, 0477 710 752
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/142246/

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Vacancy VN-0774226

Department of the House of Representatives

Closing Date:Tuesday 17 November 2026

Committee Office
178341

Job Title	Committee Secretary
Job Type	Full-Time, Ongoing
Location	Capital Hill ACT
Salary	$168,313 - $166,163
Future Merit Locations	Capital Hill
Office Arrangement	On Site
Office Arrangement Details	To be negotiated
Classification	Executive Level 2
Position Number	5804
Agency Website	https://www.aph.gov.au/About_Parliament/Employment/Depa

Job Description

https://www.aph.gov.au/About_Parliament/Employment/Careers_at_the_Department_of_the_House_of_Represent

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

About the department

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

About the role

The Committee Secretary will lead a small secretariat team providing research, procedural, drafting and administrative support to one or more parliamentary committees. The Secretary is the key source of advice to the committee chair and members on matters of practice and procedure. Committee Secretary roles may require occasional domestic travel to support the Committee. The position of Secretary is equivalent to a Director level position in Australian Public Service agencies. You will work directly with Members of Parliament and be responsible for liaising with a range of senior executive stakeholders.

The department is committed to leadership at all levels and there is an expectation that all staff are able to demonstrate leadership in their professional experience.

Security clearance/vetting: Designated committees will require appropriate security clearances.

Duties

The Committee Secretary will:

1. Lead and manage a Committee secretariat supporting one or more Committees.
2. Advise the Committee Chair and members on matters relating to procedure, administration, inquiry management and the subject areas of the work of one or more Committees.
3. Coordinate or oversee and contribute as necessary to:
    1. the planning, conduct, management and resourcing of Committee inquiries;
    2. the facilitation of public engagement in the work of Committees; and
    3. the drafting of the Chair’s report(s).
4. Develop the capability of secretariat employees including in relation to leadership and management, research, writing and knowledge of parliamentary practice and procedure.
5. Contribute to the leadership and corporate aims of the Committee Office and the department.

NOTE: The Parliamentary Service employee assigned these duties may be required to rotate to other areas of the department.

Eligibility

To be eligible, applicants must:

- Be an Australian citizen; and
- Undertake a National Police check.

Notes

Applications must include a statement of claims of no more than 3 pages addressing the selection criteria, as well as contact details for two referees. See the Applicant information pack for further information on how to apply.

Applications close 11:59pm, Tuesday 17 November 2026.

Visit the Department of the House of Representatives vacancy page, and apply online.

For further information, please contact the recruitment team on 02 6277 4745, or at recruitment.reps@aph.gov.au.

About the Department of the House of Representatives

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

To Apply

Position Contact	Recruitment Team, 0262774745
Agency Recruitment Site	https://www.aph.gov.au/About_Parliament/Employment/Careers_at_the_

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Vacancy VN-0774103

Department of the Treasury

Closing Date:Sunday 29 November 2026

Productivity Commission

Job Title	Commissioners, Productivity Commission
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	-
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Allowances are available for official travel as set by the Remuneration Tribunal.
Classification	Statutory Appointment
Position Number	43-2026
Agency Website	www.treasury.gov.au

Job Description

http://beaumontandbeaumont.com.au/11808

The Australian Government is seeking accomplished leaders to serve as Commissioners of the Productivity Commission, the Government's independent research and advisory body on economic, social and environmental issues affecting the wellbeing of Australians. Appointments are subject to the Productivity Commission Act 1998.

Commissioners lead major public inquiries, engage with stakeholders and communities, oversee high-quality research and guide the development of independent, evidence-based policy advice to government.

We welcome applications from candidates of high standing with substantial expertise in areas including microeconomic policy and reform; economic growth; government service delivery; trade policy; law; legislative and/or regulatory frameworks; energy and other essential infrastructure; econometrics and economic modelling; environmental and climate policy; and social policy development, evaluation and implementation.

Applications are also encouraged from candidates with extensive experience in ecologically sustainable development and environmental conservation.

Duties

Successful candidates will bring a demonstrable record for leadership, sound judgement, analytical rigour, exceptional communication skills, integrity and as an engaged, contributing team and organisational leader.

Appointments may be full or part-time for a term of up to five years. Commissioners are expected to be based in Canberra or Melbourne. The terms and conditions are subject to determinations from the Remuneration Tribunal. The current total remuneration package for a full-time Commissioner is $439,400 per year.

Eligibility
Notes

For more information, please contact Lisa Phelps from Beaumont&Beaumont on (02) 6126 4500 or email treasury@beaumontandbeaumont.com.au.

Applications must be submitted via the portal: http://beaumontandbeaumont.com.au/11808

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 Treasury

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

To Apply

Position Contact	Lionel Riley, Beaumont&Beaumont, (02) 6126 4500
Agency Recruitment Site	http://beaumontandbeaumont.com.au/11808

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Vacancy VN-0773989

Director of Public Prosecutions

Closing Date:Thursday 12 November 2026

Job Title	Executive Assistant and Office Services Coordinator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA
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	On Site
Office Arrangement Details	The role is based in the office full-time and may be required to act as the out-of-hours contact person for the site.
Classification	APS Level 5
Position Number	26_91
Agency Website	

Job Description

https://cdppcareers.nga.net.au/cp/

The Office of the Director of Public Prosecutions (Cth) (**CDPP**) is seeking a highly organised and flexible Executive Assistant and Office Services Coordinator, who is capable of working in a high-pressure environment with varying competing demands. The role requires a high degree of professionalism, discretion, initiative, stakeholder engagement and sound judgement in a fast-paced environment.

This is a hybrid role, with the focus on providing executive support to the Senior Executive Service (SES) in the Perth office. The other side of the role will be working with our Office Services team to ensure any office related matters are coordinated appropriately.

Working collaboratively across the organisation, the Executive Assistant and Office Services Coordinator performs a vital role in supporting the SES and ensuring the smooth operations of the

office. Ideally, you have a strong coordination and communications skills, enjoy collaborating as a member of a team, and possess excellent attention to detail and time management abilities.

The role is based in the office full-time and may be required to act as the out-of-hours contact person for the site. This role may occasionally require after hours work to provide building access and oversee works conducted by service providers.

Duties

In addition to meeting the Integrated Leadership System profile of the **APS5** classification, the primary outcomes and accountabilities of the role involve the following.

The duties include:

- Schedule appointments and organise travel;
- Manage the Senior Executive inbox, preparing responses to routine and less complex enquiries;
- Minute taking and action tracking for various Senior Executive led meetings;
- Liaise with various stakeholders of all levels and aiding with general enquiries;
- Coordinate and reconciling Senior Executive finances, including card acquittals, cab charges and reimbursements;
- Coordinate spend approvals, contracts and processing invoices;
- Provide additional support to the broader Practice Groups, EA Cohort and the Legal Support Officers;
- Respond to phone calls, emails and general correspondence for the Executives.
- Deliver a range of administrative tasks, ensuring smooth day-to-day facilities operations; and
- Coordinate workflows, collating and follow up of information to ensure deadlines are met.

Eligibility

- The ability to obtain and maintain an **AGSVA Baseline** security clearance.
- Australian Citizenship

Notes

No matter where you work with us, you'll have access to:

- unique and challenging work;
- professional development opportunities;
- generous leave entitlements with additional paid time off during the Christmas close-down period;
- clear and transparent salary progression, and scheduled salary increases;
- 15.4% superannuation;
- flexible working arrangements that promote work-life balance;
- a $295 annual wellbeing allowance; and
- free and confidential 24/7 counselling through our Employee Assistance Program (EAP), available for staff and their family members.

*Please refer to the Candidate Information Pack for details.

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 Director of Public Prosecutions

To Apply

Position Contact	Natasha Lindh, 02 6206 5657
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0774093

Federal Circuit and Family Court of Australia

Closing Date:Monday 30 November 2026

Federal Circuit and Family Court of Australia
Court and Tribunal Services

Job Title	Client Service Officer
Job Type	Part-Time, Non-Ongoing
Location	Dubbo NSW
Salary	$79,125 - $86,246
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	APS Level 4
Position Number	0771-10-26
Agency Website	https://www.fcfcoa.gov.au/

Job Description

https://fcajobs.nga.net.au/?jati=B2B8224B-F170-97D5-4E93-ED671ECB1CD1

Purpose of position

This position is primarily responsible for the provision of services directly to the judiciary in specific locations and the public both locally (face to face) and/or nationally (as part of a dispersed national team).

Staff working nationally will work in the Strategic Support Hub (SSH) and have broad responsibility nationally across both general federal and family law jurisdictions for enquiries management, filed document management and Registrar Support in Family Law. The SSH includes the contact centre and national entry point for telephone, email and live chat contacts and national document management for both general federal and family law. It also oversees the National Support Pool assisting Deputy Registrars working in family law nationally. Staff at the SSH report to the Team Leaders Strategic Support Hub and may be located at dispersed locations nationally working with other SSH staff.

Staff working in Location Based Support will provide a pivotal role delivering local services directly to the judiciary and face-to-face clients attending court locations. Staff in Location Based Support are in a specific registry location to provide support at a local level. Staff within this stream report to a Location Based Team leader, either Manager Court Operations or Director Court Operations, depending on the location’s size and structure.

SSH and Location Based Support staff integrate across areas of responsibility to provide a holistic service to judges, staff, litigants and the profession.

This position may be required to work in either the SSH or Location Based Support across any of the streams of work managed by the respective teams. There is an expectation that regular role rotation and cross skilling will take place to ensure all staff maintain a broad range of skills.

Duties

- provide information and advice relating to court services, procedures, processes and forms as well as external options to clients to assist them to resolve their enquiries and issues
- progress cases by providing administrative services in accordance with court processes, including document lodgement, enquiries management, Registrar support and receiving and reconciling court fees and charges
- assist in the management of complex cases through the case management system
- work independently within defined rules to apply legislation, guidelines and court processes.
- identify issues and contribute to the resolution of problems.
- schedule and prioritise matters for hearing and other interventions to achieve the earliest possible resolution
- liaise with a range of internal and external stakeholders including Judge’s chambers, Registrars and their support staff, managers, legal practitioners, community organisations and other service providers to assist the resolution of cases
- coach employees, identify training needs and provide quality assurance
- collate, analyse and produce reports as required, and
- assist Registrars as required.

Eligibility

Selection Criteria

1. A demonstrated record of success in the provision of service to clients involving working directly with the general public and a demonstrated understanding of and commitment to providing client focused services in a high-volume environment.
2. A demonstrated high level of organisational, analytical and problem-solving skills, the ability to use initiative and work independently and the ability to prioritise work to meet deadlines.
3. A demonstrated ability to work well in a team, foster a positive team environment and demonstrated experience coaching and training colleagues (or related experience) .
4. A demonstrated capacity to communicate effectively both orally and in writing with people from a wide range of backgrounds, including clients, other staff members, the judiciary and senior management. This will include a proven ability to manage stressful and/or conflict situations in a professional manner, on a continual basis.
5. A demonstrated ability to contribute to and support change in the workplace including a strong ability to identify opportunities for process improvement. In addition, quickly acquire a sound working knowledge of court procedures, guidelines and policies.

How to apply

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

As part of your application, you will be required to submit a one-page response outlining your suitability for this position having regards to the selection criteria and duties of the position which are described in the position description (maximum word limit 1500). Please ensure this document is attached before submitting your application.

If you have any technical 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

Federal Court 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.

Federal Court 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

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	Helen Skinner, (02) 6812 8246
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=B2B8224B-F170-97D5-4E93-ED671ECB:

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Vacancy VN-0774114

Federal Circuit and Family Court of Australia

Closing Date:Monday 16 November 2026

Federal Circuit and Family Court of Australia
Court and Tribunal Services

Job Title	Client Service Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Townsville QLD
Salary	$79,125 - $86,246
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangement subject to operational requirements.
Classification	APS Level 4
Position Number	0713-10-26
Agency Website	https://www.fcfcoa.gov.au/

Job Description

https://fcajobs.nga.net.au/?jati=C17DBDAD-58B0-9438-C5D2-ED6793A24CFF

Position Overview

This position is being advertised for Client Services Officer (CSO) roles in the Townsville Federal Circuit and Family Court of Australia Family Law Registry.

This role operates within a small registry location-based team at the Townsville Registry. All staff are expected to be flexible and adaptable to a variety of tasks that arise in response to work demands, staff leave and other operational reasons.

The Registry provides service to all court clients both locally (face to face) and/or nationally (as part of a dispersed national team) as well as providing high level docket and/or case management support to Judges, Registrars and their staff.

The successful applicant must be flexible in their approach to work and be willing to learn and adapt to new procedures. The position involves work in Location Based Support across any of the streams of work managed by the respective teams. There is an expectation that regular role rotation and cross skilling will take place to ensure all staff maintain a broad range of skills.

Duties

Key Responsibilities and Duties

The responsibilities of the position are to:

- provide information and advice relating to court services, procedures, processes, and forms as well as external options to clients to assist them to resolve their enquiries and issues.
- progress cases by providing administrative services in accordance with court processes, including document lodgement, enquiries management, Registrar support and receiving and reconciling court fees and charges.
- assist in the management of complex cases through the case management system.
- work independently within defined rules to apply legislation, guidelines and court processes.
- identify issues and contribute to the resolution of problems.
- schedule and prioritise matters for hearing and other interventions to achieve the earliest possible resolution.
- liaise with a range of internal and external stakeholders including Judge's chambers, Registrars and their support staff, managers, legal practitioners, community organisations and other service providers to assist the resolution of cases.
- coach employees, identify training needs and provide quality assurance.
- collate, analyse, and produce reports as required, and
- assist Registrars as required.

Selection Criteria

1. A demonstrated record of success in the provision of service to clients involving working directly with the general public and including a demonstrated understanding of and commitment to providing client focused services.
2. Demonstrated working knowledge or clearly demonstrated capability to quickly acquire a sound working knowledge of court procedures, guidelines, policies and practice, including the computerised information systems used by the courts.
3. Demonstrated effective organisational skills with the ability to work under pressure, achieve objectives and manage competing priorities.
4. A demonstrated ability to work well in a team, to act with integrity, use initiative and work unsupervised as required.
5. Demonstrated capacity to communicate effectively both orally and in writing with strong interpersonal skills, including a proven ability to manage stressful and/or conflict situations in a professional manner, on a continual basis.

Eligibility

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.

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.

Notes

How to apply

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

As part of your application, you will be required to submit a written response to the selection criteria listed in the position description (maximum word limit 1500). Please ensure this document is attached before submitting your application.

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

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

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	Jo Bebernitz, (07) 4767 6923
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=C17DBDAD-58B0-9438-C5D2-ED6793A2

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Vacancy VN-0774188

Federal Circuit and Family Court of Australia

Closing Date:Sunday 15 November 2026

Federal Circuit and Family Court of Australia (FCFCOA)
Court and Tribunal Services

Job Title	Judicial Services Team Leader
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$99,734 - $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	On Site
Office Arrangement Details	On Site
Classification	APS Level 6
Position Number	0788-10-26
Agency Website	https://www.fcfcoa.gov.au/

Job Description

https://fcajobs.nga.net.au/?jati=24783281-0CFD-7D82-64F7-ED67CFDA89BF

Position Overview

Reporting to the Director or Manager Court Services, the Judicial Services Team Leader has responsibility for delivery of high-quality case management, court room and chambers support to the judicial officers of the courts and client services to clients, legal practitioners, registrars and family consultants. Judicial services include:

- providing the initial point of contact for judicial officers of the courts with respect to chambers arrangements
- working with the Local Case Management Judge in relation to case management administration,

- working with Corporate Services to manage the recruitment, training and development of judges associates and support staff
- working in partnership with other Judicial Services Team Leaders nationally,
- maintaining key relationships with internal stakeholders, including the registry team, and providing support to local CTS management as required.
- being a member of a project and/or case management committees from time to time,
- assisting with events and in-court support requirements.

Duties

The position of Judicial Services Team Leader requires a self-starter who thinks both strategically to solve problems facing the courts as well as seeks ongoing performance improvement. The responsibilities of the position include:

- leading and supporting teams of associates, deputy associates and/or legal associates to ensure high quality support to the judicial officers of the courts and high-quality client services to clients, legal practitioners, registrars and court child experts,
- coordinating courts' operations including scheduling of events and providing reports on case management indicators
- providing statistical reports to case management and court services management teams in relation to trends and issues associated with local judicial service provision
- managing change in a challenging and fastmoving environment
- developing and maintaining positive, productive and collaborative relationships with the judiciary, the legal profession and community groups, and
- ensuring the policies and standards of the courts are promoted and maintained.

Eligibility

Selection Criteria

1. Demonstrated staff management, change management, leadership and development experience (preferably in a legal, courts or public service environment) and the ability to promote a team environment.
2. Relationship management capacity, including an ability to communicate effectively with people at all levels, including judicial officers, as well as strong interpersonal skills, including a proven ability to manage stressful and/or conflict situations in a professional manner, on a continual basis.
3. Demonstrated sound organisational and problem-solving skills including initiative, the ability to manage priorities, meet deadlines and work effectively under pressure.
4. Analytical and report writing skills with the ability to provide strategic advice on trends and policy to management.
5. Understanding of the public service operating environment including the requirement for legislative compliance, probity and accountability.

How to apply

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

As part of your application, you will be required to submit a written response to the selection criteria listed in the position description (maximum word limit 1500). Please ensure this document is attached before submitting your application.

If you have any technical 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

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	Margreet Shehata, 02 8099 8378
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=24783281-0CFD-7D82-64F7-ED67CFDA

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Vacancy VN-0774288

Federal Circuit and Family Court of Australia

Closing Date:Thursday 12 November 2026

Federal Circuit and Family Court of Australia
Judicial Support

Job Title	Executive Assistant to Chief Justice Alstergren
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	$121,755 - $132,713
Future Merit Locations	Melbourne
Office Arrangement	On Site
Office Arrangement Details	Onsite - 5 days per week
Classification	Executive Level 1
Position Number	0796-10-26
Agency Website	https://www.fcfcoa.gov.au/

Job Description

https://fcajobs.nga.net.au/?jati=957EBF86-9D14-3541-2788-ED7908B5C200

Total package $133,221 - $145,210 per annum

(Base Salary: $121,755 to 132,715 per annum plus 15.4% superannuation)

Position Overview

The Executive Assistant provides a high level of executive and administrative support to the Chief Justice of the FCFCOA (Division 1) Chief Judge of the FCFCOA (Division 2) ('the Chief Justice') to support the exercise of his statutory duties and exercise of his day-to-day responsibilities across two extremely busy Courts.

Together the Courts comprise 126 judges; hundreds of legal, social science and related support staff; registries and circuits across 43 locations; and are responsibility for around 110,000 filings per year.

The Chief Justice is responsible for the management of the administrative affairs of the Courts and the effective, orderly and expeditious discharge of the business of the Courts under the FCFCOA Act.

The Executive Assistant acts as a first point of contact for the Chief Justice and liaises with senior internal and external parties to support the Chief Justice. The role demands exceptional ability to build rapport and to promote positive relationships with internal and external stakeholders. The Executive Assistant must possess exceptional initiative and professional written and oral communication skills and ensure the utmost discretion and confidentiality in their interactions and handling of matters.

This is a key role that ensures the smooth and efficient operation of the Chief Justice's Chambers. The Executive Assistant must be able to develop an excellent level of knowledge of the Courts' strategic priorities, functions, practices and procedures, and oversee the administrative support in the Sydney Chambers to provide support to the Chief Justice.

The Executive Assistant is an integral part of the chambers of the Chief Justice and the national operations team more broadly, providing a wide range of high-level executive and administrative support. The Executive Assistant will also assist the Chief Justice and senior staff in the Chief Justice's Chambers with important policy and projects, including the preparation of high-level correspondence, presentations, conference papers, reports and submissions. The role may also extend to dealing with other sensitive and confidential processes as requested by the Chief Justice.

The role is busy and multi-dimensional, requiring someone with agility and highly developed organisational skills, together with strong communication and interpersonal skills. The person appointed to this position will be someone who anticipates what needs to be done, shows great initiative; is highly motivated and organised, efficient, able to work under pressure. It requires frequent contact with internal and external stakeholders. The occupant of this position must enjoy working with a diverse range of people and have strong interpersonal skills.

Duties

Key Responsibilities and Duties

The key responsibilities and duties of the role include to:

1. provide high level executive and administrative support to the Chief Justice;
2. draft and coordinate complex correspondence, presentations and reports;
3. provide appropriate support to the Chief Justice to diarise, prioritise and schedule forthcoming events and meetings, and prioritise matters for attention to resolve key issues;
4. oversee administrative support in the Sydney Chambers of the Chief Justice;
5. liaise with judges and senior court staff in relation to key events and meetings;
6. communicate effectively with a wide range of internal and external stakeholders;
7. act as a first point of contact for the Chief Justice as required with a range of external stakeholders and organisations;
8. work closely with the national operations team assisting the Chief Justice and the Chief Executive Officer and Principal Registrar;
9. implement changes to work practices and processes in consultation with the Chief Justice;
10. assist with the management and coordination of the Courts' key internal and external conferences, events and meetings;

11. support the Chief Justice with key projects and policy, including research and analysis to assist with policy and protocol development, including in areas such as judicial entitlements and travel.
12. The person performing this role will need flexibility to work irregular hours, if necessary, which is reflective of the executive level of this position, and the ability to undertake some travel. The position is located in the Melbourne CBD and based in-office 5 days per week.

Eligibility

Competencies and Experience

To undertake this role the successful candidate must have:

- Well-developed senior administration/management experience working with high level stakeholders, senior legal professionals, ideally understanding of the work of Courts or other legal or Government environments.
- A high standard of professional written, oral, and interpersonal communication.
- the ability to systematise processes for the efficient working of the Chief Justice's Chambers, develop administrative protocols, coordinate meetings, working groups, take minutes and settle papers and briefings for meetings.
- Excellent judgment including exercising highest levels of discretion, planning, diplomacy, and confidentiality.
- Excellent initiative and proactive attitude, and proven ability to organise, multitask and deliver results to tight deadlines.
- Familiarity with the principles of public sector governance and accountability.
- In addition, experience in a legal or justice system environment, the completion of a legal degree or in the final year of legal studies will be highly regarded but is not essential.

Selection Criteria

1. Demonstrated experience in providing high level executive and administrative support to heads of jurisdiction, senior officials and/or senior executives.
2. Highly developed oral and written communication skills, including the ability to communicate effectively with judges and staff of the Courts, external organisations and members of the public, including drafting complex correspondence.
3. Highly developed organisational skills, including the ability to triage high volumes of correspondence, emails, meeting requests and invitations in a systematic way.
4. Demonstrated capacity to develop and maintain productive working relationships with a wide range of internal and external stakeholders.
5. Experience and in-depth knowledge of the operations of judicial and/or complex legal administrative environments and demonstrated working knowledge or clearly demonstrated capability to quickly acquire a sound working knowledge of the procedures, guidelines, policies and practices of the Courts.
6. Ability to set priorities and organise workload under pressure, oversee staff remotely in Sydney, to provide seamless high-level support, managing competing priorities to meet strict deadlines.
7. Highly developed interpersonal skills and demonstrated ability to work in an environment requiring utmost tact, diplomacy and discretion.
8. Demonstrated high level of professionalism and initiative, privacy and security awareness, and ability to adapt to changing demands.

Notes

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

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. Health clearance – the successful applicant may be required to complete a health declaration or attend a medical assessment to confirm their fitness for duty.

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

Federal Court 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.

Federal Court 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.

How to Apply

To apply for this position please click on the “apply now” button on the Federal Court website

As part of your application, you will be required to submit a written response to the selection criteria listed in the position description (maximum word limit 1500). Please ensure this document is attached before submitting your application.

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

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To Apply

Position Contact	Jordan Di Carlo, 0429 261 093
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=957EBF86-9D14-3541-2788-ED7908B5C

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Vacancy VN-0774196

Future Fund Management Agency

Closing Date:Monday 09 November 2026

Job Title	Senior Manager, COO Office
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	3 days in the office (Tue and Wed anchor days)
Classification	APS Level 6
Position Number	JR100369
Agency Website	www.futurefund.gov.au

Job Description

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

Duties

About Future Fund

At the Future Fund, we're for future minds – like yours. The new investors and creators who thrive on different thinking and doing it together. Those who glimpse opportunity before it strikes and step up every day to grab it.

The Future Fund is Australia's Sovereign Wealth Fund, managing over $355 billion across seven public asset funds with the same purpose: growing Australia's future. We are a global investor and work closely with world leading investment organisations to access the best investment ideas.

Where others see challenges, we see more interesting investment experiences. Every person, every skillset, every mindset is an asset. We've got every future generation to consider, yet our approach to investing is incredibly pure: we think about it deeply, and daily. Ours is a culture where great people grow the future together, with the rare ability to work collaboratively, think freely, and make a real difference.

Are you Futureminded? Let's create what's next.

The Opportunity

The Senior Manager – COO Office will help shape and execute strategy across the Data, Operations & Technology (DOT) Group. Reporting to the Head of Strategy, COO Office, you will work directly with the Chief Operating Officer, the DOT Leadership Team and colleagues across the COO Office to bring clarity to complex, multi-dimensional business challenges.

Spanning the full strategy management lifecycle, this role combines strategic thinking with practical execution. You will support group and COO Office strategy, lead business planning, develop business architecture artefacts, help evolve operating models, and strengthen the reporting, governance and business management disciplines that enable DOT to deliver on its purpose of ‘Working Together to Enable Investing’.

This is an opportunity for an experienced strategy professional who is curious, analytically strong and comfortable working in a changing environment. You will co-design pragmatic solutions with senior stakeholders and make responsible use of Agency AI capabilities where they improve analysis, synthesis, insight generation or the accessibility of strategic work.

What You’ll Do

- Support the formulation, planning, implementation, monitoring and evaluation of the DOT strategy, and help cascade it into the COO Office strategy.
- Coordinate the annual business planning process across DOT, working with business units and specialist teams on initiatives, budgets, workforce planning and resource management.
- Develop and maintain business architecture artefacts, including capability models, value streams, business processes, information concepts and organisational relationships, and apply them to strategic and organisational decisions.
- Support operating model analysis and design, including current-state assessment, options analysis, documentation, frameworks, tools and governance practices.
- Research market developments and leading practices, build relationships with peer organisations and translate intelligence into actionable insights for DOT strategy and planning.
- Develop performance dashboards and management reporting for the COO, DOT leadership, senior leaders, the Chief Executive Officer and the Board.
- Facilitate strategic discussions, workshops and collaborative design processes that help senior stakeholders explore complex issues, align perspectives and reach clear outcomes.

Eligibility

About You

You are an experienced strategy professional who can move confidently between conceptual thinking and practical delivery. You enjoy solving complex business problems, bring structure to ambiguity and communicate clearly with executive and middle-management stakeholders.

You'll bring:

- 10+ years' relevant experience across strategy management, business architecture, business performance or business management.
- Direct strategy management experience gained in financial services, preferably investment management or securities servicing.
- Experience in a top-tier global consulting firm and/or a comparable role within a financial institution. Consulting experience is preferred.
- Strong research and analytical capability, with a record of synthesising information from multiple sources into meaningful insights and pragmatic solutions.
- Experience creating and maintaining frameworks, methodologies and tools for strategy management, business planning, business architecture or operating model management.
- Demonstrated experience developing and applying capability models, value streams, and current-state and future-state views to support strategic choices, prioritisation, organisational design and change.
- Strong written and verbal communication, stakeholder engagement and influencing skills, including confidence working with senior executives.
- The ability to use Agency AI capabilities responsibly and effectively, applying sound judgement, validation and appropriate information-handling requirements.
- Composure, adaptability and a collaborative, consultative style, with the ability to remain effective in a busy and evolving environment.
- Experience in business architecture, product management or operating model management will be highly valued.

Please note that the opportunity is open to Australian citizens only.

We Are For Everyone

At Future Fund, we are better for our differences. Every person, every skillset, every mindset is an asset. We want everyone to feel comfortable bringing their authentic selves to work. Which is why we're looking for future minds like yours. Your past experiences help us expand our collective knowledge, add value and create something better. When doing your job means Australia has more money to invest in renewables, education, healthcare and medical breakthroughs – there's a tangible impact to what we do. And we want you to be part of it.

Are you Futureminded? Learn more about us at our LinkedIn Life page.

The Future Fund acknowledges the Traditional Custodians of the lands and waters on which we live and work. We pay respect to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples as we work to create meaningful change for reconciliation.

Notes

About the Future Fund Management Agency

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

To Apply

Position Contact	Danny Burke, +61 3 8656 6367
Agency Recruitment Site	https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

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Vacancy VN-0774294

Future Fund Management Agency

Closing Date:Wednesday 18 November 2026

Job Title	Manager, Operations
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	3 days per week in office (Tue and Wed anchor days)
Classification	APS Level 6
Position Number	JR100370
Agency Website	www.futurefund.gov.au

Job Description

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

Duties

About Future Fund

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Are you Futureminded? Let's create what's next.

The Opportunity

We are seeking an experienced security operations leader to manage the people, processes and technology that support the Future Fund's operations across cloud and cyber security.

Reporting to the Senior Manager, Cloud & Operations, you will lead internal specialists across security operations, threat intelligence and hunting, and identity, while overseeing the managed providers that support these services. The role spans security monitoring and incident response, identity and privileged access, vulnerability management, insider risk and the ongoing improvement of operational controls and playbooks.

You will bring together technical teams, service providers and stakeholders across the Agency to establish clear priorities, manage operational risk and maintain reliable services. As deputy to the Senior Manager, Cloud & Operations, you will also provide leadership cover and exercise delegated responsibilities when required.

This is an opportunity to combine people leadership with hands-on operational judgement in a broad security environment, strengthening capability while supporting the transition of new services into business-as-usual operations.

What You'll Do

- Lead day-to-day priorities across security operations and identity, coordinating internal specialists and managed providers while balancing service continuity, delivery and risk.
- Oversee security monitoring, event triage and remediation across cloud, endpoint, identity and information protection services.
- Coordinate security incident response, containment, recovery and escalation, and maintain the Agency's incident management policy, playbooks and response arrangements.
- Strengthen threat intelligence and proactive threat hunting, translating findings and lessons learned into improved detections, triage and response.
- Oversee identity and privileged access operations, vulnerability assessment and remediation, including access reviews, security advisories, patching and the escalation of material exposures.
- Manage service scope, performance, hand-offs and escalations across security providers and internal teams, retaining accountability for service outcomes and resolving delivery issues.
- Lead, coach and develop security operations, threat intelligence, hunting and identity specialists, building resilience through clear expectations, knowledge sharing, cross-training and succession planning.

- Provide clear reporting on security posture, incidents, vulnerabilities, service performance and improvement priorities to senior stakeholders.

Eligibility

About You

You are an experienced security operations leader who combines technical credibility with calm judgement, clear communication and a practical approach to risk. You can lead specialists and external providers, establish priorities across competing demands and communicate security issues effectively to both technical and senior stakeholders.

You'll bring*:*

- Demonstrated people leadership and external partner management experience, with responsibility for security operations across identity, vulnerability management, cloud security and incident management.
- Strong cloud and network technical breadth, supported by practical experience with security monitoring, identity, privileged access, information protection and vulnerability-management platforms.
- Experience working with technologies such as Microsoft Sentinel, Microsoft Defender, Microsoft Purview, Microsoft Entra ID, CyberArk, Qualys or Wiz.
- Experience applying ISO 27000-series and NIST frameworks and translating operational risk into clear priorities and practical remediation.
- The ability to manage incidents and competing operational demands with composure, sound judgement and reliable follow-through.
- Strong stakeholder engagement skills and the ability to build constructive relationships across technology, security assurance, risk, business teams and managed providers.
- A degree in computer science, information technology or a related discipline, or equivalent relevant professional experience.

Relevant security certification, such as CISSP or CISM, is preferred. Experience with the Australian Government Information Security Manual or in a Federal Government environment would be advantageous.

Please note that the opportunity is open to Australian citizens only.

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To Apply

Position Contact	Danny Burke, +61 3 8656 6367
Agency Recruitment Site	https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

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Vacancy VN-0774178

Great Barrier Reef Marine Park Authority

Closing Date:Sunday 22 November 2026

Corporate Services Finance

Job Title	Finance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD
Salary	$79,187 - $87,314
Future Merit Locations	Various locations - QLD, Canberra, Townsville
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	APS Level 4
Position Number	057
Agency Website	

Job Description

https://www2.gbrmpa.gov.au/careers

We are seeking a customer focused, team player to join our team. This position will play a key role in delivering professional, high-quality customer service within the Finance section that is valued by our stakeholders.

Your work will involve facilitating the booking of domestic and international travel in accordance with the Reef Authority's travel policy, using the Whole of Australian Government (WoAG) travel arrangements, undertake the reconciliation and acquittal of travel documents and related expenditure, and provide advice on travel policies and procedures.

What you'll bring

- You have high attention to detail and the ability to adapt to a constantly changing environment.
- You enjoy being part of a cohesive team, however, are also able to work autonomously when required.
- You are a natural problem solver, a doer, and are known for seeing things through.
- You are experienced in relationship and stakeholder management.

- You are eager to share knowledge with fellow employees to build team competencies and capable of contributing creative ideas to improve processing efficiencies and overall effectiveness.
- You are an excellent communicator. Your communication skills lead to strengthened internal relationships.
- You thrive under pressure, have an eye for detail, and don’t get flustered when faced with competing priorities.

Why join the Reef Authority?

At the Reef Authority, you'll build a meaningful career while helping protect one of the world's most iconic natural assets. We offer a supportive, flexible and purpose-driven workplace where your work has real impact.

You'll enjoy competitive APS employment conditions, including up to 15.4% employer superannuation, flexible working arrangements, wellbeing initiatives, professional development opportunities and a collaborative culture committed to protecting the Great Barrier Reef for future generations.

Duties

- Coordinate cost effective domestic and international travel arrangements including scheduling flights and ground transportation, booking accommodation, and handling any other trip-related tasks for Reef Authority employees and relevant external stakeholders in a timely manner in accordance with the WoAG policy.
- Build strong working relationships to help understand specific internal and external stakeholder needs, and interpret and apply a variety of legislation, policies, and procedures to provide a high level of customer service within the Finance section that is valued by all stakeholders.
- Assist in the relocation process for Reef Authority employees by interpreting and applying existing operational and administrative policies to determine the most appropriate course of action to meet both business and employee needs.
- Maintain accurate records on traveller profile accounts, ensure accurate travel payments are calculated and authorised in accordance with the Financial Delegations, and perform accurate financial reconciliation of Diners, Cabcharge and Purchase Cards with regards to travel related expenditure within required deadlines. Develop monthly reports for Financial Delegates to assist in the review of travel actuals against budgets, and assist in the development of reports, as required, for the Reef Authority’s Executive Management Group.
- Contribute to the development, maintenance and enhancement of travel-related policies, procedures, reports, manuals and communication tools in accordance with legislation, policy and procedures. Develop, maintain and provide regular training sessions for Reef Authority staff, including content for the Learning Management Systems (LMS), and be willing to provide targeted training to assist in the correct utilisation of the travel system.
- Work collaboratively in a team-based environment which includes actively participating in and contributing to work undertaken across the Finance section including backup for other roles at level as required to support business objectives.

- Build and maintain a strong working relationship with the Reef Authority's WoAG travel service provider to ensure required reports are supplied in a timely manner and identify future reports that may better assist the Reef Authority in reducing travel expenditure and fees.

Eligibility

Desirable qualifications or equivalent experience

- Knowledge of corporate travel systems and processes.
- Experience in the Federal Government.
- Experience in finance ERP systems.

Employment with the Reef Authority is subject to:

- Conditions prescribed within the Public Service Act 1999.
- Australian Government Security Vetting Agency (AGSVA) granting a security clearance at the required level.
- Evidence of citizenship status.
- Evidence of qualifications required of the role.
- Evidence of a completed national police-check with no risks identified by the Reef Authority.
- The CEO of the Reef Authority, or their Delegate, approving a Notice of Engagement.
- The Australian Government Security Clearance Application Guide Book provides information on minimum eligibility requirements for holding a security clearance at the required level. Please ensure that you are able to provide the necessary documents if you apply for the position. More information on the security clearance vetting process is available on the AGSVA website.

Notes

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

To Apply

Position Contact	Raymond Thain, (07) 4750 0774
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0774254

Great Barrier Reef Marine Park Authority

Closing Date:Sunday 15 November 2026

Corporate Services Technology and Digital Services

Job Title	Data Services Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Cairns QLD, Townsville QLD, Canberra ACT
Salary	$99,733 - $111,702
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	On Site;Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	APS Level 6
Position Number	885
Agency Website	

Job Description

https://www2.gbrmpa.gov.au/careers

We are seeking an experienced Data Services Manager to lead and manage our Data Services team and be responsible for maintaining the organisation's data environment. Using your experience in technical leadership, data management, and stakeholder engagement, you will deliver high quality data driven outcomes for internal and external stakeholders, managing a range of products, datasets, systems and associated tools.

The Data Services Manager will support the organisation through the management, accessibility and governance of business data, enabling better insights and supporting evidence based decision making for activities such as service delivery, environmental management, and operational planning. You will be a team player, working closely and collaboratively with the broader Technology and Digital Services team, technical specialist partner organisations, and a diverse network of stakeholders across the Reef Authority.

What you'll bring

- You are proactive and organised, with a track record of completing tasks and managing competing priorities without losing focus.
- You are detail oriented and technically rigorous, known for delivering accurate, high quality work under pressure.
- You are collaborative and stakeholder focused, able to build strong relationships and communicate clearly and effectively with staff at all levels.
- You are solution oriented and technically confident, able to provide reliable, specialised advice and make sound decisions using good judgment and expertise.
- You are reflective and improvement minded, consistently looking for ways to refine processes, uplift team capability, and enhance service delivery.

Why join the Reef Authority?

At the Reef Authority, you'll build a meaningful career while helping protect one of the world's most iconic natural assets. We offer a supportive, flexible and purpose-driven workplace where your work has real impact.

You'll enjoy competitive APS employment conditions, including up to 15.4% employer superannuation, flexible working arrangements, wellbeing initiatives, professional development opportunities and a collaborative culture committed to protecting the Great Barrier Reef for future generations.

Duties

- Lead, manage and mentor team members to deliver data services outcomes in line with the deliverables of the Technology and Digital Services section and broader Reef Authority objectives.
- Lead, manage and coordinate, in conjunction with external contractors and service providers, the planning, delivery and quality assurance of specialist data services and products to meet business priorities and stakeholder requirements.
- Develop and maintain data governance frameworks, standards, policies, procedures and operating models, while driving continuous improvement through process enhancement, knowledge sharing, and team capability development to support quality, service delivery and compliance.

- Maintain accountability for the integrity, currency and usability of authoritative datasets and outputs within the Data Services remit, ensuring they are fit for purpose and compliant with organisational standards.
- Provide expert advice to diverse stakeholders on data systems, workflows, technical issues and service requirements.
- Manage priorities, resources and workflows to deliver high quality outputs within timeframes, balancing competing demands and meeting key milestones.
- Build and maintain effective stakeholder relationships to understand needs, manage expectations, and facilitate successful service delivery across the organisation.

Eligibility

Essential Requirements

- Relevant tertiary qualification in data governance, data management, Information Technology Project Management or equivalent professional experience.
- Demonstrated experience in managing data projects, with a proven record of being achievement orientated and committed to client service.
- Demonstrated leadership and experience working in and contributing to, high performance teams.
- Demonstrated experience in applying conceptual and analytical skills to complex subjects, including the ability to critically assess information and contribute to delivery of innovative solutions.

Desirable qualifications or equivalent experience

- Demonstrated experience in and understanding of data governance, management, analytics and visualisation (data science and engineering) technologies and environments.
- Knowledge of the FAIR Data Principles, modern metadata standards and practices and the implications for data management.
- Have knowledge and experience in Microsoft Azure Data products and services.

Notes

Employment with the Reef Authority is subject to:

- Conditions prescribed within the Public Service Act 1999.
- Australian Government Security Vetting Agency (AGSVA) granting a security clearance at the required level.
- Evidence of citizenship status.
- Evidence of qualifications required of the role.
- Evidence of a completed national police-check with no risks identified by the Reef Authority.
- The CEO of the Reef Authority, or their Delegate, approving a Notice of Engagement.
- The Australian Government Security Clearance Application Guide Book provides information on minimum eligibility requirements for holding a security clearance at the required level. Please ensure that you are able to provide the necessary documents if you apply for the position. More information on the security clearance vetting process is available on the AGSVA website.

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 Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Elodie Lédée, (07) 4750 0629
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0774291

Great Barrier Reef Marine Park Authority

Closing Date:Wednesday 18 November 2026

Corporate Services Technology and Digital Services

Job Title	Geospatial Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD, Cairns QLD, Canberra ACT
Salary	$88,833 - $96,829
Future Merit Locations	Townsville, Cairns, Canberra
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	APS Level 5
Position Number	054
Agency Website	

Job Description

https://www2.gbrmpa.gov.au/careers

We are seeking a dynamic Geospatial Officer with strong technical GIS skills to join our Geospatial Services team. As part of the Data & Geospatial Services team, you will contribute to improved spatial decisionmaking across the organisation by managing and maintaining authoritative geospatial data, producing clear and accurate maps and visualisations, and delivering practical spatial analysis to support planning, operations, and policy development. In this role, you will provide GIS expertise to teams across the organisation, help integrate spatial information into business processes, and ensure geographic data is used effectively to inform outcomes in areas such as service delivery, environmental management, and operational planning. You will be a team player, working closely and collaboratively with the broader Technical and Digital Services team and a diverse network of stakeholders.

What you'll bring

- You have exceptional attention to detail, maintain focus on quality, and a high task completion rate.
- You are capable of applying relevant statutory and regulatory information to cartographic datasets, maps, and associated outputs.
- You are an excellent communicator with strong internal and external stakeholder engagement capabilities.
- You have the ability to communicate spatial information clearly to nontechnical audiences.
- You thrive under pressure, manage competing priorities and user expectations, and can adapt to changes in requirements.

- You are an effective member of a team, are flexible and versatile, show initiative, and develop and maintain positive relationships.

Why join the Reef Authority?

At the Reef Authority, you'll build a meaningful career while helping protect one of the world's most iconic natural assets. We offer a supportive, flexible and purpose-driven workplace where your work has real impact.

You'll enjoy competitive APS employment conditions, including up to 15.4% employer superannuation, flexible working arrangements, wellbeing initiatives, professional development opportunities and a collaborative culture committed to protecting the Great Barrier Reef for future generations.

Duties

- Using ESRI suite of software, develop and maintain geospatial datasets and products, ensuring accuracy, currency, and fit for purpose.
- Produce static and interactive mapping products, cartographic materials, and associated legislative documentation in a timely manner for internal and external stakeholders, ensuring quality assurance on all Reef Authority products.
- Provide analytical support and quality assured compliance products for the Field Management Program.
- Assist and provide advice to internal stakeholders with GIS related tasks, training, and queries, and help implement or adapt mapping tools and workflows into daily operations.
- Conduct spatial analysis (e.g., overlays, buffers, proximity checks) to assist in operational activities.

Eligibility

Essential requirements

- Demonstrated experience in working with ESRI suite of products (ArcGIS Pro/ArcGIS Online and enterprise geodatabase), including:
- Production and publication of high-quality maps;
- Management and upkeep of spatial and non-spatial data;
- Spatial analysis and management of quality assurance applicable to spatial data.
- Experience handling spatial data formats, coordinate systems, metadata standards, and basic database concepts (e.g., shapefiles, geodatabases, SQL).
- Strong analytical and problemsolving skills, with the ability to translate user requirements into spatial outputs.
- Demonstrated ability to work as a supportive member of a multi-disciplinary team.

Desirable qualifications or equivalent experience

- Tertiary qualifications or equivalent experience in Geographic Information System, Spatial Analysis, or Remote Sensing.

- Practical knowledge of the FAIR Data Principles and the implications for geospatial data management.

Notes

Employment with the Reef Authority is subject to:

- Conditions prescribed within the Public Service Act 1999.
- Australian Government Security Vetting Agency (AGSVA) granting a security clearance at the required level.
- Evidence of citizenship status.
- Evidence of qualifications required of the role.
- Evidence of a completed national police-check with no risks identified by the Reef Authority.
- The CEO of the Reef Authority, or their Delegate, approving a Notice of Engagement.
- The Australian Government Security Clearance Application Guide Book provides information on minimum eligibility requirements for holding a security clearance at the required level. Please ensure that you are able to provide the necessary documents if you apply for the position. More information on the security clearance vetting process is available on the AGSVA website.

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 Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Con Charalambou, 02 6191 6818
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0774296

Great Barrier Reef Marine Park Authority

Closing Date:Wednesday 18 November 2026

Corporate Services Technology and Digital Services

Job Title	Information Management Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Townsville QLD
Salary	$79,187 - $87,314
Future Merit Locations	Cairns, Canberra, Townsville
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	APS Level 4
Position Number	174
Agency Website	

Job Description

https://www2.gbrmpa.gov.au/careers

We are seeking an experienced and dynamic information management officer to join our small team. As part of the Great Barrier Reef Marine Park Authority's (the Reef Authority) Information team, you will be responsible for providing services to both internal and external stakeholders, assisting with requests, research services, and the administration of Reef Authority information management systems and services.

The position is required to action multiple requests, prioritising the workload with limited supervision, whilst adhering to relevant regulatory government requirements and policy frameworks to ensure continuity of service on behalf of the Information team.

You will be able to problem solve, support and assist in the maintenance of the online Reef Authority information management systems, with a focus on continuous improvement, including the support and training of Reef Authority staff with regards to the Reef Authority record and information management services.

What you'll bring

You have exceptional attention to detail, maintain focus on quality, and a high task completion rate.

You are capable of applying relevant statutory and regulatory information to cartographic datasets, maps, and associated outputs.

You are an excellent communicator with strong internal and external stakeholder engagement capabilities.

You have the ability to communicate spatial information clearly to nontechnical audiences.

You thrive under pressure, manage competing priorities and user expectations, and can adapt to changes in requirements.

You are an effective member of a team, are flexible and versatile, show initiative, and develop and maintain positive relationships.

Why join the Reef Authority?

At the Reef Authority, you'll build a meaningful career while helping protect one of the world's most iconic natural assets. We offer a supportive, flexible and purpose-driven workplace where your work has real impact.

You'll enjoy competitive APS employment conditions, including up to 15.4% employer superannuation, flexible working arrangements, wellbeing initiatives, professional development opportunities and a collaborative culture committed to protecting the Great Barrier Reef for future generations.

Duties

- Provide support in the delivery of information management projects, systems and services to internal and external stakeholders.
- Respond to day-to-day requests, problem solve and prioritise workload to ensure continuity of service and the achievement of outcomes in a timely manner.
- Assist in the development and implementation of policies and guidelines for improved service delivery, with a focus on continuous improvement.
- Provide training and education to stakeholders in the utilisation of the information management systems, providing regular support and refresher training to embed new process and practice.

Eligibility

Desirable qualifications or equivalent experience

- Experience in information management, records management and/or digitisation.
- Knowledge of information-related policy and procedure, including dissemination and disposal of information resources.
- Knowledge of the Commonwealth Records Management policy and Controlled Document system administration.
- Experience in working with Refworks, eLibrary, Online Image Collection, SharePoint Online.

Notes

Employment with the Reef Authority is subject to:

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- Evidence of qualifications required of the role.
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- The CEO of the Reef Authority, or their Delegate, approving a Notice of Engagement.
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About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Margie O'Hara, 07 47500 838
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0774312

Great Barrier Reef Marine Park Authority

Closing Date:Wednesday 25 November 2026

Major Projects Science for Management

Job Title	Data Platform Manager – Decision Support Systems
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD, Cairns QLD, Canberra ACT
Salary	$99,733 - $111,702
Future Merit Locations	Townsville, Cairns, Canberra
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	APS Level 6
Position Number	924
Agency Website	

Job Description

https://www2.gbrmpa.gov.au/careers

We are seeking an experienced Data Platform Manager to join our Decision Support Systems team and be responsible for our data management system and support to various decision support tools. The position will ensure data management system reliability and compliance with legislative, regulatory and organisational requirements, including through effective system maintenance, development and governance. This includes attention to efficient data workflows. The position will liaise with data analysts across the organisation to understand their business needs related to data management and decision support tools, ensure relevant technical solutions are fit for purpose, and provide technical support.

What you'll bring

You have exceptional attention to detail, maintain focus on quality, and a high task completion rate.

You are capable of applying relevant statutory and regulatory information to cartographic datasets, maps, and associated outputs.

You are an excellent communicator with strong internal and external stakeholder engagement capabilities.

You have the ability to communicate spatial information clearly to nontechnical audiences.

You thrive under pressure, manage competing priorities and user expectations, and can adapt to changes in requirements.

You are an effective member of a team, are flexible and versatile, show initiative, and develop and maintain positive relationships.

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Duties

- Manage data platform workspaces, access controls, compute cluster configurations, and relevant policies across multiple environments (e.g. in Databricks).
- Design, build, and operationalise data models, pipelines, stores, and real-time processing systems for scalable, reliable and secure data management within the platform.
- Implement and maintain robust data governance frameworks for the platform (e.g. using Unity Catalog), and ensure compliance with data privacy regulations and Reef Authority data governance policies.
- Monitor platform utilisation, manage performance, identify inefficiencies, and implement cost-optimisations.
- Work collaboratively with data analysts across the organisation and the Technology and Digital Services team to scope business needs and requirements, and align the platform roadmap within available resources.
- Build and sustain effective relationships with internal and external stakeholders, share knowledge of own areas of expertise and mentor and coach less experienced staff.
- Resolve problems using professional knowledge and experience to identify and develop ideas and analyse alternative courses of action and their implications.

Eligibility

Essential requirements

- Demonstrated experience in use and/or management of data platforms (e.g. Databricks) and data governance
- Working proficiency in SQL and Python.

Desirable qualifications or equivalent experience

- Demonstrated experience in, and understanding of, data analytics and data visualisation

- Knowledge of, and experience with, Microsoft Azure data products and services

Notes

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- Australian Government Security Vetting Agency (AGSVA) granting a security clearance at the required level.
- Evidence of citizenship status.
- Evidence of qualifications required of the role.
- Evidence of a completed national police-check with no risks identified by the Reef Authority.
- The CEO of the Reef Authority, or their Delegate, approving a Notice of Engagement.
- The Australian Government Security Clearance Application Guide Book provides information on minimum eligibility requirements for holding a security clearance at the required level. Please ensure that you are able to provide the necessary documents if you apply for the position. More information on the security clearance vetting process is available on the AGSVA website.

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 Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Susan Sobtzick, 0403921873
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0773782

Office of National Intelligence

Closing Date:Wednesday 18 November 2026

NIC Enterprise
Quality Assurance Office

Job Title	Program Adviser, Quality Assurance Office (QAO)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$107,275 - $121,732
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 6
Position Number	NA
Agency Website	

Job Description

https://onicareers.nga.net.au/?jati=CB1411B5-02CC-EBD3-CF85-ED789227E22F

ONI’s Quality Assurance Office (QAO) is seeking APS6 QAO Program Advisers who are committed to contributing to nationally significant capability and assurance initiatives to support the quality, consistency and transferability of Australia's highest-level security clearance and harden the Australian Government against insider threats.

You will part of a small, high-performing team engaged with stakeholders across the National Intelligence Community (NIC) and broader Australian Government to strengthen capability and support the implementation of whole-of-government personnel security capability priorities.

Duties

We are seeking APS6 National Security Program Advisers for two capability streams.

Assurance and Compliance Advice

· support the delivery of assurance initiatives to safeguard the integrity of Australia's highest-level security clearance

· contribute to the review of personnel security assessment outcomes and processes to inform capability uplift and continuous improvement

· offer expert advice to promote consistent, high-quality and transferable security clearances.

Insider Threat Capability

· engage with stakeholders across government providing trusted advice and guidance on personnel security and insider threat matters.

· provide expert advice and support to agencies to strengthen insider threat prevention, detection and response capabilities

· contribute to the delivery of projects and work programs that support training delivery and capability development.

· contribute to ensuring governance and accountability activities are delivered, including providing support for committees and communities of practice.

These are diverse roles that combine, policy interpretation and management, stakeholder engagement and program delivery.

Our ideal candidate will have:

- highly developed analytical and problem-solving skills, with a proven ability to interpret information, identify emerging trends and contribute to the development of practical, evidence-based advice and recommendations
- excellent stakeholder engagement skills, with a demonstrated ability to build productive relationships and work collaboratively across government and other industry stakeholders
- the ability to work independently in response to direction, using initiative to prioritise tasking and meet timeframes
- excellent written and verbal communication skills, including experience presenting to a variety of groups and levels and tailor messages to different audiences
- sound organisational skills, including the ability to pursue multiple priorities, manage competing demands and deliver high-quality outcomes
- a collaborative, adaptable and proactive approach, with a commitment to continuous improvement and contributing to a positive team culture.

Desirable attributes:

- demonstrated experience in one or more of the following areas: governance, quality assurance, compliance; security policy development or application; personnel security or

insider threat/risk implementation; or security vetting or security clearance management practices
- personnel or protective security training or qualifications (for example, a Certificate IV in Government Security or Certificate IV in Government Security (Security Vetting))
- demonstrated experience measuring compliance of practices against legislation, policy, or other Government or organisational requirements
- experience working with or within the National Intelligence Community.

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=CB1411B5-02CC-EBD3-CF85-ED789

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Vacancy VN-0774138

Productivity Commission

Closing Date:Sunday 15 November 2026

Corporate
Finance

Job Title	Director, Finance
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	$144,641 - $181,447
Future Merit Locations	Melbourne, Canberra
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	Executive Level 2
Position Number	PC-2612
Agency Website	

About the Role

We have an ongoing opportunity for a Director, Finance to join our Corporate Group, based in Melbourne or Canberra.

As the Director, Finance, you will provide strategic leadership of the Productivity Commission's (PC) financial management function and authoritative financial advice to senior management. Working closely with the Chief Finance Officer, you will help ensure the PC remains financially sustainable and that organisational decision-making is supported by high-quality financial analysis, reporting and advice.

Duties

You will lead the development and delivery of the PC's financial strategy, budgeting, forecasting, financial reporting, accounting and financial management frameworks. Exercising a high degree of professional judgement, you will provide advice on complex financial and governance matters, financial and operational risks, and emerging issues that may have implications across the PC.

You will also provide strategic leadership and oversight of the PC's procurement activities, including strengthening processes and supporting compliance with the Commonwealth procurement framework. You will lead continuous improvement across financial systems, controls, policies and processes and support effective management of risk within your area of responsibility.

As a senior leader, you will set clear direction and priorities for the Finance team, build professional capability and create an inclusive, collaborative and high-performing environment. You will develop strong relationships across the PC and engage confidently with key external stakeholders on complex financial, governance and assurance matters.

Successful applicants will bring extensive financial management experience and demonstrated strategic finance leadership, together with a strong understanding of the Australian Government financial framework and budget process. You will have the ability to provide authoritative advice, exercise sound professional judgement on complex matters, influence senior stakeholders and lead people through change and continuous improvement.

Academic qualifications in Finance and/or Accounting are essential, as well as holding a Certified Practicing Accountant or Chartered Accountant accreditation.

We value a workforce diverse in age, culture, life experience and ability. Everyone is encouraged to apply.

A merit pool of suitable candidates may be established and used to fill similar vacancies either on an ongoing or non-ongoing basis.

What we offer

Our supportive, respectful and engaging work environment is underpinned by:

- interesting and engaging work, across inquiry/research, reporting, and corporate support teams
- a commitment to diversity and inclusion, and support for staff wellbeing
- a flexible work environment that supports employees to balance work commitments with family, caring and other personal commitments
- a culture of conversation and real-time feedback, to support a team and individual performance
- a range of learning and development opportunities tailored to individuals' needs at different points in their careers
- a safe working environment including reasonable adjustments to ensure staff have the support and tools they need to thrive at work.

The PC offers a competitive salary plus generous superannuation and leave provisions.

Eligibility

To be eligible for employment with the PC, applicants must:

- be an Australian citizen or hold an Australian Citizenship
- be willing to undergo a security and character clearance (which may include, but not limited to, completing an identity verification check, police check, and obtaining/maintaining an Australian Government security vetting clearance if required by the role)
- provide evidence of mandatory qualifications (if applicable).

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 Productivity Commission

The Productivity Commission is the Australian Government's independent research and advisory body on a range of economic, social and environmental issues affecting the welfare of Australians. Its role, expressed simply, is to help governments make better policies in the long-term interest of the Australian community.

To Apply

Position Contact	Richard McCoy, richard.mccoy@pc.gov.au
Agency Recruitment Site	https://www.pc.gov.au/careers

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Vacancy VN-0774120

Sport Integrity Australia

Closing Date:Sunday 15 November 2026

Sport Engagement Sport Partnerships

Job Title	State Integrity Manager – ACT / ACT Academy of Sport
Job Type	Full-Time, Non-Ongoing
Location	Various locations - ACT ACT
Salary	$125,820 - $137,127
Future Merit Locations	Various locations - ACT
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	0081_0926
Agency Website	www.sportintegrity.gov.au

Job Description

https://www.sportintegrity.gov.au/about-us/employment

About Sport and Recreation and the ACT Academy of Sport (ACTAS)

Sport and Recreation, as the ACT Government's lead agency for sport and active recreation policy, investment and service delivery provides leadership, support and advocacy for a sport and active recreation sector that is welcoming, progressive and sustainable. Sport and Recreation is responsible for:

- Planning, developing, and managing sustainable sport and recreation facilities, particularly sportsgrounds and swimming pools;
- Delivery of sport and recreation industry development programs;
- Managing the ACTAS who in partnership with National Sporting Organisations (NSO), contributes to ‘Australia’s high-performance sport targets by providing a quality daily performance environment that enhances athletic development through high-performance programs and support services;
- Assisting local sporting organisations to provide quality participation opportunities for the community; and
- Working together with the ACT sport and recreation industry to deliver against the Strategic Plan for the sector.

ACTAS, established in 1989, is the ACT Government's high-performance sport arm that delivers a range of Performance Support Services and strategic investment into several Sports Programs for high-performance pathway athletes from Olympic, Paralympic, and Commonwealth Games sports.

ACTAS is a member of the National Institute Network (NIN), comprising of the eight Australian state and territory institutes and academies of sport (SIS/SAS) as well as the Australian Institute of Sport (AIS), and is an endorsed Olympic and Paralympic Training Centre.

ACTAS is led by the ACT Government's Sport and Recreation Strategy CBR Next Move and the HP2032+ Win Well Strategy. Located on the AIS campus in Canberra, ACTAS provides a daily performance environment for athletes, including the performance health disciplines of athlete wellbeing, sports nutrition, sports psychology, sports medicine, sport science, sports physiotherapy, rehabilitation, soft tissue therapy, Pilates, and strength & conditioning.

ACTAS prioritises support and resources to categorised athletes through NSO High-Performance Agreements, an Individual Athlete Program (IAP), and a Paralympic Unit (PU) Program. Athletes supported in these programs are deemed as having potential to achieve future podium performance at the relevant pinnacle or benchmark event that range from state, national and international level and aims to develop and support them to progress towards the podium.

Our Opportunity

The State Integrity Manager – ACT & ACTAS is a dual role that will engage with key state-based stakeholders, primarily State Sporting Organisations (SSOs) and State Sporting Organisations for People with Disability (SSODs), ACT government agencies and sector bodies as well as athletes, coaches and staff in ACTAS. The purpose of the role is to increase the awareness of Sport Integrity Australia’s functions, support SSO/SSOD’s to implement national policies in the ACT, increase their integrity capability and respond appropriately to integrity matters that arise. You will also serve the integrity manager function for ACTAS working closely with Sport Integrity Australia to develop, educate and embed integrity related policies, procedures and practices into all levels of the organisation.

The key aspect of the State Integrity Manager - ACT & ACTAS role is the alignment between national and state level integrity initiatives, including but not limited to; increased collaboration and communication between Sport Integrity Australia, ACTAS, and SSO/SSODs.

The role will act as a conduit between all state and national bodies to enhance sport integrity as aligned with Sport Integrity Australia’s Corporate Plan.

The role will play a key role in connecting and aligning the work of key partners including ACTAS, sport advocacy groups, state government agencies, ACT Government Minister’s Office and any other key partners or agencies relevant to the priorities of Sport Integrity Australia. The role will represent the agency at relevant forums and will identify opportunities to meet with key stakeholders, deliver education and develop supporting resources.

The key duties of the position include, but are not limited to:

- Lead stakeholder engagement with SSOs, SSODs, government agencies and sector partners to strengthen sport integrity across the ACT.
- Drive implementation of the National Integrity Framework, Sport Integrity Policy Standards and related integrity initiatives.
- Serve as the integrity lead for ACTAS, developing and embedding effective integrity policies, practices including complaint management and education programs.
- Deliver advice, education and capability-building support to state sporting organisations, and ACTAS athletes, coaches and staff.

- Facilitate collaboration and alignment between Sport Integrity Australia, ACTAS and key state and national stakeholders.
- Represent Sport Integrity Australia, Sport & Recreation and ACTAS at forums, meetings and industry events.
- Provide leadership on emerging integrity issues and contribute to organisational priorities and culture.

The key accountabilities of the position include, but are not limited to:

- Compliance with the PGPA Act, Finance Law and Commonwealth Procurement Guidelines.
- Compliance with all relevant legislation and regulations.
- Ensure confidentiality is maintained at all times.
- Ensure the APS Values and Code of Conduct is adhered to at all times.
- Endorse and encourage `best practice' recordkeeping in accordance with Sport Integrity Australia’s Record Keeping Policy and Information Governance Framework.
- Cooperate with the employer and comply with all relevant legislation and Sport Integrity Australia's health and safety policies, procedures and instructions and Sport Integrity Australia’s ICT and Information Governance Framework.
- Work and act safely and take all reasonable care to protect personal health and safety and the health and safety of others.

Duties

Selection Criteria

The selection criteria of this role include/s:

- Demonstrated relevant experience and understanding of sport integrity initiatives, processes, including complaint/reporting mechanisms is desirable.
- Highly developed stakeholder engagement skills and demonstrated experience in developing and maintaining stakeholder relationships.
- Well-developed oral and written communication skills, including the ability to develop and deliver workshops and forums.
- Proven ability to work independently or under limited guidance and ability to manage competing priorities and to influence, drive change and achieve results.
- Proven strategic thinking and the ability to align strategy with operational activities, analysis and insights to enable positive outcomes.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check involves reviewing

your background & personal circumstances to minimise risks in giving access to Sport Integrity Australia information/resources. This screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

For roles working with Sport and Recreation and ACTAS, it is a requirement that you:

- undergo and suitably pass a National Police Check.
- have an ACT Working With Vulnerable People Card.
- complete all mandatory training requirements of Sport and Recreation/ACTAS and Sport Integrity Australia including any sport integrity elearning modules.
- provide next of kin or emergency contact details.
- The successful applicant must be willing to disclose all relevant and required information.

Use of AI in Recruitment

Sport Integrity Australia may use Microsoft Copilot to support limited administrative aspects of the recruitment process. Artificial Intelligence is not used to assess or select candidates, and all decisions are human-led and based on merit.

Candidates must ensure their application reflects their own skills, experience and abilities. Any use of AI must be responsible, transparent where required, and must not misrepresent their suitability for the role.

Candidates will be asked to disclose their use of AI when submitting an application and may also be asked to so at various stages throughout the recruitment process.

Applicants are encouraged to familiarise themselves with the Principles for us of AI in recruitment as well as the Principles for agency use of AI in recruitment which outline expectations for the responsible, ethical and transparent use of AI when applying for APS roles.

Notes

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

About the Sport Integrity Australia

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

To Apply

Position Contact	Tamarah Knox, tamarah.knox@sportintegrity.gov.au
Agency Recruitment Site	https://www.sportintegrity.gov.au/about-us/employment

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Vacancy VN-0774122

Sport Integrity Australia

Closing Date:Sunday 15 November 2026

Sport Engagement Sport Partnerships

Job Title	State Integrity Manager - Queensland
Job Type	Full-Time, Non-Ongoing
Location	Various locations - QLD QLD
Salary	-
Future Merit Locations	Various locations - QLD
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	0079_0926
Agency Website	www.sportintegrity.gov.au

Job Description

https://www.sportintegrity.gov.au/about-us/employment

The State Integrity Manager will engage with key state-based stakeholders, primarily State Sporting Organisations (SSOs) and State Sporting Organisations for People with Disability (SSODs), state government agencies and industry peak bodies. The purpose of the role is to

increase the awareness of Sport Integrity Australia’s functions, support SSO/SSOD’s to implement national policies in Queensland, increase their integrity capability and respond appropriately to integrity matters that arise.

The key aspect of the State Integrity Manager role is the alignment between national and state level integrity initiatives, including but not limited to; increased collaboration and communication between Sport Integrity Australia, SSO/SSODs and NSO/NSODs.

The State Integrity Manager will play a key role in connecting and aligning the work of key partners including sport advocacy groups, state government agencies, and any other key partners or agencies relevant to the priorities of Sport Integrity Australia. The role will represent the agency at relevant forums and will identify opportunities to meet with key stakeholders, deliver education and develop supporting resources.

Duties

The key duties of the position include, but are not limited to:

- Lead Sport Integrity Australia's engagement with SSOs, SSODs, government agencies and key stakeholders across the state.
- Drive the adoption and implementation of the National Integrity Framework and Sport Integrity Policy Standards.
- Support sporting organisations to strengthen integrity capability, policies, complaints management and reporting practices.
- Deliver integrity education, awareness and stakeholder engagement initiatives.
- Establish and coordinate state integrity networks and collaborative forums.
- Represent Sport Integrity Australia and promote alignment between national and state integrity priorities.
- Build and maintain effective stakeholder relationships across the sport integrity system.
- Provide strategic advice on emerging integrity issues and contribute to organisational objectives and culture.

The key accountabilities of the position include, but are not limited to:

- Compliance with the Public Governance, Performance and Accountability Act 2013 (PGPA Act)
- PGPA Act, Finance Law and Commonwealth Procurement Guidelines.
- Compliance with all relevant legislation and regulations.
- Ensure confidentiality is maintained at all times.
- Ensure the APS Values and Code of Conduct is adhered to at all times.
- Endorse and encourage `best practice' recordkeeping in accordance with Sport Integrity Australia’s Record Keeping Policy and Information Governance Framework.
- Cooperate with the employer and comply with all relevant legislation and Sport Integrity Australia's health and safety policies, procedures and instructions and Sport Integrity Australia’s ICT and Information Governance Framework.
- Work and act safely and take all reasonable care to protect personal health and safety and the health and safety of others.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check involves reviewing your background & personal circumstances to minimise risks in giving access to Sport Integrity Australia information/resources. This screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Candidates must provide evidence of their disability in order to demonstrate their eligibility to apply. Sport Integrity Australia will seek this evidence if candidates are shortlisted for interview. For further information see - Affirmative measure for recruiting people with disability: guide for applicants | Australian Public Service Commission (apsc.gov.au).

Use of AI in Recruitment

Sport Integrity Australia may use Microsoft Copilot to support limited administrative aspects of the recruitment process. Artificial Intelligence is not used to assess or select candidates, and all decisions are human-led and based on merit.

Candidates must ensure their application reflects their own skills, experience and abilities. Any use of AI must be responsible, transparent where required, and must not misrepresent their suitability for the role.

Candidates will be asked to disclose their use of AI when submitting an application and may also be asked to so at various stages throughout the recruitment process.

Applicants are encouraged to familiarise themselves with the Principles for us of AI in recruitment as well as the Principles for agency use of AI in recruitment which outline expectations for the responsible, ethical and transparent use of AI when applying for APS roles.

Notes

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

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Sport Integrity Australia offers guidance on integrity matters to sports that don't have developed integrity capabilities. Our focus is policy development, intelligence, investigations (primarily of doping cases), education, outreach and capability building. We are Australia's National Anti-Doping Organisation.

To Apply

Position Contact	Tamarah Knox, Tamarah.Knox@sportintegrity.gov.au
Agency Recruitment Site	https://www.sportintegrity.gov.au/about-us/employment

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Vacancy VN-0774125

Sport Integrity Australia

Closing Date:Sunday 15 November 2026

Sport Engagement Sport Partnerships

Job Title	State Integrity Manager – ACT / ACT Academy of Sport - Affirmative measure Disability
Job Type	Full-Time, Non-Ongoing
Location	Various locations - ACT ACT
Salary	$125,820 - $137,127
Future Merit Locations	Various locations - ACT
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	0123_1026
Agency Website	www.sportintegrity.gov.au

About Sport and Recreation and the ACT Academy of Sport (ACTAS)

Sport and Recreation, as the ACT Government's lead agency for sport and active recreation policy, investment and service delivery provides leadership, support and advocacy for a sport and active recreation sector that is welcoming, progressive and sustainable. Sport and Recreation is responsible for:

- Planning, developing, and managing sustainable sport and recreation facilities, particularly sportsgrounds and swimming pools;
- Delivery of sport and recreation industry development programs;
- Managing the ACTAS who in partnership with National Sporting Organisations (NSO), contributes to 'Australia's high-performance sport targets by providing a quality daily performance environment that enhances athletic development through high-performance programs and support services;
- Assisting local sporting organisations to provide quality participation opportunities for the community; and
- Working together with the ACT sport and recreation industry to deliver against the Strategic Plan for the sector.

ACTAS, established in 1989, is the ACT Government's high-performance sport arm that delivers a range of Performance Support Services and strategic investment into several Sports Programs for high-performance pathway athletes from Olympic, Paralympic, and Commonwealth Games sports.

ACTAS is a member of the National Institute Network (NIN), comprising of the eight Australian state and territory institutes and academies of sport (SIS/SAS) as well as the Australian Institute of Sport (AIS), and is an endorsed Olympic and Paralympic Training Centre.

ACTAS is led by the ACT Government's Sport and Recreation Strategy CBR Next Move and the HP2032+ Win Well Strategy. Located on the AIS campus in Canberra, ACTAS provides a daily performance environment for athletes, including the performance health disciplines of athlete wellbeing, sports nutrition, sports psychology, sports medicine, sport science, sports physiotherapy, rehabilitation, soft tissue therapy, Pilates, and strength & conditioning.

ACTAS prioritises support and resources to categorised athletes through NSO High-Performance Agreements, an Individual Athlete Program (IAP), and a Paralympic Unit (PU) Program. Athletes supported in these programs are deemed as having potential to achieve future podium performance at the relevant pinnacle or benchmark event that range from state, national and international level and aims to develop and support them to progress towards the podium.

Our Opportunity

The State Integrity Manager – ACT & ACTAS is a dual role that will engage with key state-based stakeholders, primarily State Sporting Organisations (SSOs) and State Sporting Organisations for People with Disability (SSODs), ACT government agencies and sector bodies as well as athletes, coaches and staff in ACTAS. The purpose of the role is to increase the awareness of Sport Integrity Australia's functions, support SSO/SSOD's to implement national policies in the ACT, increase their integrity capability and respond appropriately to integrity matters that arise. You will also serve the integrity manager function for ACTAS working closely with Sport Integrity Australia

to develop, educate and embed integrity related policies, procedures and practices into all levels of the organisation.

The key aspect of the State Integrity Manager - ACT & ACTAS role is the alignment between national and state level integrity initiatives, including but not limited to; increased collaboration and communication between Sport Integrity Australia, ACTAS, and SSO/SSODs.

The role will act as a conduit between all state and national bodies to enhance sport integrity as aligned with Sport Integrity Australia's Corporate Plan.

The role will play a key role in connecting and aligning the work of key partners including ACTAS, sport advocacy groups, state government agencies, ACT Government Minister's Office and any other key partners or agencies relevant to the priorities of Sport Integrity Australia. The role will represent the agency at relevant forums and will identify opportunities to meet with key stakeholders, deliver education and develop supporting resources.

The key duties of the position include, but are not limited to:

- Lead stakeholder engagement with SSOs, SSODs, government agencies and sector partners to strengthen sport integrity across the ACT.
- Drive implementation of the National Integrity Framework, Sport Integrity Policy Standards and related integrity initiatives.
- Serve as the integrity lead for ACTAS, developing and embedding effective integrity policies, practices including complaint management and education programs.
- Deliver advice, education and capability-building support to state sporting organisations, and ACTAS athletes, coaches and staff.
- Facilitate collaboration and alignment between Sport Integrity Australia, ACTAS and key state and national stakeholders.
- Represent Sport Integrity Australia, Sport & Recreation and ACTAS at forums, meetings and industry events.
- Provide leadership on emerging integrity issues and contribute to organisational priorities and culture.

The key accountabilities of the position include, but are not limited to:

- Compliance with the PGPA Act, Finance Law and Commonwealth Procurement Guidelines.
- Compliance with all relevant legislation and regulations.
- Ensure confidentiality is maintained at all times.
- Ensure the APS Values and Code of Conduct is adhered to at all times.
- Endorse and encourage `best practice' recordkeeping in accordance with Sport Integrity Australia's Record Keeping Policy and Information Governance Framework.
- Cooperate with the employer and comply with all relevant legislation and Sport Integrity Australia's health and safety policies, procedures and instructions and Sport Integrity Australia's ICT and Information Governance Framework.
- Work and act safely and take all reasonable care to protect personal health and safety and the health and safety of others.

Duties

Selection Criteria

The selection criteria of this role include/s:

- Demonstrated relevant experience and understanding of sport integrity initiatives, processes, including complaint/reporting mechanisms is desirable.
- Highly developed stakeholder engagement skills and demonstrated experience in developing and maintaining stakeholder relationships.
- Well-developed oral and written communication skills, including the ability to develop and deliver workshops and forums.
- Proven ability to work independently or under limited guidance and ability to manage competing priorities and to influence, drive change and achieve results.
- Proven strategic thinking and the ability to align strategy with operational activities, analysis and insights to enable positive outcomes.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check involves reviewing your background & personal circumstances to minimise risks in giving access to Sport Integrity Australia information/resources. This screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

For roles working with Sport and Recreation and ACTAS, it is a requirement that you:

- undergo and suitably pass a National Police Check.
- have an ACT Working With Vulnerable People Card.
- complete all mandatory training requirements of Sport and Recreation/ACTAS and Sport Integrity Australia including any sport integrity elearning modules.
- provide next of kin or emergency contact details.
- The successful applicant must be willing to disclose all relevant and required information.

Use of AI in Recruitment

Sport Integrity Australia may use Microsoft Copilot to support limited administrative aspects of the recruitment process. Artificial Intelligence is not used to assess or select candidates, and all decisions are human-led and based on merit.

Candidates must ensure their application reflects their own skills, experience and abilities. Any use of AI must be responsible, transparent where required, and must not misrepresent their suitability for the role.

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Notes

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

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To Apply

Position Contact	Tamarah Knox, Tamarah.Knox@sportintegrity.gov.au
Agency Recruitment Site	https://www.sportintegrity.gov.au/about-us/employment

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Vacancy VN-0774127

Sport Integrity Australia

Closing Date:Sunday 15 November 2026

Sport Engagement Sport Partnerships

Job Title	State Integrity Manager – ACT / ACT Academy of Sport - Affirmative measure First Nations
Job Type	Full-Time, Non-Ongoing
Location	Various locations - ACT ACT
Salary	$125,820 - $137,127
Future Merit Locations	Various locations - ACT
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	0124_1026
Agency Website	www.sportintegrity.gov.au

Job Description

https://www.sportintegrity.gov.au/about-us/employment

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The key duties of the position include, but are not limited to:

- Lead stakeholder engagement with SSOs, SSODs, government agencies and sector partners to strengthen sport integrity across the ACT.
- Drive implementation of the National Integrity Framework, Sport Integrity Policy Standards and related integrity initiatives.
- Serve as the integrity lead for ACTAS, developing and embedding effective integrity policies, practices including complaint management and education programs.
- Deliver advice, education and capability-building support to state sporting organisations, and ACTAS athletes, coaches and staff.

- Facilitate collaboration and alignment between Sport Integrity Australia, ACTAS and key state and national stakeholders.
- Represent Sport Integrity Australia, Sport & Recreation and ACTAS at forums, meetings and industry events.
- Provide leadership on emerging integrity issues and contribute to organisational priorities and culture.

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Duties

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Notes

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. 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	Tamarah Knox, Tamarah.Knox@sportintegrity.gov.au
Agency Recruitment Site	https://www.sportintegrity.gov.au/about-us/employment

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Vacancy VN-0774133

Sport Integrity Australia

Closing Date:Sunday 15 November 2026

Sport Engagement Sport Partnerships

Job Title	State Integrity Manager - Queensland - Affirmative Measure - Disability
Job Type	Full-Time, Non-Ongoing
Location	Various locations - QLD QLD
Salary	$125,820 - $137,127
Future Merit Locations	Various locations - QLD
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	0121_1026
Agency Website	www.sportintegrity.gov.au

Job Description

https://www.sportintegrity.gov.au/about-us/employment

The State Integrity Manager will engage with key state-based stakeholders, primarily State Sporting Organisations (SSOs) and State Sporting Organisations for People with Disability

(SSODs), state government agencies and industry peak bodies. The purpose of the role is to increase the awareness of Sport Integrity Australia's functions, support SSO/SSOD's to implement national policies in Queensland, increase their integrity capability and respond appropriately to integrity matters that arise.

The key aspect of the State Integrity Manager role is the alignment between national and state level integrity initiatives, including but not limited to; increased collaboration and communication between Sport Integrity Australia, SSO/SSODs and NSO/NSODs.

The State Integrity Manager will play a key role in connecting and aligning the work of key partners including sport advocacy groups, state government agencies, and any other key partners or agencies relevant to the priorities of Sport Integrity Australia. The role will represent the agency at relevant forums and will identify opportunities to meet with key stakeholders, deliver education and develop supporting resources.

Duties

The key duties of the position include, but are not limited to:

- Lead Sport Integrity Australia's engagement with SSOs, SSODs, government agencies and key stakeholders across the state.
- Drive the adoption and implementation of the National Integrity Framework and Sport Integrity Policy Standards.
- Support sporting organisations to strengthen integrity capability, policies, complaints management and reporting practices.
- Deliver integrity education, awareness and stakeholder engagement initiatives.
- Establish and coordinate state integrity networks and collaborative forums.
- Represent Sport Integrity Australia and promote alignment between national and state integrity priorities.
- Build and maintain effective stakeholder relationships across the sport integrity system.
- Provide strategic advice on emerging integrity issues and contribute to organisational objectives and culture.

The key accountabilities of the position include, but are not limited to:

- Compliance with the Public Governance, Performance and Accountability Act 2013 (PGPA Act)
- PGPA Act, Finance Law and Commonwealth Procurement Guidelines.
- Compliance with all relevant legislation and regulations.
- Ensure confidentiality is maintained at all times.
- Ensure the APS Values and Code of Conduct is adhered to at all times.
- Endorse and encourage `best practice' recordkeeping in accordance with Sport Integrity Australia's Record Keeping Policy and Information Governance Framework.
- Cooperate with the employer and comply with all relevant legislation and Sport Integrity Australia's health and safety policies, procedures and instructions and Sport Integrity Australia's ICT and Information Governance Framework.

- Work and act safely and take all reasonable care to protect personal health and safety and the health and safety of others.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check involves reviewing your background & personal circumstances to minimise risks in giving access to Sport Integrity Australia information/resources. This screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Candidates must provide evidence of their disability in order to demonstrate their eligibility to apply. Sport Integrity Australia will seek this evidence if candidates are shortlisted for interview. For further information see - Affirmative measure for recruiting people with disability: guide for applicants | Australian Public Service Commission (apsc.gov.au).

Use of AI in Recruitment

Sport Integrity Australia may use Microsoft Copilot to support limited administrative aspects of the recruitment process. Artificial Intelligence is not used to assess or select candidates, and all decisions are human-led and based on merit.

Candidates must ensure their application reflects their own skills, experience and abilities. Any use of AI must be responsible, transparent where required, and must not misrepresent their suitability for the role.

Candidates will be asked to disclose their use of AI when submitting an application and may also be asked to so at various stages throughout the recruitment process.

Applicants are encouraged to familiarise themselves with the Principles for us of AI in recruitment as well as the Principles for agency use of AI in recruitment which outline expectations for the responsible, ethical and transparent use of AI when applying for APS roles.

Notes

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

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

To Apply

Position Contact	Tamarah Knox, Tamarah.Knox@sportintegrity.gov.au
Agency Recruitment Site	https://www.sportintegrity.gov.au/about-us/employment

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Vacancy VN-0774134

Sport Integrity Australia

Closing Date:Sunday 15 November 2026

Sport Engagement Sport Partnerships

Job Title	State Integrity Manager - Queensland - Affirmative Measure - First Nations
Job Type	Full-Time, Non-Ongoing
Location	Various locations - QLD QLD
Salary	$125,820 - $137,127
Future Merit Locations	Various locations - QLD
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	0122_1026
Agency Website	www.sportintegrity.gov.au

Job Description

https://www.sportintegrity.gov.au/about-us/employment

The State Integrity Manager will engage with key state-based stakeholders, primarily State Sporting Organisations (SSOs) and State Sporting Organisations for People with Disability (SSODs), state government agencies and industry peak bodies. The purpose of the role is to increase the awareness of Sport Integrity Australia's functions, support SSO/SSOD's to implement national policies in Queensland, increase their integrity capability and respond appropriately to integrity matters that arise.

The key aspect of the State Integrity Manager role is the alignment between national and state level integrity initiatives, including but not limited to; increased collaboration and communication between Sport Integrity Australia, SSO/SSODs and NSO/NSODs.

The State Integrity Manager will play a key role in connecting and aligning the work of key partners including sport advocacy groups, state government agencies, and any other key partners or agencies relevant to the priorities of Sport Integrity Australia. The role will represent the agency at relevant forums and will identify opportunities to meet with key stakeholders, deliver education and develop supporting resources.

Duties

The key duties of the position include, but are not limited to:

- Lead Sport Integrity Australia's engagement with SSOs, SSODs, government agencies and key stakeholders across the state.
- Drive the adoption and implementation of the National Integrity Framework and Sport Integrity Policy Standards.
- Support sporting organisations to strengthen integrity capability, policies, complaints management and reporting practices.
- Deliver integrity education, awareness and stakeholder engagement initiatives.
- Establish and coordinate state integrity networks and collaborative forums.
- Represent Sport Integrity Australia and promote alignment between national and state integrity priorities.
- Build and maintain effective stakeholder relationships across the sport integrity system.
- Provide strategic advice on emerging integrity issues and contribute to organisational objectives and culture.

The key accountabilities of the position include, but are not limited to:

- Compliance with the Public Governance, Performance and Accountability Act 2013 (PGPA Act)
- PGPA Act, Finance Law and Commonwealth Procurement Guidelines.
- Compliance with all relevant legislation and regulations.
- Ensure confidentiality is maintained at all times.
- Ensure the APS Values and Code of Conduct is adhered to at all times.
- Endorse and encourage `best practice' recordkeeping in accordance with Sport Integrity Australia’s Record Keeping Policy and Information Governance Framework.
- Cooperate with the employer and comply with all relevant legislation and Sport Integrity Australia's health and safety policies, procedures and instructions and Sport Integrity Australia’s ICT and Information Governance Framework.
- Work and act safely and take all reasonable care to protect personal health and safety and the health and safety of others.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check involves reviewing your background & personal circumstances to minimise risks in giving access to Sport Integrity Australia information/resources. This screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

As per Subsection 31(2) of the APS Commissioner’s Directions, be an Aboriginal and/or Torres Strait Islander person and be able to provide documentation as evidence to confirm your Aboriginal and/or Torres Strait Islander heritage. Evidence will only be required for candidates progressing to interview and must be provided on or before the scheduled interview date.

Use of AI in Recruitment

Sport Integrity Australia may use Microsoft Copilot to support limited administrative aspects of the recruitment process. Artificial Intelligence is not used to assess or select candidates, and all decisions are human-led and based on merit.

Candidates must ensure their application reflects their own skills, experience and abilities. Any use of AI must be responsible, transparent where required, and must not misrepresent their suitability for the role.

Candidates will be asked to disclose their use of AI when submitting an application and may also be asked to so at various stages throughout the recruitment process.

Applicants are encouraged to familiarise themselves with the Principles for us of AI in recruitment as well as the Principles for agency use of AI in recruitment which outline expectations for the responsible, ethical and transparent use of AI when applying for APS roles

Notes

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

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

To Apply

Position Contact	Tamarah Knox, Tamarah.Knox@sportintegrity.gov.au
Agency Recruitment Site	https://www.sportintegrity.gov.au/about-us/employment

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Vacancy VN-0774182

Sport Integrity Australia

Closing Date:Sunday 15 November 2026

Corporate People and Capability

Job Title	Senior Rehabilitation Case Manager
Job Type	Full-Time, Non-Ongoing
Location	Various locations - ACT ACT
Salary	$109,508 - $119,513
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	0125_1026
Agency Website	www.sportintegrity.gov.au

Job Description

https://www.sportintegrity.gov.au/about-us/employment

Our Opportunity

This is an exciting opportunity to join Sport Integrity Australia's People and Capability team in a newly established role which will help shape and strengthen our human resources and industrial relations foundations as we continue to mature as an agency. You will play a key part in building clear, consistent and compliant people practices by providing timely, riskaware advice on industrial relations, conduct, performance and workplace matters. Working closely with leaders, employees, unions and key stakeholders, you will support consultation and negotiation processes, guide managers through complex people issues, and contribute to the development of People and Capability policies, frameworks and training that uplift capability across Sport Integrity Australia.

The role offers the chance to lead and influence meaningful People and Capability initiatives, support agencywide workforce priorities, and help embed positive, fair and consistent people management practices. For someone who enjoys variety, problemsolving and the opportunity to help build systems and processes from the ground up, this role offers a rare chance to make a genuine contribution to Sport Integrity Australia growth and culture.

In this role, you will:

- Manage complex rehabilitation, return to work, conduct, performance, attendance and employee relations matters, ensuring compliance with legislative, policy and procedural requirements.
- Provide expert, risk-based advice to managers and employees on rehabilitation, workplace adjustments, fitness for duty, performance, conduct, workplace conflict and other complex people matters.
- Develop, implement and monitor rehabilitation and return to work plans, workplace adjustment arrangements and other interventions that support employee wellbeing and organisational outcomes.
- Coordinate complex case management activities, liaising with employees, managers, Comcare, rehabilitation providers, medical practitioners and other stakeholders as required.
- Identify, assess and manage risks associated with workplace health, wellbeing and employee case matters, including psychosocial and WHS risks.
- Develop, review and maintain rehabilitation, workplace relations and People and Capability policies, procedures, guidance materials and frameworks.
- Conduct research, analysis and reporting to support policy development, business improvement initiatives, executive briefings and decision-making.
- Build organisational capability through coaching, training and guidance on rehabilitation, case management, workplace relations and people management practices.
- Lead or contribute to People and Capability projects, ensuring effective stakeholder engagement, risk management and delivery of outcomes.
- Maintain accurate, confidential and contemporaneous records, correspondence and case documentation in accordance with legislative and agency requirements.
- Build strong working relationships with managers, employees, legal teams, unions, APS agencies and the APSC where relevant.
- Provide clear, confident and tailored communication to support understanding of complex issues.

Job Specific Capabilities

The successful applicant should be able to meet the capabilities defined in the Australian Public Service (APS) Integrated Leadership System (ILS), which includes:

Supports Strategic Direction

Understands Sport Integrity Australia’s strategic workforce priorities and uses this insight to shape coherent, futurefocused people and capability and industrial relations approaches. Anticipates emerging people, conduct and legislative risks, aligning advice, policies and frameworks to support longterm organisational capability and a consistent, compliant employee experience.

Achieves Results

Delivers practical solutions to complex people matters, produces highquality advice and guidance, and contributes to People and Capability projects by managing priorities, risks and milestones effectively.

Supports Productive Working Relationships

Builds trusted relationships with managers, employees, unions and stakeholders. Works collaboratively to resolve issues, coordinate case management and uplift people management capability across the agency.

Displays Personal Drive and Integrity

Acts professionally, ethically and with discretion when managing sensitive matters. Demonstrates resilience, sound judgement and a strong commitment to APS Values and procedural fairness.

Communicates With Influence

Provides clear, confident and tailored advice on HR, conduct and IR matters. Prepares quality briefings and leads conversations with clarity and empathy. Delivers training that strengthens manager capability.

Duties

The successful applicant should also possess:

- Demonstrated experience managing complex rehabilitation, return to work and employee case management matters.
- Sound knowledge of rehabilitation, workplace relations, employment and work health and safety frameworks.
- Strong judgement and ability to provide practical, risk-based advice on sensitive and complex matters.
- Highly developed stakeholder engagement, communication, conflict resolution and relationship management skills.
- Strong analytical, research and policy development capability.
- Ability to manage competing priorities while maintaining confidentiality and delivering high-quality outcomes.
- Self-motivation, with a track record of taking responsibility and delivering results
- Demonstrated high-level organisational and administrative skills and experience
- Enthusiasm for new challenges and applying skills confidently in a range of situations
- Excellent interpersonal skills at all levels
- Excellent written and oral communication skills
- Excellent research, analysis and problem-solving skills.

It is expected all Sport Integrity Australia employees:

- demonstrate attitudes and behaviours responsive to workplace change (including participate in and encourage others to participate in change and contribute to successful outcomes)
- improve organisational performance through effective engagement with and management of risk within relevant sphere of influence
- establish clear expectations and create an environment to achieve stated goals and objectives, take ownership and honour commitments
- uphold and maintain the APS Values and Code of Conduct
- maintain an understanding of their/worker responsibilities under the Work Health & Safety Act 2011 (WHS Act) and a commitment to promoting a healthy and safe workplace.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check involves reviewing your background & personal circumstances to minimise risks in giving access to IP Australia

information/resources. This screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

The successful applicant must be willing to disclose all relevant and required information.

Use of AI in Recruitment

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Candidates must ensure their application reflects their own skills, experience and abilities. Any use of AI must be responsible, transparent where required, and must not misrepresent their suitability for the role.

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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 Sport Integrity Australia

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

To Apply

Position Contact	Bronte Castle, Bronte.Castle@sportintegrity.gov.au
Agency Recruitment Site	https://www.sportintegrity.gov.au/about-us/employment

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Vacancy VN-0774183

Sport Integrity Australia

Closing Date:Sunday 15 November 2026

Corporate People and Capability

Job Title	Senior Rehabilitation Case Manager - Affirmative Measure - Disability
Job Type	Full-Time, Non-Ongoing
Location	Various locations - ACT ACT
Salary	$109,508 - $119,513
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	0127_1026
Agency Website	www.sportintegrity.gov.au

Job Description

https://www.sportintegrity.gov.au/about-us/employment

Our Opportunity

This is an exciting opportunity to join Sport Integrity Australia's People and Capability team in a newly established role which will help shape and strengthen our human resources and industrial relations foundations as we continue to mature as an agency. You will play a key part in building clear, consistent and compliant

people practices by providing timely, riskaware advice on industrial relations, conduct, performance and workplace matters. Working closely with leaders, employees, unions and key stakeholders, you will support consultation and negotiation processes, guide managers through complex people issues, and contribute to the development of People and Capability policies, frameworks and training that uplift capability across Sport Integrity Australia.

The role offers the chance to lead and influence meaningful People and Capability initiatives, support agencywide workforce priorities, and help embed positive, fair and consistent people management practices. For someone who enjoys variety, problemsolving and the opportunity to help build systems and processes from the ground up, this role offers a rare chance to make a genuine contribution to Sport Integrity Australia growth and culture.

In this role, you will:

- Manage complex rehabilitation, return to work, conduct, performance, attendance and employee relations matters, ensuring compliance with legislative, policy and procedural requirements.
- Provide expert, risk-based advice to managers and employees on rehabilitation, workplace adjustments, fitness for duty, performance, conduct, workplace conflict and other complex people matters.
- Develop, implement and monitor rehabilitation and return to work plans, workplace adjustment arrangements and other interventions that support employee wellbeing and organisational outcomes.
- Coordinate complex case management activities, liaising with employees, managers, Comcare, rehabilitation providers, medical practitioners and other stakeholders as required.
- Identify, assess and manage risks associated with workplace health, wellbeing and employee case matters, including psychosocial and WHS risks.
- Develop, review and maintain rehabilitation, workplace relations and People and Capability policies, procedures, guidance materials and frameworks.
- Conduct research, analysis and reporting to support policy development, business improvement initiatives, executive briefings and decision-making.
- Build organisational capability through coaching, training and guidance on rehabilitation, case management, workplace relations and people management practices.
- Lead or contribute to People and Capability projects, ensuring effective stakeholder engagement, risk management and delivery of outcomes.
- Maintain accurate, confidential and contemporaneous records, correspondence and case documentation in accordance with legislative and agency requirements.
- Build strong working relationships with managers, employees, legal teams, unions, APS agencies and the APSC where relevant.
- Provide clear, confident and tailored communication to support understanding of complex issues.

Job Specific Capabilities

The successful applicant should be able to meet the capabilities defined in the Australian Public Service (APS) Integrated Leadership System (ILS), which includes:

Supports Strategic Direction

Understands Sport Integrity Australia’s strategic workforce priorities and uses this insight to shape coherent, futurefocused people and capability and industrial relations approaches. Anticipates emerging people, conduct and legislative risks, aligning advice, policies and frameworks to support longterm organisational capability and a consistent, compliant employee experience.

Achieves Results

Delivers practical solutions to complex people matters, produces highquality advice and guidance, and contributes to People and Capability projects by managing priorities, risks and milestones effectively.

Supports Productive Working Relationships

Builds trusted relationships with managers, employees, unions and stakeholders. Works collaboratively to resolve issues, coordinate case management and uplift people management capability across the agency.

Displays Personal Drive and Integrity

Acts professionally, ethically and with discretion when managing sensitive matters. Demonstrates resilience, sound judgement and a strong commitment to APS Values and procedural fairness.

Communicates With Influence

Provides clear, confident and tailored advice on HR, conduct and IR matters. Prepares quality briefings and leads conversations with clarity and empathy. Delivers training that strengthens manager capability.

Duties

The successful applicant should also possess:

- Demonstrated experience managing complex rehabilitation, return to work and employee case management matters.
- Sound knowledge of rehabilitation, workplace relations, employment and work health and safety frameworks.
- Strong judgement and ability to provide practical, risk-based advice on sensitive and complex matters.
- Highly developed stakeholder engagement, communication, conflict resolution and relationship management skills.
- Strong analytical, research and policy development capability.
- Ability to manage competing priorities while maintaining confidentiality and delivering high-quality outcomes.
- Self-motivation, with a track record of taking responsibility and delivering results
- Demonstrated high-level organisational and administrative skills and experience
- Enthusiasm for new challenges and applying skills confidently in a range of situations
- Excellent interpersonal skills at all levels
- Excellent written and oral communication skills
- Excellent research, analysis and problem-solving skills.

It is expected all Sport Integrity Australia employees:

- demonstrate attitudes and behaviours responsive to workplace change (including participate in and encourage others to participate in change and contribute to successful outcomes)
- improve organisational performance through effective engagement with and management of risk within relevant sphere of influence
- establish clear expectations and create an environment to achieve stated goals and objectives, take ownership and honour commitments

- uphold and maintain the APS Values and Code of Conduct
- maintain an understanding of their/worker responsibilities under the Work Health & Safety Act 2011 (WHS Act) and a commitment to promoting a healthy and safe workplace.

Eligibility

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The successful applicant must be willing to disclose all relevant and required information.

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Notes

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To Apply

Position Contact	Bronte Castle, Bronte.Castle@sportintegrity.gov.au
Agency Recruitment Site	https://www.sportintegrity.gov.au/about-us/employment

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Vacancy VN-0774184

Sport Integrity Australia

Closing Date:Sunday 15 November 2026

Corporate People and Capability

Job Title	Senior Rehabilitation Case Manager - Affirmative measure - First Nations
Job Type	Full-Time, Non-Ongoing
Location	Various locations - ACT ACT
Salary	$109,508 - $119,513
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	0128_1026
Agency Website	www.sportintegrity.gov.au

Job Description

https://www.sportintegrity.gov.au/about-us/employment

Our Opportunity

This is an exciting opportunity to join Sport Integrity Australia's People and Capability team in a newly established role which will help shape and strengthen our human resources and industrial relations foundations as we continue to mature as an agency. You will play a key part in building clear, consistent and compliant people practices by providing timely, riskaware advice on industrial relations, conduct, performance and workplace matters. Working closely with leaders, employees, unions and key stakeholders, you will support consultation and negotiation processes, guide managers through complex people issues, and contribute to the development of People and Capability policies, frameworks and training that uplift capability across Sport Integrity Australia.

The role offers the chance to lead and influence meaningful People and Capability initiatives, support agencywide workforce priorities, and help embed positive, fair and consistent people management practices. For someone who enjoys variety, problemsolving and the opportunity to help build systems and processes from the ground up, this role offers a rare chance to make a genuine contribution to Sport Integrity Australia growth and culture.

In this role, you will:

- Manage complex rehabilitation, return to work, conduct, performance, attendance and employee relations matters, ensuring compliance with legislative, policy and procedural requirements.
- Provide expert, risk-based advice to managers and employees on rehabilitation, workplace adjustments, fitness for duty, performance, conduct, workplace conflict and other complex people matters.
- Develop, implement and monitor rehabilitation and return to work plans, workplace adjustment arrangements and other interventions that support employee wellbeing and organisational outcomes.

- Coordinate complex case management activities, liaising with employees, managers, Comcare, rehabilitation providers, medical practitioners and other stakeholders as required.
- Identify, assess and manage risks associated with workplace health, wellbeing and employee case matters, including psychosocial and WHS risks.
- Develop, review and maintain rehabilitation, workplace relations and People and Capability policies, procedures, guidance materials and frameworks.
- Conduct research, analysis and reporting to support policy development, business improvement initiatives, executive briefings and decision-making.
- Build organisational capability through coaching, training and guidance on rehabilitation, case management, workplace relations and people management practices.
- Lead or contribute to People and Capability projects, ensuring effective stakeholder engagement, risk management and delivery of outcomes.
- Maintain accurate, confidential and contemporaneous records, correspondence and case documentation in accordance with legislative and agency requirements.
- Build strong working relationships with managers, employees, legal teams, unions, APS agencies and the APSC where relevant.
- Provide clear, confident and tailored communication to support understanding of complex issues.

Job Specific Capabilities

The successful applicant should be able to meet the capabilities defined in the Australian Public Service (APS) Integrated Leadership System (ILS), which includes:

Supports Strategic Direction

Understands Sport Integrity Australia’s strategic workforce priorities and uses this insight to shape coherent, futurefocused people and capability and industrial relations approaches. Anticipates emerging people, conduct and legislative risks, aligning advice, policies and frameworks to support longterm organisational capability and a consistent, compliant employee experience.

Achieves Results

Delivers practical solutions to complex people matters, produces highquality advice and guidance, and contributes to People and Capability projects by managing priorities, risks and milestones effectively.

Supports Productive Working Relationships

Builds trusted relationships with managers, employees, unions and stakeholders. Works collaboratively to resolve issues, coordinate case management and uplift people management capability across the agency.

Displays Personal Drive and Integrity

Acts professionally, ethically and with discretion when managing sensitive matters. Demonstrates resilience, sound judgement and a strong commitment to APS Values and procedural fairness.

Communicates With Influence

Provides clear, confident and tailored advice on HR, conduct and IR matters. Prepares quality briefings and leads conversations with clarity and empathy. Delivers training that strengthens manager capability.

Duties

The successful applicant should also possess:

- Demonstrated experience managing complex rehabilitation, return to work and employee case management matters.
- Sound knowledge of rehabilitation, workplace relations, employment and work health and safety frameworks.
- Strong judgement and ability to provide practical, risk-based advice on sensitive and complex matters.
- Highly developed stakeholder engagement, communication, conflict resolution and relationship management skills.
- Strong analytical, research and policy development capability.
- Ability to manage competing priorities while maintaining confidentiality and delivering high-quality outcomes.
- Self-motivation, with a track record of taking responsibility and delivering results
- Demonstrated high-level organisational and administrative skills and experience
- Enthusiasm for new challenges and applying skills confidently in a range of situations
- Excellent interpersonal skills at all levels
- Excellent written and oral communication skills
- Excellent research, analysis and problem-solving skills.

It is expected all Sport Integrity Australia employees:

- demonstrate attitudes and behaviours responsive to workplace change (including participate in and encourage others to participate in change and contribute to successful outcomes)
- improve organisational performance through effective engagement with and management of risk within relevant sphere of influence
- establish clear expectations and create an environment to achieve stated goals and objectives, take ownership and honour commitments
- uphold and maintain the APS Values and Code of Conduct
- maintain an understanding of their/worker responsibilities under the Work Health & Safety Act 2011 (WHS Act) and a commitment to promoting a healthy and safe workplace.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check involves reviewing your background & personal circumstances to minimise risks in giving access to IP Australia information/resources. This screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

The successful applicant must be willing to disclose all relevant and required information.

Use of AI in Recruitment

Sport Integrity Australia may use Microsoft Copilot to support limited administrative aspects of the recruitment process. Artificial Intelligence is not used to assess or select candidates, and all decisions are human-led and based on merit.

Candidates must ensure their application reflects their own skills, experience and abilities. Any use of AI must be responsible, transparent where required, and must not misrepresent their suitability for the role.

Candidates will be asked to disclose their use of AI when submitting an application and may also be asked to so at various stages throughout the recruitment process.

Applicants are encouraged to familiarise themselves with the Principles for us of AI in recruitment as well as the Principles for agency use of AI in recruitment which outline expectations for the responsible, ethical and transparent use of AI when applying for APS roles

Notes

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

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

To Apply

Position Contact	Bronte Castle, Bronte.Castle@sportintegrity.gov.au
Agency Recruitment Site	https://www.sportintegrity.gov.au/about-us/employment

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Agriculture, Water and the Environment

Vacancy VN-0774155

Australian Pesticides and Veterinary Medicines Authority

Closing Date:Sunday 22 November 2026

APVMA
Business Enabling Services Finance

Job Title	Chief Financial Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Armidale NSW, Canberra ACT
Salary	$154,097 - $178,313
Future Merit Locations	Armidale, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements (including working from home) are outlined under the APVMA's Enterprise Agreement 2024-27.
Classification	Executive Level 2
Position Number	11338
Agency Website	https://apvma.gov.au/node/1063

Job Description

https://au.ondemandassessment.com/o/JB-XW92XBK7X/landing?u=1035879

The APVMA is Australia's national regulator of agricultural and veterinary chemicals. Its work protects the health and safety of people, animals and the environment, and supports primary industries, biosecurity and international trade.

A Board-governed Commonwealth entity in the Agriculture, Fisheries and Forestry portfolio, the APVMA has its head office in Armidale NSW, and ~100 staff in Canberra ACT.

Take ownership of the full CFO remit, with the opportunity to shape the financial future of a national regulator. With a new cost recovery framework in place and a finance modernisation program ahead, there's real scope to influence how the APVMA operates for years to come.

For a Deputy CFO or Finance Director in a larger agency, this is a step up in scope rather than classification. You'll work directly with the CEO and Board, supported by a CPA-qualified Chief Operating Officer who is actively backing the finance modernisation program. You'll also benefit from a thorough handover ahead of the current CFO's retirement in 2027.

- Shape long-term financial sustainability, developing the strategy for an agency that recovers almost 100% of its costs from industry
- Lead finance modernisation, replacing manual processes with automation and making better use of data
- Gain direct Board exposure, preparing and presenting financial advice - valuable experience for those with SES ambitions
- Influence major investment decisions, contributing to a significant IT investment proposal involving Finance, DAFF and the DTA
- Lead an experienced team, giving you the capacity to focus on strategy, leadership and change
- Work for a bigger purpose, supporting a national regulator that protects people, animals and the environment.

Reporting to the COO, you'll lead the APVMA's Finance and Procurement section, managing a team of eight across Armidale and Canberra.

Working closely with the executive leadership team, your responsibilities will include:

- Develop and deliver the agency's financial strategy, including long-term sustainability, funding arrangements and resource planning
- Provide strategic financial advice to the CEO, Board and senior executives, supporting key financial and investment decisions
- Oversee financial planning, budgeting, forecasting, reporting and cost recovery arrangements, including CRIS implementation and pricing reviews
- Lead financial and procurement governance, ensuring sound risk management and compliance with Commonwealth frameworks and legislation
- Modernise finance systems and processes, including TechnologyOne, with a focus on automation, data and stronger financial controls
- Build financial capability across the agency, helping leaders make informed financial and investment decisions
- Lead and develop your team, while building strong relationships with central agencies, auditors and other key stakeholders.

Duties

Key responsibilities include:

- Working with the CEO, COO and other senior executives to develop and implement the APVMA's strategic financial direction, including long-term financial sustainability strategies, resource management approaches and funding arrangements that support organisational priorities.
- Providing high-quality strategic and financial advice to the APVMA Board, CEO, and senior executive on financial management, business sustainability, and investment decisions.
- Leading enterprise-wide financial planning, budgeting, forecasting and financial reporting activities, ensuring the provision of accurate, timely and insightful information to support decision-making and accountability.
- Leading the development, implementation, review and ongoing management of the APVMA’s cost recovery arrangements and Cost Recovery Implementation Statement processes, including pricing reviews, financial modelling, stakeholder engagement and compliance with the Australian Government Charging Framework.
- Maintaining effective financial governance frameworks and ensuring compliance with the Public Governance, Performance and Accountability Act 2013 (PGPA Act), Australian Accounting Standards, the Commonwealth Resource Management Framework and other government policies and legislative requirements.
- Providing strategic leadership of procurement governance and assurance arrangements to ensure value for money, effective risk management and compliance with Commonwealth procurement requirements.
- Driving continuous improvement of financial, procurement and business systems, processes and controls to enhance efficiency, effectiveness, innovation and service delivery.
- Building financial literacy and stewardship across the organisation by supporting leaders to make informed financial and investment decisions and effectively manage resources.
- Developing and maintaining productive relationships with key stakeholders, including Board members, central agencies, auditors, and external service providers to support organisational objectives.
- Leading and developing a high-performing team that fosters collaboration, accountability, continuous improvement, inclusion and professional excellence, while modelling APS Values and behaviours.
- Contribute as an effective member of the Business Enabling Services Branch leadership team.

Eligibility

To be a strong contender for the role, you will have:

Essential:

1. Demonstrated experience leading the financial strategy and long-term sustainability of a complex organisation, including strategic financial planning, budgeting, forecasting, resource allocation, investment prioritisation, financial stewardship, compliance, assurance, and enterprise-wide decision-making.
2. Demonstrated experience leading finance functions within Australian Government agencies, with detailed knowledge of and experience applying the Commonwealth Resource

Management Framework, including the Public Governance, Performance and Accountability Act 2013 (PGPA Act), Commonwealth Procurement Framework, Australian Government budgeting requirements, and financial reporting obligations.
3. Demonstrated ability to influence senior decision-making through the provision of trusted strategic advice to Boards, Chief Executives and senior executives, exercising sound judgement, contextual awareness and emotional intelligence, and building productive relationships with internal and external stakeholders.
4. Demonstrated strategic financial acumen, including experience evaluating investments, funding proposals, and organisational initiatives to support sustainable service delivery and achieve strategic outcomes.
5. Highly developed written communication skills, including demonstrated experience preparing clear, concise and influential Board papers, executive briefs, ministerial correspondence, business cases, financial reports and strategic advice for senior audiences.
6. Proven ability to build organisational capability and lead high-performing teams by fostering a culture of collaboration, accountability, continuous improvement, inclusion and psychological safety, while demonstrating adaptability, developing leadership capability and empowering others to achieve high-quality outcomes.

Desirable:

- Demonstrated experience managing cost recovery arrangements and leading Cost Recovery Implementation Statement (CRIS) development, including financial modelling, charging frameworks, stakeholder engagement, government approval processes, and ongoing compliance with Australian Government requirements.
- Relevant tertiary qualification in accounting, finance, economics, commerce or a related discipline.
- Professional accounting qualifications (CA, CPA or equivalent).

Notes

- Ongoing, full-time Executive Level 2 position
- Based in Armidale NSW or Canberra ACT
- Flexible working arrangements by agreement are welcomed.

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 Pesticides and Veterinary Medicines Authority

To Apply

Position Contact	Alan Larby, 02 6108 4878
Agency Recruitment Site	https://au.ondemandassessment.com/o/JB-XW92XBK7X/landing?u=103

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Agriculture, Water and the Environment

Vacancy VN-0774144

Department of Agriculture, Fisheries and Forestry

Closing Date:Thursday 12 November 2026

Job Title	Cotton Research and Development Corporation (CRDC) - Chair
Job Type	Part-Time, Non-Ongoing
Location	Various locations - TAS TAS, Various locations - WA WA, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - SA SA, Various locations - NT NT, Various locations - ACT ACT
Salary	-
Future Merit Locations	Various locations - TAS, Various locations - WA, Various locations - NSW, Various locations - QLD, Various locations - VIC, Various locations - SA, Various locations - NT, Various locations - ACT
Office Arrangement	Flexible
Office Arrangement Details	The CRDC is located in Narrabri, NSW. Applications from candidates across Australia are encouraged. Travel may be required to attend meetings.
Classification	Statutory Appointment
Position Number	2026/3393
Agency Website	https://www.agriculture.gov.au

Job Description

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

Applications are sought for the **part-time position of Chair of the Cotton Research and Development Corporation (CRDC)** for a term of **up to three years**.

About CRDC

CRDC invests in research, development and extension (RD&E) outcomes for the Australian cotton industry. It is a partnership between the Commonwealth Government and cotton growers,

established to support the sustainable future of cotton through innovation, collaboration and adoption. CRDC's investments support an industry that makes a significant contribution to Australia's economy and regional communities.

CRDC is a statutory rural research and development corporation (RDC) established by the Primary Industries Research and Development Act 1989 (PIRD Act). The position is a statutory appointment made by the Minister for Agriculture, Fisheries and Forestry under subsection 17(1) of the PIRD Act.

Currently the CRDC has a board, consisting of a part-time Chair and six part-time non-executive directors, appointed by the Minister for Agriculture, Fisheries and Forestry, and a full-time Managing Director, appointed by the other board members.

Duties

Role of the Chair

The CRDC Chair has primary responsibility for steering the corporation toward fulfilling its responsibilities and stimulating positive board dynamics.

The role of the CRDC Chair is to:

• lead the CRDC board and work with the CRDC executive to ensure compliance with statutory obligations and deliver on CRDC’s purpose

• guide CRDC’s investment in RD&E according to government and industry priorities and other policy direction, ensuring the investment provides value to industry

• consult and communicate with government, industry representative organisations, and other stakeholders

• seek opportunities to work collaboratively with other RDCs and participate in the Council of Rural RDCs Chairs meetings

• maintain strong governance practices with regular reviews, including periodic review of the board’s functioning and performance.

For further information on the CRDC please visit www.crdc.com.au.

Eligibility
Notes

Remuneration

Remuneration and allowances for the CRDC Chair are prescribed by the Australian Government Remuneration Tribunal (Remuneration and Allowances for Holders of Part-Time Public Office) Determination 2026.

The current determination sets remuneration at $69,080 per year for the part-time position and provides for Tier 2 travel allowances.

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	HorizonOne People Solutions, 02 6189 1044
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0774190

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 09 November 2026

Biosecurity Plant and Science Services
Science and Northern Surveillance (SaNS) OSS Entomology

Job Title	Principal Entomologist
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$129,106 - $138,861
Future Merit Locations	Brisbane, Sydney, Melbourne, Adelaide, Perth
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	2026/3325
Agency Website	https://www.agriculture.gov.au

Job Description

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

Why YOU are important to us and what impact will you have on the Biosecurity Plant and Science Services Division and the departments' goal.

We protect Australia's plant health to support trade, the economy, and the environment. Our division provides scientific advice, diagnostics, biosecurity training, and risk assessments. We enable safe plant imports, strengthen systems, and engage stakeholders. Surveillance and response are conducted at national entry points and approved sites, including northern Australia. We work closely with communities and Indigenous rangers to manage biosecurity risks, including in the Torres Strait.

Our scientists are on the front line of biosecurity, leading early detection and response for pests, diseases and weeds at entry points and across northern Australia. We deliver diagnostics, inspections, and training that help stop biosecurity threats before they spread. By working with stakeholders and sharing expertise, we strengthen Australia's ability to protect its agriculture, environment and communities.

Duties

This is where you play an important role.

The Operational Science and Surveillance (OSS) Entomology team is a national network with laboratory facilities located in Adelaide, Brisbane, Cairns, Canberra, Darwin, Melbourne, Perth and Sydney. Collectively our work contributes to Australia's favourable animal, plant and environmental status through the delivery of diagnostics services for pests within Department of Agriculture, Fisheries and Forestry jurisdictions. The OSS Principal Entomologist coordinates diagnostics, technical, policy and pest mitigation advice and delivery of technical training to departmental and industry staff.

The duties of the role may include some or all of the following:

- the technical management, scientific leadership and oversight of OSS Entomology staff and the day-to-day operations of the laboratory,
- coordinating key operational policy areas to support national consistency and ensure effective delivery of quality diagnostics, technical advice and related functions within geographic region/s of responsibility,
- liaising, negotiating and communicating with internal and external stakeholders as well as technical specialists,
- providing technical and strategic operational input into the development of surveillance, diagnostics, quality and data management policies related to entomology as well as the provision of specialist risk-based biosecurity management advice,
- undertaking general and specialist diagnostics of insects and other invertebrates to a high level and in accordance with departmental policy, procedures and the laboratory quality management system,
- preparing invertebrate specimens for diagnostics and long-term preservation and undertaking high quality diagnostic imaging,
- contributing to the development and delivery of entomology-related training material, competency assessments and proficiency testing to ensure the validity and quality of results,
- providing input and coordination of OSS Entomology professional development, including critical needs-based review and planning,
- ensuring the appropriateness of methods and procedures for entomology diagnostics including sourcing literature, undertaking verification or validation of methods, ensuring the competency of personnel and participating in proficiency testing,
- working constructively with key sections as part of a program of continuous improvement to identify risks and identify opportunities to deploy innovative diagnostic technologies,
- participating in pest inspections, surveillance and response activities,
- promoting and ensuring compliance with departmental WH&S policies and guidelines, and being alert for and reporting risks regarding WH&S issues,
- maintaining an in-depth knowledge of, and promote compliance with, laboratory systems for safety, quality, biocontainment, data and operational efficiency in line with the quality management system, legislation and policies.

Note that the physical requirements of the role(s) involve a combination of outdoor, laboratory and office-based work. Intra and interstate travel is a requirement of the position. There may be a requirement to work out of hours (including on weekends and public holidays) to provide out of hours diagnostic support, participate in emergency response and other activities.

Eligibility

Who we are looking for

Knowledge and experience

- A minimum of five years relevant experience in invertebrate diagnostics.
- Demonstrated experience working with, and a well-developed knowledge of, insects, arachnids and/or particular invertebrate pests of biosecurity significance to Australia.
- Practical experience in both performing and coordinating accurate morphology-based identification of invertebrate specimens (additional experience in molecular diagnostics would be advantageous) as well as experience in correctly identifying pests of biosecurity significance.
- An extensive knowledge of the Australian biosecurity environment and the application of pest risk mitigation measures in complex and challenging scenarios.
- Experience in area technical management and oversight in relation to entomological diagnostics, technical advice and strategic direction.
- Demonstrated experience in managing and motivating a team, coordinating complex tasks, prioritising effort to meet complex and changing operational needs, negotiating the resolution of issues or conflicting points of view and harnessing the skills and knowledge of the team.
- Demonstrated experience interrogating, analysing and reporting on statistical and diagnostic data.
- A demonstrated understanding of, and commitment to, the management of WH&S issues in a wide variety of work areas, including laboratories and in the field.

Mandatory Qualifications

A Bachelor’s degree in agriculture, ecology or a related field that emphasises entomology.

The successful candidate

- Must hold and maintain a current manual driver’s licence and ability to drive a 4WD vehicle.
- Must hold and maintain a valid Australian motor vehicle drivers licence.
- May be required to relocate and relocation assistance is subject to negotiation.
- Must wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department’s uniform policy.
- Must wear appropriate protective personal equipment clothing and comply with departmental Work Health & Safety policies and procedures.

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.

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths 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 Agriculture, Fisheries and Forestry

To Apply

Position Contact	Bill Crowe, 617417799185
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0774315

Department of Agriculture, Fisheries and Forestry

Closing Date:Thursday 19 November 2026

Biosecurity Plant and Science Services
Science and Northern Surveillance (SaNS) Torres Strait and Field Operations

Job Title	Assistant Director - Torres Strait and Northern Peninsula Area Operations (Affirmative Measure First Nations)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Thursday Island QLD
Salary	$129,106 - $138,861
Future Merit Locations	Thursday Island
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	Executive Level 1
Position Number	2026/3346
Agency Website	https://www.agriculture.gov.au

Job Description

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

Why YOU are important to us and what impact will you have on the Biosecurity Plant and Science Services Division and the departments' goal.

The Biosecurity Plant and Science Services Division (BPSSD) safeguards Australia's plant health status to achieve, maintain and expand overseas markets, while protecting the economy and environment. The division includes four branches which together focus on providing scientific analysis and technical advice, facilitating the safe importation of plants and plant products, improving systems, market access, capacity building and stakeholder engagement. The division provides diagnostics, with advice on biosecurity risk and measures, and biosecurity training. The division conducts surveillance and response at first points of entry and approved arrangements sites nationally, and delivers plant, animal and aquatic health surveillance in northern Australia. The division works closely with communities and Indigenous rangers and regulates biosecurity risk in the Torres Strait.

Science and Northern Surveillance (SaNS) is comprised of scientists, operations and support staff responsible for regulatory advice and training, technical input to biosecurity policy, regulation in Torres Strait, diagnostic services around Australia and animal and plant health surveillance through the Northern Australia Quarantine Strategy.

Duties

This is where you play an important role.

The Torres Strait and Field Operations Section delivers biosecurity regulation, surveillance and response operations focused on Torres Strait and NPA risk pathways and supports SaNS surveillance across northern Australia to ensure alignment with applicable Work Health and Safety (WH&S) requirements. The section also contributes to business improvement projects and collaborative arrangements with external stakeholders with a particular focus on animal, plant and aquatic health surveillance and biosecurity regulation in Torres Strait and the NPA.

Working under limited direction, the key duties of the Assistant Director include:

• leading and managing a geographically dispersed and integrated operations and program support team in consultation with key personnel and the SaNS executive leadership team

• managing staff including training and development, performance and ensuring adherence to applicable WH&S, biosecurity operations and human resource management policies and regulations

• managing relationships with internal and external stakeholders to deliver and promote effective biosecurity in the Torres Strait and NPA region, including representing the department in consultations and negotiations with other government agencies, Torres Strait Islander and Aboriginal authorities, members of the public, industry clients and their representative bodies, as required

• developing, preparing and reviewing high-quality written material including reports, briefing papers, business cases and other corporate documentation, as required

• contributing to national and SaNS strategic projects with a particular focus on effective delivery of risk-based regulation and surveillance functions and business improvement within specified budget and risk management parameters.

Please note that this vacancy is being advertised **as both an ongoing and non-ongoing position**. If an offer of non-ongoing employment is made, the successful applicant would be employed for an initial period of twelve months with the possibility of extension up to a maximum period of two years in total. The position **may become ongoing in the next eighteen months which may result in the successful applicant being offered ongoing employment**.

Eligibility

Who we are looking for

Knowledge and experience

The successful applicant will have:

• knowledge or an understanding of contemporary issues and/or protocols affecting Aboriginal and Torres Strait Islander people

• strong experience across a wide range of operations and/or corporate support and enabling functions

• demonstrated, extensive project and financial/budget management experience

• a demonstrated understanding of people and financial management requirements applicable to an APS operating environment.

Eligibility and other requiremens

The successful applicant must:

• hold and maintain a valid motor vehicle licence and be capable of driving in accordance with Australian road laws

• note that the physical requirements of the role(s) involve a combination of outdoor and office-based work

• note that relocation assistance is subject to negotiation

• note that you may be required to perform occasional out-of-hours and weekend work

• note that you will be required to travel in remote/isolated locations in northern Australia or its near northern neighbours, using a variety of transport including vessels, light/commercial aircraft, helicopters and manual four wheel drive vehicles

• note that you will be required, from time to time, to work in difficult, remote and harsh environments (possibly for extended periods) under limited supervision or in teams

• 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

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

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths 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 Agriculture, Fisheries and Forestry

To Apply

Position Contact	Murray Korff, 0419 490 881
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0774320

Department of Agriculture, Fisheries and Forestry

Closing Date:Thursday 19 November 2026

Finance & Government Business
Government Business Torres Strait and Field Operations

Job Title	Assistant Director - Financial Frameworks and Compliance
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	$129,106 - $138,861
Future Merit Locations	Melbourne, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	Executive Level 1
Position Number	2026/3434
Agency Website	https://www.agriculture.gov.au

Job Description

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

Why YOU are important to us and what impact will you have on the Finance & Government Business Division and the departments' goal.

Our division ensures the department remains financially sustainable, compliant and well-equipped to meet its goals. We provide expert financial advice, tools and support to help teams manage budgets, make informed decisions and use public resources responsibly. By partnering across the department we help align financial processes with strategic priorities. We also support ministers and stakeholders with clear, accurate financial insights that drive effective policy and program delivery.

The Government Business Branch leads the department's engagement with government, providing strategic oversight, coordination and assurance across core government-facing functions. The branch is responsible for embedding a proactive and forward-looking approach to the Budget cycle, managing ministerial and parliamentary business, providing secretariat support to key ministerial and senior official committees, and administering portfolio appointments. The branch also drives business improvement, targeted training, finance-related legislative and policy compliance, and leads critical projects that support a high-performing, contemporary and trusted department. By bringing together strategic insight, strong relationships and disciplined delivery, the

branch helps position the department to influence outcomes, respond effectively to emerging priorities and deliver on government expectations.

The Financial Frameworks and Compliance Team within the Business Improvement & Capability Section is responsible for providing expert advice on the Commonwealth Financial Management Framework, including the *Public Governance, Performance and Accountability (PGPA) Act 2013* and Rules, Accountable Authority Instructions, financial delegations, financial compliance and Official Hospitality/Business Catering. This includes the establishment and maintenance of an assurance framework and continuous business improvement functions.

Duties

This is where you play an important role.

The Assistant Director - Financial Frameworks and Compliance leads a small team providing expert advice on Commonwealth financial legislation, policies and governance requirements. The role oversees financial compliance, delegations, Accountable Authority Instructions and official hospitality policies while managing compliance breaches and annual reviews. It also drives business improvement and delivers training to strengthen financial capability and compliance across the department.

The duties of the role include, but are not limited to, leading a small team responsible for:

• managing the financial compliance helpdesk, ensuring accurate, complete and timely advice is provided

• finalising breaches of finance law and policies including providing compliance advice to stakeholders regarding requirements and obligations and implementing strategies to reduce levels of non-compliance

• coordinating the annual review and update of the department’s financial delegations' instruments

• coordinating the annual review and update of the department’s Accountable Authority Instructions

• coordinating the annual compliance survey

• preparing briefings and responding to questions relating to compliance, delegations, AAIs, official hospitality and business catering

• coordinating updates of the department’s Official Hospitality/Business Catering policy and instructions

• updating training/instructional materials and presenting training on compliance, delegations, AAIs and official hospitality/business catering

• coordinating review of Hospitality applications and reconciliations.

Please note that this recruitment process will **initially be used to fill one vacancy in the section and that the role may be able to be performed from either of the locations listed on the Job Description**. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, **may be used to fill future ongoing vacancies in the branch** where the duties are of a similar nature.

Eligibility

Who we are looking for

Knowledge and experience

• Extensive leadership experience including proven results leading a team to deliver process improvements and innovation.

• A working knowledge of the Commonwealth Resource Management Framework including the *PGPA Act 2013*, AAIs and financial delegations.

• Experience delivering and supporting finance and government business project business requirements, testing and change management, communications and training documentation.

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.

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths 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 Agriculture, Fisheries and Forestry

To Apply

Position Contact	Ree Murnane, 02 6271 6360
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0774322

Department of Agriculture, Fisheries and Forestry

Closing Date:Thursday 19 November 2026

Finance & Government Business
Financial Management & Investment Finance Business Partner

Job Title	Assistant Director - Finance Business Partner
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	$129,106 - $138,861
Future Merit Locations	Sydney, Adelaide, Brisbane, Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	Executive Level 1
Position Number	2026/3399
Agency Website	https://www.agriculture.gov.au

Job Description

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

Why YOU are important to us and what impact will you have on the Finance & Government Business Division and the departments' goal.

Our division ensures the department remains financially sustainable, compliant and well-equipped to meet its goals. We provide expert financial advice, tools and support to help teams manage budgets, make informed decisions and use public resources responsibly. By partnering across the department we help align financial processes with strategic priorities. We also support ministers and stakeholders with clear, accurate financial insights that drive effective policy and program delivery.

The Financial Management and Investment Branch is responsible for: divisional finance support; internal budgeting and management reporting; treasury, taxation and government loans; financial accounting including financial statements and monthly government reporting; asset management and financial reporting.

Duties

This is where you play an important role.

Finance Business Partner (FBP) Teams partner across the business and with senior executives to provide strategic financial advice and assistance on financial related issues. The FBP teams form a professional network that supports the department in managing its budget through preparing monthly divisional financial management reports, monitoring budgets and forecasts that reflect the Group/Division’s business plan, and most importantly provide a conduit to the Chief Finance Officer (CFO).

The Assistant Director - Finance Business Partner supports the Director by partnering with business areas and senior executives to strengthen financial management and informed decision-making. Working collaboratively across the department, the role provides strategic advice, oversees budgets and forecasts, analyses performance and emerging risks and delivers clear, timely insights that support financial sustainability and business outcomes.

The duties of the role may include, but are not limited to:

• partnering with stakeholders across DAFF to provide strategic financial advice, responsive support and high-quality customer service

• working closely with the Director FBP and other FBP teams to address financial matters, apply consistent approaches and coordinate clear messaging

• preparing monthly financial management reports and other analysis and advising on financial performance, staffing, contractors and emerging risks that may affect delivery

• supporting the development and quality assurance of group internal budgets, forecasts and financial plans

• supporting reporting and review processes for ICT functions and projects, including gateway reviews, Digital Transformation Agency requirements and capital accounting matters

• engaging with Financial Accounting and Cost Recovery Teams on technical accounting, project, cost-driver and cost-base issues

• leading a diverse team to deliver high-quality outcomes, build capability and demonstrate the Core 4 values of Working Together, Courage, Diversity and Excellence.

Some of these vacancies may involve, in addition to the above duties, delivering, or leading a team to deliver, additional financial responsibilities agreed with relevant divisions, where resourcing is available to provide non-standard FBP services. The responsibilities of those teams may include:

• ensuring your priorities are consistent with the other FBP teams supporting the relevant Group

• invoice processing

• contractor timesheet review and matching to invoicing

• financial advice on key ICT projects being run through division

• financial administration and coordination activities on behalf of divisional stakeholders.

Please note that this recruitment process will **initially be used to fill up to five vacancies in the section and that these initial vacancies are only available in either Brisbane or Canberra**. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, **may be used to fill future ongoing vacancies in the branch**, where the duties are of a similar nature, **in any of the locations listed on the Job Description.**

Eligibility

Who we are looking for

Knowledge and experience

• Experience building & maintaining relationships with a network of internal and external stakeholders at all levels.

• Experience managing & developing a high performing team of client focussed, solution driven staff who have clarity on their roles, responsibilities, expected values and behaviours.

• An understanding of cost recovery principles.

• An understanding of accounting standards and methodology, including asset and project accounting, complemented by a detailed knowledge of *PGPA Act 2013* requirements as they relate to financial management.

• Experience undertaking complex financial analysis and providing evidence-based advice & policy direction to stakeholders, including executives.

• Experience leading stakeholders/teams through change and working collaboratively across an organisation and externally.

Mandatory Qualifications

An accounting or finance related tertiary degree.

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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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Penny Fitzpatrick, 0488 012 370
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0774236

Administrative Review Tribunal

Closing Date:Sunday 15 November 2026

Finance and Procurement Section Procurement

Job Title	Senior Procurement Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Adelaide SA, Canberra ACT, Brisbane QLD, Hobart TAS, Perth WA, Darwin NT, Sydney NSW
Salary	$99,734 - $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	Flexible;Hybrid
Office Arrangement Details	Hybrid/Flexible
Classification	APS Level 6
Position Number	43131
Agency Website	https://www.art.gov.au/

Job Description

https://art.bigredsky.com/page.php?pageID=106

Are you an experienced procurement professional who can confidently manage competing priorities and deliver quality outcomes? Join our team as a Senior Procurement Officer

At the Administrative Review Tribunal, we are committed to creating opportunities for our people to fulfil their ambitions and thrive.

This ongoing, full-time role offers hybrid and flexible working arrangements and can be located in Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Perth or Sydney.

About the opportunity

The Senior Procurement Officer role sits within the Finance and Procurement section and supports the Tribunal's procurement and contract management functions. You will join a small, centralised Procurement team that works closely with colleagues across the Tribunal to deliver quality procurement outcomes with broad operational and corporate impacts.

As the Senior Procurement Officer, you will provide expert advice and guidance to internal stakeholders, undertake complex procurement activities, manage key stakeholder relationships and perform compliance, reporting and record management activities.

Working under the general direction of the Assistant Director, Procurement we are looking for an experienced professional who can confidently manage competing priorities, collaborate with a diverse range of stakeholders, exercise sound judgement and initiative, and consistently deliver quality outcomes.

About the Tribunal:

The Administrative Review Tribunal plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws.

You can learn more about the Tribunal on our website, About us | Administrative Review Tribunal

What we offer:

We believe the little extras can make a big difference in supporting your success and some of our great incentives include:

- flexible working options, including flextime and remote working to support you with your commitments outside of work.
- salary packaging options
- access to holistic health and wellbeing programs including Fitness Passport which provides discounted access to 350+ gyms, free annual influenza vaccinations and free eye tests
- generous leave allowances including Christmas to New Year office closure with no deduction from your leave balance.

Read our Enterprise Agreement for more information about our terms and conditions of employment.

Duties

- **Advice & guidance:** Acting as a key business partner to internal stakeholders, providing accurate and timely procurement and contract management support, advice and guidance

with a focus on complying with the Commonwealth Procurement Framework and the Tribunal's policies and procedures. Assisting in the development and maintenance of the Tribunal's procurement and contract management policies, procedures and other resources with the aim of creating efficiencies, improving best practice and staying up to date with Whole-of-Australian-Government changes.

- **Procurement activities**: Undertaking simple and complex procurement activities in collaboration with internal stakeholders, with due regard to the Commonwealth Procurement Framework and the Tribunal's Accountable Authority Instructions. Steering the procurement activity at various stages (i.e. market research, scoping requirements, evaluations) and leading throughout others (i.e. determining the procurement method, approaching the market, negotiations) which will involve drafting internal and external documentation (i.e. executive minutes, requests for quote, Commonwealth Contracting Suite documents, panel work orders) and also involve presenting to peers (i.e. facilitating industry briefing sessions, chairing evaluation committee meetings).
- **Stakeholder management:** Maintaining productive working relationships with both internal and external stakeholders. Engaging with and managing external stakeholders throughout the procurement lifecycle including during contract negotiations, with a focus on complying with the Commonwealth Procurement Framework and minimising reputational risk. Assisting internal stakeholders to fulfill their roles and responsibilities during a procurement exercise (i.e. developing scope of requirements, participating in evaluation) and providing advice and guidance to contract managers throughout the life of a contract. Representing the Tribunal at external forums, working groups and other meetings.
- **Compliance and reporting:** Performing compliance and reporting activities, ensuring that all procurement activities undertaken by the Tribunal comply with the Commonwealth Procurement Framework and reporting contracts and contract amendments on AusTender accurately and within the prescribed timeframes. Assisting in the conduct of internal audits, quality assurance checks, extracting and compiling data from multiple sources (i.e. AusTender, SAP ECC6, Microsoft Excel, ServiceNow) and preparing reports on request (i.e. annual report, senate estimates, questions on notice).
- **Administration & record management:** Efficiently managing the team's work through central mailboxes and other systems, promptly actioning administrative tasks (i.e. purchase order requests, requests for documentation or data) and undertaking record management activities with a focus on creating and maintaining accurate records across Tribunal systems (i.e. SAP ECC6/Concur, Prime/SharePoint, Microsoft Excel and ServiceNow). Assisting in the development, testing and implementation of systems and software which meet the future procurement and contract management needs of the Tribunal.

To be successful you will have:

- Experience leading complex procurement exercises and managing high-value contracts, working within the Commonwealth Procurement Framework (or a comparable framework), using systems such as SAP, Microsoft Office and AusTender (or comparable systems).
- Highly developed organisational and time management skills, with the proven ability to prioritise and work with initiative, meet deadlines and maintain the integrity and accuracy of work output.
- Highly developed interpersonal and communication skills, with the proven ability to adapt to the audience, present with influence, mediate and negotiate to achieve positive outcomes, and cultivate productive working relationships.
- Highly developed strategic and analytical thinking, with the proven ability to interrogate data, exercise sound judgment and identify opportunities for improvement in work practices, policy and procedure.

- Ability to work collaboratively and flexibly as a key member of a small team, with the proven willingness to take on additional responsibilities, support and mentor team members, and act in a leadership role when required.

Eligibility

- Australian Citizenship
- Australian Federal Police Check

Desirable:

- Tertiary degree in Law, Finance/Commerce or other related field

More information about this position, the scope of the role, duties and required capabilities and experience is contained with the Position Description which is on our Career Opportunities page.

Apply via ART Career Opportunities page by clicking on the relevant role and uploading:-

- Your current CV (of no more than 4 pages)
- Cover letter (of no more than 2 pages) addressing the required capabilities and experience as detailed in the position description with specific examples using the STAR method.

Notes

Contact the Talent team on (02) 9276 5443 or recruitment@art.gov.au for assistance with accessing our website or with lodging your application.

The use of AI in Recruitment

Please ensure you have read the Australian Public Service Commission Principles for candidates use of AI in recruitment and understand your obligations.

Merit Pool Acknowledgement

A merit pool may be created to fill similar vacancies within the next 18 months. Suitable candidates in this merit pool may be contacted for roles at the Tribunal, or the broader APS.

Our commitment to inclusion and diversity

The Administrative Review Tribunal is an Equal Opportunities employer committed to providing an inclusive workplace that embraces diversity and inclusion for all employees. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander descent, culturally and linguistically diverse backgrounds, all genders, LGBTQIA+ community and mature

age people. If you have any support or access requirements, we encourage you to advise us if invited to interview.

We are a Circle Back Initiative Employer and commit to responding to every applicant.

NO AGENCIES PLEASE

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 Administrative Review Tribunal

The ART plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws. The ART can take a fresh look at decisions made by Australian Government ministers, departments and agencies – and, in limited circumstances, decisions made by state government and non-government bodies. It also can review decisions made under Norfolk Island laws. The ART comprises members, the independent statutory appointees who hear review applications, and staff, who provide services to support applicants and the review process, as well as the Tribunal's daily operations. You can learn more about the ART here: https://www.art.gov.au/.

To Apply

Position Contact	Megan Newett, 03 9454 6551
Agency Recruitment Site	https://art.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0774202

Attorney-General's Department

Closing Date:Monday 16 November 2026

Corporate Services
AGS Finance

Job Title	National Manager, AGS Finance
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Brisbane QLD, Adelaide SA
Salary	-
Future Merit Locations	Sydney, Melbourne, Canberra, Brisbane, Adelaide
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the operational needs of the role.
Classification	Senior Executive Service Band 1
Position Number	0316/26_ES/CSD-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=CFEC1379-C4D1-DBD6-E3F9-ED78922FBA97

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

Duties

Employment Opportunity

The Australian Government Solicitor (AGS) is the Australian Government's central legal services provider and a group within the Attorney-General's Department (AGD). Operating on a cost recovery basis within a competitive legal market, AGS delivers a broad range of level services to Australian Government clients.

Then National Manager, AGS Finance is responsible for leading the financial functions supporting AGS and providing strategic and operational financial leadership. Working closely with the AGS Executive and other key stakeholders, the role delivers high-quality financial advice, reporting and analysis to support informed decision-making, effective resource management and the ongoing financial sustainability of AGS.

Key Responsibilities

Financial Services

- Work collaboratively with the AGS leadership to develop and manage resources to meet revenue targets and operational costs for AGS.
- Drive innovation in financial processes, systems and reporting to deliver business efficiencies and improved services for AGS and its clients.
- Develop and contribute to pricing strategies to enable AGS to effectively compete for legal services and recover its costs.
- Develop and produce annual budgeting, business planning and reporting in conjunction with AGS leadership to achieve long term strategic financial goals of AGS.
- Deliver high quality strategic and operational reporting, advice and analysis.
- Responsibility for the following functions: financial policy and framework (to the extent that AGS requires specific arrangements to support its business operations), financial risk management, pricing, financial advice, financial planning and analysis, internal and external financial reporting, treasury, taxation, financial systems and processes, transactional financial operations.

Team and Executive Leadership

- Lead the AGS Finance team to ensure it provides effective financial support to the AGS legal practice. Ensure that all team members are sufficiently skilled and supported to perform their roles.
- Work collaboratively with the CFO and the department's finance team.
- Lead, motivate and mentor the Financial Services team to achieve corporate goals and improve service delivery. Manage the professional development, culture and structure of the team.
- As a member of the AGS Management Committee contribute to strategic planning and decision-making.
- Actively contribute as a member of departmental governance committees, as required.
- Oversight and management of AGSs procurement framework.
- Oversight and management of the AGS capital program in collaboration with the department's Information Division
- Provide a safe and supportive working environment by ensuring compliance with the APS Code of Conduct and applying the departments policies in work health and safety, diversity, discrimination and harassment.
- Contribute to the implementation of the National Agreement on Closing the Gap.

Client Relationship Management

- Build and leverage key relationships with internal and external clients.
- Develop and foster strong relationships with key stakeholders, AGS clients and suppliers.

Essential requirements:

- Fully qualified accountant with full membership of CPAA, CAANZ or equivalent
- Work collaboratively in a collegiate environment while fostering and developing strong internal and external networks and relationships
- Minimum 10 years' experience managing finance teams in complex organisations, including experience of a cost recovery or fee for service environment
- Demonstrated leadership behaviours and skills that align with the APS Values and the Secretaries' Charter of Leadership Behaviours

- Strategic and creative thinking with a strong ability to manage shifting priorities with a fast-paced environment
- Exemplifies personal drive and integrity, and
- Australian Citizenship

Desirable skills and experience:

- Communication skills to gain high levels of participation and commitment to achieve desired outcomes
- Detailed understanding of the Commonwealth legal services market
- Understanding of the Commonwealth Financial Framework, including the *Public Governance, Performance and Accountability Act 2013*.

Eligibility

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

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

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

Notes

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

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

The department is committed to creating a diverse and inclusive working environment. We actively support and encourage people of all backgrounds; gender, age, ethnicity, race, cultural background, disability, religion and sexual orientation to apply and aim to ensure that the recruitment and employee experience is as accessible and inclusive as possible.

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

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

About the Attorney-General's Department

The Attorney-General's Department delivers programs and policies to maintain and improve Australia's law and justice framework, and to facilitate jobs growth through policies that promote fair, productive, flexible and safe workplaces. Through the Australian Government Solicitor, we also provide legal services to the Commonwealth, including legal advice and representation. Our department is the central policy and coordinating element of the Attorney-General's portfolio. Our department is structured into four groups: • Australian Government Solicitor • Justice and Communities • Integrity and Security • Enabling Services. The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce involved in policy development and implementation and program administration. The department also has a large number of practicing lawyers, mainly within the Australian Government Solicitor Group within the department.

To Apply

Position Contact	Scott Sharp, (02) 6141 3490
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=CFEC1379-C4D1-DBD6-E3F9-ED789

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Attorney-General’s

Vacancy VN-0774218

Australian Human Rights Commission

Closing Date:Monday 16 November 2026

Policy
SDT SDT

Job Title	Senior Project Officer
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Various locations - VIC VIC, Various locations - NSW NSW, Sydney NSW, Various locations - QLD QLD, Various locations - ACT ACT, Various locations - WA WA, Various locations - SA SA, Various locations - TAS TAS, Various locations - NT NT
Salary	$121,755 - $133,986
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid, Remote
Classification	Executive Level 1
Position Number	1444
Agency Website	

Job Description

https://ahrc.recruitmentplatform.com/details.html?jobId=428&jobTitle=Senior%20Project%20Officer%20

The Australian Human Rights Commission (the Commission) is Australia's national human rights institution, dedicated to fostering a society where human rights are upheld, protected, and celebrated. We envision an Australia where every individual is valued equally in dignity and rights.

Our mission involves promoting and safeguarding the human rights of all Australians by:

- Advising all levels of government and various public and private organisations.
- Strengthening laws, policies, and practices while providing accessible investigation and conciliation services.
- Engaging inclusively with civil society, communities, and the private sector.
- Raising awareness about human rights and offering educational resources.
- Collaborating with partners to cultivate a culture of respect for human rights across the nation.

The Policy Section supports our President and seven statutory Commissioners (race, age, sex, disability discrimination; children; Aboriginal and Torres Strait Islander social justice and human rights) to promote awareness and understanding of human rights, conduct research and advocacy, and make recommendations to government to fully implement Australia's human rights obligations.

We are looking for an experienced and passionate Project Officer to join the sex discrimination team and lead the 6th National Workplace Sexual Harassment Prevalence Survey project. You will work closely with key stakeholders and partners to undertake this research, adopting an intersectional approach to ensure project objectives are achieved.

This full-time / part-time, non-ongoing position is initially offered for a period of 12 months.

It offers a competitive salary range of $121,755 – $133,986 per annum plus 15.4% superannuation.

We offer flexible, hybrid and remote work options.

Duties

What You'll Do:

- Provide best practice and trauma-informed research design and analysis expertise, working with a survey supplier to:

- Conduct the 6th National Workplace Sexual Harassment Prevalence Survey

- Support implementation of the survey, including survey design review, ethics review, survey delivery, and analysis, and

- Prepare and manage the preparation of a high-quality research report and other research outputs like participant engagement materials.

- Provide project management expertise to support the delivery of project milestones, including leading on procurement processes and contract management, in accordance with required guidelines.
- Support strategic alignment between project objectives and Commission priorities.
- Facilitate trauma-informed engagement and consultation with a broad range of internal and external stakeholders.
- Ensure diverse experiences and intersectional perspectives, including from First Nations, LGBTIQA+, culturally and racially marginalised people, older people, young people and other groups, are specifically consulted and considered in the project.

Eligibility

What We're Looking For:

- Demonstrated expertise in managing research design and implementation, including in survey based research.
- Knowledge of human rights principles, frameworks, and their practical application.
- Demonstrated understanding of the historical and contemporary issues affecting the lives of Aboriginal and Torres Strait Islander peoples.
- Expertise in managing research design and implementation, including in survey based research.
- Expertise in project management, including procurement.
- Excellent time management skills and ability to manage priorities to ensure effort is spent on activities with the greatest strategic impact.
- Ability to build and sustain positive relationships with team members, colleagues at all levels and external stakeholders.
- Strong communication skills and ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples.

Notes

Why Join Us?

By becoming a part of our team, you'll play a vital role in influencing public conversations about human rights and making a meaningful impact. If you’re ready to use your skills to support a cause that matters, we want to hear from you!

Apply Now! Help us shape the future of human rights in Australia. Join us in making a difference!

Applications close: 16 November 2026 5pm AEDT

Notes

We value inclusivity and diversity and seek people who support and model the behaviours we promote in our workforce. We strongly encourage applications from First Nations Australians, mature workers, people from culturally and linguistically diverse backgrounds, culturally and marginalised communities, carers, LGBTIQA+ and people with disability.

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS). An Agency Head may waive the requirement for citizenship prior to engaging an individual where it is appropriate to do so.

The Commission is committed to providing an accessible, inclusive work environment to enable people with a disability to participate fully in all aspects of employment. Applicants are encouraged to request reasonable adjustment as required to assist your participation in this recruitment process.

Please notethis position is advertised as Non-Ongoing. The successful applicant would be employed for an initial period of up to twelve months if extended the maximum period will be two years in total. The merit pool / list established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill future non-ongoing vacancies in the Commission where the duties are of a similar nature.

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

How to Apply

Please provide a resume and a statement (maximum of 2 pages) outlining your interest in this position(s), your experience that would lead to impactful outcomes in the role, and the skills and capabilities you bring.

The successful candidate will demonstrate the ability to fulfill the requirements of the role in an impartial and respectful manner as required by the APS Code of Conduct. The successful candidate will uphold the integrity and independence of the Australian Human Rights Commission.

As part of the recruitment and selection process, applicants will be required to consent to and undergo background checks which may include character and social media checks.

For more Information

Information about the role and Commission practices may be sought from Christine Ratnasingham via email christine.ratnasingham@humanrights.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 Australian Human Rights Commission

To Apply

Position Contact	Christine Ratnasingham, christine.ratnasingham@humanrights.gov.a
Agency Recruitment Site	https://ahrc.recruitmentplatform.com/details.html?jobId=428&jobTitle=Ser

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Attorney-General's

Vacancy VN-0774287

Commonwealth Ombudsman

Closing Date:Thursday 19 November 2026

Complaints
Data, Analysis, Performance and Reporting

Job Title	Senior Data Analyst
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Perth WA, Adelaide SA
Salary	$99,734 - $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	Hybrid
Office Arrangement Details	Hybrid working arrangements may be negotiated
Classification	APS Level 6
Position Number	054_10/26
Agency Website	https://www.ombudsman.gov.au/

Job Description

https://ombudsman.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4

The Data, Analysis, Performance and Reporting (DAPR) team support the Office's activities by providing accurate, defensible data and insights. We do this through designing, building and

maintaining data and reporting systems, providing data policy and governance advice, reporting on organisational performance both internally and externally, and managing our complainant and agency surveys.

The Office of the Commonwealth Ombudsman (the Office) is looking for a suitably qualified data professional to fill the role of Senior Data Analyst. The role is responsible for supporting the Office’s performance reporting and data governance functions.

Our ideal candidate for this role has:

- Experience analysing and interpreting data to produce insights, reports and recommendations for a range of audiences.
- Strong stakeholder engagement skills, including the ability to understand business requirements and translate technical concepts into clear, business-focused advice.
- Experience supporting performance reporting, data governance activities or related assurance functions.
- Sound understanding of data and metadata management principles, including maintaining data asset registers, business glossaries, metadata repositories and associated documentation.
- Demonstrated ability to contribute to the development and maintenance of reporting frameworks, data standards or governance processes.
- Strong analytical, research and critical thinking skills, with excellent attention to detail.
- Well-developed written and verbal communication skills, including the ability to prepare high-quality reports, briefings and documentation.
- The ability to work effectively in a small and geographically dispersed team environment.

The following skills and experience will be highly regarded:

- Experience using Power BI, including DAX and Power Query.
- Experience writing and troubleshooting SQL queries.
- Knowledge of data governance, performance reporting or information management principles within the Australian Public Service.

Duties

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

- Develop, maintain and improve reporting products and dashboards using Power BI, Dynamics and other reporting tools.
- Analyse and interpret data to produce clear, accurate and actionable insights that support operational and strategic decision-making.
- Contribute to the delivery and continuous improvement of the Office Performance Framework, including preparing regular performance reports, monitoring results and supporting business areas to measure and improve outcomes.
- Support the implementation and maintenance of the Office's Data Governance Framework, including data policies, standards, processes and documentation.
- Prepare performance reports, briefings and other reporting products for the Executive Committee, senior leaders and business areas.

- Maintain and improve key data governance artefacts, including the data asset register, business glossary, metadata repository and related documentation, to support data quality, governance and discoverability across the Office.
- Work collaboratively with stakeholders across the Office to improve data quality, reporting capability and the consistent application of data governance practices.
- Support the management of external data and survey providers, including monitoring deliverables and assisting with contract administration activities.
- Contribute positively to the team's culture, priorities and delivery objectives, working effectively in a small and geographically dispersed environment.

Eligibility

The successful candidate must:

- be an Australian citizen
- be willing to undergo a Nationally Coordinated Criminal History Check (NCCHC)
- be able to obtain and maintain a Baseline security clearance.

Notes

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

About the Office The purpose of the Office of the Commonwealth Ombudsman (the Office) is to: • provide assurance that the Australia Government entities and prescribed private sector organisations that the Office oversights, act with integrity and treat people fairly, and • influence enduring systematic improvement in public administration in Australia and the Pacific region. The Office does this through handling complaints, conducting investigations, performing audits and inspections and encouraging good administration. The Office also influences improvement in public administration in the Pacific region through collaboration with partner entities. The Office is statutorily independent within the Attorney-General’s portfolio with the following separate titles that describe some of our specific powers and functions: • Defence Force Ombudsman • Postal Industry Ombudsman • Overseas Students Ombudsman • Private Health Insurance Ombudsman • Immigration Ombudsman • Law Enforcement Ombudsman • VET Students Loans Ombudsman. The Commonwealth Ombudsman is also the ACT Ombudsman. Further information about the Office is available at the Commonwealth Ombudsman website.

To Apply

Position Contact	Anthony O'Reilly, N/A
Agency Recruitment Site	https://ombudsman.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=

Attorney-General's

Vacancy VN-0773943

Federal Court of Australia

Closing Date:Friday 06 November 2026

Federal Court of Australia

Job Title	Judicial Registrar
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	$124,483 - $150,041
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	0765-10-26
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

https://fcajobs.nga.net.au/?jati=18CAA77F-F151-9422-4AB9-ED66E3D51598

Position Overview

The Judicial Registrar position plays an important role within the reformed structure of the FCA and is responsible for:

- undertaking the functions of a Judicial Registrar, which may include:
  - performing the statutory duties, powers and functions of a registrar pursuant to the Federal Court of Australia Act 1976 (Cth) and other legislative instruments, as required;
  - performing delegated judicial functions;
  - conducting mediations (once accredited);
  - undertaking case management of matters; and
  - engaging with judges collaboratively at a local level.
- performing a management and mentoring role for legal support staff as required;
- supporting the organisation and management of the Court's work nationally, which may include through the allocation of Court work or the development of practice and procedure to support such work; and
- performing other duties as required or directed from time to time.

Duties

This role is junior to other Judicial Registrar roles in the Victoria District Registry. In performing the statutory duties, powers and functions of a registrar, it has a particular focus on determining applications for substituted service, conducting the return of subpoena list, determining costs quantification applications and acting as duty registrar from time to time.

The role also has a focus on performing project work in relation to a range of Court initiatives.

Key Relationships

- Judges: engage with judges collaboratively to identify and perform critical work in support of judges. In addition, support National Coordinating Judges in the management of NPAs as required.
- Deputy Principal Registrar and District Registrar: liaise with about work and workload, including development opportunities.
- Judicial Registrars and legal support staff: work collaboratively with colleagues and legal support staff, providing support and guidance as required.
- Legal profession and Court users: liaise with key external stakeholders in areas of Judicial Registrar practice.

Eligibility

Formal Qualifications

This position may require the occupant to perform statutory legal functions, including conducting mediations and case management. Therefore, legal qualifications and admission as a practitioner of the High Court and/or the Supreme Court of a State or Territory of Australia is essential.

It is desirable for the applicant to:

- have experience in civil litigation (including exposure to high level case management) in superior courts of Australia; and
- be accredited as a mediator with experience in conducting mediations.

In addition, given the project work requirements of the role, it is desirable for the applicant to have knowledge of the internal practices and procedures of the FCA.

Selection Criteria

1. More than two years post admission experience in legal practice or a legal environment.
2. Knowledge, or the ability to acquire such knowledge quickly, of the jurisdiction and practices and procedures of the Court.
3. Excellent analytical and legal skills and demonstrated ability to critically evaluate large volumes of information and make sound judgments in a high pressure environment.
4. The ability to manage multiple responsibilities effectively, prioritise matters appropriately, and work autonomously.

5. Well developed communication skills, including the ability to work collaboratively and to build and sustain positive relationships with a network of key stakeholders internally and externally.

Notes

How to Apply

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

As part of your application, you will be required to submit a one-page response outlining your suitability for this position having regards to the selection criteria and duties of the position which are described in the position description (maximum word limit 500). Please ensure this document is attached before submitting your application.

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

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 cannot be engaged until their redundancy benefit period has expired.

Diversity and inclusion

The Federal 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 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.

Applications close: Friday 06 November at 11:30 pm (AEDT)

Aboriginal and Torres Strait Islander people are strongly encouraged to apply

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 Court of Australia

The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the Federal Court of Australia Act 1976, the Federal Circuit and Family Court of Australia Act 2021 and the Native Title Act 1993, constitute a single Statutory Agency for the purposes of the Public Service Act 1999. Employees are engaged to work in support of the following courts or tribunal: • Federal Court of Australia, • Federal Circuit and Family Court of Australia, and • National Native Title Tribunal. Employees are covered by the Federal Court of Australia Enterprise Agreement 2024-2027. The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

To Apply

Position Contact	Tim Luxton, tim.luxton@fedcourt.gov.au
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=18CAA77F-F151-9422-4AB9-ED66E3D5

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Attorney-General’s

Vacancy VN-0774081

Federal Court of Australia

Closing Date:Sunday 15 November 2026

Federal Court of Australia
Court and Tribunal Services

Job Title	Judicial and Registry Services Team Leader
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$99,734 - $111,701
Future Merit Locations	Sydney
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 6
Position Number	0789-10-26
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

https://fcajobs.nga.net.au/?jati=49ECABF6-41EE-6A72-6CA7-ED679257D0BA

Position Overview

Reporting to the Director or Manager Court Services, the Judicial and Registry Services Team Leader has responsibility for delivery of high-quality case management, court room and chambers support to the judicial officers of the courts and registry services to clients, legal practitioners, registrars, family consultants and community groups which support court users. The role has oversight of both judicial and registry services in the location, including:

- providing the initial point of contact that clients have with courts
- providing information on appropriate avenues for addressing client needs, assisting to solve their problems, and recommending appropriate options, resources or services both internal and external to the Court
- processing, filing and sorting documents, including quality assurance and archiving functions
- providing the initial point of contact for judicial officers of the courts with respect to chambers arrangements and other administrative matters
- working with Corporate Services to manage the recruitment, training and development of judges associates and support staff
- coordination of events and in-court support requirements.

Duties

Position Duties

The position of Judicial and Registry Services Team Leader requires a self-starter who thinks both strategically to solve problems facing the courts as well as seeks ongoing performance improvement. The responsibilities of the position include:

- leading and/or supporting teams of client services staff and associates, deputy associates, case coordinators and court officers to ensure high-quality support to clients, legal practitioners, judicial officers, registrars, family consultants and community groups
- coordinating courts' operations including scheduling of events and providing reports on case management indicators
- providing statistical reports to case management and court services management teams in relation to trends and issues associated with local service provision
- managing change in a challenging and fast-moving environment
- developing and maintaining positive, productive and collaborative relationships with the judiciary, the legal profession and community groups, and
- ensuring the policies and standards of the courts are promoted and maintained.

Eligibility

Selection Criteria

1. Demonstrated staff management, change management, leadership and development experience (preferably in a legal, courts or public service environment) and the ability to promote a team environment.
2. Relationship management capacity, including an ability to communicate effectively with people at all levels, including judicial officers, as well as strong interpersonal skills, including a proven ability to manage stressful and/or conflict situations in a professional manner, on a continual basis.
3. Demonstrated sound organisational and problem-solving skills including initiative, the ability to manage priorities, meet deadlines and work effectively under pressure.
4. Analytical and report writing skills with the ability to provide strategic advice on trends and policy to management.
5. Understanding of the public service operating environment including the requirement for legislative compliance, probity and accountability.

Notes

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

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. Health clearance – the successful applicant may be required to complete a health declaration or attend a medical assessment to confirm their fitness for duty.

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

Federal Court 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.

Federal Court 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

How to Apply

To apply for this position please click on the “apply now” button on the Federal Court website

As part of your application, you will be required to submit a written response to the selection criteria listed in the position description (maximum word limit 1500). Please ensure this document is attached before submitting your application.

If you have any 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.

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following courts or tribunal: • Federal Court of Australia, • Federal Circuit and Family Court of Australia, and • National Native Title Tribunal. Employees are covered by the Federal Court of Australia Enterprise Agreement 2024-2027. The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

To Apply

Position Contact	Margreet Shehata, 02 8099 8378
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=49ECABF6-41EE-6A72-6CA7-ED679257

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Attorney-General's

Vacancy VN-0774310

Federal Court of Australia

Closing Date:Thursday 26 November 2026

Federal Court of Australia
International Programs Unit

Job Title	Project Administrator
Job Type	Full-Time, Non-Ongoing
Location	Brisbane QLD
Salary	$79,125 - $86,246
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangement subject to operational requirements.
Classification	APS Level 4
Position Number	0769-10-26
Agency Website	https://www.fedcourt.gov.au/about/employment

Position Overview

The Federal Court of Australia is globally recognised as an exemplar of judicial development with an uncompromising commitment to the quality of its services. The Court has close relationships with judges and courts around the world, particularly across Asia and the Pacific. Since its establishment in 1977 the Court has played a significant role in the provision of assistance to over 50 countries. Its strong collaborative links and unparalleled access to networks and individuals around the world provide invaluable resources in the delivery of high-quality professional development and capacity building support to partner judiciaries in both bilateral and multilateral contexts.

To support this work, the Court has a dedicated International Program Unit (IPU), which implements various international cooperation projects, including the Australia Pacific Judicial Partnership (APJP) which works cooperatively with 15 Pacific Island courts (PICs). The APJP is a multi-year project to enhance the quality, accessibility, efficiency and effectiveness of judicial and court services in PICs. The APJP will work closely with PIC partners on new and emerging needs as well as coordinating with regional stakeholders and conducting a series of activities to provide technical and specialist expertise to support the capacity of courts within the region.

The International Programs Unit are seeking a Project Administrator to help implement activities under the Australia Pacific Judicial Partnership (APJP) project. The Project Administrator - APJP will play a key role in supporting the delivery of International Programs Unit (IPU) activities and is responsible for coordinating and implementing a range of program activities, including project administration, planning, communication, logistics, and financial administration. The role works closely with the Project Coordinator and finance team and requires exceptional attention to detail and organisation, communication and a demonstrated understanding of project management principles.

Duties

Key Responsibilities and Duties

The Project Administrator will:

- Organise and implement a suite of IPU activities. This includes planning, communication coordination, administration, booking and tracking international/domestic travel and other activity-based logistics,
- Draft and compile briefings, communications and project materials, as well as contributing to activity and program Track, collate and manage all quotes, invoices for internal/external submission/acquittals as required,
- Calculate pay allocations, pro bono contributions and allocate task codes to project activities,
- Support the Court’s finance team to manage and process payments efficiently and effective,
- Obtain quotes, make payments including international transfers, and acquit expenses,
- Establish and maintain an asset and gift register,
- Maintain accurate, up-to-date and accessible records of all quotations, invoices, completed financial templates and other financial documentation and information for auditing purposes,
- Communicate in an effective, timely and professional manner internally and across cultures,
- Support the Project Coordinator with the implementation of IPU activities,

- Work collaboratively and collegially with other team members, including overseeing volunteers; and
- Any other tasks required to support the activities and projects of the International Programs Unit.

Key Relationships

Judicial and court officers within the Federal Court, other Australian courts, and partner courts in other countries, and the International Programs Unit.

Competencies & Attributes

The Project Administrator will possess the following competencies (knowledge, skills and attitudes) to deliver the role:

1. Project Management: administer and implement activities within agreed timeframes, budget and to a high standard.
2. Budget Management: monitor and acquit activity expenditure in line with approved budgets, client/donor financial policy and value for money considerations. Comply with the financial requirements associated with donor-funded international development projects, and Federal Court procurement rules.
3. Communication: Establish and maintain strong and cooperative working relationships with all Partner Courts, team members, stakeholders and technical advisers. Effective interpersonal, communication and relationship building skills with stakeholders of various seniority, internally and across cultures.
4. Administration, logistical and budget support: implement the administration, logistics and budget arrangements for the PJIP activities in line with procedural guidelines and rules.
5. Reporting: support activity and budget donor and Court reporting requirements.
6. Professionalism: deliver all activities with a high level of professionalism, integrity, collegiality, attention to detail and flexibility in a dynamic environment of changing and competing priorities.

Eligibility

Selection Criteria

1. At least 3 years’ experience administering and implementing complex development assistance activities and programs.
2. Demonstrated experience in effectively managing complex travel and other activity logistics, preferably in the Pacific.
3. Demonstrated experience in project budgeting, tracking, management, acquittals and document management.
4. Effective time management and capacity to ensure that activity work plans are followed and (often concurrent) deadlines are met on time.
5. Ability to work collaboratively and collegially, as well as with minimal supervision.
6. Proficient in using technology to perform functions and maximise reach/efficiency of activities, including Zoom, Microsoft Office (Word, Excel and Teams).
7. High level of professionalism, integrity, attention to detail and flexibility in a dynamic environment of changing and competing priorities.
8. Solutions-focused commitment to resolving activity and interpersonal challenges restoratively and expediently.

9. Skills with graphic design of forms, templates, reports, newsletters, webpage entries, are desirable, although not essential

Formal Qualifications

Higher education or degree in business administration or project management; or at least 3 years' experience working within the international development sector in a similar role.

Special Requirements

Potential travel in the Pacific region, including remote locations may be available to support education and learning opportunities in different cultural settings. Flexibility to work irregular hours, if required, to meet peak work demands, particularly during travel.

Notes

How to apply

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

As part of your application, you will be required to submit a written response to the selection criteria listed in the position description (maximum word limit 1500). Please ensure this document is attached before submitting your application.

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

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 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 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

Aboriginal and Torres Strait Islander people, as well as Pasifika background applicants, are strongly encouraged to apply.

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 Court of Australia

The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the Federal Court of Australia Act 1976, the Federal Circuit and Family Court of Australia Act 2021 and the Native Title Act 1993, constitute a single Statutory Agency for the purposes of the Public Service Act 1999. Employees are engaged to work in support of the following courts or tribunal: • Federal Court of Australia, • Federal Circuit and Family Court of Australia, and • National Native Title Tribunal. Employees are covered by the Federal Court of Australia Enterprise Agreement 2024-2027. The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

To Apply

Position Contact	Moe Moe, (07) 3052 4937
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=1E31885F-38E3-E857-F52C-ED790BCAE

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Attorney-General's

Vacancy VN-0774201

Office of Parliamentary Counsel

Closing Date:Sunday 22 November 2026

Corporate Services Drafting

Job Title	Assistant Parliamentary Counsel Grade 1
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$78,384 - $146,231
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Hybrid
Classification	APS Level 3;APS Level 4;APS Level 5;APS Level 6
Position Number	5091
Agency Website	https://www.opc.gov.au

Job Description

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

Work as part of a team of drafters providing legislative drafting services (partly to contribute to project outputs but primarily to acquire the skills required to provide legislative drafting services).

Duties

In this role, you will:

- Acquire the skills required to provide legislative drafting services by completing on the job training and participating in formal training courses.
- Assist the Senior Executive Service team leader to provide legislative drafting services and, under the supervisor's close oversight, assume progressively higher levels of independent responsibility for providing legislative drafting services.
- Carry out or participate in such product development (e.g. plain English) or operations support (e.g. IT development, participation in office committees and reviews, delivery of external training) as may be assigned, or such other duties relevant to the service provided by the OPC as may be assigned.

Legislative drafting services are services by which a drafter:

- assists in identifying, analysing and considering legal, logical, policy and implementation issues connected with legislative proposals; and
- plans and manages legislative projects; and
- maintains effective working relationships with members of the drafting team, clients, other OPC staff and other relevant parts of the government, parliament and the public service; and
- expresses legislative proposals in draft legislation that gives effect to the client's requirements; and is well structured and organised; and is clearly expressed; and is likely to be understood by its target audience.

Key capabilities

Important skills needed to provide legislative drafting services are:

- analytical, problem-solving and legal skills; and
- communication skills; and
- interpersonal and team participation skills; and
- judgement; and
- learning skills.

Selection Criteria

1 Development potential

A combination of learning skills (including willingness to learn), other skills, attributes and knowledge that demonstrates a strong potential to progress to the Assistant Parliamentary Counsel Grade 2 level in a relatively short period of time and then at least to the Assistant Parliamentary Counsel Grade 3 level.

Note: It is expected that people would be ready to progress to the APC 2 level within about 2 years and to the APC 3 level within another 2 to 3 years.

2 Analytical, problem-solving and legal skills

Analytical and problem-solving ability, and legal and practical knowledge, that would enable a person to assist in providing legislative drafting services.

3 Communication skills

Oral and written communication skills (especially written English ability) that would enable a person to assist in providing legislative drafting services. Attention to detail in written work, including a sound knowledge of English grammar, usage, spelling and punctuation.
Well-developed oral communication skills by which a person is able to sustain effective working relations with other people.

4 Interpersonal skills and team participation skills

Empathy, assertiveness and conflict resolution skills that would enable a person to sustain effective working relations with other people, including as part of a team.

5 Judgement

An ability to respond appropriately when confronted with difficult or subtle choices, especially in areas relevant to legislative drafting and human relations management.

6 Legal qualifications

Either:

- admission as a legal practitioner of the High Court or the Supreme Court of an Australian State or Territory; or
- a degree in laws of an Australian tertiary institution (or a comparable overseas qualification which, in the opinion of First Parliamentary Counsel, is appropriate to the duties of the position).

Note that if you are not admitted, we will require you to become admitted within a reasonable period.

Eligibility

To be eligible for the role, you must:

- be an Australian Citizen;
- be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Baseline status.

Notes

About the Office of Parliamentary Counsel

The Office of Parliamentary Counsel (OPC) is a small Commonwealth government agency which provides clear, effective and accessible Commonwealth law for all Australians. We do this by drafting Bills for the Commonwealth government, and a significant proportion of Commonwealth legislative instruments. We also provide comprehensive, free access to Commonwealth legislation through the Federal Register of Legislation website, preparing compilations of Commonwealth legislation, and registering Commonwealth Acts and instruments on behalf of more than 70 agencies.

To Apply

Position Contact	Samara Zeitsch, 02 6120 1439
Agency Recruitment Site	https://www.opc.gov.au/careers

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Attorney-General's

Vacancy VN-0774292

Office of the Inspector-General of Intelligence and Security

Closing Date:Sunday 22 November 2026

Job Title	Assistant Director, Human Resources
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$125,206 - $139,577
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Office-based, Canberra
Classification	Executive Level 1
Position Number	0315/26_OIGIS-EXT
Agency Website	https://www.igis.gov.au/

Job Description

https://agcareers.nga.net.au/?jati=A6DC2CC1-D1B2-E497-70C4-ED67D119A89E

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 Director, Human Resources supports the delivery of strategic and operational human resource services that strengthen workforce capability, organisational performance and workplace culture across the Office.

Working closely with the Director, Human Resources and the Director Agency Expansion, the role provides strategic and operational advice on complex workforce matters and leads the delivery of workforce initiatives, policies, programs and projects. The position maintains responsibility for one or more specialist human resource portfolios while contributing broadly across the employee lifecycle and the delivery of HR services.

Operating with a high degree of independence, judgement and accountability, the Assistant Director manages complex workforce matters, contributes to organisational decision-making and supports the continuous improvement of HR policies, practices and services. As a senior member of a small team, the role is a key HR position and works collaboratively across the Office to achieve organisational outcomes.

Please note, this position is Canberra-based with opportunity to negotiate flexible working arrangements, including hybrid working arrangements; however, the majority of the work will need to be conducted at the Canberra office.

Key responsibilities for an Assistant Director, Human Resources include:

- Provide strategic and operational trusted advice to managers and senior leaders on complex workforce, organisational and people management matters.
- Lead the delivery of one or more specialist HR portfolios and contribute to broader HR service delivery across the organisation. This may include leading the Recruitment, Learning and Development, WHS, Employment Relations, HR strategy and reporting functions.
- Develop, implement and review workforce strategies, policies, programs and initiatives that support organisational priorities and legislative compliance.
- Manage complex and sensitive workforce matters, providing risk-based advice and practical solutions whist considering the strategic implications.

- Analyse workforce information, trends and emerging issues to inform strategic decision-making and organisational planning.
- Build and maintain strong and productive relationships with internal and external stakeholders.
- Operate effectively in an environment characterised by ambiguity, change and competing priorities, demonstrating initiative, adaptability and sound judgement.
- Contribute to the consideration and adoption of emerging technologies, including artificial intelligence, to support workforce capability and improve HR service delivery.
- Foster a collaborative, inclusive and respectful workplace culture consistent with APS and OIGIS values.

Leadership and team management responsibilities

- Provide leadership, supervision and guidance to Human Resources team members.
- Coach and develop staff, building capability and supporting professional growth.
- Provide quality assurance and oversight of HR advice, projects and deliverables.

To be successful in this role you will have:

- Demonstrated leadership experience in the delivery of human resource services and workforce initiatives.
- Significant HR generalist capability, complemented by expertise in one or more specialist HR disciplines.
- Experience providing strategic advice and managing complex or sensitive workforce matters.
- Proven ability to lead, mentor and develop staff and build a high-performing team culture.
- Highly developed communication, analytical and problem-solving skills.
- Strong stakeholder engagement, influencing and relationship management skills.
- Sound judgement and the ability to deliver outcomes in environments characterised by complexity, ambiguity and change.
- A collaborative and adaptable approach, with a willingness to contribute broadly across HR priorities in a small agency environment.

Essential skills

- Ability to obtain and maintain a Top-Secret Positive Vetting (TSPV) security clearance.

Highly desirable qualifications and experience

- Tertiary qualifications in Human Resources, Employment Relations, Business or a related discipline.
- Interest in emerging workforce trends and technologies, including artificial intelligence.

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 IGIS Recruitment Portal on our website by 11:30pm AEDT on the closing date.

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 Integrated Leadership System (ILS) and the capabilities required to be successful at the Executive Level 1. Information about the ILS is available on the Australian Public Service Commission 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	OIGIS Recruitment Team, (02) 6141 4490
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=A6DC2CC1-D1B2-E497-70C4-ED67D

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Defence

Vacancy VN-0773666

Department of Defence

Closing Date:Thursday 19 November 2026

Defence People Group
Joint Support Services

Job Title	Policy Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$99,733 - $112,431
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	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DPG/05681/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=81225C43-66F5-7454-6F8B-ED790B0EDADF

Duties

The Role

The Gender, Peace and Security (GPS) Directorate is seeking a high-performing and motivated APS6 Policy Officer to fill a current vacancy. You will contribute to Defence's international engagement priorities in support of Australia's national interests. The APS 6 Policy Officer will work across Defence, and with Australian Government agencies and international partners, to deliver the international engagement program within the GPS Directorate, reporting to the Deputy Director GPS. The main responsibilities for this role are to:

- Support the integration of GPS into Defence's international engagement eco-system,
- Develop briefs and talking points for strategic dialogues,
- Coordinate the planning, delivery and reporting of international engagement activities,
- Support broader GPS Directorate policy and engagement activities as required.

About our Team

The ADF Sport and GPS Branch is a small, dynamic team (ADF and APS) within Joint Support Services Division, working at the intersection of strategic policy, international engagement, and operational capability.

The GPS Directorate leads Defence's contribution to Australia's National Action Plan on Women, Peace and Security (2021–2031). The Directorate works with service Gender Advisors, the Australian Civil-Military Centre, other Government agencies (Department of Foreign Affairs and Trade, Department of Home Affairs, and Australian Federal Police) and international partners to achieve the long-term strategy Australia has set out. The team focuses on key lines of effort: policy, training, mission readiness, international engagement and governance and reporting.

The team values collaboration, professionalism, and respect, with a shared commitment to advancing Defence's strategic objectives in a close-knit team environment.

Our Ideal Candidate

We are seeking a self-motivated, collaborative and adaptable Policy Officer to contribute to our strategic goals, who thrives in a small, dynamic team environment. You will be respectful of the unique nature of ADF service and operational contexts. You should demonstrate sound judgment, with an innovative approach to problem-solving and resilience and flexibility in the face of changing priorities.

Our ideal candidate would offer:

- Strong research and analytical skills,
- The ability to prepare high-quality briefs, talking points, and reports,
- The ability to work independently under limited direction and to short timeframes, and
- The capacity to develop and support complex relationships with stakeholders across Defence, government, civil society and international partners.

Eligibility

Security Cearance

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 Department of Defence

The Department of Defence employs around 18,000 Australian Public Service (APS) employees. Defence APS employees work in a wide variety of critical roles, Australia wide, enabling our three services Navy, Army and Air Force, to do their job. Defence has a range of Australian Public Service (APS) career opportunities that offer interesting, challenging, and unique work. Our workforce includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social

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

To Apply

Position Contact	Rosaline Walters, 02 5131 3013
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=81225C43-66F5-7454-6F8B-ED7

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Defence

Vacancy VN-0773861

Department of Defence

Closing Date:Sunday 15 November 2026

Defence People Group
Joint Support Services

Job Title	SeMPRO Client Response Team Practitioner
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$99,733 - $112,431
Future Merit Locations	Canberra
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DPG/06047/26
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=C7C2AD62-576D-5F25-481A-ED65F10B09A7*

Duties

The Role

Client Response Practitioners provide trauma-informed, person-centred support to individuals who have been directly impacted by sexual violence within a Defence context. The role involves delivering short-term holistic case management, including comprehensive needs assessment, risk assessment and management, collaborative case planning, care coordination, ongoing monitoring, advocacy, and supporting clients to transition safely from the service. Practitioners provide trauma-informed psychosocial support to clients who may be experiencing crisis, distress, or significant psychosocial impacts, and work collaboratively with clients to identify appropriate support pathways.

The role also involves working closely with senior leaders and stakeholders, providing operational advice and insights informed by service trends, emerging risks and frontline practice. Practitioners provide advice on relevant Defence policies, procedures and support options, as well as consultation, psychoeducation, and debriefing to assist leaders to respond appropriately and effectively. Strong stakeholder engagement is essential, requiring the development and maintenance of productive relationships with Defence personnel, health professionals, support services, and external agencies to support positive outcomes for clients.

About our Team

The Sexual Misconduct Prevention and Response Office (SeMPRO) is a specialist organisation within Defence, established in 2013 responsible for preventing and responding to sexual violence and supporting cultural reform across the Defence community. Through expert advice, support services, education and capability-building initiatives, SeMPRO plays a critical role in promoting safe reporting, supporting those impacted by sexual violence, and strengthening Defence’s response framework.

SeMPRO brings together a multidisciplinary workforce of social workers, psychologists, educators, policy professionals and other specialists who work collaboratively to deliver high-quality, trauma-informed services. Our work supports Defence members, their families, leaders and workplaces by providing confidential support, expert guidance, education, consultation and resources. The Client Response Team sits at the frontline of this work, providing specialist, trauma-informed support to individuals impacted by sexual violence.

The team delivers short term case management, psychological support, information and referral services, while also providing advice and guidance to Defence leaders and stakeholders on available support options and relevant Defence processes. SeMPRO is committed to fostering a workplace culture grounded in professionalism, integrity, compassion and continuous improvement. We recognise the unique challenges associated with trauma-exposed work and prioritise staff wellbeing through structured supervision, reflective practice, regular debriefing opportunities and proactive workload management.

Working within SeMPRO offers a unique opportunity to contribute to meaningful outcomes for individuals and Defence more broadly. Team members are supported to develop their professional capability, influence organisational change and be part of a collaborative and values-driven team dedicated to improving the experiences of those affected by sexual violence.

Our Ideal Candidate

We are seeking a skilled and motivated practitioner who is passionate about supporting individuals impacted by trauma and committed to delivering high-quality, trauma-informed services. The successful candidate will bring experience working with individuals experiencing trauma, crisis, mental health concerns, or other complex psychosocial issues. They will possess strong assessment and case management skills, the ability to establish rapport quickly, and confidence in supporting clients to identify their needs, manage risk, and access appropriate supports.

The ideal candidate will be collaborative, adaptable, and capable of working both independently and as part of a multidisciplinary team. They will be solutions-focused, demonstrate initiative, and actively contribute to service improvement and best-practice approaches.

To be successful in this role, you will demonstrate:

- Eligibility for membership with the Australian Association of Social Workers (AASW).
- Experience providing trauma-informed, person-centred support to individuals with complex needs.
- Strong short-term case management, risk assessment and safety planning capabilities.
- The ability to respond effectively to clients experiencing distress, trauma, or crisis.
- Excellent communication and interpersonal skills, including the ability to engage effectively with a diverse range of clients, stakeholders, and service providers.
- Sound professional judgement, resilience, and the capacity to manage competing priorities in a complex operational environment.
- Strong written communication skills, including the ability to prepare accurate case notes, records, reports, and correspondence.
- High levels of organisation, attention to detail, and administrative capability.
- A commitment to ethical practice, continuous professional development, and maintaining professional standards.
- Confidence using technology to deliver services and maintain records across a range of systems and platforms.
- Flexibility and adaptability to respond to changing client, stakeholder, and service requirements.

Experience working within Defence, government, health, social services, victim support, family violence, sexual violence, or other trauma-related settings will be highly regarded.

Most importantly, you will bring a genuine commitment to providing respectful, compassionate, and empowering support to people accessing SeMPRO's services. You will contribute positively to a collaborative team environment and support SeMPRO's mission to deliver safe, professional, and client-centred services to those impacted by sexual misconduct.

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	Kirsten Close, 02 5133 0853
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C7C2AD62-576D-5F25-481A-ED

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Defence

Vacancy VN-0773893

Department of Defence

Closing Date:Sunday 15 November 2026

ARMY
Forces Command

Job Title	Information, Records & Web Management 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	ARMY/05857/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=CEB988C5-75CF-9F36-1E45-ED65F48AFE20

Duties

The Role

This role is critical to the modernisation and continual improvement of all facets of data and records management lifecycle within a large and diverse organisation that is Headquarters Army Logistics Training Centre (HQ ALTC). This role is critical to the modernisation and continual improvement of all facets of data within the records management lifecycle. A critical aspect of the role is to educate, promote and manage good records management hygiene and continual improvement of policy and procedure across ALTC.

Other key duties involve file access auditing and permission management, digital conversion, disposal and destruction of physical files, fixing workflow errors, performing data transfers between systems, website content management, face-to-face training, end user education, advise on and champion policy adoption and improvement of Australian Army and Australian Defence Organisation Enterprise Records Management business processes, policies and procedures.

About our Team

An exciting and challenging opportunity exists for a motivated, adaptable and self-driven individual to join the Australian Defence Force’s Army Logistics Training Centre (ALTC) ICT team. This positon plays a critical part in supporting a dynamic, fast-paced environment where no two days

are the same, providing a unique blend of technical support, customer service and operational problem solving.

As a member of a cohesive headquarters ICT team, you will work alongside an integrated workforce of APS and ADF personnel who are committed to delivering reliable and responsive ICT services across ALTC. Based at Gaza Ridge Barracks (South), Bandiana, Victoria, the team provides face-to-face support and technical assistance across a wide range of digital and electronic systems, enabling staff and trainees to operate effectively. This is an excellent opportunity to contribute to Army's tri-service logistics training establishment, directly supporting ALTC's mission to deliver high-quality logistics training and capability outcomes for Defence.

Our Ideal Candidate

- Is a highly experienced and has a strong background in Information and Records Management with an interest in technology.
- Knowledge or experience of Enterprise Records Management System (Objective) or similar information or records management systems.
- Knowledge or experience of storing, archiving & disposal practices for physical and digital corporate records, archival legislation and disposal authorities.
- Knowledge or experience with SharePoint / Drupal and/or general website content management.
- Assist with general day-to-day operations of the ICT team.
- Thinks strategically, ability to harness information and opportunities, shows excellent judgement, intelligence and common sense.
- Achieves results, applies and builds professional expertise, and responds positively to change while accepting responsibility for managing work projects.
- Ability to promote a positive workplace culture, which focuses on teamwork, respect, excellence and acts in accordance with Australian Public Service and Defence values.
- Obtain and maintain a Negative Vetting One (NV1) security clearance.

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	David Collins, 02 6053 2301
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CEB988C5-75CF-9F36-1E45-ED

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Defence

Vacancy VN-0773928

Department of Defence

Closing Date:Sunday 15 November 2026

Guided Weapons and Explosives Ordinance
GWEO Delivery Division

Job Title	Explosive Ordnance Electrical Mechanical
Job Type	Full-Time, Ongoing
Location	Orchard Hills NSW
Salary	$72,275 - $112,431
Future Merit Locations	Orchard Hills
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	
Position Number	GWEO/06085/26
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=7D6EB141-02BA-54A8-8F3F-ED66305DDD19*

Duties

The Role

Are you looking to apply your technical skills in a challenging and highly specialised environment where you can solve problems, learn new skills, and gain further qualifications?

We are currently recruiting Explosive Ordnance Armaments Technicians with the Department of Defence at Defence Establishment Orchard Hills. These workshop based roles are critical to ensuring the safety, functionality, and readiness of Australian Defence Force guided weapon systems and explosive ordnance. You will apply your electronic skills to perform end to end maintenance activities on guided weapons and associated support equipment, working in accordance with approved technical documentation and strict safety requirements.

Key Responsibilities:

- Undertake electronic maintenance to certify Guided Weapons and associated support equipment, including inspection, servicing, disassembly, repair, assembly, alignment, calibration, testing, and technical certification.
- Apply current technical data and approved maintenance documentation within an explosive ordnance environment.
- Operate within a highly regulated environment, adhering to all safety, quality assurance, and compliance requirements.
- Accurately record maintenance activities in technical documentation and electronic maintenance systems.
- Work collaboratively within a team and communicate effectively with supervisors, technical staff, engineers and other stakeholders.
- Maintain and develop technical skills and capability through a combination of in house training and external courses, including structured on the job, hands on training under the guidance of qualified team members.

Conditions of Employment:

- Must be an Australian Citizen
- Must be eligible to hold an Australian Government Security Clearance.
- Must be able to work at location to a standard working week, no work from home is available.
- Will be required to wear personal protective equipment (PPE) and undergo regular safety and medical assessments.
- Will be required to pass an on-boarding medical assessment
- Will be required to participate in a 6 month probation period.
- The occupant of this role may be required to participate in shift work arrangements as operationally required, which may include nights and weekends, as well as undertaking intermittent domestic or international travel for work and training.
- The occupant of this role may be required to travel to meet workplace requirements
- The occupant of this role will be required to undertake role specific training courses

About our Team

EOMD is an integral part of Maritime & Maintenance Branch, which is part of the Defence Delivery Group. Our team consists of various disciplines (including engineering, maintenance & technical inspection, project management, commercial, logistics, and corporate enabling services). We are located in Canberra, Penrith, Amberley, Melbourne and HMAS Stirling in Perth. Our focus is to acquire and sustain guided weapons and munitions for the Australian Defence Force.

Maritime & Maintenance Branch is dedicated to providing our staff with a diverse, manageable, and favourable work-life balance, with flexible working arrangements where practicable. We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally. We are committed to achieving a workplace culture that is inclusive and diverse; one that directly reflects the needs and scope of Defence's varied operational requirements.

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

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

Other benefits include:

- 15.4% superannuation;
- Access to personalised professional development pathways, including opportunities to gain qualifications and technical authorisations, with progression across an APS 3–6 broadband (allowing advancement in classification, responsibilities, and remuneration as skills and competencies develop), as well as broader career development opportunities within Defence.
- Additional leave days between Christmas and New Year;
- Focus on work/life balance;
- Access to Defence Establishment Orchard Hills base facilities and amenities (including gym and swimming pool); and
- Salary sacrifice opportunities.

Our Ideal Candidate

Our ideal candidate is a hands on technician with experience gained in an electronics/electrical trade or a closely related electrical maintenance environment. You bring practical, workshop based skills such as electrical servicing, fault finding, component replacement, and working with hand tools, power tools, and diagnostic equipment.

You are comfortable working from technical manuals, specifications, and procedures, and you apply a high level of attention to detail to ensure work is completed accurately, safely, and in accordance with required standards. You understand the importance of compliance, traceability, and doing the job right the first time.

You are organised, reliable, and able to manage competing tasks in a busy workshop, while working effectively both independently and as part of a team. You communicate clearly with supervisors and colleagues and are open to learning new systems, equipment, and regulatory requirements. Previous Defence or Explosive Ordnance experience is not required, and training will be provided to support your transition into the role.

What You'll Bring:

- A minimum Cert III or equivalent qualification in areas such as:
- Aerospace systems maintenance
- Guided Weapons or Explosive Ordnance systems maintenance
- Marine systems maintenance
- Automotive/heavy vehicle systems maintenance
- Electronic systems maintenance
- Avionics Systems Maintenance
- Calibration Technical experience
- Commercial Electrical systems install and maintenance

If you are a hands-on, safety focused technician who enjoys working to high standards and is eager to grow your skills in a specialised Defence environment, then this is the role for you!

Eligibility

Security Clearance

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

Mandatory Qualifiactions

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 3 at minimum, 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	Ken Nightingale, 02 4726 0324
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7D6EB141-02BA-54A8-8F3F-ED

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Defence

Vacancy VN-0773947

Department of Defence

Closing Date:Sunday 15 November 2026

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Commercial Support Manager
Job Type	Full-Time, Ongoing
Location	Williamtown NSW
Salary	$99,733 - $112,431
Future Merit Locations	Williamtown
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/06126/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=406CC539-6F14-423D-8E75-ED66E0929764

Duties

The Role

The Commercial Support Manager is responsible for leading complex contract management activities and providing commercial advice and support across the capability lifecycle. Working under broad direction within an integrated workforce, the successful applicant will contribute to ASCISPO's commercial governance, assurance, procurement and contract management functions, while ensuring compliance with legislative frameworks, Defence policy and contractual obligations.

Key responsibilities include:

- Providing commercial advice and support to contract managers, project personnel and stakeholders across ASCISPO capability programs.
- Managing and maintaining commercial governance frameworks, including procurement and contracting policies, processes, templates and guidance.
- Monitoring and reporting on contractual obligations, deliverables and key commercial activities to support compliance and performance outcomes.
- Identifying commercial risks and contract change requirements and developing mitigation strategies in accordance with Defence policy and contractual frameworks.
- Supporting the development of commercial capability within ASCISPO through mentoring, guidance and knowledge sharing activities.

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

Airborne Surveillance Control and Intelligence Systems Program Office (ASCISPO) plays a critical role in shaping the future of Australia's airborne surveillance capability. Working with leading industry partners and international military services, we deliver engineering, maintenance, logistics, and training support for the Air Force's E-7A Wedgetail fleet—and we're driving the acquisition of its next-generation replacement.

Part of Defence's capability delivery agency, our integrated team includes Australian Public Servants, Australian Defence Force personnel and industry experts, and is primarily based at RAAF Base Williamtown, NSW—with a small presence in the USA.

At ASCISPO, we pride ourselves on our workplace culture. We:

- Build trust through partnerships that deliver real capability outcomes.
- Empower bold decision-making through informed risk assessment.
- Champion flexibility and creativity to deliver timely solutions.
- Prioritise balance and well-being so our people thrive.
- Invest in growth and learning, and celebrate diversity Join the team that is Trusted to Deliver.

Our Ideal Candidate

The successful candidate will demonstrate:

- Demonstrated experience in managing complex contracts and delivering commercial outcomes in large, complex, or highly regulated environments, including the management of strategic suppliers and high-value agreements.
- A strong understanding of procurement, contracting and commercial governance principles, with the ability to interpret and apply legislation, policy, contractual frameworks and government requirements.
- The ability to provide strategic commercial advice to senior executives, identify and manage commercial risks and opportunities, and contribute to organisational objectives through effective contract and supplier management.
- The ability to analyse complex issues, manage competing priorities and deliver outcomes within tight timeframes.
- Experience mentoring and supporting staff to develop commercial acumen and contract management capability.

Appointment to this position will be conditional upon approval to access US controlled export material in accordance with the United States Arms Export Control Act.

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	Tammy Gutsche, Contact Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=406CC539-6F14-423D-8E75-ED(

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Defence

Vacancy VN-0773959

Department of Defence

Closing Date:Sunday 15 November 2026

Joint Capabilities Group
Joint Logistics Command

Job Title	Logistics Compliance Officer
Job Type	Full-Time, Ongoing
Location	Hobart TAS
Salary	$81,868 - $89,377
Future Merit Locations	Hobart
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/06154/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=996C5C31-8CD3-1DBA-AC66-ED66E1D5A651

Duties

The Role

As an APS 4 Logistics Compliance Officer, you will support effective logistics governance by monitoring work practices, providing practical advice and helping ensure activities comply with relevant legislation, policy and technical regulations. Working under limited direction, you will manage competing priorities and contribute to consistent compliance outcomes.

Key responsibilities include:

- Conducting audits of moderately complex logistics processes and documenting findings.
- Preparing clear reports on compliance activities, performance and identified risks.
- Providing practical advice and recommendations to internal and external stakeholders.
- Supporting the development and review of local procedures and compliance processes.
- Interpreting and applying relevant legislation, policy and regulatory requirements.
- Researching issues and recommending practical solutions that support operational outcomes.
- Building productive working relationships and contributing to team priorities.
- Sharing knowledge and supporting colleagues through guidance and on the job training.

About our Team

Joint Logistics Unit – Victoria at Hobart delivers logistics support services to Defence dependencies across Tasmania. 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 Hobart site.

Our Ideal Candidate

We are looking for someone who is organised, solutions-focused and comfortable working in a compliance environment. You will take ownership of your priorities, communicate clearly and use sound judgement to achieve practical outcomes.

The successful candidate will demonstrate:

- The ability to interpret and apply legislation, policy and regulatory requirements.
- A strong understanding of WHS responsibilities and a commitment to safe working practices.
- Effective research, analysis and problem-solving skills.
- The ability to prepare clear and concise reports.
- Confidence providing practical advice and working with a range of stakeholders.
- A collaborative approach and the ability to contribute positively within an integrated workforce.
- Initiative, accountability and a commitment to continuous improvement.
- A willingness to share knowledge and support the development of others.

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

To Apply

Position Contact	Daniel Elwell, 03 6271 5691
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=996C5C31-8CD3-1DBA-AC66-EI

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Defence

Vacancy VN-0773960

Department of Defence

Closing Date:Monday 16 November 2026

Capability Acquisition and Sustainment Group
Air Defence & Space Systems Division

Job Title	Business Management Officer
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	$99,733 - $112,431
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 6
Position Number	CASG/05775/26
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=5D1AD5A7-2695-9B64-B51D-ED66E1CE791D*

Duties

The Role

The High Frequency Sensing Systems Program Office (HFSSPO) is seeking motivated APS6 Business Management Officers to join our team. Opportunities are available within both the Acquisition Office and the A-OTHR Export Office. While each team has a unique focus, both roles play a critical part in enabling program success through the delivery of business management, governance, financial management and stakeholder engagement activities. In these roles, you will work closely with project teams, senior leaders and stakeholders across Defence and industry to support the successful delivery of complex and strategically important programs.

You will exercise initiative and judgement to manage business operations, provide advice, coordinate governance activities, and support informed decision-making. Your work will directly contribute to the delivery of capability that supports Australia's national security interests. Key responsibilities include:

- Providing business management advice and support to senior leaders and project teams.
- Leading governance, planning and reporting activities to support program outcomes.
- Managing financial planning, forecasting, reporting and budget-related activities.
- Preparing high-quality briefs, reports, submissions and correspondence for senior stakeholders.
- Building productive relationships across Defence, industry and external partners.
- Identifying business risks, issues and opportunities, and providing practical recommendations.
- Driving continuous improvement initiatives that enhance business performance and governance.
- Managing competing priorities and delivering outcomes in a complex and dynamic environment.

This is an opportunity to work on world-leading capability programs, collaborate with highly skilled professionals, and contribute to outcomes of national significance.

About our Team

The High Frequency Sensing Systems Program Office (HFSSPO) is responsible for upgrading, delivering and sustaining world-leading High Frequency radar capabilities for the Australian Defence Force. This includes the Jindalee Operational Radar Network (JORN), a unique sovereign capability that provides wide-area surveillance and contributes directly to Australia's national security. HFSSPO is also delivering the Arctic Over The Horizon Radar to Canada, Australia's largest Defence export program.

Our people work across complex projects, major capability upgrades and emerging technologies, collaborating with Defence, industry, academia and international partners. Together, we support capabilities that provide critical operational outcomes today while shaping Defence capabilities for

the future. HFSSPO offers the opportunity to contribute to work of genuine national significance as part of a professional, collaborative and supportive team.

Whether your expertise is in project management, engineering, logistics, commercial, finance or corporate services, you will play a role in delivering outcomes that matter. Working in HFSSPO provides exposure to some of Defence's most advanced technologies and capability programs, offering opportunities to build valuable skills, broaden your experience and contribute to work that will have a lasting impact on Australia's future Defence capability.

Our Ideal Candidate

We are looking for motivated professionals who enjoy solving problems, building relationships and delivering high-quality outcomes in a dynamic environment. You will be comfortable working independently while collaborating across multidisciplinary teams and engaging with a diverse range of stakeholders. You will demonstrate sound judgement, initiative and the ability to balance multiple priorities while maintaining attention to detail. The successful candidate will demonstrate:

- Experience in business management, governance, program support, project management, finance or a related discipline.
- Strong analytical and problem-solving skills, with the ability to provide informed advice and recommendations.
- Well-developed written and verbal communication skills.
- Strong stakeholder engagement and relationship management capabilities.
- The ability to influence outcomes and work collaboratively across diverse teams.
- Strong organisational skills and the ability to manage multiple priorities.
- Initiative, resilience and adaptability in a changing environment.
- A commitment to continuous improvement and delivering results.

Most importantly, you will be motivated by the opportunity to contribute to the successful delivery of Defence capability and make a meaningful impact through your work.

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	Kerry Collins, 08 7375 4764
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5D1AD5A7-2695-9B64-B51D-ED

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Defence

Vacancy VN-0773961

Department of Defence

Closing Date:Sunday 22 November 2026

Air Force
Air Force Headquarters

Job Title	Research Officer
Job Type	Full-Time, Ongoing
Location	East Sale VIC
Salary	$99,733 - $112,431
Future Merit Locations	East Sale
Office Arrangement	Hybrid
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	AF/05889/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=37E67AB1-6D21-79C1-D923-ED66E20F88F3

Duties

The Role

The APS 6 Research Officer works within the Aviation Candidate Management Centre (ACMC), RAAF Base East Sale (Victoria). This role undertakes applied research in military aviation recruitment, selection and training. Responsibilities include management of candidate databases and test systems, data quality assurance, psychometric analysis and validation of assessment measures, and production of evidence-based reports and briefs that inform selection standards and policy.

This role also contributes to training, workforce design and human-resource management systems that support the Officer and Enlisted Aviation capability. This role requires experience in psychological research, data management and statistical analysis, and possesses strong team and communication skills, and autonomy and motivation to achieve tasks within required timeframes.

About our Team

The Aviation Candidate Management Centre (ACMC) located at RAAF Base East Sale is responsible for the management of ADF Officer and Enlisted Aviation Candidates through recruitment, selection and training. The ACMC works under the Directorate of Workforce

Aviation - Air Force and in partnership with Defence Force Recruiting, the Air Academy, Personnel Branch, Psychology, Navy and Army. The ACMC has three distinct programs:

- Aviation Motivation Program (attraction).
- Aviation Screening Program (selection).
- Aviation Progression Program (standards and validation)

This role is a part of a 4-person team within the Aviation Progression Program (APP). The APP is responsible for the data management, assessment methods, and research that informs the selection system and standards.

Our Ideal Candidate

Our ideal candidate will hold a tertiary qualification in Psychology or Behavioural Science (Honours preferred), and have experience in applied research. As a member of the Aviation Candidate Management Centre, you will contribute expertise in psychological assessment, research, data analysis and reporting.

This role is integral to supporting evidence-based decision-making for Officer and Enlisted Aviation recruitment and selection. The successful candidate will possess knowledge of cognitive psychology, psychometrics, and research design, along with the ability to manage and analyse complex datasets and translate findings into practical insights.

A strong attention to detail, willingness to learn, and the ability to plan, prioritise, and manage competing tasks are essential. You will also bring well developed written and verbal communication skills, enabling you to build productive working relationships and deliver high-quality outputs in a timely manner.

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	Melinda Hinton, 0410 385 849
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=37E67AB1-6D21-79C1-D923-ED

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Defence

Vacancy VN-0773962

Department of Defence

Closing Date:Thursday 19 November 2026

Defence Digital Group
Enterprise Resource Planning

Job Title	ERP Division Executive Officer
Job Type	Full-Time, Ongoing
Location	Fyshwick ACT
Salary	$124,393 - $140,315
Future Merit Locations	Fyshwick
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	Executive Level 1
Position Number	DDG/06088/26
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=9C6108AF-C2E3-E9F1-7C5E-ED66E1E0BAAB*

Duties

The Role

Help shape one of Defence's largest enterprise transformations. As the EL 1 Executive Officer, you will work at the centre of the Enterprise Resource Planning (ERP) Division, connecting senior leaders, delivery teams and stakeholders so that priorities are clear, decisions are well informed and agreed outcomes are delivered. This is a visible and influential role for someone who enjoys bringing structure to complexity, anticipating what leaders need and turning strategic direction into coordinated action.

You will:

- Lead the coordination of ERP leadership forums, executive meetings and decision-making processes.
- Deliver clear, timely and high-quality briefs, submissions, correspondence and reporting for senior leaders.
- Maintain oversight of decisions, actions and priorities, and drive follow-through across the Division.
- Provide practical, risk-informed advice on governance, organisational management and program delivery.
- Coordinate sensitive and time-critical executive, ministerial and corporate tasking.
- Support program planning, priority-setting and performance reporting, helping leaders maintain focus on the outcomes that matter.
- Support risk, assurance and compliance activities, including coordinating responses to reviews and monitoring agreed actions.
- Build trusted relationships across Defence Groups, Services, enabling functions and delivery partners.
- Identify and implement improvements to governance, executive workflows and organisational performance.

You will be trusted to exercise sound judgement, work with a high degree of independence and manage competing priorities in a fast-moving environment. In return, the role offers broad exposure to senior decision-making, complex program delivery and enterprise-wide reform, with a genuine opportunity to influence how the ERP Division operates and succeeds.

About our Team

The ERP Program is transforming how Defence manages its people, finance, logistics and other core business processes. By delivering integrated, modern and data-driven capabilities, the Program will improve access to information, strengthen decision-making and support Defence's mission.

The Executive Officer is part of the ERP Executive Office and works closely with the leadership team, Program directors and key partners. The Executive Office is the Division's central coordination point for governance, planning, reporting and executive business. This role offers a rare combination of strategic exposure and practical impact.

You will gain insight into senior decision-making, contribute to enterprise-wide outcomes and help a major transformation program work more effectively. If the role interests you and you can demonstrate the core capabilities, we encourage you to apply even if your experience does not align with every desirable attribute.

Our Ideal Candidate

We are looking for an accomplished and adaptable EL 1 who can operate confidently with senior stakeholders and deliver through others.

You will demonstrate:

- Strong governance, executive coordination and business management capability.
- Highly developed written and verbal communication skills, with the ability to translate complex issues into clear advice for senior audiences.
- A proven ability to build trust, influence outcomes and maintain productive relationships across organisational boundaries.
- Sound judgement and analytical skills, including the ability to identify emerging issues and provide practical, risk-informed options.
- The ability to prioritise, remain composed under pressure and deliver high-quality outcomes within tight timeframes.
- Initiative and independence, balanced with a collaborative and service-focused approach.
- Experience in governance, performance reporting, program coordination or organisational management.
- Experience in a major program or transformation environment would be highly regarded, but is not essential.

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	Michael Asciak, 02 6212 0978
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9C6108AF-C2E3-E9F1-7C5E-ED

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Defence

Vacancy VN-0773966

Department of Defence

Closing Date:Monday 16 November 2026

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Director SUAS
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	$144,430 - $173,359
Future Merit Locations	Brisbane
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	CASG/06140/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=2C9C9257-1C14-0B5A-86A0-ED66E266EC28

Duties

The Role

As the EL 2 Director of SUAS, you will be responsible for the acquisition and sustainment of Small Uncrewed Aerial System capabilities, along with the overarching corporate responsibilities associated with such an important role. Reporting to the Director UASPO, you will lead a large, diverse, multi-disciplinary team to ensure the capabilities are appropriately acquired and they remain operationally available to support critical ADF and Government objectives.

In this role, you will be responsible for the development and maintenance of internal and external stakeholder relationships including senior level Capability Manager Representatives and Industry Partners. You will possess sound commercial and business acumen and preferably, a demonstrated understanding of the Defence Industry sector in Australia and you will be required to apply this knowledge in a dynamic environment.

Also, this role has been identified as requiring access to International Traffic in Arms Regulations (ITAR) controlled technology. The ITAR is United States (US) law which regulates Defence articles, including technical data, and Defence services on the United States Munitions List. Access restrictions may apply on the basis of currently held/previously held citizenship, as well as current permanent residency. Defence may be able to utilise workforce exemptions to mitigate these restrictions, which generally requires that applicants provide details of all current citizenships

and permanent residencies, as well as previously held citizenships. Defence collects these details to confirm an applicant's eligibility for the role and to maintain compliance with international obligations

About our Team

The Uncrewed Aircraft Systems Program Office (UASPO) resides within Army Aviation Systems Branch (AASB) in Joint Aviation Systems Division (JASD) of the Capability Acquisition and Sustainment Group (CASG). The Program Office is comprised of a Business Management Unit (BMU), with three recently restructured teams; one focused on future capabilities, and the other two specialising on Tactical and Small UAS Delivery and Sustainment programs.

UASPO are trusted to consistently and safely deliver against agreed requirements for the Capability Manager, with the best value for money outcomes. We work closely with, and are proud of the strong relationships with our Defence and Industry stakeholders. UASPO is based in Brisbane, with detachments located in Canberra, Adelaide and Melbourne.

Our Ideal Candidate

The ideal candidate for the Director Small UAS is a strategic and experienced leader, with a superior record of delivering complex acquisition and sustainment programs in a high tempo environment. You will have a strong understanding of Defence capability management and demonstrate experience in risk based decision making.

The ideal candidate will demonstrate:

- The ability to translate technical requirements into delivery plans to achieve business outcomes
- The capacity to think strategically and develop plans and processes to enhance the achievement of business outcomes.
- Highly developed communication skills, self-drive, and initiative with the ability to influence others to achieve tasks and business objectives.
- Strong commercial, financial and business acumen and a have a good understanding of the Defence Industry sector in Australia.
- Excellent people management skills and experience in leading a high performing teams.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Cymmone Potter, 07 3903 0253
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2C9C9257-1C14-0B5A-86A0-ED

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Defence

Vacancy VN-0773968

Department of Defence

Closing Date:Sunday 15 November 2026

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Product Manager
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$124,393 - $140,315
Future Merit Locations	Sydney
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location(s
Classification	Executive Level 1
Position Number	NSSG/06177/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=ADE9AFDB-40FB-B881-7662-ED66E2964591

Duties

The Role

The EL1 Product Manager within Maritime Inventory Management leads the delivery of integrated product outcomes across contract management and repairable item functions, supporting sustainment of common inventory for Navy capability. Operating with a high degree of independence, the role plans and manages workflows, resources and priorities to ensure effective contract performance, materiel availability and value for money outcomes.

The position is accountable for overseeing contract governance and supplier performance, while also leading the planning and coordination of repairable item activities, including forecasting, induction, repair and disposal decisions. It requires the application of logistics, commercial and product management principles to balance cost, risk and performance outcomes.

The EL1 leads and develops a multidisciplinary team, provides strategic advice and maintains strong relationships with internal stakeholders and industry partners. The role ensures alignment of activities with Maritime Sustainment Division’s objectives and contributes to continuous improvement and sustainment outcomes across the supply chain.

About our Team

Maritime Sustainment Division (MSD) operates within the Naval Shipbuilding and Sustainment Group, delivering in service sustainment of naval capability in support of Navy's operational readiness. As part of MSD's transformation to the Maritime Sustainment Model, the Maritime Inventory Management Directorate has been established to centralise and modernise inventory management across the fleet.

The Maritime Inventory Management Directorate is responsible for the procurement and management of common inventory, repairable items and cross class equipment, ensuring the right materiel is available to support maintenance delivery, sustain onboard allowances and enable future fleet operations.

Our team works across procurement, logistics, engineering and operational stakeholders to deliver integrated supply chain outcomes, improve efficiency through scale, and drive cost savings through aggregated purchasing and reduced duplication, while providing assured inventory support that directly underpins Navy capability and readiness in a dynamic and evolving operational environment.

Our Ideal Candidate

The EL1 Product Manager in the Maritime Inventory Management Directorate is a highly capable leader who performs effectively in a complex sustainment environment and demonstrates a strong commitment to Defence's values of service, courage, respect, integrity and excellence. You bring strong experience within product, contract and logistics management disciplines, demonstrating the ability to integrate multiple functions to deliver reliable materiel outcomes.

You are confident leading multidisciplinary teams, setting priorities and managing workflows across contract management and repairable item activities. You exercise sound judgement to balance cost, risk and performance, ensuring value for money and effective supplier performance.

You are an effective communicator who builds and sustains productive relationships with internal and external stakeholders, and can influence outcomes in a complex environment. You demonstrate strategic thinking, strong analytical skills and a focus on continuous improvement to deliver outcomes aligned with the Maritime Inventory Management Directorate objectives and Navy capability requirements.

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	Thomas Richards, 02 8440 4894
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=ADE9AFDB-40FB-B881-7662-ED

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Defence

Vacancy VN-0773969

Department of Defence

Closing Date:Sunday 15 November 2026

Joint Capabilities Group
Joint Logistics Command

Job Title	Technical Integrity 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	JCG/06151/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=7CFBEBD3-4EC7-FD91-E7B8-ED66E300F317

Duties

The Role

As an APS 5 Technical Integrity Officer, you will provide technical assurance, regulatory advice and leadership while monitoring compliance with Defence's Land Materiel Safety Framework, supporting safe maintenance and storage of military equipment and vehicles at Bandiana.

- Conduct technical audits, assurance activities and compliance monitoring to identify technical risks and control gaps.
- Provide sound advice on technical, regulatory, safety and environmental requirements.
- Review and contribute to risk assessments, Safe Work Method Statements and hazard management activities.
- Assign technical authority to suitably qualified Commonwealth and Industry Partner personnel.
- Lead local engineering proposals, coordinate approved engineering and technical activities.
- Investigate technical non-compliance, undertake root-cause analysis and recommend practical corrective actions.
- Maintain accurate technical governance and assurance records to support reporting and audit readiness.
- Build effective working relationships with maintenance providers, site supervisors, technical specialists and other key stakeholders.
- Manage competing priorities with limited supervision, exercising sound judgement, professional independence and appropriate discretion.

About our Team

Joint Logistics Unit – Victoria (JLU-V) delivers warehousing, distribution and materiel maintenance services to Defence dependencies nationally and overseas.

The Maintenance Team at East Bandiana is a collaborative and skilled blended workforce of APS, ADF and Industry Partner personnel. Guided by a One Team approach, we work together to support the safe, compliant and effective maintenance and storage of military equipment and vehicles. The team provides maintenance oversight, technical assurance and regulatory advice, adapting to changing operational and business requirements to support Defence capability.

JLU-V offers a supportive and positive working environment, training and mentoring, flexible working conditions, diverse and challenging work, and opportunities to strengthen your technical expertise and leadership capabilities.

Our Ideal Candidate

We are seeking an experienced technical professional who can provide sound technical and regulatory advice, operate confidently in a complex maintenance environment, and engage effectively with Commonwealth and Industry Partner stakeholders.

The successful candidate will demonstrate:

- A strong background in a mechanical, electrical, electronic or related technical discipline.
- Experience in technical assurance, auditing, maintenance compliance or materiel safety.
- The ability to interpret and apply technical policies, regulatory frameworks, instructions and procedures.
- Strong research, analytical and problem solving skills.
- Initiative and sound judgement when identifying risks, investigating non-compliance and recommending corrective actions.
- High standards of integrity, ethical behaviour and professional discretion.
- Clear written and verbal communication skills, including preparing evidence-based reports, advice and briefings.
- The ability to build productive relationships and positively influence stakeholders.
- Strong organisational skills and the ability to manage competing priorities with limited supervision.

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 Certificate 4 in a relevant mechanical 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	Peter McCann, 03 5781 7080
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7CFBEBD3-4EC7-FD91-E7B8-E

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Defence

Vacancy VN-0773984

Department of Defence

Closing Date:Sunday 15 November 2026

Defence People Group
People Services and Wellbeing

Job Title	PMKeyS Access Management Officer & People Systems Assurance and Improvement (People and Engagement)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$89,841 - $96,829
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	APS Level 5
Position Number	DPG/06093/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=7DBBE7AF-04B9-CA8B-AA23-ED671B179782

Duties

The Role

APS 5 PMKeyS Access Management Officer

The Directorate of PMKeyS Access & Security (DPAS) is seeking a motivated and detail-oriented APS 5 Officer to support the secure, compliant and effective administration of access to PMKeyS and associated workforce reporting environments.

The successful applicant will demonstrate:

- The ability to exercise sound judgement and initiative when managing competing priorities and resolving routine to moderately complex issues.
- Strong analytical skills, with the ability to interpret policies, identify risks and recommend practical solutions.
- High attention to detail and a commitment to maintaining the integrity, security and confidentiality of personnel information.
- Effective communication and stakeholder engagement skills, including the ability to provide clear advice and build productive working relationships.
- Accountability for delivering quality outcomes and contributing to team objectives.
- The ability to work independently while collaborating effectively within a team environment.
- A commitment to continuous improvement and identifying opportunities to enhance access management processes and controls.

APS 5 People Systems Assurance and Improvement (People and Engagement)

The People Systems Assurance and Improvement (PSA&I) team is seeking a motivated and adaptable APS 5 professional to join our People and Engagement Directorate. As part of a geographically dispersed team, you will contribute to a broad range of business support, governance, workforce management and communications activities that enable the effective delivery of people services across Defence.

In this role, you will:

- Coordinate and deliver branch communication activities, including the development and maintenance of communication schedules and stakeholder engagement initiatives.
- Create, maintain and update communication products and resources, such as fact sheets, guidance material, brochures and other business artefacts.
- Support Business Continuity Planning activities by maintaining documentation, coordinating branch preparedness activities and contributing to continuous improvement initiatives.
- Monitor and manage workforce administration activities, including tracking, analysing and reporting on leave and allowance data, and engaging with stakeholders to support compliance and business outcomes.
- Assist with financial tracking and reporting activities to support branch planning and decision-making.
- Prepare and contribute to briefs, reports, presentations and executive correspondence.
- Support governance, assurance and reporting activities that contribute to branch performance and compliance obligations.
- Work collaboratively across the People and Engagement Branch, providing support on a range of people and business-related initiatives.
- Demonstrate flexibility and adaptability in responding to changing priorities and emerging business requirements.

About our Team

APS 5 PMKeyS Access Management Officer

As part of the PMKeyS Access Management Team, you will assess and process access requests, undertake access assurance activities, maintain access controls, support audit and compliance programs, and provide advice to stakeholders on access management policies, security requirements and governance obligations. You will contribute to safeguarding Defence personnel information and ensuring access is granted and maintained in accordance with business requirements, legislative obligations and the principles of need to know.

APS 5 People Systems Assurance and Improvement (People and Engagement)

As part of a geographically dispersed team, you will contribute to a broad range of business support, governance, workforce management and communications activities that enable the effective delivery of people services across Defence.

Our Ideal Candidate

APS 5 PMKeyS Access Management Officer

Our Ideal Candidate will have experience in personnel administration, workforce systems, access management, compliance, audit, security or governance functions will be highly regarded. This role offers an opportunity to contribute to the protection of Defence personnel information through the delivery of secure, timely and customer-focused PMKeyS access management services.

APS 5 People Systems Assurance and Improvement (People and Engagement)

Our ideal candidate is a proactive and adaptable professional with strong communication, stakeholder engagement and analytical skills. You will thrive in a dynamic environment, manage competing priorities, and deliver high-quality outcomes. You will demonstrate sound judgement, strong organisational skills, a commitment to continuous improvement, and the ability to build productive relationships while working collaboratively and independently. Knowledge of governance, workforce management and assurance practices is highly regarded.

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	Georgia Gargan & Liam Vallance, 02 6127 0107
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7DBBE7AF-04B9-CA8B-AA23-EI

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Defence

Vacancy VN-0773994

Department of Defence

Closing Date:Monday 16 November 2026

Air Force
Air Command Australia

Job Title	Maintenance Systems Officer
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	$89,841 - $96,829
Future Merit Locations	Darwin
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 5
Position Number	AF/06162/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=288CD1DB-25EA-8AA9-CA83-ED671D5C429B

Duties

The Role

This role supports the planning, coordination and compliance of maintenance activities across a diverse range of equipment and assets. You will work closely with technical specialists, maintenance personnel and stakeholders to help ensure maintenance activities are conducted safely, effectively and in accordance with established procedures.

As a Maintenance Systems Officer, you will:

- Coordinate and monitor maintenance activities and work schedules.
- Support workforce planning and task prioritisation
- Review records, documentation and compliance requirements. Assist with audits, inspections and assurance activities.
- Monitor maintenance performance and identify opportunities for improvement
- Liaise with a wide range of stakeholders to support operational outcomes. Prepare reports and provide advice on risks, issues and maintenance activities.
- Support the development and improvement of procedures and business processes. Contribute to workforce development through coaching and knowledge sharing.

About our Team

The team provides maintenance management and support services to ensure maintenance activities are planned, coordinated, monitored and conducted in accordance with established policies and procedures.

The team is responsible for workforce coordination, maintenance compliance, performance reporting, stakeholder engagement and continuous improvement activities, helping to ensure equipment and assets remain safe, serviceable and available to meet operational requirements

Our Ideal Candidate

We are seeking a highly organised and proactive individual who can effectively coordinate activities, manage competing priorities and build productive working relationships with a diverse range of stakeholders. Strong written and verbal communication skills are vital to supporting position outcomes.

The ideal candidate will possess strong analytical and problem-solving skills, attention to detail, and the ability to interpret information to identify risks, issues and opportunities for improvement.

Experience in maintenance, logistics, compliance, asset management, operations support or a similar environment will be highly regarded, along with a commitment to delivering quality outcomes and contributing to team success

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	SQNLDR William Gibson, 07 5362 2504
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=288CD1DB-25EA-8AA9-CA83-EI

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Defence

Vacancy VN-0773998

Department of Defence

Closing Date:Thursday 19 November 2026

NAVY
Deputy Chief of Navy

Job Title	Senior Navy Psychologist Research
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$124,393 - $140,315
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	NAVY/05598/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A6BA74D3-BAFB-5467-2C37-ED671CC6FA1E

Duties

The Role

This is a civilian (non-uniformed) role, as part of the Australian Public Service (APS) workforce within Navy. You will be responsible for conducting mental health surveillance and data reporting, in addition to conducting discrete research projects. This includes coordinating surveillance and research requests, planning data collection, data analysis and reporting back to stakeholders.

You will be able to communicate about psychological trends and research outcomes effectively with a wide range of stakeholders. You will also be responsible for providing meaningful recommendations for action based on the research outcomes. The position supports mental health programs in Navy, conducts governance and quality assurance activities, and provides high-level technical advice to Navy stakeholders.

The position also supports discrete organisational psychology services in location, including specialist selection and psychological assessments.

About our Team

Navy Psychology provides psychological support to Navy's uniformed workforce and contributes directly to Navy's capability and national security. The Navy Psychology organisation comprises high-performing civilian and uniformed psychologists, and is a valued element of the overall Navy team.

The Senior Navy Psychologist Research role strengthens the Navy workforce through mental health research and psychological services. You will work alongside the Navy Psychology team in Canberra, who provide a range of individual services and mental health programs to support the wellbeing of Navy members.

Navy Psychology benefits include:

- Financial support and paid time off for Continuing Professional Development (CPD).
- Reimbursement for Australian Health Practitioner Regulation Agency (AHPRA) registration fees.
- Negotiable flexible working opportunities.
- Positive and supportive work environment.
- Generous public service conditions (e.g. leave, superannuation).

Our Ideal Candidate

This role suits a psychologist who wants to combine their psychology knowledge and research skills outside of an academic environment.

Key attributes:

- Experience conducting research and data analysis.
- High-level written and oral communication skills.
- Critical thinking skills and ability to translate mental health data into useful recommendations.
- Initiative and capacity to work independently within a larger organisation.
- Experience conducting psychological assessments.

Eligibility

Mandatory Qualifications:

Registered as a Psychologist with the Psychology Board of Australia

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	Jennifer Wheeler, 02 6203 6876
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A6BA74D3-BAFB-5467-2C37-ED

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Defence

Vacancy VN-0774007

Department of Defence

Closing Date:Thursday 19 November 2026

Security and Estate Group
Defence Security

Job Title	Security Manager
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Bandiana VIC, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	$124,393 - $140,315
Future Merit Locations	Adelaide, Bandiana, Brisbane, Canberra, Darwin, Melbourne, Perth, Sydney
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised locations.
Classification	Executive Level 1
Position Number	SEG/06058/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=6C962C9B-06FA-6207-49D8-ED671D9DE7CD

Duties

The Role

The Australian Government Security Vetting Agency (AGSVA) is seeking a highly experienced leader to deliver critical vetting services and functions. This role is responsible for leading the delivery of personnel security vetting and security clearance operations, applying sound judgement and risk based decision-making to protect Australia’s national security interest.

In this role you will:

- Foster a culture of professionalism, integrity and security awareness.
- Lead and manage the day to day delivery of security clearance and personnel vetting activities, including supervision and development of Security Clearance Delegates (SCD) and Vetting Analysts (VA).
- Monitoring caseloads and performance metrics to ensure timely and high quality outcomes in line with the AGSVA Service Level Charter.
- Conducting security vetting and make security clearance decisions within delegated authority.
- Ensure compliance with relevant Australian Government legislation, including the Protective Security Policy Framework (PSPF), AGSVA Policy and privacy obligations.
- Build and sustain productive relationships with stakeholders across AGSVA, the Security and Estate Group, and the broader national security community.

- Contribute to policy development and continuous improvement activities by identifying opportunities to enhance vetting processes and service delivery.
- Supporting the implementation of new systems, technologies and personnel security reforms.
- Preparing high-quality reports, briefs, ministerial responses and executive correspondence.

About our Team

AGSVA is located in the Defence Security Division within the Department of Defence and is the largest vetting agency for the Australian Government. AGSVA conducts security clearance assessments for over 1200 federal, state and territory agencies and industry partners and manages approximately 435,000 active security clearances. AGSVA operates out of eight major sites across Australia (Canberra, Brisbane, Adelaide, Melbourne, Bandiana, Sydney, Perth and Darwin).

AGSVA is a highly skilled, professional organisation dedicated to the provision of assured security clearances. This work is a critical business enabler for the Australian Government and Australia’s national and economic security, allowing Government to deliver capabilities and services.

You will be part of a proactive and dynamic AGSVA Vetting Operations team that is trusted and proven, contributing to a positive service delivery culture. You may also be given opportunities to work in other areas of AGSVA, such as vetting policy and procedures and complex cases.

Our Ideal Candidate

The role is suited to people who demonstrate a positive, solutions-focused mindset, are comfortable navigating complexity and ambiguity and thrive in dynamic, fast-paced environments. Emotional intelligence, initiative, curiosity, resilience and the highest level of personal accountability and integrity are essential to success in this role.

Our ideal candidate will demonstrate:

- Strong knowledge of Australian and international current affairs including security threats and risks relevant to Australia’s national security interests.
- The ability to interpret and apply legislations, policies, procedures and operational frameworks and service standards.
- Experience leading high-performing teams to deliver quality outcomes within required timeframes and service standards.
- The ability to manage competing priorities, exercise sound judgement and adapt to changing operational requirements.
- Sound judgment, critical thinking skills and awareness of personal biases when assessing information and making decisions.
- High levels of integrity, professionalism, discretion and collaboration.
- The ability to identify, assess and manage risk in a proportionate and evidence-based manner.

- Excellent written and verbal communication skills with strong attention to detail and the ability to convey complex information in a clearly and concisely.
- Demonstrated experience engaging effectively with senior executives, stakeholders and external partners to achieve 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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To Apply

Position Contact	Sharon Harnett, 02 6203 6431
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6C962C9B-06FA-6207-49D8-ED

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Defence

Vacancy VN-0774008

Department of Defence

Closing Date:Monday 16 November 2026

Security and Estate Group
Service Delivery Division

Job Title	Director Service Delivery
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Various locations - ACT ACT, Various locations - NT NT, Various locations - WA WA, Adelaide SA, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW, Various locations - VIC VIC, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - TAS TAS, Various locations - SA SA
Salary	$144,430 - $173,359
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	Candidates are required to work in the location advertised. Merit pool used for vacancies at any location supporting flexibility.
Classification	Executive Level 2
Position Number	SEG/06090/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=9DE33355-9D2D-5324-543E-ED671DF6651C

Duties

The Role

The Director Service Delivery is responsible for leading a large, geographically dispersed workforce that delivers base support and estate services across a complex Defence environment. The role provides strategic leadership to ensure nationally consistent, customer-focused service delivery while driving innovation, reform, and continuous improvement.

As a senior leader, the Director influences strategic priorities, leads organisational change, and strengthens integration across regions to improve service outcomes. The position requires the ability to build and maintain strong relationships with Defence stakeholders, industry partners, and internal enabling functions to ensure outcomes are achieved.

The Director also acts as a champion for Defence APS personnel within their region, promoting collaboration across Defence, fostering a high-performing workforce, and ensuring alignment between local delivery requirements and national objectives.

About our Team

Service Delivery Division (SDD) is responsible for delivering the services that enable Defence personnel to live, work and train across Australia. SDD leads the sustainment of the Defence estate and provides critical support to Defence priorities, including major exercises and operations, preparedness activities, and Defence housing. Through these functions, SDD helps ensure the Defence estate remains safe, functional, resilient and capable of supporting Defence capability.

In partnership with industry providers, SDD manages and delivers the estate services that sustain Defence's living, working, training and operational environments, ensuring personnel have access to the facilities, infrastructure and support services required to meet Defence objectives.

The Division incorporates three operational branches: East and West Zone, Northern and Central Zone, and Customer Services and South and East Zone. Together, these branches deliver integrated base and estate management services that support Defence personnel and capability outcomes across Australia.

Our Ideal Candidate

To be successful in this high-profile role, you will be a strategic thinker who works collaboratively across Defence functions and fosters strong partnerships to achieve integrated outcomes. You will be a highly effective team player with exceptional communication and relationship management skills, capable of influencing stakeholders and driving results in a complex environment.

The successful candidate will demonstrate:

- Strong people leadership capability - leading a large, geographically dispersed workforce while fostering a high-performing, inclusive culture. This includes effectively influencing and partnering with contracted service providers to deliver integrated services, reforms, and customer-focused outcomes.
- Exceptional stakeholder engagement and relationship management skills - building and maintaining trusted relationships across organisational boundaries and leveraging those networks to achieve strategic and operational objectives.
- A proven ability to lead and embed change - driving reform initiatives, influencing others to embrace change, and ensuring sustainable improvements through effective leadership and accountability.

Your recognised strengths will include:

- Successfully leading geographically dispersed teams through inclusive leadership, collaboration and empowerment.
- Building strong stakeholder relationships and influencing outcomes across a diverse range of internal and external partners.

- Outstanding written and verbal communication skills, including the ability to negotiate, influence and communicate with impact.
- Demonstrating resilience, sound judgement and personal accountability for the quality, timeliness and delivery of results.
- Understanding the strategic, political and operational environment in which Defence, the Branch and Division operate.
- Maintaining a growth mindset and commitment to continuous improvement, both personally and across your teams.
- Thinking critically under pressure and effectively managing multiple complex and competing priorities in a calm, considered and logical manner.

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	Justin Ling, 0409 785 552
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9DE33355-9D2D-5324-543E-ED

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Defence

Vacancy VN-0774016

Department of Defence

Closing Date:Thursday 03 December 2026

NAVY
NAVY Capability

Job Title	Staff Officer Navy Logistics
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$99,733 - $112,431
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 6
Position Number	NAVY/06086/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=146B2407-288A-4BCF-A8E1-ED671E3BE2CE

Duties

The Role

Navy Logistics Branch is seeking a highly motivated APS 6 Staff Officer to join the Directorate of Navy Logistics Capability. This position supports the delivery of Navy Outcome 2 through the integration and assurance of logistics support requirements across Navy's surface capability programs. The role ensures the Fundamental Inputs to Capability are planned, coordinated and governed to enable the introduction, sustainment and preparedness of Navy capability.

By leading assurance activities, managing interdependencies and informing governance decision-making, the position contributes to resilient and sustainable capability outcomes.

Key duties include:

- Managing resources, workflows and business outcomes.
- Providing clear communication, setting performance standards and developing people.
- Ensuring the timely and accurate completion of work and mentoring staff.
- Delivering logistics management strategies and plans.
- Developing and implementing logistics policies, procedures and processes.
- Reviewing and reporting on logistics performance.
- Providing logistics management advice to stakeholders.
- Building and sustaining stakeholder relationships.

About our Team

Directorate of Navy Logistics Capability within Navy Logistics Branch, provides strategic advice to delivery organisations and assurance to capability operators, for the design of capability support and logistics systems. The Directorate is involved in a number of large, complex programmes and projects both within the Royal Australian Navy and the broader Australian Defence Force. Our team is located at Russell Offices in Canberra, ACT.

Our Ideal Candidate

We are seeking a highly motivated individual with an interest in Project Management and Logistics to contribute to Australia’s strategic future. Within the Logistics Management function, the APS 6 Staff Officer is accountable under broad direction to perform complex to very complex logistics management work within an integrated workforce. You will require an in-depth knowledge of legislative frameworks, government decision-making and Defence’s mission and policy requirements.

As our ideal candidate, you will:

- Exercise sound judgement to provide expert policy advice and contribute to the development, implementation and review of policies and procedures.
- Engage in problem solving, issues management and may coordinate sensitive projects impacting strategic, political or operational outcomes.
- Plan and achieve business outcomes, develop work plans, set performance indicators and identify opportunities for continuous improvement.
- Manage stakeholder relationships, communicate expected outcomes and lead a high-performing, cohesive team.

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	Charlie Hanley, 02 5108 5952
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=146B2407-288A-4BCF-A8E1-ED

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Defence

Vacancy VN-0774021

Department of Defence

Closing Date:Thursday 19 November 2026

Joint Capabilities Group
Joint Logistics Command

Job Title	Logistics Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$124,393 - $140,315
Future Merit Locations	Canberra
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	Executive Level 1
Position Number	JCG/05833/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=5A8ACFCF-10F8-B498-2FDE-ED671E47E496

Duties

The Role

Within the Logistics Estate Management Function, an EL 1 Manager is accountable under broad direction to perform and achieve complex to very complex logistics management work within an integrated workforce.

They will:

- Require an in-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence’s mission and policy requirements.
- Exercise a considerable degree of independence and perform a leadership role.
- Exercise sound decision-making and judgement to provide expert policy advice.
- Accountable to plan, lead and manage a range of human and physical resources and exercise the associated people and financial responsibilities to achieve business outcomes.
- Have in-depth knowledge of detailed estate capability analysis and provide, and are responsible for the development, implementation, compliance and review of policies and procedures relevant to their work within that function accountable to plan, lead and manage a range of human and physical resources and exercise the associated people and financial responsibilities to achieve business outcomes.
- Develop and implement work plans, set performance indicators, and review individual, team and business performance, focusing on identifying opportunities for building team capability and continuous improvement.

About our Team

Our ideal candidate must be a strong communicator, a critical thinker who can solve complex problems and influence outcomes. Strong stakeholder management and a willingness to contribute to meeting client area expectations are also important aspects of the role.

The successful applicant will have proven experience in management, an ability to assess information, manage complex workloads and conflicting priorities and be a change leader.

Our Ideal Candidate

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.

Defence Australian Public Service (APS) employees are engaged in an array of occupations, across Australia and around the world, enabling our three services: Navy, Army and Air Force, to fulfil key defensive roles as well as providing a range of peacetime services.

In Defence, 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.

Defence is committed to recruiting the right people, in the right jobs, at the right time - whether it is creating, acquiring or delivering Defence capability. Our greatest asset is our people.

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	Emma Luke, 0437 594 308
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5A8ACFCF-10F8-B498-2FDE-ED

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Defence

Vacancy VN-0774033

Department of Defence

Closing Date:Thursday 19 November 2026

Defence Finance Group
Budgets & Financial Services

Job Title	Business Analyst and Project Support Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$99,733 - $112,431
Future Merit Locations	Russell
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	DFG/06108/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=7C08F68E-7B15-0BB8-A459-ED675597D2EA

Duties

The Role

As an APS 6 Business Analyst and Project Support Officer, you will support the delivery, enhancement and continuous improvement of the Internal Budgeting and Reporting System (IBRS). Working with stakeholders across Defence, you will contribute to system enhancements and business improvement initiatives. You will provide advice and support project delivery in a complex financial and reporting environment, applying strong analytical, communication and stakeholder engagement skills.

You will be responsible for:

- Engaging with stakeholders to identify business needs, gather and analyse requirements, and document business processes.
- Coordinating project activities, deliverables and milestones to support system enhancements and business improvement initiatives.
- Supporting the analysis, design, testing and implementation of IBRS enhancements and business improvements.
- Developing and maintaining project, governance and business documentation.
- Building and maintaining productive relationships with stakeholders and facilitating workshops and consultations.

- Managing risks, issues and dependencies and identifying opportunities for business process, financial reporting and system improvements.

About our Team

The Internal Budgeting and Reporting System Directorate within Defence Finance Group (DFG) is seeking a motivated and high performing professional to join us. Our team is responsible for the delivery, sustainment and enhancement of Defence's core financial budget management system, which manages Defence's $60 billion annual budget.

This system is critical in enabling DFG to provide sound financial advice and strategic direction across Defence. The team sits within the Budgeting & Reporting Branch and works closely with the System Integrator to ensure the ongoing delivery and improvement of IBRS, supporting Defence's financial decision making and stakeholder confidence.

Why Join Us?

- Work on high-profile projects that directly support Defence's mission and Australia's security.
- Support the delivery and enhancement of a system that underpins multi-billion dollar budget and reporting decisions.
- Be part of a collaborative, fast-paced environment where your ideas and expertise matter.
- Gain exposure to complex financial frameworks and develop skills that are highly valued across government.
- Work with autonomy, managing priorities and workflows in a dynamic environment.
- Drive continuous improvement in the budgeting system and reporting processes.
- Enjoy opportunities for professional growth, including training in government budget processes and leadership development.

Our Ideal Candidate

Our ideal candidate is a motivated and solutions focused Business Analyst and Project Support Officer who thrives in a collaborative environment. You will demonstrate sound judgement, initiative and a commitment to delivering high quality outcomes that support Defence's budgeting, reporting and project objectives.

You will bring the following skills, experience and attributes:

- Experience in business analysis, including requirements gathering, process mapping and the development of practical business solutions.
- Experience working in finance, financial reporting and/or financial management systems.
- Strong written and verbal communication skills, including the ability to prepare clear documentation, facilitate stakeholder discussions and negotiate outcomes.
- Experience supporting project delivery, system enhancements, testing and change activities.
- The ability to analyse information, monitor progress, identify and manage risks and develop practical recommendations that support project outcomes.
- A continuous improvement mindset, demonstrating initiative, adaptability and a commitment to improving processes, systems and business outcomes.

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	Hrissy Barber, 02 6243 0260
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7C08F68E-7B15-0BB8-A459-ED

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Defence

Vacancy VN-0774034

Department of Defence

Closing Date:Sunday 08 November 2026

Defence Finance Group
Financial Performance & Management

Job Title	Financial Advisor
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$99,733 - $112,431
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location(s
Classification	APS Level 6
Position Number	DFG/06131/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=FC696C69-BE4E-3BFE-30C8-ED675597DEEB

Duties

The Role

Defence is seeking outstanding advisors to undertake Finance Business Partnering roles to deliver and support financial outcomes across Defence. Defence Finance Group (DFG) leads financial operations, management and performance, delivering financial support to projects and capability, management and business partnering services.

Your role is to undertake financial analysis in support of finance business partnering for Air, Joint and Land Branch and Maritime and Munitions Branch, which sit within the Financial Performance and Management (FP&M) Division in DFG.

As an APS 6 Financial Advisor you will combine your passion for finance with your stakeholder engagement skills. You will have an ability to analyse and interpret financial information, and be able to explain your findings to those with a non-financial background.

You will undertake budget and management reporting, as well as assisting stakeholders to undertake financial tasks. You will work with others across the Group to understand issues, analyse financial results and communicate your findings to support enterprise wide decision making.

About our Team

The role of DFG is to provide the full range of financial advice, services and systems to the Defence Portfolio. DFG consists of two Divisions, FP&M Division and Budgets and Financial Services (B&FS) Division.

FP&M Division provides client facing finance partners across the country working closely with Defence Groups and Services to deliver management accounting, advice and support.

B&FS Division delivers the full range of central financial functions including Commonwealth and internal budgeting, statutory financial requirements, financial systems, operations and policies.

With a growing team of over 700 people spread across Australia, with significant offices in Canberra, Melbourne and Sydney, DFG is the largest finance function in the Commonwealth. We can offer a significant depth of career opportunities for finance professionals, accountants, financial systems experts and financial policy specialists.

DFG manages over $50 Billion in funding, which equates to a budget of over $100 million per day, with a huge variety of large complex projects running in parallel. The breadth of technical challenges and opportunities to develop and grow your experience and leadership capabilities are second to none.

Career development and movement is actively encouraged with a huge variety of subject matter areas to choose from. DFG encourages you to “choose your own career adventure”, progressively building your capabilities by moving through an enormously diverse organisation, under the stability of the one employer.

DFG has been undertaking an expansive reform journey to ensure we are a trusted and professional business partner, delivering financial insight to inform decision-making across Defence. DFG works as one cohesive unit with a structure now harmonised with most other Commonwealth agencies. We are a large team that is actively sharing ideas and collaborating across an enormously diverse business.

As we enter the next exciting phase of our reform including major investment in systems and automation, as well as process and policy reform, we are looking for new talent from the private and public sector with fresh ways of thinking to join our rejuvenated culture.

Our Ideal Candidate

Our ideal candidate will have commenced a career in accounting/finance in the private or public sectors with a range of skills transferable to Defence, including the ability to undertake complex work under limited direction, set priorities and manage workflows.

You will have strong communication skills and stakeholder engagement capabilities, and are naturally suited to explaining financial information to a broad range of stakeholders. You enjoy learning about the people and business areas you support, and like to help your clients solve problems.

You possess a positive “can-do” attitude along with great attention to detail and organisation. You take initiative. You have a willingness to learn, an excellent work ethic and strong resolution skills. You cope well with change and are excited to drive ongoing process improvement.

Other competencies we are targeting include:

- Effective leadership with a focus on team cohesion, ensuring quality outputs and implementing work plans.
- Improvement focus, strong results orientation, and seeks to add value through improving processes and systems.
- Ability to exercise initiative and judgement whilst providing accurate and specialised advice.
- Strong problem-solving skills and an analytical approach with conceptual capabilities and flexible approach.
- Ability to influence with strong written and verbal communication across a broad variety of stakeholders.

Defence specific training will be provided to the successful candidate to ensure they have the knowledge and skills to undertake the role effectively.

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	Paul Cavuoto, 02 5108 5546
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=FC696C69-BE4E-3BFE-30C8-ED

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Defence

Vacancy VN-0774036

Department of Defence

Closing Date:Thursday 19 November 2026

ARMY
Forces Command

Job Title	Business Intelligence Officer
Job Type	Full-Time, Ongoing
Location	Dundas NSW
Salary	$99,733 - $112,431
Future Merit Locations	Dundas
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	ARMY/06180/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=FDFD9E35-E5A5-F3BC-18EB-ED6756354F6C

Duties

The Role

As the Headquarters 8th Brigade Business Intelligence Officer, you will provide critical resource management, performance reporting and analytical support that enables Defence leaders to make informed decisions regarding capability generation, resource allocation, funding priorities and organisational performance.

Through analysis of complex data and resource information, you will identify trends, risks and opportunities, delivering insights that support both immediate operational requirements and longer-term planning activities. You will develop and maintain resource management products and reporting that provides a clear picture of resource utilisation and organisational performance.

You will contribute to capability planning, strategic initiatives and business improvement activities, ensuring decision-makers have access to accurate, timely and reliable information. You will provide advice and recommendations supporting resource allocation, governance and the achievement of organisational objectives.

The role requires sound judgement, initiative and strong stakeholder engagement skills to solve complex problems, improve business processes and deliver resource outcomes supporting Defence's mission and objectives.

About our Team

Headquarters 8th Brigade plays a critical role in generating the Army Reserve (SERCAT 5) workforce through the delivery of individual training, contributing directly to Defence's ability to deliver an integrated and capable force.

The Brigade commands six University Regiments located across Australia, providing a unique operating environment that combines strategic planning with the coordination of geographically dispersed units. Our workforce comprises a diverse mix of Australian Public Service employees alongside Permanent Army (SERCAT 7) and Army Reserve (SERCAT 5) personnel, creating a highly collaborative and integrated workplace.

We foster a culture built on collaboration, innovation and continuous improvement, where team members are trusted to work with autonomy, engage with a broad range of stakeholders and influence decisions. Joining our team provides a unique opportunity to contribute to the generation of future Army capability while developing expertise in resource management, business intelligence and organisational planning.

Our Ideal Candidate

We are seeking a motivated and high-performing professional with strong analytical and critical thinking skills to identify resource challenges and deliver practical, evidence-based solutions. You will analyse complex data, identify trends, risks and opportunities, and provide clear advice to support decision-making.

The successful candidate will build strong stakeholder relationships, influence outcomes and provide trusted resource management advice. Working with staff across geographically dispersed University Regiments, you will provide guidance, coaching and support to strengthen capability and promote consistent resource management practices.

You will demonstrate initiative, sound judgement and accountability, managing competing priorities while delivering quality outcomes. Experience in resource management, business intelligence, governance, strategic planning, performance reporting or business improvement is highly regarded.

Proficiency with systems such as Excel, Power BI, SAP, PMKeys or ROMAN will be highly regarded. As an APS 6, you will contribute to a high-performing team culture through collaboration, coaching and continuous improvement while modelling Defence and APS values.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Andrew Pham, 07 4446 3612
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=FDFD9E35-E5A5-F3BC-18EB-EI

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Defence

Vacancy VN-0774039

Department of Defence

Closing Date:Thursday 19 November 2026

Air Force
Air Command Australia

Job Title	Air Traffic Controller
Job Type	Full-Time, Ongoing
Location	Richmond NSW
Salary	$124,393 - $140,315
Future Merit Locations	Richmond
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	AF/06092/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=53662DC8-19B7-BBEA-7CD1-ED6756C94D2A

Duties

The Role

This position fulfils the duties of an Air Traffic Control (ATC) line controller, Supervisor and Training officer.

The duties of an Executive Level 1 (EL1) Air Traffic Controller in Defence include the following:

- Performing duties of an Air Traffic Controller as directed.
- Conducting and supervising ATC training including staff briefing and maintaining relevant documentation.
- Motivating ATC trainees and providing guidance in achieving desired outcomes in a high-pressure environment.
- Conducting ATC Supervisor duties.
- Conducting associated secondary duties as directed.
- Leading and managing a high-performing cohesive team, using emotional intelligence and sound people management skills.

About the Team

This position reports to the Deputy Flight Commander as part of the ATC team. The team provide Air Traffic Services (ATS) to aircraft utilising the RAAF Base Richmond airbase and associated restricted areas. We support ATS up to seven days a week, 15 hours a day.

This includes civilian aircraft, Australian Defence Force and international military aircraft. A key part of the teams work is supporting access to airspace for parachuting activities.

Our Ideal Candidate

Our ideal candidate has military or civilian ATC experience. Experience in the Sydney basin and tower operations is desirable.

An EL1 Air Traffic Controller will exercise a considerable degree of independence and perform in a subject matter expert role. They will exercise sound decision-making and judgement to provide expert policy advice.

They will bring in-depth knowledge of air traffic service provision and develop, implement, and review relevant policies and procedures, ensuring compliance with them.

Eligibility

Mandatory Qualifications:

- Must be able to obtain and maintain an ATC license in accordance with the Defence Aviation Safety Regulations.
- Must be able to obtain and maintain a Civil Aviation Safety Authority (CASA) Class 3 medical certificate for ATC duties.

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	Matthew Wadsworth, 02 4077 8694
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=53662DC8-19B7-BBEA-7CD1-ED

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Defence

Vacancy VN-0774040

Department of Defence

Closing Date:Sunday 15 November 2026

Defence Finance Group
Financial Performance & Management

Job Title	Finance Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$89,841 - $96,829
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location(s
Classification	APS Level 5
Position Number	DFG/06143/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B233794F-15BC-E6AB-15BC-ED6756C962E7

Duties

The Role

Defence is seeking outstanding analysts to support Finance Business Partnering to deliver and support financial outcomes across Defence. Defence Finance Group (DFG) leads financial operations, management and performance across Defence, delivering financial support to projects and capability, management and business partnering services.

As an APS 5 Financial Analyst you will combine your passion for finance with your stakeholder engagement skills. You will have an ability to analyse and interpret financial information, and be able to explain your findings to those with a non-financial background.

You will undertake budget and management reporting, and assist stakeholders to undertake financial tasks. You will work with others across the Group to understand issues, analyse financial results and communicate your findings to support enterprise wide decision making.

About our Team

Financial Performance & Management (FP&M) Division provides client-facing finance partners across the country, working closely with Defence Groups and Services to deliver management accounting, advice and support. DFG is the largest finance function in the Commonwealth, offering significant career opportunities for finance professionals. Career development and movement are actively encouraged, with a wide variety of subject matter areas to choose from.

DFG manages over $50 billion in funding, equating to a budget of more than $100 million per day. The breadth of technical challenges and opportunities to develop experience and leadership capabilities is second to none. DFG is a large team that actively shares ideas and collaborates across an enormously diverse business, delivering financial insight to inform decision-making across Defence.

We are looking for new talent from the private and public sectors with fresh ways of thinking to join our rejuvenated culture.

Our Ideal Candidate

Our ideal candidate has started a career in accounting or finance and brings transferable skills from the public or private sector. You will have strong Microsoft Office skills, particularly in Excel, and the ability to communicate financial information clearly to a wide range of stakeholders.

You enjoy building relationships, understanding business operations, and helping clients solve problems. You demonstrate initiative, attention to detail, organisation, and the ability to work with limited direction. You are adaptable, eager to learn, and committed to continuous improvement.

We are also seeking candidates with strong analytical and problem-solving skills, a results-focused mindset, and the ability to influence and engage stakeholders through effective written and verbal communication. Defence-specific training will be provided to support success in the role.

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	Dev Singh, 02 6155 9009
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B233794F-15BC-E6AB-15BC-ED

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Defence

Vacancy VN-0774041

Department of Defence

Closing Date:Monday 16 November 2026

Defence People Group
Reserve & Cadet Support

Job Title	Regional Engagement Manager
Job Type	Full-Time, Ongoing
Location	Dundas NSW
Salary	$99,733 - $112,431
Future Merit Locations	Dundas
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/06190/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=33E7113C-23B6-620E-3717-ED6756DE16C0

Duties

The Role

The Regional Engagement Manager is responsible for planning, coordinating and delivering stakeholder engagement activities that strengthen relationships between Defence, Reservists, employers, industry and community partners across NSW and the ACT. Working as part of a nationally dispersed team, you will build and maintain productive relationships, coordinate engagement activities and represent Defence at a range of events, networking opportunities and employer engagement programs.

The role requires strong communication, organisational and relationship management skills, along with the ability to operate autonomously while contributing to broader national objectives. The position involves regular travel and coordination of activities designed to enhance awareness of Defence capability and the contribution of the ADF Reserves.

Skills and experience that will help you succeed:

- Demonstrated stakeholder engagement and relationship management experience.
- Experience planning, coordinating and delivering events and engagement activities.

About our Team

ADF Reserves and Employer Support (ADFRES) enhances Defence capability by fostering strong relationships between Defence, Reservists, employers, industry and the wider community. The Regional Engagement team delivers stakeholder engagement programs, employer immersion activities, networking events and Defence awareness initiatives that support recruitment, retention and the effective utilisation of Reservists.

Working across Australia, the team connects Defence with key external stakeholders, identifies opportunities to strengthen support for Reservists and promotes understanding of Defence capability and priorities. Through these activities, the team contributes directly to Defence preparedness, capability and community engagement outcomes.

Our Ideal Candidate

We are seeking a highly motivated and professional engagement practitioner who enjoys building meaningful relationships and representing Defence in a diverse stakeholder environment. You will have well-developed communication and interpersonal skills, experience managing stakeholder relationships, and the ability to coordinate multiple activities and events simultaneously. You will demonstrate sound judgement, initiative and resilience, and be comfortable working independently across a geographically dispersed area.

The successful candidate will be willing to travel regularly throughout NSW and the ACT, including to Defence establishments and training areas, and hold a current C Class driver's licence with the ability to operate a 12-seat vehicle in support of stakeholder engagement activities.

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	Nikolaus Beattie, 0434 078 951
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=33E7113C-23B6-620E-3717-ED6

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Defence

Vacancy VN-0774043

Department of Defence

Closing Date:Sunday 15 November 2026

Defence Finance Group
Financial Performance & Management

Job Title	Financial Advisor
Job Type	Full-Time, Ongoing
Location	Amberley QLD, Enoggera QLD
Salary	$99,733 - $112,431
Future Merit Locations	Amberley, Enoggera
Office Arrangement	Hybrid
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location(s
Classification	APS Level 6
Position Number	DFG/06145/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=9A9CC1F8-BD9C-1A7F-0908-ED67576A7D96

Duties

The Role

Defence is seeking outstanding financial advisors, to be based at either RAAF Base Amberley or Brisbane Enoggera, to undertake Finance Business Partnering Roles that deliver and support financial outcomes across Defence. The Defence Finance Group (DFG) leads financial operations, management and performance across Defence, delivering financial support to projects and capability, management and business partnering services

As an APS 6 Financial Advisor you will combine your passion for finance with your stakeholder engagement skills. You will have an ability to analyse and interpret financial information, and be able to explain your findings to those with a non-financial background.

You will undertake budget and management reporting, and partner with stakeholders to undertake financial tasks. You will work with others across the Group to understand issues, analyse financial results and communicate your findings to support enterprise wide decision making.

About our Team

The Financial Performance & Management (FP&M) Division provides client-facing finance business partnering across the country, working closely with Defence Groups and Services to deliver management accounting, advice and support. DFG is the largest finance function in the Commonwealth, offering significant career opportunities for finance professionals. Career development and movement are actively encouraged, with a wide variety of subject matter areas to choose from.

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DFG is a large team that actively shares ideas and collaborates across an enormously diverse business, delivering financial insights to inform decision-making across Defence. We are looking for new talent from the private and public sectors with fresh ways of thinking to join our rejuvenated culture.

Our Ideal Candidate

Our ideal candidate will have commenced a career in accounting or finance in the private or public sector and possess skills transferable to Defence, including:

- The ability to explain financial information to a diverse range of stakeholders and build an understanding of the business areas you support.
- Initiative and a client-focused approach to solving problems, supported by a willingness to learn, a strong work ethic and sound judgement.
- The ability to adapt to change and contribute to continuous process improvements.

We are seeking candidates who can demonstrate:

- Effective leadership skills, with a focus on team cohesion, quality outcomes and delivery of work plans.
- A strong results focus and a commitment to improving processes and systems.
- The ability to provide accurate, specialised advice while exercising initiative and judgement.
- Strong analytical and problem-solving skills, supported by a flexible approach.
- Well-developed written and verbal communication skills, with the ability to engage and influence diverse stakeholders.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Ross Hayes, 02 5108 5855
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9A9CC1F8-BD9C-1A7F-0908-ED

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Defence

Vacancy VN-0774055

Department of Defence

Closing Date:Sunday 15 November 2026

Defence Finance Group
Financial Performance & Management

Job Title	Finance Analyst
Job Type	Full-Time, Ongoing
Location	Amberley QLD, Enoggera QLD
Salary	$89,841 - $96,829
Future Merit Locations	Amberley, Enoggera
Office Arrangement	Hybrid
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location(s
Classification	APS Level 5
Position Number	DFG/06147/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=BB1AB0B7-EBA0-7DC3-3B97-ED67580C174B

Duties

The Role

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As an APS 5 Financial Analyst, based at either RAAF Base Amberley or Brisbane Enoggera, you will combine your passion for finance with your stakeholder engagement skills. You will have an ability to analyse and interpret financial information, and be able to explain your findings to those with a non-financial background.

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You demonstrate initiative, attention to detail, organisation, and the ability to work with limited direction. You are adaptable, eager to learn, and committed to continuous improvement. We are also seeking candidates with strong analytical and problem-solving skills, a results-focused mindset, and the ability to influence and engage stakeholders through effective written and verbal communication. Defence-specific training will be provided to support success in the role.

Eligibility

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To Apply

Position Contact	Ross Hayes, 02 5108 5855
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BB1AB0B7-EBA0-7DC3-3B97-EI

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Defence

Vacancy VN-0774065

Department of Defence

Closing Date:Monday 16 November 2026

Joint Capabilities Group
Joint Training Command

Job Title	Learning & Development Team Leader
Job Type	Full-Time, Ongoing
Location	Macleod VIC
Salary	$99,733 - $112,431
Future Merit Locations	Macleod
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	JCG/06223/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=5EEA45FC-EA59-6438-B5B5-ED675912ED33

Duties

The Role

You will work in a small team to support the planning, scheduling, development and delivery of technical training in the field of RF telecommunications or network routing. Training will be delivered to a range of military personnel while also providing guidance to new military instructors.

You will provide academic mentoring and instructional support to learners encompassing a variety of training methods including instructor-lead, facilitated learning, distance learning, and on-line self-paced learning packages. Classes will have up to 30 learners with training occurring in a classroom or outdoors. You will be required to engage and communicate with stakeholders to identify and provide advice on training issues to achieve section, unit and Defence outcomes.

About our Team

The Defence Force School of Signals (DFSS), located in Macleod VIC, trains and develops Communications and Information Systems, Electronic Warfare, Signals Intelligence and Cyberspace Professionals in order to enable the Command Support and Information Warfare functions of the Australian Defence Force. You will work along-side military, APS and contracted personnel to deliver training to a variety of Defence personnel.

You will be employed in Network Engineering Wing, which is responsible for the technical training of Defence telecommunications personnel in the areas of telephony systems, communications cabling and rigging, wide area network routing and switching systems, and radio frequency technologies including satellite, terrestrial line of sight and narrowband radio systems.

Our Ideal Candidate

Our ideal candidate will have:

- A high level of emotional intelligence and a passion for instructing;
- Experience in creating learning support material and the delivery of technical training in an adult learning environment, and the ability to remain up to date with technical advancements.
- Experience with creating, conducting training, and managing content in a virtualized networking training environment such as EVE-NG or GNS3.
- Excellent presentation and communications skills, with the ability to adapt technical language while facilitating training to a variety of learning styles.
- The configuration and operation of LAN/WAN equipment, backed by a sound understanding of IP Networking, routing and switching concepts.

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	Andrew Woolley, 03 9290 2769
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5EEA45FC-EA59-6438-B5B5-ED

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Defence

Vacancy VN-0774079

Department of Defence

Closing Date:Thursday 19 November 2026

Joint Capabilities Group
Joint Logistics Command

Job Title	Safety and Risk Officer
Job Type	Full-Time, Ongoing
Location	Guildford WA
Salary	$89,841 - $96,829
Future Merit Locations	Guildford
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 5
Position Number	JCG/06228/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=E6AFF619-93BD-BAE5-787C-ED675A6E8C53

Duties

The Role

JLU-W is seeking an enthusiastic and organised Safety and Risk Officer to support its logistics operations across the Perth metropolitan area. Able to work under limited supervision, the ideal candidate will have a well-developed understanding of relevant Work Health and Safety legislation, regulations and frameworks and be able to apply those to the workplace.

The Safety and Risk Officer will be responsible for a range of duties including:

- Providing WHS inductions for new starters and annual and ad-hoc training
- Conducting scheduled and ad-hoc audits, assessments, workplace safety and hazardous chemical inspections and investigations
- Oversight of appointments of relevant support officers
- Oversight of emergency preparedness arrangements.
- Coordinating and attending meetings across the various sites
- Adherence to appropriate record keeping and governance processes including maintenance of central registers and reporting systems.
- Identifies, assesses, and mitigates workplace risks to ensure a safe working environment and compliance with legislative and organisational requirements.

The Safety and Risk Officer will be required to develop and maintain professional relationships with stakeholders including APS, ADF, Industry Partners and external contractors.

Note: The APS5 Safety and Risk Officer is required to undertake duties across all JLU-W sites that are spread across the Perth Metropolitan area. Defence vehicles are available to support travel requirements.

About our Team

JLU-W combines Australian Defence Force, Australian Public Service, and Industry Partners in a unified logistics capability. The unit forms part of the Logistics Operations Branch under Joint Logistics Command. JLU-W provides regional logistics support to Defence capability throughout Western Australia. JLU-W operates across a number of sites including HMAS Stirling on Garden Island off the coast of Rockingham, Palmer Barracks in South Guildford and RAAF Base Pearce in Bullsbrook. JLU-W logistics services include:

- Warehousing and distribution
- Materiel maintenance
- Contingency stores management
- Loan pool / equipment and vehicles

Our Ideal Candidate

The ideal candidate will have a strong working knowledge of Work Health and Safety legislation, regulations and frameworks and be able to apply those to the workplace. They will be confident liaising with and developing relationships with a variety of stakeholders including public servants,

ADF members and contracted workers. They will be diligent with reporting requirements and be confident to manage and escalate issues as appropriate.

The ideal candidate will be organised, demonstrating an ability to coordinate a number of tasks across a number of different sites according to a schedule and respond to ad-hoc requests as necessary. The ideal candidate will observe and respect the Defence Values and Behaviours and conduct themselves appropriately in the workplace.

Essential: A valid Class C driver's licence

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	Laura James, 0429 046 258
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E6AFF619-93BD-BAE5-787C-ED

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Defence

Vacancy VN-0774091

Department of Defence

Closing Date:Monday 16 November 2026

Army
ADFHQ-Office of Chief of Army

Job Title	Deputy Director, Australian Military Forces Relief Trust Fund
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$124,393 - $140,315
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	Executive Level 1
Position Number	ARMY/06160/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=3E27A8B8-7E84-57A7-D5A9-ED67926EEC46

Duties

The Role

As the Deputy Director Australian Military Forces Relief Trust Fund, you will lead a team responsible for the governance, administration and financial management of the Australian Army Fund, Military Trust Fund and Army Relief Trust Fund.

You will ensure these funds are managed in accordance with legislative, regulatory and governance requirements while supporting their intended purpose and delivering benefits to eligible stakeholders. You will provide strategic leadership and authoritative advice on governance, compliance, risk management, financial stewardship and secretariat services.

The role requires the ability to perform and achieve complex governance and financial management outcomes within a dynamic environment, while maintaining a strong understanding of government and Defence frameworks, policies and decision-making processes.

As the Deputy Director, you will manage a team and be accountable for planning, leading and managing human, financial and physical resources. You will oversee the development of governance frameworks, preparation of board and committee documentation, implementation of audit recommendations, management of investments and financial reporting arrangements, and the delivery of sound administrative practices across the trust funds.

The role requires strong stakeholder engagement skills to build productive relationships with board members, senior Army and Defence leaders, financial advisers, auditors, legal advisers and external service providers. You will identify stakeholder requirements, provide strategic advice and develop effective governance and financial management practices to achieve organisational outcomes.

About our Team

You will lead a dedicated team within Chief of Staff Branch, Army Headquarters, responsible for the governance, administration and financial management of the Australian Military Forces Relief Trust Fund. The team operates within an integrated military and civilian environment, delivering governance, secretariat and administrative support to trust fund boards and committees ensuring the effective stewardship of Army trust funds.

The team works closely with senior Army leaders, trustees, external auditors, investment advisers, legal practitioners, Commonwealth agencies and other service providers to ensure sound governance and financial accountability.

The team also engages with serving and former Army personnel, their families and the broader Defence community, helping to deliver support and benefits through the trust funds while safeguarding Army's interests and reputation.

Our Ideal Candidate

- Proven experience in governance, compliance, finance and audit activities.
- Strong leadership skills with experience managing and developing high-performing teams.
- Sound knowledge of corporate governance principles, risk management and financial accountability.
- Experience supporting boards, committees or trustee arrangements, including the provision of secretariat services.

- Excellent communication and stakeholder engagement skills, with the ability to influence and negotiate outcomes at senior levels.
- Strong analytical and problem-solving abilities, with the capacity to interpret complex financial and governance matters.
- The ability to balance strategic priorities while effectively managing competing tasks and deadlines.
- A commitment to continuous improvement and innovation in governance and business processes.
- High levels of integrity, judgement and professionalism.

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	Rebecca Clark, 02 5130 3668
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3E27A8B8-7E84-57A7-D5A9-ED

Defence

Vacancy VN-0774118

Department of Defence

Closing Date:Monday 16 November 2026

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Contract Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$89,841 - $96,829
Future Merit Locations	Canberra
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 5
Position Number	CASG/05342/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=55287C42-4E69-7D33-D95C-ED679535B32A

Duties

The Role

The Navy Aviation System Program Office (NASPO) is offering the opportunity to be part of a team that ensures both the mission readiness, availability and sustainment of the Royal Australian Navy's (RAN) MH-60R Seahawk Romeo helicopter fleet through the conduct and delivery of the RAN MH-60R program, commercial, contract management and administration support services.

commercial, contract management and administration support services.

The MH-60R Contract Officer will support delivery and sustainment of the Australian MH-60R capability. The position sits within the MH-60R Contracts & International Agreements Team and will provide direct support to the MH-60R Product and Project Managers, will work closely with the broader MH-60R team, and industry partners to address international, commercial, procurement and performance issues varying from simple to complex to achieve required outcomes.

What will you do:

- Support the management of MH-60R related contracts and international arrangements (Foreign Military Sales and international cooperative programs) through administration, governance requirements, reporting, records management and other administrative activities.
- Provide hands-on support to the MH-60R team, in particular product/project managers, whether it be by drafting procurement, commercial or financial documents such as solicitation documentation (e.g. request for quotation), procurement/tender evaluation plans, support local or international negotiations, providing advice or options, or reviewing documents.
- Conduct contract and international arrangements governance and reporting activities, including but not limited to maintaining contractor supplier records, auditing, ensuring information, contact details, compliance documentation and supporting records are current.
- Provide general administrative and coordination support within the MH-60R Contracts & International Agreements Team, including filing, document management, reporting and responding to routine queries.
- Coordinate security, export control and access requirements for contractors, international visitors and Defence personnel, including maintaining records, tracking approvals and managing access requests and other administrative activities.
- Contribute to a collaborative team environment and build productive relationships with Defence stakeholders, contractors and suppliers to ensure contractual and administrative requirements are delivered efficiently.

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 MH-60R program ensures both the mission readiness and airworthiness of the Royal Australian Navy’s MH-60R Seahawk Romeo helicopter fleet and the safety of its aviators and aircraft maintenance staff through the provision of support services via Foreign Military Sales and cooperative arrangements with the US Government, and International and Australian Industry Partners.

The US Navy is a partner and significant contributor to RAN MH-60R capability via Foreign Military Sales agreements and other international arrangements. Successful applicants will be required to work with US Navy counterparts, as well as Australian based industry partners to support sustainment of the of RAN MH-60R capability.

This exciting opportunity works in a combination of traditional Defence contracting, Foreign Military Sales and co-operative international environments, requiring management of both local and

international contracts and agreements, offering a diverse and rewarding career path within the organisation.

The successful applicant will join a diverse team made up of APS, ADF, US Navy and contractors, all driven to ensure the availability of the RAN’s MH-60R Seahawk Romeo Helicopter fleet and the safety of its aviators and aircraft maintenance staff is delivered under a cost effective and financially compliant framework.

Our Ideal Candidate

If you have experience in procurement and contracting, we would love to hear from you. However, we know great Contracting Officers do not grow on trees. That is why we focus on recruiting good people and developing them into great ones.

We have a highly supportive team and a culture that values learning, collaboration and knowledge sharing. We are looking for motivated and enthusiastic candidates who are willing to learn. Technical skills can be taught, but qualities such as sound judgement, attention to detail and strong analytical skills and a commitment to integrity are invaluable.

We value proactive self-starters who show initiative, work well as part of a team, can work also independently, build and promote strong relationships with internal and external stakeholders across Defence and industry.

Success in this role requires strong communication and engagement skills, including the ability to prepare clear written advice, briefings and reports, communicate complex issues to diverse stakeholders, and present ideas and solutions persuasively.

We are looking for critical thinkers who listen carefully, exercise sound judgement and approach challenges with a solutions-focused mindset. The ability to adapt to changing priorities, respond to challenges and think creatively to solve problems will set you up for success in this role.

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	Paulina Bobis, 02 6115 3531
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=55287C42-4E69-7D33-D95C-ED

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Defence

Vacancy VN-0774153

Department of Defence

Closing Date:Thursday 19 November 2026

Joint Capabilities Group
Joint Training Command

Job Title	Learning, Design & Development Lead
Job Type	Full-Time, Ongoing
Location	Harman ACT
Salary	$99,733 - $112,431
Future Merit Locations	Harman
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	JCG/06136/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=2E0EB24B-4B93-03E6-D77E-ED67CD7B7657

Duties

The Role

The Defence School of Space and Cyber (DSSpC) is seeking a highly motivated APS 6 Learning Design & Development Lead. In a small Learning and Development (L&D) team, you and the team will be accountable for organising Space, Cyber, Joint Data Network Unit (JDNU), and other Defence-aligned agencies' course Design and Development activities and workflows.

Your duties may include:

- Coordinate and support the design, development, and learning standards activities for Space, Cyber, and related training programs, engaging with ADF, Australian Signals Directorate (ASD), APS, Joint Training Command (JTC), Defence-aligned agencies, and contractors.
- Coordinate with stakeholders on Learning Design & Development activities and reporting.
- Collaborate with a small team of APS and ADF staff in Design and Development activities.
- Collaborate with stakeholders and contractors on course Design and Development requirements, Fundamental Inputs to Capability (FIC) and schedules.
- Develop, review and maintain documentation, policies and procedures.
- Produce briefing content and data in support of reporting requirements.
- Coordinate and respond to course Design and Development inquiries.

- Coordinate DSSpC Learning and Development tours and briefs.
- Future scheduling.
- External stakeholder engagement.

About our Team

We are a diverse team of highly motivated individuals, representing an integrated workforce of ADF, APS and Industry Partners.

Vision: The recognised centre of excellence for Space and Cyber training amongst the Five Eyes Partners in support of a collective National Defence.

Mission: DSSpC trains and educates the integrated force in order to enable the delivery of space and cyber power in competition and conflict.

End State: DSSpC is respected for its professionalism, agility and progressive learning pathways producing a credible and resilient integrated force able to enable multi-domain operations.

Located at HMAS Harman, Canberra we enjoy new contemporary training facilities, flexible working arrangements and free parking.

Our Ideal Candidate

The School is looking for a team member who has experience working within training establishments or like roles, as well as have a breadth of administrative experience. You will need to have a level of comfort with ambiguity as the Schools' and the Domains' capability matures.

You will be agile, innovative and ready to make a significant impact to the continuous advancement of Space, Cyber, and other Defence-aligned capabilities. This is a unique opportunity to directly contribute your expertise to work that will influence Australia's strategic and Defence outcomes.

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

- Strong written, interpersonal and verbal communication skills.
- Strong staff management skills.
- Accountable for their actions.

- Ability to work effectively both independently and as part of multi-disciplinary teams.
- Strong stakeholder engagement skills.
- Demonstrate leadership behaviours.
- Willing to challenge the traditional ways of doing business.
- Outcome-focused mindset.
- Adaptability, resilience and flexibility.

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 Pont, 02 6115 2551
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2E0EB24B-4B93-03E6-D77E-ED

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Defence

Vacancy VN-0774156

Department of Defence

Closing Date:Thursday 19 November 2026

Defence People Group
Military Personnel Division

Job Title	Human Resources Manager
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$124,393 - $140,315
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	Executive Level 1
Position Number	DPG/05643/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=17BCA613-C8FA-EC51-43E3-ED67CDECA589

Duties

The Role

The EL 1 Human Resource (HR) Manager is principally focused on workforce planning, support and HR advisory services for the Army Service Category ((SERCAT) 2/3 portfolio (over 13,500 Army Reserve personnel).

The position is responsible, under broad direction from the Director Contingent Workforce Management - Army, to manage Directorate workforce (both military and public service personnel) to support the following tasks:

- Reserve employment agreements (processing over 1,400 per FY)
- Medical reviews.
- Transfers (Service Category, Service and Officer applications).
- Separations from Service (voluntary, Section 22 and compulsory retirement age).
- Compilation and dispatch of Certificates of Service.
- Pay adjustments.
- Personnel data updates.
- HR records digitisation.
- Security sponsorships.

About our Team

Our team is a diverse and integrated workforce comprising both Australian Defence Force (ADF) members and Australian Public Service (APS) employees. Together, we deliver specialist personnel management and workforce support services for SERCAT 2 and SERCAT 3 personnel, ensuring our people are effectively administered, supported and enabled to meet Defence capability requirements.

We are a geographically dispersed team with members located across Australia, working collaboratively to provide consistent, high-quality support to stakeholders nationwide.

Despite our distributed workforce, we maintain a strong team culture built on professionalism, communication, mutual support and a shared commitment to delivering outcomes.

Working closely with stakeholders across Defence, we provide expert advice on personnel administration, workforce management and related policy matters. Our team values initiative, adaptability and continuous improvement, and takes pride in supporting the Reserve workforce and contributing to Defence's mission and operational readiness.

Our Ideal Candidate

Our ideal candidate will bring demonstrated experience in human resource management, supported by excellent written and verbal communication skills. They will have a proven ability to build and maintain effective relationships with a diverse range of stakeholders, exercising sound judgement, discretion and professionalism in all interactions.

The successful applicant will be adaptable, resilient and responsive to changing priorities, with the ability to work both autonomously and collaboratively within a small, integrated team environment. They will possess strong analytical and decision-making capabilities, underpinned by a comprehensive understanding of personnel administration and the ability to provide authoritative policy advice on complex workforce matters.

The role requires a strong focus on stakeholder engagement, with the capacity to proactively manage relationships, resolve issues and influence outcomes. The successful candidate will also demonstrate effective people leadership skills, with the ability to lead, coordinate and develop a high-performing, geographically dispersed team to achieve organisational objectives.

As an EL 1 HR Manager, you will possess, or be able to quickly develop, an extensive understanding of relevant legislation, policy frameworks and government decision-making

processes, together with a strong appreciation of Defence's mission, strategic priorities and workforce requirements.

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	Patricia Weston, 02 6267 3750
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=17BCA613-C8FA-EC51-43E3-ED

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Defence

Vacancy VN-0774159

Department of Defence

Closing Date:Thursday 19 November 2026

Naval Shipbuilding and Sustainment Group
Major Surface Combatants

Job Title	Project Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$99,733 - $112,431
Future Merit Locations	Canberra, Sydney
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	NSSG/05837/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=EC6DC3C2-61EB-2123-B767-ED67CE6FA750

Duties

The Role

The Maritime Integrated Warfare Systems (MIWS) Branch are seeking a number of professional, motivated and experienced APS 6 Project Officers to join the Branch across areas such as SEA1200 Uncrewed Maritime Warfare and Warfare Products.

SEA1200 is responsible for the acquisition, integration, delivery and sustainment of autonomous and uncrewed maritime systems, including Ghost Shark and Bluebottle platforms, along with broader capability development activities supporting Navy’s future operational effectiveness and warfighting advantage.

Warfare Products is responsible for acquisition (as a conduit) coordination, stewardship and sustainment of sensors, effectors and other combat system products supplied to platforms and sites across the Maritime Domain.

As an APS 6 Project Officer, you will be accountable under limited direction for supporting the delivery of complex capability outcomes within a dynamic and fast-paced project

environment. Working closely with the Delivery Managers, Project Director, Project Manager and senior stakeholders across Defence, Navy and Industry, you will contribute to the successful delivery of innovative maritime capabilities.

Your knowledge and understanding of project governance, legislative frameworks, government decision-making and Defence’s mission and policy requirements will be important for success in this role. You will exercise initiative, sound judgement and professionalism while managing competing priorities and contributing to strategic project outcomes. You will also have opportunities to represent the organisation and engage with stakeholders across Defence and Industry.

The APS 6 Project Officers will work under limited direction within the Branch in support of the Project Director, Project and Delivery Managers.

Responsibilities of our roles include but are not limited to:

- Provide operational support to project management and facilitate administrative and coordination requirements.
- Research, draft and prepare project documentation, briefs, complex correspondence and reports including submissions for committee consideration.
- Work collaboratively, operate as an effective team member and provide constructive feedback.
- Be responsible for actively managing key stakeholder relationships and will be required to identify relevant stakeholders' expectations and concerns to develop and communicate methodologies and practices to achieve outcomes.
- Resolve problems using expertise, taking the initiative to identify alternative courses of action.
- Engage Australian and international stakeholders to assist in achieving strategic objectives for MIWS.
- Identify, assess and contribute to the management of project risks, issues and opportunities.
- Manage project financial reporting and analysis activities, and maintain commercial records and day to day management of contracts.
- Develop, implement, and monitor project budget controls and strategies
- Build and contribute to team capability while ensuring compliance with legislative, regulatory, policy and branch frameworks.

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

MIWS Branch under Major Surface Combatants and Combat Systems Division is an exciting and complex environment to work in, offering a rewarding career in one of the most dynamic organisations within NSSG. We work across both Acquisition and Sustainment environments to develop and deliver products into new shipbuilding programs and to provide update/upgrade products to the existing Royal Australian Navy (RAN) fleet, giving staff exposure to a wide variety of high profile maritime projects.

Join a supportive team with other highly talented colleagues who work collaboratively to solve complex problems in naval acquisition and sustainment projects. Enjoy personal and professional development opportunities through rewarding career paths, whilst working in leading edge uncrewed maritime, autonomous and/or warfare system technologies, supporting capability acquisition, integration, delivery and sustainment activities. Enjoy quality training, mentoring and support to grow your career.

If you are looking for a challenging career that makes a difference, a role in the Department of Defence working on Australia’s most complex Defence naval capabilities is the opportunity you have been waiting for.

Our Ideal Candidate

MIWS are seeking high performing, enthusiastic, motivated individuals who thrive in a dynamic environment and are passionate about delivering innovative capability outcomes for Defence.

The MIWS branch prides itself on a positive, collaborative and supportive workplace culture. We are looking for people who enjoy working as part of high performing teams and who are committed to contributing to our strong culture of teamwork, professionalism and mutual support.

Our ideal candidates will demonstrate:

- Excellent interpersonal, written and verbal communication skills.
- Strong stakeholder engagement and relationship management skills.
- Ability to work effectively across multidisciplinary teams.
- Sound organisational and coordination skills.
- Strong analytical and problem solving abilities.
- The ability to exercise initiative and sound judgement.
- Working knowledge/experience of commercial processes, including contact contract management & monitoring contractor deliverables and performance or the ability to gain experience on this function.
- A working knowledge of project management fundamentals.
- Financial acumen or ability to learn and interpret financial data.
- A working knowledge of information management requirements.
- Ability to actively contribute to risk identification and management.
- Demonstrates agility, responsiveness, proactivity and rapid learning.

Most importantly, we are seeking positive team-orientated people who enjoy working in a high tempo environment and are committed to delivering capability outcomes for Navy.

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 Department of Defence

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

To Apply

Position Contact	MIWS Workforce Management, MIWS.workforcemanagement@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EC6DC3C2-61EB-2123-B767-ED

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Defence

Vacancy VN-0774293

Department of Defence

Closing Date:Thursday 19 November 2026

Capability Acquisition and Sustainment Group
Air Defence & Space Systems Division

Job Title	Logistics Manager
Job Type	Full-Time, Ongoing
Location	Fyshwick ACT
Salary	$124,393 - $140,315
Future Merit Locations	Fyshwick
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location/s
Classification	Executive Level 1
Position Number	CASG/06117/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=DE5BBEB7-B748-B376-746D-ED790A0F52F8

Duties

The Role

The Active Electronically Scanned Array Systems Program Office (AESA SPO) manages the strategic commercial relationship between the Commonwealth of Australia (CoA) and CEA Technologies Pty Limited (CEA) and supports the delivery of Government-to-Government (G2G) export programs for advanced AESA capabilities.

As an EL 1 leader, the Integrated Logistics Support (ILS) Manager exercises a high degree of independence, accountability, and judgment to lead the development and implementation of supportability and sustainment strategies across complex capability programs.

The role provides strategic advice to senior Defence and industry stakeholders, manages critical sustainment risks and opportunities, and leads the delivery of ILS outcomes that support capability readiness, affordability, and operational effectiveness throughout the capability life cycle.

About our Team

The ILS team is responsible for the planning, development, and delivery of Integrated Logistics Support (ILS) outcomes that ensure AESA capabilities are supportable, sustainable, and

operationally effective throughout their life cycle. The team leads key functions including supportability analysis, sustainment planning, maintenance management, configuration management, technical data, training, supply support, and logistics risk management.

Working closely with CEA Technologies, Defence stakeholders, and industry partners, the team develops and implements support solutions that enable capability readiness and long-term sustainment. The ILS team directly supports the AESA SPO's mission by ensuring that AESA systems are delivered with effective and affordable support arrangements, reducing sustainment risk and enhancing operational availability.

Through strategic planning, stakeholder engagement, and the application of ILS best practice, the team contributes to the successful acquisition, sustainment, and export delivery of advanced AESA capabilities for Defence and international partners.

Our Ideal Candidate

We are seeking a motivated and experienced leader with a strong background in logistics, sustainment, commercial management, or acquisition activities within large and complex organisations. The ideal candidate will demonstrate the ability to lead multidisciplinary teams, provide strategic advice, and deliver supportability and sustainment outcomes that contribute to capability readiness and operational effectiveness.

You will exercise sound judgment, manage competing priorities, and drive continuous improvement while operating with a high degree of autonomy and accountability. You will possess strong stakeholder engagement, communication, and influencing skills, with the ability to build productive relationships across Defence, industry, and international partners.

Experience in supportability analysis, sustainment planning, risk management, and governance within complex operational, asset management, or program delivery environments is highly desirable.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	David Seymour, 02 5133 3443
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DE5BBEB7-B748-B376-746D-ED

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Education

Vacancy VN-0774106

Department of Education

Closing Date:Sunday 15 November 2026

Job Title	Assistant Director, Policies and Programs
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Melbourne VIC, Brisbane QLD, Sydney NSW
Salary	$129,477 - $143,099
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 Enterprise Agreement.
Classification	Executive Level 1
Position Number	26/0412
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

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

At the Office for Youth, we're all about putting young people front and centre in shaping Australia's future. We work with the whole of Australian Government to make sure the voices and perspectives of a broad and diverse range of young people, including First Nations young people, are heard in the development of policies and programs that affect them. From Youth Advisory Groups to a National Youth Forum, we're creating spaces where young Australians can have a real say. Plus, we help the government get better at engaging with youth through toolkits, training, and expert advice.

If you're passionate about making change and want to help amplify youth voices across the nation, come join us and be part of something exciting!

As an Assistant Director in the Office for Youth, you will be an integral part of the leading the redesign and delivery of key youth engagement initiatives under the Australian Government's new Youth Strategy. You will also lead training and support to build capability of youth engagement across the Australian Government, measure and evaluate the Office for Youth's progress and support and lead child safeguarding protocols. Working closely with a dynamic team, you'll shape how government engages with young people and ensures their voices inform the policies and decisions that affect them.

Duties

Assistant Directors in the Office for Youth are responsible for leading the delivery of key youth engagement initiatives through the Australian Government's Youth Engagement Model, including:

- Lead the planning and delivery of Youth Meets Parliament, including:
  - Overseeing event planning and logistics
  - Managing procurement and delivery requirements
  - Leading coordination and collaboration across the branch, including with the National Youth Forum team
  - Managing procurement and associated contractual requirements
  - Building and maintaining productive relationships with key stakeholders across the Australian Government
- Leading the strategic oversight and management of the Youth Advocacy and Support Grant partnership, including:
  - Overseeing the Youth Steering Committee and its engagement across the Australian Government and with external stakeholders
  - Strategic engagement and coordination with young people and youth sector stakeholders, enabling broad youth engagement across a range of Australian Government priorities
- Leading strategic policy development and evaluation activities to inform future youth engagement priorities, including reviewing existing approaches, identifying opportunities for reform, undertaking stakeholder consultations and development implementation and performance measurement frameworks.
- Manage and build collaborative relationships with a range of internal and external stakeholders including Commonwealth agencies, state and territory governments, youth sector stakeholders and young people.
- Lead and support culturally safe engagement with a broad and diverse range of young people, including First Nations young people, communities and sector stakeholders, building trusted relationships and ensuring diverse perspectives inform the design and delivery of Australian Government youth engagement initiatives.
- Lead a small team to deliver on the priorities of the Australian Government's youth engagement strategy, while building team capability and managing performance.
- Provide child safeguarding support for in-person and virtual meetings.
- Support other youth initiatives across the branch as required, including but not limited to youth meetings, consultations and ad-hoc support of Australian Government initiatives.

Eligibility

Employment at the Department of Education is subject to conditions prescribed within the *Public Service Act 1999* including:

- Citizenship: Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.
- Security Clearance: This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain the required security clearance.

Notes

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

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

To Apply

Position Contact	Teegan Little, 0419 285 206
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education

Vacancy VN-0774108

Department of Education

Closing Date:Sunday 15 November 2026

Job Title	Senior Policy and Program Officer (Affirmative Measure: Aboriginal and Torres Strait Islander Employment)
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Adelaide SA, Canberra ACT
Salary	$105,295 - $115,786
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 Enterprise Agreement.
Classification	APS Level 6
Position Number	26/0391
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

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

At the Office for Youth, we're all about putting young people front and centre in shaping Australia's future. We work with the whole of Australian Government to make sure youth voices are heard in the development of policies and programs that impact them. From Youth Advisory Groups to National Youth Consultations, we're creating spaces where young Australians can have a real say. Plus, we help the government get better at engaging with youth through toolkits, training, and expert advice.

If you're passionate about making change and want to help amplify youth voices across the nation, come join us and be part of something exciting!

As a Senior Policy and Program Officer in the Office for Youth, you will bring your knowledge, experience and perspectives to help strengthen the Office for Youth's work with First Nations young people, communities and organisations. You will support the design and delivery of First Nations youth engagement initiatives and help ensure our broader youth engagement work is culturally safe, inclusive and responsive to the diversity of young people across Australia.

You will also contribute to a range of Office for Youth priorities, including Youth Advisory Groups, consultations, grants and other engagement initiatives. Working closely with a broad and diverse

range of young people, including First Nations young people, the youth sector and colleagues across government, you will help create genuine opportunities for young people to inform the policies and programs that affect them.

Affirmative Measure: Aboriginal and Torres Strait Islander Employment

This vacancy is being advertised under the affirmative measure for Aboriginal and Torres Strait Islander employment and is open only to people who identify as Aboriginal and/or Torres Strait Islander. Applicants may be required to provide evidence confirming their eligibility in accordance with departmental recruitment requirements.

Duties

In this role, your responsibilities will include the following:

- Support the design, development and delivery of First Nations youth engagement initiatives, working directly with First Nations young people, communities, organisations and stakeholders.
- Build and maintain trusted, respectful and culturally safe relationships with First Nations young people and stakeholders.
- Manage and support a Youth Advisory Group
- Run youth consultations virtually and in-person
- Manage key grant partnerships with youth sector stakeholders
- Branch coordination and support for coordination requests, engagement with research and policy reports, and general youth engagement requests.
- Internal and external stakeholder engagement with government and non-government organisations relating to youth engagement.
- Monitoring and evaluation activities for youth engagement initiatives you will be leading or contribute to.
- General parliamentary and departmental support, including drafting correspondence, briefing and advice to Ministers and senior executives.
- Manage and build collaborative relationships with a range of internal and external stakeholders including Commonwealth agencies, state and territory governments, youth sector stakeholders and young people.

Eligibility

Employment at the Department of Education is subject to conditions prescribed within the *Public Service Act 1999* including:

- Citizenship: Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.
- Security Clearance: This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain the required security clearance.

Notes

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

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

To Apply

Position Contact	Teegan Little, 0419 285 206
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education

Vacancy VN-0774109

Department of Education

Closing Date:Sunday 15 November 2026

Job Title	Assistant Director, Policies and Programs (Affirmative Measure: Aboriginal and Torres Strait Islander Employment)
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Melbourne VIC, Brisbane QLD, Sydney NSW
Salary	$129,477 - $143,099
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 Enterprise Agreement.
Classification	Executive Level 1
Position Number	26/0392
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

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

At the Office for Youth, we're all about putting young people front and centre in shaping Australia's future. We work with the whole of Australian Government to make sure the voices and perspectives of a broad and diverse range of young people, including First Nations young people, are heard in the development of policies and programs that affect them. From Youth Advisory Groups to a National Youth Forum, we're creating spaces where young Australians can have a real say. Plus, we help the government get better at engaging with youth through toolkits, training, and expert advice.

If you're passionate about making change and want to help amplify youth voices across the nation, come join us and be part of something exciting!

As an Assistant Director in the Office for Youth, you will be an integral part of the leading the redesign and delivery of key youth engagement initiatives under the Australian Government's new Youth Strategy. You will also lead training and support to build capability of youth engagement across the Australian Government, measure and evaluate the Office for Youth's progress and support and lead child safeguarding protocols. Working closely with a dynamic team, you'll shape how government engages with young people and ensures their voices inform the policies and decisions that affect them.

Affirmative Measure: Aboriginal and Torres Strait Islander Employment

This vacancy is being advertised under the affirmative measure for Aboriginal and Torres Strait Islander employment and is open only to people who identify as Aboriginal and/or Torres Strait Islander. Applicants may be required to provide evidence confirming their eligibility in accordance with departmental recruitment requirements.

Duties

In this role, your responsibilities will include the following:

Assistant Directors in the Office for Youth are responsible for leading the delivery of key youth engagement initiatives through the Australian Government's Youth Engagement Model, including:

- Lead the planning and delivery of Youth Meets Parliament, including:
  - Overseeing event planning and logistics
  - Managing procurement and delivery requirements
  - Leading coordination and collaboration across the branch, including with the National Youth Forum team
  - Managing procurement and associated contractual requirements
  - Building and maintaining productive relationships with key stakeholders across the Australian Government
- Leading the strategic oversight and management of the Youth Advocacy and Support Grant partnership, including:
  - Overseeing the Youth Steering Committee and its engagement across the Australian Government and with external stakeholders
  - Strategic engagement and coordination with young people and youth sector stakeholders, enabling broad youth engagement across a range of Australian Government priorities
- Leading strategic policy development and evaluation activities to inform future youth engagement priorities, including reviewing existing approaches, identifying opportunities for reform, undertaking stakeholder consultations and development implementation and performance measurement frameworks.
- Manage and build collaborative relationships with a range of internal and external stakeholders including Commonwealth agencies, state and territory governments, youth sector stakeholders and young people.
- Lead and support culturally safe engagement with a broad and diverse range of young people, including First Nations young people, communities and sector stakeholders, building trusted relationships and ensuring diverse perspectives inform the design and delivery of Australian Government youth engagement initiatives.
- Lead a small team to deliver on the priorities of the Australian Government's youth engagement strategy, while building team capability and managing performance.
- Provide child safeguarding support for in-person and virtual meetings.
- Support other youth initiatives across the branch as required, including but not limited to youth meetings, consultations and ad-hoc support of Australian Government initiatives.

Eligibility

Employment at the Department of Education is subject to conditions prescribed within the *Public Service Act 1999* including:

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

- Security Clearance: This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain the required security clearance.

Notes

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To Apply

Position Contact	Teegan Little, 0419 285 206
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education

Vacancy VN-0774216

Department of Education

Closing Date:Wednesday 18 November 2026

Job Title	Assistant Directors
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$129,477 - $143,099
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 Enterprise Agreement.
Classification	Executive Level 1
Position Number	26/0419
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

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

The Ministerial, Parliamentary and Cabinet (MPC) team is responsible for delivering high-quality, timely parliamentary services and coordinating ministerial products for the department and Ministers' offices. The team provides ongoing support, training and centralised administration of the Parliamentary Document Management System (PDMS).

As the Assistant Director, Parliamentary Workflow at the Department of Education you will lead the department's parliamentary workflow function and is responsible for ensuring the effective administration, governance and continuous improvement of the Parliamentary Document Management System (PDMS). The role oversees the delivery of accurate, timely and high-quality parliamentary services, supporting the department and Ministers' offices to meet parliamentary and ministerial requirements.

As the Assistant Director, Ministerial Office Support, Parliamentary Committee Enquiries and Tabling at the Department of Education you will lead the department's engagement with Ministers' offices and coordinates parliamentary committee enquiries, tabling requirements and related parliamentary business. The role is responsible for overseeing the day-to-day management of parliamentary matters across the department, ensuring activities are delivered accurately, efficiently and within often competing and time-critical deadlines.

Duties

Assistant Director, Parliamentary Workflow

In this role, you will be responsible for the following:

- Lead and develop strategic parliamentary services, ensuring adherence to best practice standards and compliance with government and department requirements, to deliver agency priorities
- Foster an inclusive and positive team culture, provide leadership, and support team members to enhance their capability, professional development and contribute to a high performing team
- Provide expert advice and guidance, quality assurance, identify innovative solutions, oversee compliance, share knowledge, and identify emerging issues
- Collaborate with senior leaders and key stakeholders to drive parliamentary initiatives, and enhance policy and program outcomes to meet strategic objectives
- Support the strategic direction of the department and manage and maintain Parliamentary Power BI reporting accurately, to enhance data-driven decision making
- Manage the administration of the PDMS, including maintenance, enhancement and internal training and support
- Support a continuous improvement approach and implement parliamentary processes and frameworks that support the team's ongoing strategic and operational delivery of parliamentary services.

Assistant Director, Ministerial Office Support, Parliamentary Committee Enquiries and Tabling

In this role, you will be responsible for the following:

- Lead the coordination of the department's Ministerial Office Support, as well as its engagement in Parliamentary Committee Enquiries and Tabling
- Foster an inclusive and positive team culture, provide leadership, and support team members to enhance their capability, professional development and contribute to a high performing team
- Provide expert advice and support, to business areas and senior management to develop policy comments and drafting suggestions for Cabinet and parliamentary submissions
- Collaborate with senior leaders and key stakeholders to ensure the timely coordination of high-quality input for Cabinet and parliamentary processes
- Oversee the accurate recording and processing of data and information using the PDMS, and manage daily reporting and briefing folders for the Secretary and Senior Executives
- Lead quality assurance processes and audits, ensuring briefs, submissions and correspondence is in accordance with departmental and Ministerial requirements
- Assist and support the team to achieve operational and strategic objectives

Eligibility

Employment at the Department of Education is subject to conditions prescribed within the *Public Service Act 1999* including:

- Citizenship: Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.
- Security Clearance: This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain the required security clearance.

Notes

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

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

To Apply

Position Contact	Rachel Aldred, 02 6240 5058
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education

Vacancy VN-0774222

Department of Education

Closing Date:Wednesday 18 November 2026

Job Title	Assistant Directors, Ministerial, Parliamentary and Cabinet (Affirmative Measure: Aboriginal and Torres Strait Islander Employment)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$129,477 - $143,099
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 Enterprise Agreement.
Classification	Executive Level 1
Position Number	26/0427
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

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

The Ministerial, Parliamentary and Cabinet (MPC) team is responsible for delivering high-quality, timely parliamentary services and coordinating ministerial products for the department and Ministers' offices. The team provides ongoing support, training and centralised administration of the Parliamentary Document Management System (PDMS).

As the Assistant Director, Parliamentary Workflow at the Department of Education you will lead the department's parliamentary workflow function and is responsible for ensuring the effective administration, governance and continuous improvement of the Parliamentary Document Management System (PDMS). The role oversees the delivery of accurate, timely and high-quality parliamentary services, supporting the department and Ministers' offices to meet parliamentary and ministerial requirements.

As the Assistant Director, Ministerial Office Support, Parliamentary Committee Enquiries and Tabling at the Department of Education you will lead the department's engagement with Ministers' offices and coordinates parliamentary committee enquiries, tabling requirements and related parliamentary business. The role is responsible for overseeing the day-to-day management of parliamentary matters across the department, ensuring activities are delivered accurately, efficiently and within often competing and time-critical deadlines.

Affirmative Measure: Aboriginal and Torres Strait Islander Employment

This vacancy is being advertised under the affirmative measure for Aboriginal and Torres Strait Islander employment and is open only to people who identify as Aboriginal and/or Torres Strait Islander. Applicants may be required to provide evidence confirming their eligibility in accordance with departmental recruitment requirements.

Duties

Assistant Director, Parliamentary Workflow

In this role, you will be responsible for the following:

- Lead and develop strategic parliamentary services, ensuring adherence to best practice standards and compliance with government and department requirements, to deliver agency priorities
- Foster an inclusive and positive team culture, provide leadership, and support team members to enhance their capability, professional development and contribute to a high performing team
- Provide expert advice and guidance, quality assurance, identify innovative solutions, oversee compliance, share knowledge, and identify emerging issues
- Collaborate with senior leaders and key stakeholders to drive parliamentary initiatives, and enhance policy and program outcomes to meet strategic objectives
- Support the strategic direction of the department and manage and maintain Parliamentary Power BI reporting accurately, to enhance data-driven decision making
- Manage the administration of the PDMS, including maintenance, enhancement and internal training and support
- Support a continuous improvement approach and implement parliamentary processes and frameworks that support the team’s ongoing strategic and operational delivery of parliamentary services.

Assistant Director, Ministerial Office Support, Parliamentary Committee Enquiries and Tabling

In this role, you will be responsible for the following:

- Lead the coordination of the department’s Ministerial Office Support, as well as its engagement in Parliamentary Committee Enquiries and Tabling
- Foster an inclusive and positive team culture, provide leadership, and support team members to enhance their capability, professional development and contribute to a high performing team
- Provide expert advice and support, to business areas and senior management to develop policy comments and drafting suggestions for Cabinet and parliamentary submissions
- Collaborate with senior leaders and key stakeholders to ensure the timely coordination of high-quality input for Cabinet and parliamentary processes
- Oversee the accurate recording and processing of data and information using the PDMS, and manage daily reporting and briefing folders for the Secretary and Senior Executives
- Lead quality assurance processes and audits, ensuring briefs, submissions and correspondence is in accordance with departmental and Ministerial requirements
- Assist and support the team to achieve operational and strategic objectives

Eligibility

Employment at the Department of Education is subject to conditions prescribed within the *Public Service Act 1999* including:

- Citizenship: Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.
- Security Clearance: This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain the required security clearance.

Notes

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

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

To Apply

Position Contact	Rachel Aldred, 02 6240 5058
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education

Vacancy VN-0774309

National Gallery of Australia

Closing Date:Tuesday 17 November 2026

Directorate
Australian Art

Job Title	Curatorial Assistant, Gordon Darling Graduate Intern (Australian Prints)
Job Type	Full-Time, Non-Ongoing
Location	Parkes ACT
Salary	$75,279 - $81,830
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	On-Site Position with flexible conditions
Classification	APS Level 4
Position Number	5040
Agency Website	https://nga.gov.au

Job Description

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

This position, situated in the department of Prints and Drawings, reports to the Senior Curator, Prints and Drawings and works on a daily basis with the Curator, Australian Prints and Drawings. The candidate is responsible for the cataloguing of Australian prints and drawings.

The collection of Australian prints, drawings, watercolours, artist books and illustrated books brings together works on paper by non-Indigenous artists that begins with pre-colonial contact in Australia. Due to their immediacy and portability, drawings and watercolours provide the basis for the collection’s most historically significant depictions of the ensuing colonisation of Australia during the eighteenth and nineteenth centuries.

The comprehensive holdings of twentieth and twenty-first century modern and contemporary works on paper aims to ensure that the collection is national in scope and that it reflects the cultural and political diversity of artists working in Australia today.

The Curatorial Assistant, Gordon Darling Graduate Intern (Australian Prints), will be engaged primarily in the areas of cataloguing Australian prints and drawings and assisting the Curator, Australian Prints and Drawings and the Senior Curator, Prints and Drawings with:

- collection development
- drafting acquisition submissions
- provenance research
- writing labels for exhibition
- co-ordinating the movement of works of art.

The Curatorial Assistant role will also require the web-based delivery of information on the National Gallery's collection of Australian prints.

This is a full-time, 12-month non-ongoing employment opportunity.

Duties

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

- Under the supervision of the Curator, Australian Prints and Drawings, you will assist in the cataloguing of Australian prints and drawings and enter information into the National Gallery's database, including a focus project cataloguing the National Gallery's archive of Australian artist and educator Frances Derham.
- Assist with the preparation of acquisition submissions for the National Gallery's Council.
- Assist with the preparation of scheduled collection changeovers–including writing labels for exhibitions and co-ordinating the movement of works of art for the purpose of exhibitions, digitisation and conservation.
- Carry out provenance research into the collection of Australian prints and drawings and collection discoverability analysis and enter this information into the National Gallery's database.
- Respond to public inquiries about works in the Collection and manage the Prints and Printmaking mailbox and social media accounts.
- Contribute to the National Gallery's Public Programs 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.

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	Dr Elisa deCourcy, 02 6120 2975
Agency Recruitment Site	https://nga.gov.au/about-us/jobs/

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Education

Vacancy VN-0773988

Tertiary Education Quality and Standards Agency

Closing Date:Friday 13 November 2026

Executive Office and Strategic Delivery Communications and Engagement

Job Title	Director Communications and Engagement
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	$146,720 - $176,120
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	Melbourne or Canberra (other locations may be considered)
Classification	Executive Level 2
Position Number	19484
Agency Website	www.teqsa.gov.au

Job Description

https://www.teqsa.gov.au/about-us/careers

The Director Communications and Engagement leads TEQSA's communications and engagement teams, ensuring a clear, consistent, and credible voice across all internal and external channels. Operating under broad direction, the Director shapes the agency's communications and engagement strategy, drawing on expertise in strategic communications, stakeholder engagement and issues management.

The Director is the trusted advisor to TEQSA's CEO and Commissioners on communications and engagement activities. They will anticipate risks, manage complex media issues, and build strong relationships with a diverse stakeholder network.

The Director will lead a small, high-performing team to deliver core services and develop and maintain a strong awareness of emerging sector-wide issues and risks. The role requires the ability to move seamlessly between strategic thinking, team leadership, and hands-on delivery.

This position involves some interstate travel.

Duties

The Director Communications and Engagement will be responsible and accountable for:

- planning and sequencing strategic work programs across the communications and engagement functions to enable co-ordinated delivery that supports the CEO's priorities and TEQSA's objectives and regulatory functions.
- overseeing the delivery of core communications and engagement activities, including the Corporate Plan, Annual Report, TEQSA Talks, staff forums, annual stakeholder survey, TEQSA conference, regular sector updates, and national and international engagement activities and events.
- leading and developing high-performing teams by setting strategic direction, allocating resources, managing performance, resolving issues, and fostering a culture of integrity, psychological safety, and active staff engagement.
- providing timely and authoritative advice to the CEO, Commissioners, Senior Executive Team, and other senior leaders on complex media issues, reputation and risk management messaging, stakeholder engagement, and sensitive government relations to shape organisation-wide messaging and responses to risks and issues.
- developing the CEO's speeches, presentations, and correspondence so priorities and key messages are communicated consistently to internal and external audiences.
- developing and implementing tailored internal and external communications and engagement strategies to drive alignment and clarity during major regulatory reforms, emerging issues, and strategic events.
- in collaboration with other teams, ensuring the production of high-quality, audience-appropriate content and materials including reports, submissions, publications, correspondence, and event information.
- building trusted and influential relationships with providers, students, government, peak bodies, international regulators, and other stakeholders to support strategic engagement and impactful regulatory outcomes.
- contributing to TEQSA's corporate and strategic management activities, including business planning, budgeting, performance reporting and compliance with statutory obligations.

Eligibility

The successful applicant must:

- be an Australian citizen.
- complete a National Police Check satisfactorily.
- be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Baseline status, supported by TEQSA, which must be maintained throughout the period of employment.

Failure to satisfy any of the above conditions may result in the withdrawal of an offer of employment or termination of employment.

Notes

- This recruitment process is being conducted to fill an ongoing vacancy.
- A merit pool of suitable applicants will be created from this process and may be used to fill similar ongoing and non-ongoing vacancies. It is active for 18 months from the date of this advertisement.
- Before commencing in the role, the successful candidate will be required to disclose details of any material personal interests in connection with their employment at TEQSA via a Declaration of Interest form and seek approval to undertake any outside employment (paid or unpaid) via an Outside Employment application.
- For further information on this role, please contact Dhamendra Unka on 03 8306 2430 or email recruitment@teqsa.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 Tertiary Education Quality and Standards Agency

The Tertiary Education Quality and Standards Agency (TEQSA) is Australia's independent national quality assurance and regulatory agency for higher education. TEQSA's purpose is to deliver quality assurance that protects the interests of students and the reputation and standing of Australian higher education. As an independent quality assurance and regulatory agency, TEQSA adopts a risk-based approach that is guided by principles of necessity, risk, and proportionality, and which supports quality, diversity, innovation, and excellence in tertiary education. TEQSA has three strategic objectives in delivering its purpose: 1. Promote and support good practice and effective self-assurance across the sector. 2. Identify, analyse, and respond to risks to the sector. 3. Ensure compliance with applicable legislation through effective and efficient regulation.

To Apply

Position Contact	Dhamendra Unka, 03 8306 2430
Agency Recruitment Site	https://www.teqsa.gov.au/about-us/careers

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Environment and Energy

Vacancy VN-0774096

Clean Energy Regulator

Closing Date:Monday 23 November 2026

Scheme Support
Transformation Product Management

Job Title	Assistant Manager – Product Management
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$125,863 - $143,171
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation and where appropriate based on the specifics of the role
Classification	Executive Level 1
Position Number	CER 107/26
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

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

About the Branch

The Transformation Branch works collaboratively to turn strategy into measurable value for the agency. By bringing together future strategy, business and data architecture, data management and analytics, and strong governance, we support the delivery of agency priorities in a consistent, transparent and sustainable way.

The Branch works closely with the Digital Services Branch and Chief AI Office and is made up of five functions:

- Value Management Office: Coordinates and oversees the agency's transformation portfolio. The team supports governance, reporting, risk management, benefits tracking and portfolio planning, so decisions are clear, informed and accountable.
- Product Management: Works with branches to understand business and user needs and help deliver the right solutions at the right time.
- Data Innovation and Tools: Enables the agency to get the most value from its data. The team improves data quality, access and use, and develops tools and insights that support better decisions and business outcomes.
- Organisational Change Management and Support: Helps people prepare for and adopt change. The team provides change management guidance, tools and capability building, and supports contract management, reporting and financial administration.

- Strategy and Business Architecture: Provides a clear view of how the agency operates today and where it can improve. The team maintains business capability and data architecture to help people, processes, information and technology work together.

About the Section

The Transformation Branch defines Products as each of the CER’s schemes end-to-end value stream. As such, the Product Management section works closely with business owners to implement new schemes and enhance the capabilities of existing schemes. We prioritise the most valuable ideas and painful problems that support the agency's strategic objectives. We aim to ensure we build the right thing for our users by leading collaboration with internal stakeholders to turn these ideas into solutions that balance user desirability, business viability and are feasible to deliver within known guardrails and constraints.

Duties

- Manage and deliver procedural, operational, and administrative tasks for the Product Management Section.
- Lead the practical implementation of section deliverables, including scheme and delivery value stream capability uplift, prioritisation, roadmap management, integrated backlog practices and definition of ready standards.
- Coordinate three-horizon planning across Product Managers, ensuring roadmaps reflect strategic direction, scheme priorities, delivery constraints and changes in the operating context.
- Document and maintain consistent ways of working for Product Managers and Product Owners so initiatives, epics, features and PBIs are visible, prioritised and aligned to business and user value.
- Improve the quality and transparency of DevOps data by embedding clear expectations for backlog hygiene, work item structure, status accuracy, dependencies and reporting discipline.
- Develop and manage a range of stakeholder relationships to achieve outcomes through collaboration and fostering a culture of continuous improvement.
- Support the management of a team of Product Managers and Owners and drive alignment in business capabilities across the core platforms.
- Build product capability in a team environment through supervision, coaching, providing performance feedback, conflict resolution and encouraging career development.
- Prepare briefs, reports, correspondence, and use various channels to internal and external stakeholders.
- Manage workforce planning, recruitment, procurement, and staff and contractor engagement while building strong relationships with internal and external stakeholders.

Depending on experience and skills you may be required to undertake the following duties:

- Work as a product manager for internal business users. Ensure products deliver measurable user and business value by partnering with business owners to define product vision, identify opportunities for improvement prioritise the roadmap, and work with delivery teams to deliver solutions. Lead continuous discovery, data-driven decisions, and collaboration with empowered teams.

Knowledge, Skills and Attributes

To be successful in the role, you will need to be able to demonstrate the following qualities:

- 3 years' experience in working in similar roles.
- Ability to influence others and achieve common goals through excellent stakeholder engagement skills and ability to build strong relationships.
- Ability to solve problems and think analytically along with organisational, project and time management skills.
- Strong attention to detail, personal drive and integrity, a flexible mindset and a willingness to learn are critical traits.
- Effective time management and coordination skills to manage multiple projects within changing priorities.
- Highly developed leadership and management skills and the capability to mentor, motivate and build capacity of staff, including leading a team through change and uncertainty.
- Knowledge of and/or experience in product management methodologies and frameworks and an understanding of SAFe® Agile practices.
- Qualifications in business analyst or product management roles are desirable, but not essential.

Eligibility

The *Public Service Act 1999* requires all people joining the Australian Public Service to be Australian citizens. You will be asked to declare your citizenship status as part of the application process.

We will conduct pre-employment checks before we offer you employment. For us to do this, you will be required to supply certified copies of identity documents.

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

Notes

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

About the Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse

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

To Apply

Position Contact	Tim Eldridge, 02 6159 3394
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Environment and Energy

Vacancy VN-0774165

Clean Energy Regulator

Closing Date:Sunday 15 November 2026

Scheme Support
Transformation Data Innovation and Tools

Job Title	Manager - Data Innovation and Tools
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$150,252 - $176,995
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation and where appropriate based on the specifics of the role
Classification	Executive Level 2
Position Number	CER 119/26
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

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

About the Branch

The Transformation Branch works collaboratively to turn strategy into measurable value for the agency. By bringing together future strategy, business and data architecture, data management and analytics, and strong governance, we support the delivery of agency priorities in a consistent, transparent and sustainable way. The Branch plays a central role in aligning strategy, investment and delivery, ensuring initiatives are prioritised, integrated and informed by evidence.

The following Sections are part of the Branch:

Value Management Office (VMO)

Provides agency-wide value management, governance and portfolio oversight to support informed investment decisions and maximise value delivered through the agency's transformation portfolio. The team leads governance, reporting, risk management, benefits realisation and portfolio planning to support informed decision-making and accountability. Using SAFe Agile and portfolio management practices, it guides initiatives from onboarding through delivery and transition to business-as-usual, while embedding consistent governance across the Change Program.

Strategy and Business Architecture

Supports business lines in understanding their current and future states, and

- identifies opportunities for improvement in efficiency and effectiveness
- owns and maintains the repository of business capabilities, ensuring these are linked to people (org structures and accountability), strategic themes, processes, information assets, and technology
- owns and maintains the repository of data entities, repositories, data owners, and data architecture, increasing alignment of terminology, understanding, and data captured at source, and
- enables evidence-based decision-making by linking business capabilities and data to current and future requirements, existing investments, and identifying gaps for required investment.

Key functions include the ownership of Business Capability Mapping, Business Repositories, Strategic Alignment, Investment Linkages, Process Integration, Technology Alignment, and Data Architecture and Governance.

Product Management

Connects strategy, user needs, and delivery to ensure the agency builds the right thing at the right time. The function helps translate policy intent, scheme outcomes, and operational needs into a clear, prioritised pipeline of work that delivers measurable value. The team’s work supports the delivery of CER’s purpose by enabling effective administration of schemes and improving how participants, industry, and staff interact with our systems. They ensure that ideas and opportunities are turned into well-defined, evidence-based initiatives, and that delivery is aligned to strategic outcomes and measurable benefits. They are responsible for shaping and managing the agency’s product portfolio, including defining product vision, maintaining roadmaps, and prioritising initiatives, epics, and features. Product owners lead product development to build the thing right by developing solutions that are

desirable for users, feasible to deliver, and viable within regulatory and operational constraints. Product Management plays a central role across the delivery pipeline, providing transparency of priorities, enabling informed decision-making, and ensuring delivery efforts are focused on the highest-value outcomes.

Organisational Change Management and Support

Provides a central point for organisational change, information governance, contracts, procurement and branch support, ensuring change is well planned, clearly communicated and successfully adopted. We turn strategic priorities, including the Change Program and digital delivery agenda, into practical actions that deliver real outcomes. The team provides trusted advice, simple frameworks and strong assurance to keep initiatives aligned with our operating model, regulatory requirements and corporate priorities. The team builds capability across the agency by embedding consistent change practices, lifting understanding of digital delivery, and improving how we communicate internally and externally. The team supports better decision-making through high-quality products, clear reporting and strong contract oversight. Through this work, we make it easier for the agency to deliver change, improving consistency, transparency and efficiency. This strengthens how we operate, supports reliable regulatory outcomes, maintains scheme integrity and builds confidence with stakeholders.

Data Innovation and Tools (DI&T)

Enables the agency to get the most value from its data by improving data quality, accessibility and usability. It develops tools, insights and data practices that support informed decision-making, increase efficiency and improve business outcomes. More details are available below.

About the Section

The Data Innovation & Tools Section enables the Clean Energy Regulator to operate as a data-driven regulator by delivering timely, trusted, reusable and scalable data capabilities that support scheme integrity, regulatory decision-making and market transparency. We lead the development and delivery of the agency’s enterprise data strategy, translating business priorities into governed data products, integrated platforms and actionable insights. This work strengthens data foundations across all schemes, ensuring data is consistent, high quality and accessible to internal and external stakeholders.

The section advances Data Services to enable secure, efficient data sharing and interoperability across systems, participants and markets, while driving automation of high-value regulatory processes to reduce manual effort, improve timeliness and strengthen auditability. By embedding data governance, quality controls and standardised delivery patterns, we deliver reliable, scalable and fit-for-purpose solutions. We partner closely with business, policy and technology teams to co-design and deliver outcomes aligned to regulatory priorities. Through these efforts, the section strengthens the agency’s ability to manage risk, support informed decision-making and maintain confidence in administered schemes and markets, while positioning the organisation to meet future regulatory and data demands.

About the Role

As Manager, Data Innovation & Tools, you will lead a high-performing team, set priorities and oversee the delivery of the section’s work program.

As part of the Transformation Branch, DI&T provides the information, data, and tools that support the agency’s Change Program and ongoing operations. Working closely with the Digital Services Branch and AI Business Unit, you will drive practical, sustainable solutions that meet evolving business needs, support regulatory decision-making, and deliver lasting organisational improvements.

Duties

As Manager, Data Innovation and Tools will be responsible for, but not limited to:

- Leading a multidisciplinary team, setting clear expectations, supporting and developing staff, and taking responsibility for results.
- Advising on information, data, and digital services needed by the Branch, the Change Program, and the agency.
- Directing the work program, allocating resources, and managing risks and dependencies to meet agreed commitments.
- Using the Transformation Office and Digital Services planning, delivery, governance, reporting, and assurance arrangements.
- Building relationships across the agency and using architecture, business analysis, delivery, information governance, and security expertise across Transformation, Digital Services, and the AI Business Unit rather than duplicating those functions.
- Representing DI&T in governance forums and cross-agency work, reporting progress, and raising risks and matters requiring a decision.
- Re-engineering processes and developing information, data, and tools for use across the agency, while keeping agreed work on track and making resource and timing trade-offs clear.

Knowledge, Skills and Attributes

Applicants should demonstrate a record of:

- Leading teams, delegating effectively, and developing staff.
- Engaging stakeholders, negotiating competing interests, and influencing decisions across teams.
- Explaining complex issues clearly and giving sound advice.
- Exercising independent judgement and using evidence to make decisions within delegated authority.
- Applying systems thinking and process re-engineering to understand dependencies and simplify work from start to finish.
- Delivering agreed work despite uncertainty and competing demands.

Experience leading complex delivery or improvement work is essential. You do not need to be a technical specialist, but you must be able to direct work across disciplines and test expert advice.

Eligibility

The *Public Service Act 1999* requires all people joining the Australian Public Service to be Australian citizens. You will be asked to declare your citizenship status as part of the application process.

We will conduct pre-employment checks before we offer you employment. For us to do this, you will be required to supply certified copies of identity documents.

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

Notes

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

About the Clean Energy Regulator

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

To Apply

Position Contact	Tony Castley, 02 6159 3330 (Jasmine Collis, EA)
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Foreign Affairs and Trade

Vacancy VN-0774265

Austrade

Closing Date:Wednesday 18 November 2026

Job Title	Data Engineer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Melbourne VIC, Adelaide SA, Canberra ACT, Sydney NSW
Salary	$104,767 - $113,746
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	APS Level 6
Position Number	6539_10/26
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

https://austradejobs.nga.net.au/cp/

The APS6 Data Engineer designs, builds and maintains trusted data products that make enterprise data easier to find, understand and use. Working as part of a multidisciplinary data team, the role transforms data from a range of source systems into well-structured, reliable and reusable datasets that support analytics, reporting and emerging AI use cases.

Duties

- Designs, develops and maintains assigned data pipelines and processes across the Azure Synapse-based data platform.
- Maintains assigned DevOps pipelines that automate the testing, deployment and release of data solutions across environments.

- Builds trusted, reusable data products using sound data engineering, testing and documentation practices.
- Escalate significant design, security, governance and delivery risks to the Lead Data Engineer.
- Works collaboratively with analytics engineers, analysts, business stakeholders and technology teams to translate data requirements into practical technical solutions.
- Contributes to established engineering standards, reusable patterns, technical documentation and continuous improvement across the data platform.
- Applies and promotes data governance practices in the development of data products, including data quality, documentation, lineage and appropriate use of data.

Eligibility

- Demonstrates technical capability in data engineering, such as Python, Spark, SQL, data modelling, transformation and the development of production data pipelines.
- Applies contemporary engineering practices such as version control, automated testing, CI/CD, documentation and code review.
- Experience with big data systems such as Azure Synapse, Databricks, Fabric or Snowflake.
- Develops high-quality solutions that consider data quality, security, governance, maintainability and performance throughout the data lifecycle.
- Analyses complex data and technical problems, exercises sound judgement and delivers practical solutions with limited direction.
- Communicates effectively with technical and non-technical stakeholders and contributes positively to a collaborative, multidisciplinary team.
- Demonstrates curiosity and initiative in using AI and emerging technologies to improve productivity, streamline data engineering processes and deliver more efficient solutions.

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 Austrade

Austrade is an Australian Commonwealth Government agency with approximately 1,1100 staff based across 98 offices in 50 countries. Austrade reports to the Minister for Trade and Tourism. Austrade's core purpose is to grow Australia's prosperity and promote Australia on the global stage. Through our teams located across Australia and our extensive international network, we help Australian exporters to grow, expand and diversify internationally, facilitate high-quality international investment into Australia, boost Australia's visitor economy, deliver commercial insights to inform government policy, execute government programs, and implement simplified trade reforms. Austrade is a key enabler and delivery agency for Australia's economic security with a focus on net zero transformation, trade modernisation, export diversification, building critical capabilities and technologies, the visitor economy and the growth of First Nations businesses. With international trade and capital markets continuing to navigate economic uncertainty and intensifying competition, Austrade's role has never been more important. Austrade values the diversity of its workforce and strives to ensure its workplaces are inclusive for all our people. Want to know more about working at Austrade? Visit https://www.austrade.gov.au/About/Employment/Working-at-Austrade.

To Apply

Position Contact	James Chilcott, +61 (7) 3364 7744
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Health

Vacancy VN-0774191

Australian Commission on Safety and Quality in Health Care (ACSQHC)

Closing Date:Sunday 15 November 2026

ACSQHC
ACSQHC Healthcare Variation

Job Title	APS6 Project Officers, Healthcare Variation & Clinical Governance for High-Quality Primary Care
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	$101,670 - $114,699
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 6
Position Number	Multiple Positions
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

https://www.safetyandquality.gov.au/about-us/working-us

The Healthcare Variation program is part of a priority area of work for the Commission that concerns quality, value and outcomes. The aim of this priority area is to have a health system that provides appropriate and high-value care. Over the next 18 months, the Healthcare Variation team

will be responsible for two major workstreams: obligations under the National Health Reform Agreement Addendum 2026-31 and publication of Atlas Reports as part of the program's flagship initiative, the Australian Atlas of Healthcare Variation.

The Clinical Governance for High-Quality Primary Care team will develop a national clinical governance framework to strengthen the quality, safety and consistency of primary care. The work will be delivered in two phases:

- Phase 1: Development of the national clinical governance framework
- Phase 2: Development of a roadmap for applying the framework using system levers.

The overarching objectives of this project include:

- Building a shared understanding of high-quality care in primary care and the foundations of clinical governance required to support it
- Setting out the systems, processes and key actions to shape the culture to achieve high-quality care
- Clarifying accountability, roles and responsibilities.

This project will involve significant engagement with a range of primary care stakeholders and the Department of Health, Disability and Ageing

Duties

About the roles

There are multiple Project Officer positions available in the two streams of work:

APS6 Project Officer, Healthcare Variation

The Project Officer will support the development and implementation of program initiatives, with a focus on the NHRA workstream. This includes supporting stakeholder consultation and engagement activities, providing secretariat support to expert advisory groups, including drafting meeting papers, and delivering day-to-day project support to the broader Healthcare Variation team.

APS6 Project Officer, Clinical Governance for High-Quality Primary Care

The Project Officer will support the development program initiatives for the Clinical Governance for High-Quality Primary Project. This includes supporting stakeholder consultation and engagement activities, providing secretariat support to expert advisory groups, including drafting meeting papers, and delivering day-to-day project support to the broader Clinical Governance for High-Quality Primary Care team.

Eligibility

The successful candidate will have:

- Demonstrated project management skills and experience.

- Demonstrated strong interpersonal skills with an ability to communicate effectively and develop productive working relationships with a range of stakeholders.
- Demonstrated strong writing skills, including the ability to write high level documents including briefing papers, reviews, submissions and meeting papers.
- Previous experience managing procurement and contract management activities including financial administration.
- Previous experience in a similar health-related or government role.

For further information, please refer to the position description and applicant pack available from the Commission's website at: https://www.safetyandquality.gov.au/careers

Notes

To apply for these positions, please complete and submit an application form through https://www.safetyandquality.gov.au/careers and upload:

- A CV summarising your relevant experience and qualifications
- A two-page cover letter broadly addressing your suitability against both the position description and selection criteria.

Candidates must be Australian citizens to be eligible to apply.

Please note: These positions will be offered in a hybrid model of office based (Sydney) and working from home, where operationally feasible. A regular weekly presence in the office is required.

Questions about the roles can be directed to Leah Drape (02) 7232 5286.

Closing date for applications is **11.59pm Australian Eastern Daylight Time (AEDT) Sunday 15 November 2026.**

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 Commission on Safety and Quality in Health Care (ACSQHC)

The Australian Commission on Safety and Quality in Health Care's (the Commission) role is to lead and coordinate national improvements in the safety and quality of health care. The Commission works in partnership with the Australian Government, state and territory governments and the private sector to achieve a safe, high-quality and sustainable health system. In doing so, the Commission also works closely with patients, carers, clinicians, managers, policymakers and healthcare organisations. Key functions of the Commission include developing national safety and quality standards, developing clinical care standards to improve the implementation of evidence-based health care, coordinating work in specific areas to improve outcomes for patients, and providing information, publications and resources about safety and quality. The Commission works in four priority areas: 1. Patient safety 2. Partnering with patients, consumers and communities 3. Quality, cost and value 4. Supporting health professionals to provide care that is informed, supported and organised to deliver safe and high-quality health care. For more information please visit the Commission's website.

To Apply

Position Contact	ACSQHCHR@safetyandquality.gov.au, ACSQHCHR@safetyandquality.gov.au
Agency Recruitment Site	https://www.safetyandquality.gov.au/about-us/working-us

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Health

Vacancy VN-0774192

Australian Commission on Safety and Quality in Health Care (ACSQHC)

Closing Date:Sunday 15 November 2026

ACSQHC
ACSQHC Healthcare Variation

Job Title	EL1 Senior Project Officers, Healthcare Variation & Clinical Governance for High-Quality Primary Care
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	$124,937 - $142,493
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 1
Position Number	Multiple Positions
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

https://www.safetyandquality.gov.au/about-us/working-us

The Healthcare Variation program is part of a priority area of work for the Commission that concerns quality, value and outcomes. The aim of this priority area is to have a health system that provides appropriate and high-value care. Over the next 18 months, the Healthcare Variation team will be responsible for two major workstreams: obligations under the National Health Reform Agreement Addendum 2026-31 and publication of Atlas Reports as part of the program's flagship initiative, the Australian Atlas of Healthcare Variation.

The Clinical Governance for High-Quality Primary Care team will develop a national clinical governance framework to strengthen the quality, safety and consistency of primary care. The work will be delivered in two phases:

- Phase 1: Development of the national clinical governance framework
- Phase 2: Development of a roadmap for applying the framework using system levers.

The overarching objectives of this project include:

- Building a shared understanding of high-quality care in primary care and the foundations of clinical governance required to support it
- Setting out the systems, processes and key actions to shape the culture to achieve high-quality care
- Clarifying accountability, roles and responsibilities.

This project will involve significant engagement with a range of primary care stakeholders and the Department of Health, Disability and Ageing

Duties

About the roles

There are multiple Senior Project Officer positions available in the two streams of work:

EL1 Senior Project Officer, Clinical Governance for High-Quality Primary Care

The Senior Project Officer will be responsible for leading the work on the development of program initiatives for the Clinical Governance for High-Quality Primary Project. This will include undertaking research and analysis of information, project management, policy development, stakeholder management, facilitation of meetings, preparation of project documentation and collaborating with other relevant programs within the Commission.

EL1 Senior Project Officer, Healthcare Variation

The Senior Project Officer will be responsible for leading the work on the development and implementation of program initiatives, with a focus on the NHRA workstream, as well as contributing to broader activities to support the Healthcare Variation team. This will include undertaking research and analysis of information, project management, policy development, stakeholder management, facilitation of meetings, preparation of project documentation and collaborating with other relevant programs within the Commission.

Eligibility

The successful candidate will have:

- A comprehensive understanding of Australia's healthcare system, including approaches to clinical governance in primary care settings.
- Demonstrated experience in program or project management, with a focus on achieving outstanding results within tight timeframes.
- Demonstrated high level research and analytical skills.
- Strong interpersonal skills including an ability to communicate with influence and an ability to cultivate productive working relationships with a range of government and non-government stakeholders.
- Highly developed analytical skills and conceptual ability, with the demonstrated capacity for sound judgement and innovative problem-solving.
- Highly developed oral and written communication skills including demonstrated ability to prepare high level briefing documents and reports, present to a range of audiences and explain complex technical and clinical issues

For further information, please refer to the position description and applicant pack available from the Commission's website at: https://www.safetyandquality.gov.au/careers

Notes

To apply for these positions, please complete and submit an application form through https://www.safetyandquality.gov.au/careers and upload:

- A CV summarising your relevant experience and qualifications
- A two-page cover letter broadly addressing your suitability against both the position description and selection criteria.

Candidates must be Australian citizens to be eligible to apply.

Please note: These positions will be offered in a hybrid model of office based (Sydney) and working from home, where operationally feasible. A regular weekly presence in the office is required.

Questions about the roles can be directed to Myu Arumuganathan (02) 7232 5055.

Closing date for applications is **11.59pm Australian Eastern Daylight Time (AEDT) Sunday 15 November 2026.**

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	ACSQHCHR@safetyandquality.gov.au, ACSQHCHR@safetyandquality.gov.au
Agency Recruitment Site	https://www.safetyandquality.gov.au/about-us/working-us

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Health

Vacancy VN-0773815

Australian Digital Health Agency

Closing Date:Sunday 15 November 2026

Policy Programs and Engagement
Clinical Governance and Assurance Digital Health Advisor

Job Title	Support Officer - Clinical Governance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$90,562 - $97,939
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 option available
Classification	APS Level 5
Position Number	0327_10/26
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

What you will love about this role

As a Support Officer (APS5), you will play a vital role in supporting the operational and financial functions that enable the Australian Digital Health Agency’s clinical governance activities. Working within the Digital Health Adviser Team, you will coordinate the end-to-end invoicing process, manage financial and contract administration activities, and ensure accurate reporting and compliance through systems such as SAP. This is an excellent opportunity for a highly organised professional who enjoys working with stakeholders, solving problems, and ensuring business operations run smoothly and efficiently.

This ongoing, full-time role offers a diverse mix of financial administration, stakeholder engagement, business support and continuous improvement responsibilities. You will contribute to key organisational outcomes by maintaining critical records and reporting tools, supporting procurement and workforce processes, and developing guidance materials that promote consistent practices across the team. Ideal for someone who thrives in a fast-paced environment, this role provides the opportunity to build strong relationships, enhance operational efficiency, and make a meaningful contribution to Australia's national digital health agenda.

Duties

Skills and experience (Essential criteria)

- Experience providing administrative, business support or business management services in a government, health, corporate or other complex organisational environment.
- Strong experience managing invoicing, financial administration and accrual processes, including invoice processing, reconciliations, compliance activities and financial reporting.
- Demonstrated proficiency in SAP (including SAP Concur) and Microsoft Excel, with the ability to manage data, maintain records and produce accurate reports.
- Ability to interpret and validate financial, contractual and business information to ensure invoices, payments and reporting align with approved arrangements and contractual requirements.
- Strong stakeholder engagement skills, with the ability to liaise effectively with contractors, service providers and internal stakeholders to resolve enquiries and support business operations.
- Demonstrated ability to maintain accurate records, reporting and process documentation, manage competing priorities and deliver high-quality outcomes within agreed timeframes.

Eligibility

Australian citizenship is mandatory. Candidates must be able to obtain and maintain a national police clearance and the required Baseline security clearance, with the ability to attain a higher-level clearance if needed.

Notes

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.

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 Digital Health Agency

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

To Apply

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

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Health

Vacancy VN-0774256

Australian Digital Health Agency

Closing Date:Wednesday 18 November 2026

Corporate Services
Communications and Secretariat Secretariat Services

Job Title	Secretariat Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Brisbane QLD
Salary	$101,379 - $114,373
Future Merit Locations	Sydney, Canberra, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	0368_10/26
Agency Website	https://www.digitalhealth.gov.au/

Job Description

https://digitalhealth.nga.net.au/?jati=F23DA24F-4ACD-7A8F-9C96-ED78CE4F05F1

The Secretariat Advisor plays a key role in delivering high-quality secretariat and governance services that support the effective operation of boards, committees and advisory forums. The role is responsible for coordinating complex meeting cycles, preparing and quality assuring agendas, papers, minutes and governance documentation, and providing procedural advice to senior stakeholders. Working under limited direction, the position manages sensitive and time-critical matters, builds strong stakeholder relationships, identifies and mitigates risks, and drives continuous improvement across secretariat processes. The role also contributes to operational administration, supports governance compliance requirements, and provides guidance and coaching to junior team members to ensure consistent and high-quality service delivery

Duties

- Demonstrated experience providing secretariat, governance, executive support or business management services within a complex, fast-paced environment.
- Strong written communication skills, with the ability to prepare, review and quality assure agendas, minutes, briefs, correspondence and governance documentation.
- Excellent organisational and planning skills, including the ability to manage competing priorities, coordinate multiple meeting schedules and consistently meet deadlines.
- Sound understanding of governance frameworks, policies and procedures, with the ability to provide accurate procedural advice and support informed decision-making.
- Proven ability to analyse issues, identify risks, resolve complex problems and implement process improvements to enhance operational effectiveness.
- Highly developed stakeholder engagement skills, with experience building productive relationships with senior executives, committee members and external stakeholders.
- Demonstrated leadership capability, including coaching and supporting team members, sharing knowledge and promoting consistent, high-quality work practices.

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=F23DA24F-4ACD-7A8F-9C96-ED78

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Health

Vacancy VN-0774162

Department of Health, Disability and Ageing

Closing Date:Sunday 15 November 2026

Regulatory Legal Services Division
Executive Branch Practice Management Section

Job Title	APS Level 6 - Practice Management Coordinator - Practice Management Section
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Fairbairn ACT, Surry Hills NSW, Brisbane QLD
Salary	$101,679 - $114,709
Future Merit Locations	Fairbairn, Melbourne, Surry Hills, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements by negotiation
Classification	APS Level 6
Position Number	26-RLSDIV-32343
Agency Website	

The Regulatory Legal Services Division is seeking an experienced and motivated APS Level 6 Practice Management Coordinator to support the efficient operation of a legal services division. In this role, you will lead key business operations including financial management, budget forecasting, procurement, reporting, governance activities, and the administration of external legal services arrangements. You will also play an important role in driving continuous improvement through knowledge management, technology solutions and the adoption of emerging tools, including Artificial Intelligence.

Working closely with senior executives and stakeholders, you will provide high-quality advice, oversee compliance with legal and financial frameworks, prepare executive reporting, and contribute to the development of business processes and guidance materials. The role also provides an opportunity to mentor staff and champion operational best practice.

Duties

Key responsibilities:

- Coordinate and support the Division’s financial management activities, including budgeting, expenditure monitoring, forecasting and financial reporting to ensure effective resource management.
- Manage procurement processes for external legal services, including contract administration, invoice management and billing activities, ensuring compliance with relevant policies and frameworks.
- Prepare high-quality reports, briefings and governance documentation for senior executives, committees and external stakeholders, ensuring accuracy and attention to detail.
- Drive operational improvements by identifying opportunities to enhance business processes, systems and ways of working across the Division.
- Support the adoption of technology and innovation, including AI and knowledge management initiatives, to improve efficiency and business outcomes.
- Provide expert advice and guidance on financial, procurement and operational matters, helping stakeholders navigate complex requirements and processes.
- Research, develop and maintain procedures and guidance materials to support compliance with legislative, financial and governance obligations.
- Manage and maintain legal information and database systems, ensuring records, knowledge resources and information are accurate, accessible and fit for purpose.
- Present operational updates and recommendations to staff and senior executives on matters relating to finance, procurement, technology and business improvement initiatives.
- Contribute to a high-performing team environment by supporting colleagues, sharing knowledge and providing coaching and mentoring where appropriate.
- Build productive relationships with internal and external stakeholders to support the effective delivery of operational and corporate services.
- Monitor compliance and manage risks, ensuring activities align with relevant legislative requirements, departmental policies and business rules.

Key capabilities:

- Demonstrated experience in Commonwealth procurement, with the ability to apply relevant financial legislation, policies and principles to manage budgets, monitor expenditure, and deliver accurate financial reporting and advice.

- Uses IT, information and knowledge management systems - including emerging AI tools to improve information sharing, streamline processes and support efficient decision-making.
- Communicates clearly and persuasively in writing and verbally, applying sound judgement, critical thinking and attention to detail to produce high-quality advice, reports and presentations for diverse audiences.
- Builds and maintains productive, collaborative relationships with internal and external stakeholders by engaging constructively, responding to competing priorities and managing issues professionally.
- Leads, supports and develops a high-performing team in a fast-paced environment by setting clear expectations, managing performance, and fostering capability through coaching and mentoring.
- Plans and organises work effectively, prioritising competing demands for self and others, remaining resilient under pressure and delivering quality outcomes within tight timeframes.

Desirable experience:

- Experience in finance and procurement within a Commonwealth context.

Desirable qualifications:

- Certificate IV in Government Procurement, Finance, Business, or a related discipline.

Eligibility

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

Notes

- Applications close 11:30pm AEDT.
- Applicants are asked to quote reference number 26-RLSDIV-32343 to assist when making an enquiry.
- This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

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

About the Department of Health, Disability and Ageing

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

To Apply

Position Contact	Vanessa Green, (02) 5132 6593
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0774277

Department of Health, Disability and Ageing

Closing Date:Wednesday 18 November 2026

Office of Gene Tech Regulator Division
Evaluation Branch Evaluation Section

Job Title	Director
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Woden ACT
Salary	$149,077 - $176,499
Future Merit Locations	Woden, Sydney, Newcastle, Coffs Harbour, Dubbo, Wollongong, Darwin, Adelaide, Port Augusta, Hobart, Launceston, Melbourne, Bendigo, Perth, Bunbury, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements by negotiation
Classification	Executive Level 2
Position Number	26-OGTROGTRDIV-32092
Agency Website	

Job Description

https://www.health.gov.au/about-us/work-with-us/current-vacancies

As a Director in the Office of the Gene Technology Regulator's (OGTR) Evaluation Section, you will lead and manage a team of regulatory scientists preparing risk assessment and risk management plans for work with genetically modified organisms. The role also includes the provision of high-level scientific, strategic and operational policy advice to support the Gene Technology Regulator, and significant regulatory decision-making delegations under the Gene Technology Act 2000.

Alongside the business-as-usual gene technology regulatory work, the Evaluation Section is updating technical documents and processes to ensure they remain fit-for-purpose in a fast paced and technologically challenging environment. The Director will be involved in management of this project and so be required to combine their excellent writing and communication skills with their extensive regulatory experience.

Duties

Key responsibilities:

- Direct the activities of a section contributing to gene technology regulation.
- Provide high level scientific, strategic and operational policy support to the Gene Technology Regulator.
- Lead and manage a team, provide advice and high-level technical review of the evaluation of applications in relation to dealings with genetically modified organisms.

- Oversee the preparation of risk assessment and risk management plans for intentional release or contained work with genetically modified plants, animals, insects or microorganisms.
- Lead the development and improvement of operational and administrative practices and identify and implement potential efficiencies.
- Lead the development and improvement of technical guidelines and guidance material.
- Operate delegate authority appropriately and effectively within the Gene Technology Act 2000.
- Represent the OGTR in discussions with government and non-government organisations, industry, consumer and community organisations, scientific forums, and with the public.
- Present and attend intra-government and cross-agency forums, meetings and conferences.

Key capabilities:

- Extensive experience in research, regulatory science and regulatory risk analysis.
- Extensive experience managing a team of regulatory scientists or research scientists.
- Experience developing legislative instruments, guidelines, and guidance documents.
- Demonstrated ability to interpret technical regulations and exercise legal delegations.
- Experience conducting risk assessments and writing scientific reports.
- Excellent communication and representational skills, with the ability to influence, negotiate and communicate complex information effectively with diverse audiences.
- Demonstrated ability to build productive internal and external relationships, promote collaboration and innovation, and to engage and motivate people.
- A strategic focus, good judgement and decision-making ability.

Eligibility

- To be eligible for employment with the Department of Health, Disability and Ageing, applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant’s suitability for employment with Health will also be assessed through a variety of pre-employment check processes, such as:
    - Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
    - Completion of a medical declaration and pre-employment medical (where required),
    - Providing evidence of qualifications (where required), and
    - Obtaining and maintaining a security clearance at the required level.
- For this role applicants must be able to obtain and maintain a Negative Vetting 1 security clearance or hold a current security clearance at an appropriate level.
- To be eligible for the role, applicants must hold a Bachelor of Science and post graduate qualifications (MSc, PhD or overseas equivalent) in Science, Agriculture, Medical Science, Microbiology, Molecular Biology, or a related field of biology and a valid Australian Drivers Licence.

Notes

- Applications close 11:30pm AEDT.
- Applicants are asked to quote reference number 26-OGTROGTRDIV-32092 to assist when making an enquiry.
- This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

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

where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Health, Disability and Ageing

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

To Apply

Position Contact	Michelle Wooster, 02 5132 5453
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0774311

Department of Health, Disability and Ageing

Closing Date:Thursday 19 November 2026

Information Technology Division
Digital Operations Branch Digital Support Section

Job Title	Executive Level 2 - Director - Digital Support Section
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Woden ACT
Salary	$149,077 - $176,499
Future Merit Locations	Woden
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working conditions by negotiation
Classification	Executive Level 2
Position Number	26-ITDIV-32305
Agency Website	

Job Description

https://www.health.gov.au/about-us/work-with-us/current-vacancies

An exciting opportunity is available to join the Digital Operations Branch as the EL2 Director, Digital Support.

This key leadership role is responsible for leading the Digital Support Section and delivering professional, responsive and customer-focused ICT support services across the department. The successful applicant will lead a multidisciplinary workforce, build strong stakeholder and service-provider relationships, and drive improvements to service quality, operational resilience and the employee digital experience.

We are looking for an experienced and collaborative leader with sound judgement, strong communication skills and a genuine commitment to delivering high-quality services and supporting their people.

Duties

Key responsibilities:

- Setting the strategic direction of the section by translating departmental, group and branch priorities into clear operational goals, workplans and performance expectations.
- Leading a multi-disciplinary and a geographically dispersed workforce including service delivery, project, change communications and technical support staff, fostering a positive culture, role clarity and a shared sense of purpose.

- Building section capability by coaching staff, setting clear expectations, monitoring performance, providing timely feedback and supporting continuous improvement in service quality, customer experience and delivery outcomes.
- Managing allocated resources, budget and operational contracts judiciously to deliver value for money and support strategic business outcomes.

Requirements:

- Minimum of 3 days in-office attendance per week

Key capabilities:

- Highly developed leadership and people management skills, including the ability to lead multidisciplinary teams, set clear expectations, manage performance, prioritise workloads and build a positive, accountable and high-performing culture.
- A strong customer service orientation, with demonstrated ability to design, deliver and continuously improve responsive, reliable and business-centred services that create trust and value for users and stakeholders.
- Sound judgement, problem-solving and decision-making capability, including the ability to manage complex, sensitive or escalated operational matters with professionalism, common sense and accountability.
- Excellent stakeholder engagement, communication and negotiation skills, with the ability to build trusted relationships, influence outcomes and explain complex information clearly to technical teams, business areas, executives and service partners.
- Demonstrated ability to use service data, feedback, reporting and performance measures to monitor service quality, identify risks and issues, and drive continuous improvement in customer experience and operational resilience.

Desirable experience:

- Delivering customer-focused digital support services in a large, complex or geographically dispersed organisation.
- Overseeing services such as field support, end-user computing, VIP support, video conferencing, mobile and telecommunications, ICT assets or workplace technology.
- Managing complex stakeholder and vendor relationships, including engagement with senior executives and external service providers.

Eligibility

- To be eligible for employment with the Department of Health, Disability and Ageing, applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant’s suitability for employment with Health will also be assessed through a variety of pre-employment check processes, such as:
    - Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
    - Completion of a medical declaration and pre-employment medical (where required),
    - Providing evidence of qualifications (where required), and
    - Obtaining and maintaining a security clearance at the required level.
- For this role applicants must be able to obtain and maintain a Negative Vetting 1 security clearance or hold a current security clearance at an appropriate level.
- A mandatory requirement is to work a minimum of 3 days in-office attendance per week.

Notes

- Applications close 11:30pm AEDT.

- Applicants are asked to quote reference number 26-ITDIV-32305 to assist when making an enquiry.
- This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

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

About the Department of Health, Disability and Ageing

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To Apply

Position Contact	Aimee Hopkins, Aimee.Hopkins@Health.gov.au
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Home Affairs

Vacancy VN-0774104

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Sunday 15 November 2026

Chief Operating Officer
Corporate, Governance and Communication Finance and Enterprise Support

Job Title	Assistant Director, Property Projects
Job Type	Full-Time, Ongoing
Location	Canberra ACT
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	6660_10/26_CGC
Agency Website	https://www.acic.gov.au/

Job Description

https://www.acic.gov.au/about-us/careers

The Assistant Director, Property Projects will play a key role in delivering the ACIC's national accommodation and workplace program in accordance with the agency's approved Property Strategy.

Working within the National Building and Business Services Hub, the successful candidate will lead complex property projects through the full project lifecycle. This may include accommodation planning, business case development, design, procurement, construction, fit-out, commissioning, relocation and transition into ongoing operations.

The role will work closely with operational areas, senior executives, landlords, other Commonwealth agencies, project managers, design consultants, contractors and internal corporate functions. It requires sound judgement, strong commercial awareness and the ability to balance operational, security, financial and workplace requirements.

The successful candidate will provide high-quality advice to senior stakeholders and governance forums and contribute to strengthening the ACIC's property project governance, reporting and delivery capability.

Some interstate travel may be required.

Duties

- Lead the planning and delivery of one or more complex property projects that contribute to the ACIC's accommodation objectives and approved Property Strategy.
- Manage projects through the full delivery lifecycle, including planning, design, business case development, procurement, construction, fit-out, commissioning, relocation and operational handover, as applicable.
- Develop high-quality project documentation, including business cases, project management plans, procurement documentation, governance papers, risk and issue registers, budgets, schedules and status reports.
- Establish and maintain effective project governance, assurance and reporting arrangements using the ACIC's corporate project management and financial systems.
- Monitor project scope, schedule, budget, risks, issues, dependencies and benefits, taking timely action and escalating matters that may affect delivery.
- Provide clear, evidence-based advice and recommendations to senior executives, project boards and other governance forums.
- Lead stakeholder engagement and consultation with business areas, landlords, other government agencies, consultants, contractors and service providers.
- Plan and support compliant procurement activities, including developing requirements, evaluating proposals, managing contracts and monitoring supplier performance.
- Coordinate internal and external project resources, ensuring activities are aligned and projects are successfully integrated into ACIC operations.
- Contribute to the development of staff and project capability, including providing direction, guidance and quality assurance to team members and delivery partners.
- Apply sound knowledge of Commonwealth property, procurement and project governance requirements across the full lifecycle of property and construction projects.

Your skills and capabilities

- Significant experience leading complex property, construction, fit-out or workplace projects through the project lifecycle.
- Strong project leadership capability, including scope, schedule, budget, risk, governance, assurance and benefits management.
- The ability to develop concise, high-quality business cases, project plans, governance papers, briefs and executive reporting.
- Sound commercial judgement and experience supporting procurement, contract management and supplier performance.
- Strong stakeholder engagement, negotiation and influencing skills across operational, technical and executive environments.
- The ability to provide clear, evidence-based advice and recommendations to senior stakeholders and governance forums.

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	Paul, 0473 216 147
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Home Affairs

Vacancy VN-0774113

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Thursday 12 November 2026

Intelligence
Collection Operations North Opertations

Job Title	Senior Investigator, New South Wales
Job Type	Full-Time, Ongoing
Location	Sydney NSW
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	6654_10/26_CO
Agency Website	https://www.acic.gov.au/

Job Description

https://www.acic.gov.au/about-us/careers

The Opportunity

As an ACIC Senior Investigator, you will lead the design and execution of intelligence collection plans in response to established intelligence priorities and requirements, and report the intelligence obtained through these activities. You will apply advanced collection tradecraft within authorised legislative frameworks. The role involves close collaboration with intelligence analysts at all stages of the intelligence cycle to understand intelligence gaps and requirements, inform operational planning, and to maximise the value of the intelligence obtained from collection.

Investigators are results orientated, adept at managing risk and comfortable with partial operational autonomy. Successful applicants may be required to travel domestically or internationally. They must be able to develop productive working relationships which enhance or leverage opportunities with Law Enforcement and National Intelligence Community partners, to ensure the ACIC is positioned to deliver intelligence insights and operational outcomes.

The investigator role requires a need to obtain special member status with the Australian Federal Police (AFP) and ability to acquire this status is an essential requirement of the position.

Duties

Role Responsibilities

As a Senior Investigator, you will undertake the following activities to a level reflecting the standards associated with the APS EL1 level:

• In accordance with legislative authority, plan and lead collection activity targeting serious and organised crime (SOC) threats using a range of overt and covert capabilities, including Human Source operations, coercive powers and controlled operations, to collect and report intelligence

• Ensure appropriate operational planning and security frameworks are applied to collection capabilities and activities

• Contribute to communities of practice to share expertise and refine collection techniques

• Apply collection best practice to improve the effectiveness and reliability of intelligence gathering

• Collaborate with law enforcement, National Intelligence Community and offshore partners to influence and coordinate intelligence collection efforts, including joint operations and intelligence sharing

• Build and maintain trusted relationships with external stakeholders to support long-term collaboration and capability development

• Consider and deploy a range of risk mitigation strategies

• Actively manage and document compliance activities in line with prescribed obligations

Essential Criteria

• Successfully complete the ACIC’s human source operations training program on commencement

• As an employee in a designated high-risk role, complete an annual psychological assessment.

• Must be eligible to obtain special member status and use of force with the AFP. The criteria for this requirement are having previously been a sworn police officer within the past 3 years or recent military training.

Your Skills and Capabilities

We invite applications from people with the following experience, skills and attributes:

• Demonstrated understanding of investigative and/or intelligence collection and analysis methodologies

• Experience in implementing complex intelligence operations and/or investigations that generate unique insights into SOC or similarly complex networks

• Ability to extract relevant information from intelligence operations and investigations to produce unique and impactful information and intelligence reports

• Ability to understand how to operate within the context of relevant legislative, policy and legal frameworks domestically and offshore

• Highly developed oral and written communication skills, including the ability to develop and maintain collaborative and productive internal and external working relationships

• Proven capacity to operate as part of a multi-disciplinary team in a dynamic, agile environment to drive intelligence outcomes

• Experience in the cultivation, recruitment and management of human sources and the effective deployment of human sources again operational objectives.

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

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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	Will, 0427 805 187
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Home Affairs

Vacancy VN-0774157

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Sunday 15 November 2026

Chief Operating Officer
Corporate, Governance and Communication Finance and Enterprise Support

Job Title	Supervisor, National Operations Enablement & Support Services
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Melbourne VIC, Sydney NSW, Adelaide SA, Canberra ACT
Salary	$99,733 - $111,702
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	Flexible
Office Arrangement Details	To be negotiated
Classification	APS Level 6
Position Number	6667_10/26_CGC
Agency Website	https://www.acic.gov.au/

Job Description

https://www.acic.gov.au/about-us/careers

The opportunity

The Supervisor, National Operations Enablement and Support Services is responsible for the overall leadership, management and administration of the ACIC Exhibits staff members and works closely with the Assistant Director. This position is responsible for allocating resources effectively in order to support successful operational outcomes for ACIC projects and taskings relating to exhibits and other operational support functions.

Duties

As APS 6 Supervisor, National Operations Enablement & Support Services you will:

• Provide leadership, management and mentoring of Exhibits Registrars and support staff Nationally.

• Ensure compliance with Exhibits Policy and Procedures and related Legislation.

• Assist in the Management of Exhibits compliance and governance framework, including policy updates and reporting.

• Coordinate a range of work for the national team, including planning and facilitating a national review of legacy exhibits.

• Assist in the continual review of the National Exhibits Management (NEM) system, including project work relating to system enhancements.

• Engage with a range of internal and external stakeholders, to work on operational and exhibits requirements and consult nationally at Assistant Director level and above.

• Update guidelines, policy and procedures, provide support to the broader National Operations Enablement and Support Services team.

• Undertake project work and coordination of other operational support functions when required.

Desirable skills and experience

• Leadership experience with an ability to mentor and grow a national team.

• Strong interpersonal skills, with an ability to build and maintain effective working relationships with internal and external stakeholders.

• Experience in Exhibits Management; law enforcement or Court processing.

Your skills and capabilities

We invite applications from people with the following experience, skills and attributes:

• Leadership experience with an ability to mentor and grow a national team of exhibit registrars and support officers

• Strong interpersonal skills, with an ability to build and maintain effective working relationships with internal and external stakeholders

• Possess excellent organisational and time management skills, with the ability to prioritise and re-prioritise tasks quickly to respond to changing demands and circumstances

• Displays well-developed written communication skills

• A proven ability to work collaboratively with a variety of internal and external stakeholders

• Sound judgement and the ability to problem-solve

• Demonstrated ability to work with a high degree of independence and professionalism, including the ability to respond in a positive and flexible manner to change and uncertainty.

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	Chrissy, 0447 830 808
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

Home Affairs

Vacancy VN-0774264

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Wednesday 18 November 2026

Australian Institute of Criminology
AIC Library and Information Services

Job Title	Information Services Librarian, Australian Institute of Criminology
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$84,019 - $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	to be negotiated
Classification	APS Level 5
Position Number	6672_11/26_AIC
Agency Website	https://www.acic.gov.au/

Job Description

https://www.acic.gov.au/about-us/careers

The Information Services Librarian works across the Library and Information Services team with a focus on information and research services including in-depth literature searching; responding to internal and external stakeholder queries; assisting the Senior Research Editor with publications; assisting with citation analysis of AIC publications; and assisting with online and in-person events. The role provides support to researchers including small group training and preparing user guides and related material.

Duties

Role Responsibilities

As an Information Services Librarian, you will:

• Develop and undertake in-depth literature searches on behalf of researchers.

• Respond to queries from internal and external stakeholders.

• Assist with small group training sessions and produce user guides and related material.

• Assist with online and in person events and meetings including bookings setup, material preparation, online moderation and in-person set up and tear down.

• Assist the Senior Research Editor with reference checking and related publications tasks.

• Undertake citation analysis.

• Assist with other library duties as required.

• Other tasks at level in keeping with working in a small agency.

Your Skills and Capabilities

We invite applications from people with the following experience, skills and attributes:

• Demonstrated recent experience in providing reference support, preferably in a research environment and within the last 5 years.

• Excellent oral and written communication skills and demonstrated ability to liaise with external and internal clients and organisations.

• Ability to assist with small group training and prepare user guides.

• Ability to provide support for online and in person events including familiarity with Teams and booking systems.

• Ability to meet deadlines, prioritise workloads and organise time effectively and efficiently.

• Demonstrated ability to work flexibly as a member of a small team, and willingness to undertake duties consistent with the operations of a small organisation.

Mandatory Qualifications

• Tertiary qualifications as recognised by the Australian Library and Information Association.

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	Samantha, (02) 6268 7413
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Industry, Science, Energy and Resources

Vacancy VN-0774203

Australian Nuclear Science and Technology Organisation

Closing Date:Wednesday 11 November 2026

Job Title	Science Program Manager, Bulk Material Analysis
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	$138,000 - $154,000
Future Merit Locations	Lucas Heights
Office Arrangement	Flexible
Office Arrangement Details	TBC with hiring manager
Classification	
Position Number	PD-2365
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

https://careers.ansto.gov.au/

Position Overview

- Ongoing I Full Time | $138k - $154k +15.4% super | Salary sacrificing available
- Sutherland Shire | Flexible work practices | Onsite childcare | Fitness passport
- Free onsite parking | pool, sports field & café | ANSTO bus service available
- Lead people, science and capability to deliver strategic outcomes in bulk material analysis and nuclear security science.

About the Opportunity

The Science Program Manager, Bulk Material Analysis is responsible for providing leadership in management of staff and delivering a science program, within the Nuclear Security Science capability area, focused on nuclear forensic material analysis to support law enforcement and nuclear security. The position also contributes as a project team member, leading research outcomes for the team.

The position of Science Program Manager, Bulk Material Analysis provides operational management of activities to produce outcomes and achievement of the capability area's objectives, in alignment with the strategic directions of ANSTO and Nuclear Stewardship.

It is highly desirable that the successful candidate already holds a national security clearance.

About You

"We are looking for a leader who combines expertise in bulk material analysis and nuclear security science with the ability to inspire high-performing teams, deliver complex scientific programs, and build strong collaborative partnerships across government, industry and research organisations. The ideal candidate will be equally comfortable guiding strategy and people as they are contributing scientific expertise to solve challenging real-world problems." **- Dale Codling, Manager Nuclear Security Science**

Duties

Your Duties and Responsibilities

- Contribute to the development and implementation of the capability area objectives through implementation of the designated capability area's plans, goals and activities to deliver outcomes to achieve Nuclear Stewardship's strategic objectives and Nuclear Security Science's operational plan.
- Provide oversight of projects within the Bulk Materials Analysis science program by reviewing and reporting on project plans, allocating resources, tracking, reporting of budgets and expenditure and providing reports to line management.
- Develop and maintain collaborative networks across internal and external stakeholders to support and advance the delivery of the science program.
- Deliver a project management approach to the management of the science programs and provide oversight of science integrity, quality and compliance.
- Support initiatives and strategies to increase capability area investment through identified partnerships and with external and internal stakeholders.
- Contribute scientific knowledge and expertise to projects as a project team member. Engage in scientific activity ranging from fundamental research to the investigation of specific industry or partnered operational problems and pursue new ideas and approaches that create new concepts.

Please view the full Position Description for further details or click Apply to view.

Eligibility

About Us

ANSTO is a leading global nuclear science and technology organisation delivering world-class research and expertise to benefit Australia and support a more sustainable future. Using nuclear science, we improve health, support industries, provide expert advice to government on nuclear technologies and help develop Australia's nuclear workforce.

Working with us you will enjoy

ANSTO offers training and development, performance base salary increases and an extensive range of leave provisions to help employees balance work and personal commitments.

- Support flexible working where possible
- 18 days personal/carers leave annually
- 3 days paid leave (Christmas to New Year)
- Parental leave: 18 weeks (primary), 8 weeks (secondary, increasing to 18 weeks by 2027)
- Annual flu vaccinations
- Cultural, NAIDOC, and First Nations ceremonial leave
- Fitness Passport
- Salary packaging options via superannuation contributions or a novated vehicle lease

How to Apply

If you’re excited about this opportunity and believe you would be a great fit for the role, please click Apply now. We can’t wait to hear from you!

For further information relating to this position please refer to the Position Description or contact Dale Codling on (02) 9717 9509. For all other queries please contact Talent Acquisition on (02) 9717 9361.

We are committed to providing reasonable adjustments during the recruitment process to ensure all candidates have equal access and opportunity. Please let us know if you require any support or accommodations for your interview.

To be eligible for appointment, applicants will require an ANSTO Suitability Assessment and a pre-employment medical assessment.

Application closing date: 11 November 2026 at 11.59pm

All applicants must be Australian citizens.

In order to solve great challenges, we need great minds and great teams. At ANSTO, we understand that diverse teams produce better outcomes and we value the merit that a diverse perspective can bring to our team. We encourage people from diverse backgrounds to apply for our roles including Aboriginal and Torres Strait Islander people, primary carers, those with a disability, and women in STEM. ANSTO is a charter member of the Science in Australia Gender Equity (SAGE) initiative and is proudly taking action to create a gender-inclusive workforce.

Notes

About the Australian Nuclear Science and Technology Organisation

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

To Apply

Position Contact	Dale Codling, (02) 9717 9509
Agency Recruitment Site	https://careers.ansto.gov.au/

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Industry, Science, Energy and Resources

Vacancy VN-0774217

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date:Sunday 15 November 2026

Information Management and Technology (IMT)

Job Title	Senior Change Management Specialist
Job Type	Full-Time, Non-Ongoing
Location	Darwin NT, Brisbane QLD, Hobart TAS, Melbourne VIC, Canberra ACT, Sydney NSW, Perth WA, Adelaide SA
Salary	$135,571 - $158,863
Future Merit Locations	Darwin, Brisbane, Hobart, Melbourne, Canberra, Sydney, Perth, Adelaide
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible, Hybrid
Classification	
Position Number	104515
Agency Website	http://www.csiro.au

Job Description

https://jobs.csiro.au/

Acknowledgement of Country

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the area that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our vision towards reconciliation.

Role highlights

- **Lead transformative change that enables CSIRO’s world-class science**
- **Shape digital experiences that help our people thrive**
- **Drive readiness, adoption and lasting change**

About CSIRO

As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. Many of our iconic innovations were once considered impossible until someone, just like you, joined us and took on the challenge.

The opportunity

As the Senior Change Management Specialist, you'll have the opportunity to shape how a major digital transformation lands across CSIRO. Leading change management for the Atlassian Cloud Migration, you'll connect people, technology and business needs to support a smooth transition and strong adoption across the organisation.

You'll partner with leaders and teams across research, enterprise services and Information Management and Technology (IMT) to understand impacts, build readiness, deliver meaningful engagement and communications, and ensure the experiences of our people inform program planning and delivery.

This is an opportunity to influence change at scale while supporting the technology foundations that enable CSIRO's world-class science.

Duties

High-level duties include:

- Develop and deliver change management plans for enterprise-wide initiatives, including communication, engagement and capability-building activities.
- Assess and manage the people impacts of change, navigating complex projects and diverse stakeholder needs across the organisation.
- Partner with leaders, business owners and project teams to plan, communicate and successfully implement IMT-led change.
- Engage key business networks and stakeholders to ensure the business voice informs the design and implementation of change.
- Coordinate and monitor change activities, ensuring delivery within agreed timeframes and appropriate governance and reporting.

Role particulars

Location and office arrangements: Open to Australian cities with CSIRO sites

Salary: AU$135,571 – AU$158,863 per annum, plus 15.4% superannuation

Tenure & work schedule: Specified term till 30 June 2028

Reference: 104515

Eligibility

As the successful candidate, you will bring:

Essential criteria

- Relevant tertiary qualifications and/or similar experience in a science or technology environment.

- Extensive change management experience in an organisation of comparable size and complexity, ideally in digital transformation programs, and the capacity to deliver high-quality outcomes and meet deadlines.
- Relevant Change Management training/accreditation (e.g. PROSCI) and a demonstrated understanding of the challenges and methodologies to ensure change management can be effectively delivered in an organisation.
- High level of analytical and influencing skills to appeal to the interests of different teams and research units to deliver the change management messaging (including communications and learning & development).
- Excellent written and oral communications skills to effectively communicate and influence staff at all levels within CSIRO and externally, with the ability to produce quality presentations, reporting, change and process documentation for end users.
- Demonstrated experience leading organisational change for a large-scale enterprise platform migration, including Atlassian Cloud or comparable SaaS migrations from on-premises/Data Center environments.

Desirable

- Experience working with government agencies of comparable size to CSIRO or experience working with research organisations.

For full details about this role, and other criteria, please review the Position Description.

Notes

Not sure if you meet all the criteria?

While it is CSIRO policy that the successful candidate must meet all the essential criteria, there are many ways to demonstrate this. Don’t let the list discourage you. If you are unsure about applying, please reach out to the contact person in the Position Description.

Setting you up for success

We are committed to providing a recruitment process that is fair, equitable and accessible to everyone. We recognise that it may be helpful for us to adjust our process to make it equitable for your individual situation. Please contact Careers.online@csiro.au and let us know how we can support you.

Life at CSIRO and flexible work arrangements

We work flexibly at CSIRO, offering a range of options for how, when and where you work. We can discuss flexible work arrangements with you during the recruitment process. CSIRO also offers a range of leave entitlements, benefits and career development opportunities. To find out more, visit Careers at CSIRO.

Inclusion and belonging

Solving Australia's greatest challenges takes a diversity of minds and lived experiences. We know diverse teams are more effective and deliver more innovative outcomes. As an equal employment opportunity organisation, we are committed to creating diverse and inclusive teams where people feel they belong. We recognise true diversity encompasses all ages, abilities, cultures, faiths, levels of education, genders, sexualities, diversity of thought and much more. We focus on hiring people who share our values of People First, Further Together, Making it Real and Trusted.

CSIRO holds Platinum Status for the Australian Workplace Equality Index for LGBTQIA+ inclusion, and a Science in Australia Gender Equity Bronze Award.

Eligibility

This is a security assessed position, applications for this position are open to Australian Citizens only with the successful candidate being required to be able to obtain and maintain a security clearance at the Baseline level. Appointment to this role is subject to provision of a national police check and may be subject to other security/medical/character requirements.

Child safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our Child Safe Policy.

How to apply

Please apply online and submit a cover letter (maximum two pages) and CV. In your cover letter, address the selection criteria and outline how your skills and experience make you suitable for the role.

Applications close

Sunday 15th of November, 11pm AEDT

About the Commonwealth Scientific and Industrial Research Organisation (CSIRO)

We imagine. We collaborate. We innovate. We are Australia's national science research agency. We solve the greatest challenges using innovative science and technology. At the Commonwealth Scientific and Industrial Research Organisation (CSIRO), we shape the future. We do this by using science to solve real issues to unlock a better future for our community, our economy, our planet. We pride ourselves on recruiting the best talent - bold change-makers, imaginative problem solvers and people driven by impact, whose creativity and skill match their enthusiasm for science and innovation. Join us, and help unlock a better future for everyone.

To Apply

Position Contact	Careers Online, 1300 984 220
Agency Recruitment Site	https://jobs.csiro.au/

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Industry, Science, Energy and Resources

Vacancy VN-0774219

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date:Tuesday 10 November 2026

Information Management and Technology (IMT)

Job Title	Unified Communications Engineer - Mobile Specialist
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$100,103 - $113,251
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	
Position Number	104449
Agency Website	http://www.csiro.au

Job Description

https://jobs.csiro.au/

Acknowledgement of Country

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the area that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our vision towards reconciliation.

Role highlights

- **Manage and optimise a large, diverse mobile telecommunications fleet**
- **Drive automation, service improvements and smarter ways of working**
- **Work with a supportive, collaborative team plus 15.4% superannuation**

About CSIRO

As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. Many of our iconic innovations were once considered impossible until someone, just like you, joined us and took on the challenge.

Visit CSIRO.au for more information.

The opportunity

As the Unified Communications Mobile Specialist, you'll manage, support and optimise CSIRO's mobile telecommunications services, acting as a key link between internal stakeholders and Telstra.

You'll oversee mobile services and devices, procurement, billing and reporting, while driving automation, process improvements and better ways of working. Supporting a diverse mobile fleet of around 2,500 connected devices across smartphones, tablets, mobile broadband and IoT services, you'll help deliver reliable telecommunications services to approximately 5,500 of our CSIRO staff.

Duties

High-level duties include:

- Manage the lifecycle of mobile services and devices, from provisioning and deployment through to retirement.
- Improve mobile self-service, automation, reporting and customer experience.
- Monitor expenditure, billing and service utilisation to identify cost-saving opportunities.
- Maintain strong mobile asset governance, data accuracy and compliance.
- Partner with Telstra and internal stakeholders to resolve issues and continuously improve service delivery.

Role particulars

Location and office arrangements: Black Mountain, Canberra ACT

Salary: AU$100,103 – AU$113,251 per annum, plus 15.4% superannuation

Tenure & work schedule: Indefinite

Reference: 104449

Eligibility

As the successful candidate, you will bring:

Essential criteria

- Proven experience in identifying and implementing cost-saving measures within a Unified Communications environment.
- Strong knowledge and practical experience with Mobile and Telephony Deployments.
- Ability to collaborate effectively with team members to support UC projects and initiatives with competing priorities.
- Strong teamwork and collaboration skills, including cooperation with other teams and industry colleagues to achieve organizational objectives.
- Excellent influence and communication skills, including adapting presentations and discussions to suit the audience and anticipating reactions.

Desirable

- Experience with Unified Communications Technologies such as webcasting, video conferencing, IP Telephony, Mobile Device and Applications Management

For full details about this role, and other criteria, please review the Position Description.

Notes

Not sure if you meet all the criteria?

While it is CSIRO policy that the successful candidate must meet all the essential criteria, there are many ways to demonstrate this. Don’t let the list discourage you. If you are unsure about applying, please reach out to the contact person in the Position Description.

Setting you up for success

We are committed to providing a recruitment process that is fair, equitable and accessible to everyone. We recognise that it may be helpful for us to adjust our process to make it equitable for your individual situation. Please contact Careers.online@csiro.au and let us know how we can support you.

Life at CSIRO and flexible work arrangements

We work flexibly at CSIRO, offering a range of options for how, when and where you work. We can discuss flexible work arrangements with you during the recruitment process. CSIRO also offers a range of leave entitlements, benefits and career development opportunities. To find out more, visit Careers at CSIRO.

Inclusion and belonging

Solving Australia's greatest challenges takes a diversity of minds and lived experiences. We know diverse teams are more effective and deliver more innovative outcomes. As an equal employment opportunity organisation, we are committed to creating diverse and inclusive teams where people feel they belong. We recognise true diversity encompasses all ages, abilities, cultures, faiths, levels of education, genders, sexualities, diversity of thought and much more. We focus on hiring people who share our values of People First, Further Together, Making it Real and Trusted.

CSIRO holds Platinum Status for the Australian Workplace Equality Index for LGBTQIA+ inclusion, and a Science in Australia Gender Equity Bronze Award.

Eligibility

This is a security assessed position, applications for this position are open to Australian Citizens only with the successful candidate being required to be able to obtain and maintain a security clearance at the Negative Vetting level 1. Appointment to this role is subject to provision of a national police check and may be subject to other security/medical/character requirements.

Child safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our Child Safe Policy.

How to apply

Please apply online and submit a cover letter (maximum 2 pages) and CV that demonstrate your motivation and ability to meet the essential requirements of this role.

Applications close

Tuesday 10th of November, 11pm AEDT

About the Commonwealth Scientific and Industrial Research Organisation (CSIRO)

We imagine. We collaborate. We innovate. We are Australia's national science research agency. We solve the greatest challenges using innovative science and technology. At the Commonwealth Scientific and Industrial Research Organisation (CSIRO), we shape the future. We do this by using science to solve real issues to unlock a better future for our community, our economy, our planet. We pride ourselves on recruiting the best talent - bold change-makers, imaginative problem solvers and people driven by impact, whose creativity and skill match their enthusiasm for science and innovation. Join us, and help unlock a better future for everyone.

To Apply

Position Contact	Careers online, 1300 984 220
Agency Recruitment Site	https://jobs.csiro.au/

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Industry, Science, Energy and Resources

Vacancy VN-0774237

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date:Monday 16 November 2026

Information Management & Technology (IMT)

Job Title	Power Platform Senior Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA
Salary	$118,102 - $127,808
Future Merit Locations	Canberra, Brisbane, Sydney, Melbourne, Adelaide, Perth
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible, Hybrid
Classification	
Position Number	103085
Agency Website	http://www.csiro.au

Job Description

https://jobs.csiro.au/

Acknowledgement of Country

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Role highlights

- **Lead and manage Microsoft Power Platform as an enterprise service across CSIRO**

- **Drive platform governance, configuration and automation to ensure secure, scalable delivery**
- **Bring strong technical expertise with the ability to coach others**

About CSIRO

As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. Many of our iconic innovations were once considered impossible until someone, just like you, joined us and took on the challenge.

Visit CSIRO.au for more information.

The opportunity

As the Power Platform Senior Engineer, you'll lead the administration and delivery of Microsoft's Power Platform at CSIRO. You'll be responsible for configuring and operating the platform day to day, shaping its governance, and guiding its future roadmap.

Working closely with IM&T teams across the organisation, you'll establish Power Platform as a reliable, scalable service. This includes leading environment strategies, Data Loss Prevention (DLP) policies, lifecycle and capacity management, licensing approaches, and automation of environment creation.

You'll bring strong technical expertise alongside the ability to coach and develop others, balancing handson engineering with leadership in service delivery.

Duties

High-level duties include:

- Lead the design and implementation of Power Platform environments, ensuring secure establishment and management of environment strategies, Data Loss Prevention (DLP) policies, approved connectors, and aligned architecture to support evolving business needs.
- Develop, implement, and maintain governance policies and practices to ensure secure, compliant, and consistent use of Power Platform services while ensuring adherence to organisational and regulatory standards.
- Oversee security measures including access control, conditional access policies, and DLP controls to safeguard organizational data and maintain compliance with internal and external security requirements.
- Continuously monitor system performance, proactively address platform-wide challenges, and ensure optimal operation for a seamless user experience across all environments.
- Act as a key technical consultant for Power Platform projects, guiding solution design, troubleshooting platform issues, and ensuring alignment with business objectives and technical best practices.
- Provide technical leadership and mentorship to Power Platform engineers, fostering a collaborative environment, promoting continuous learning, and driving innovation within the Power Platform space.
- Oversee user account management, permissions, and licensing strategies to optimize resource utilization and maintain compliance with organizational policies.

Role particulars

Location and office arrangements: Melbourne (Clayton), Brisbane (St. Lucia), Sydney (Marsfield), Canberra (Black Mountain)

Salary: AU$118,102 – AU$127,808 per annum plus 15.4% superannuation

Tenure & work schedule: Indefinite

Reference: 103085

Eligibility

As the successful candidate, you will bring:

Essential criteria

- Demonstrated ability to lead the design, configuration, management, and maintenance of the Power Platform landscape including environments, Data Loss Prevention (DLP) policies and connectors, and ensuring platform architecture aligns with business needs.
- Proven experience in developing and enforcing best-practice governance frameworks and security controls, including access controls, data protection strategies, and compliance with internal and regulatory standards.
- Strong capability to act as a technical advisor for Power Platform projects, collaborating with stakeholders to guide solution design, troubleshoot platform challenges, and ensure project alignment with organizational goals.
- Ability to continuously monitor system performance, proactively identify and resolve issues, and implement optimisation strategies to enhance platform efficiency and user experience.
- Experience or capability in coaching, mentoring, and leading technical teams, fostering a culture of continuous learning, collaboration, and technical excellence within Power Platform initiatives.
- Demonstrated knowledge, understanding and commitment to principles of Workplace Diversity; Equal Employment Opportunity; Occupational Health, Safety and Environment; and Employee Participation.

Desirable

- Experience planning, designing, and implementing the following technologies:
- Copilot Studio Experience
- Experience designing, building, and governing solutions using Microsoft Copilot Studio, including chatbot configuration, integrations, and lifecycle management within the Power Platform ecosystem.
- Microsoft Copilot Experience
- Experience working with Microsoft Copilot capabilities across Microsoft 365 and the Power Platform, including understanding of AI-assisted features, governance considerations, security, and responsible use within an enterprise environment.
- Cloud Architecture Understanding: Familiarity with Microsoft Azure services and integration strategies for extending Power Platform capabilities.
- Governance & Compliance Management: Ability to develop and implement governance models, ensuring security, compliance, and consistent platform usage.

For full details about this role, and other criteria, please review the Position Description.

Notes

Not sure if you meet all the criteria?

While it is CSIRO policy that the successful candidate must meet all the essential criteria, there are many ways to demonstrate this. Don’t let the list discourage you. If you are unsure about applying, please reach out to the contact person in the Position Description.

Setting you up for success

We are committed to providing a recruitment process that is fair, equitable and accessible to everyone. We recognise that it may be helpful for us to adjust our process to make it equitable for your individual situation. Please contact Careers.online@csiro.au and let us know how we can support you.

Life at CSIRO and flexible work arrangements

We work flexibly at CSIRO, offering a range of options for how, when and where you work. We can discuss flexible work arrangements with you during the recruitment process. CSIRO also offers a range of leave entitlements, benefits and career development opportunities. To find out more, visit Careers at CSIRO.

Inclusion and belonging

Solving Australia's greatest challenges takes a diversity of minds and lived experiences. We know diverse teams are more effective and deliver more innovative outcomes. As an equal employment opportunity organisation, we are committed to creating diverse and inclusive teams where people feel they belong. We recognise true diversity encompasses all ages, abilities, cultures, faiths, levels of education, genders, sexualities, diversity of thought and much more. We focus on hiring people who share our values of People First, Further Together, Making it Real and Trusted.

CSIRO holds Gold Status for the Australian Workplace Equality Index for LGBTQIA+ inclusion, and a Science in Australia Gender Equity Bronze Award.

Eligibility

This is a security assessed position, applications for this position are open to Australian Citizens with the successful candidate being required to be able to obtain and maintain a security clearance at the Negative Vetting 1 level. Appointment to this role is subject to provision of a national police check and may be subject to other security/medical/character requirements.

Child safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our Child Safe Policy.

How to apply

Please apply online and submit a cover letter (maximum 2 pages) and CV that demonstrate your motivation and ability to meet the essential requirements of this role.

Applications close

Monday 16th of November 2026, 11pm AEDT

About the Commonwealth Scientific and Industrial Research Organisation (CSIRO)

We imagine. We collaborate. We innovate. We are Australia's national science research agency. We solve the greatest challenges using innovative science and technology. At the Commonwealth Scientific and Industrial Research Organisation (CSIRO), we shape the future. We do this by using science to solve real issues to unlock a better future for our community, our economy, our planet. We pride ourselves on recruiting the best talent - bold change-makers, imaginative problem solvers and people driven by impact, whose creativity and skill match their enthusiasm for science and innovation. Join us, and help unlock a better future for everyone.

To Apply

Position Contact	Careers online, 1300984220
Agency Recruitment Site	https://jobs.csiro.au/

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Industry, Science, Energy and Resources

Vacancy VN-0774248

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date:Tuesday 17 November 2026

Information Technology & Management (IMT)
Enterprise Data, Analytics & Integration team

Job Title	Analytics Business Analyst
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Hobart TAS, Adelaide SA, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	$100,103 - $113,251
Future Merit Locations	Canberra, Hobart, Adelaide, Brisbane, Melbourne, Sydney
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible
Classification	
Position Number	104300
Agency Website	http://www.csiro.au

Job Description

https://jobs.csiro.au/

Acknowledgement of Country

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the area that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our vision towards reconciliation.

Role highlights

- **Help CSIRO turn data into meaningful insights and better business decisions.**
- **Explore business challenges and shape innovative analytics solutions.**
- **Work with emerging technologies, AI-assisted analysis and modern data practices.**

About CSIRO

As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. Many of our iconic innovations were once considered impossible until someone, just like you, joined us and took on the challenge.

Visit CSIRO.au for more information.

The opportunity

As an Analytics Business Analyst at CSIRO, you'll help turn business challenges into meaningful insights and effective data and analytics solutions.Working with business stakeholders, data professionals and technical teams, you'll look beyond initial requests to understand the underlying questions, explore opportunities and help shape solutions that support better decisions and business outcomes.

You'll contribute to requirements analysis, data storytelling, dashboard and visualisation design, testing and solution validation. You'll also have opportunities to explore contemporary approaches, including AI-assisted analysis and rapid prototyping, to help stakeholders discover what's possible and improve how we deliver solutions.

Joining our Enterprise Data, Analytics & Integration team, you'll work alongside experienced specialists and develop your capabilities as we evolve our enterprise data and analytics services.

Duties

High-level duties include:

- **Business discovery and requirements:** Engage with stakeholders to understand business challenges, question assumptions and translate needs into clear requirements and potential solutions.
- **Analytics and data storytelling:** Explore analytical questions and contribute to dashboards, visualisations, rapid prototypes and other information solutions that support better decisions.
- **Data validation and testing:** Investigate data, document business rules and undertake testing and reconciliation to ensure accurate, fit-for-purpose solutions.
- **Stakeholder collaboration:** Build relationships, facilitate discussions and communicate insights and recommendations across business and technical teams.
- **Continuous improvement:** Contribute to evolving BA practices through AI-assisted analysis, automation, reusable approaches and effective documentation.

Role particulars

Location and office arrangements: Canberra, Melbourne, Brisbane, Adelaide, Sydney, Hobart

Salary: AU$100K – AU$113K per annum, plus 15.4% superannuation

Tenure & work schedule: Specified Term of 3 years, Full Time

Reference: 104300

Eligibility

As the successful candidate, you will bring:

Essential criteria

- Demonstrated experience in business analysis, requirements gathering, business process analysis or a related discipline, preferably supporting reporting, analytics, data or technology initiatives.

- Ability to investigate stakeholder needs, question assumptions and communicate business requirements through appropriate artefacts such as user stories, process maps, functional specifications or acceptance criteria.
- Demonstrated analytical thinking, curiosity and problem-solving skills, including the ability to investigate data and business problems, evaluate information and identify practical solutions.
- Experience undertaking testing, data validation or quality assurance activities to support the delivery of accurate, reliable and fit-for-purpose solutions.
- Strong communication and stakeholder engagement skills, including the ability to facilitate discussions, explain information clearly and work effectively with technical and non-technical audiences.
- Demonstrated ability to collaborate within multidisciplinary teams, adapt to changing requirements and develop new skills or approaches to achieve business outcomes.
- This role has child safety obligations. Accordingly, the successful candidate will be required to obtain and provide evidence that they hold a valid paid/employee (not volunteer) Working with Children/ Vulnerable People Check prior to confirmation of appointment.

Desirable

- Experience with business intelligence, reporting or data visualisation, including dashboard design, meaningful performance measures or communicating insights through data. Familiarity with SAP Analytics Cloud, Power BI or similar platforms would be advantageous.
- Familiarity with data modelling, business metrics, data quality or data governance concepts.
- Experience working within Agile delivery teams, including requirements management, backlog refinement and user story development.
- Practical data analysis skills using tools such as SQL, Excel or similar analytical technologies.
- Familiarity with, or demonstrated interest in, AI-assisted analysis, automation, rapid prototyping or emerging approaches to business analysis and solution delivery.

For full details about this role, and other criteria, please review the Position Description.

Notes

Not sure if you meet all the criteria?

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CSIRO holds Platinum Status for the Australian Workplace Equality Index for LGBTQIA+ inclusion, and a Science in Australia Gender Equity Bronze Award.

Eligibility

This is a security assessed position, applications for this position are open to Australian Citizens only with the successful candidate being required to be able to obtain and maintain a security clearance at the Negative Vetting level 1. Appointment to this role is subject to provision of a national police check and may be subject to other security/medical/character requirements.

This role has child safety obligations. Accordingly, the successful candidate will be required to obtain and provide evidence that they hold a valid paid/employee (not volunteer) Working with Children/ Vulnerable People Check prior to confirmation of appointment.

Child safety

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How to apply

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Applications close

Tuesday 17th of November, 11pm AEDT

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To Apply

Position Contact	Careers Online, 1300 984 220
Agency Recruitment Site	https://jobs.csiro.au/

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Industry, Science, Energy and Resources

Vacancy VN-0774024

Department of Industry, Science and Resources (DISR)

Closing Date:Friday 27 November 2026

National Measurement Institute
Physical Metrology Electricity

Job Title	High Voltage Specialist
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	$126,391 - $165,828
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	Executive Level 1;Executive Level 2
Position Number	1479_10/26
Agency Website	https://www.industry.gov.au/

Job Description *https://industrycareers.nga.net.au/?jati=AF248852-60D7-5579-9E7C-ED66E302B038*

About the Department

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

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

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

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

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

About the team

The National Measurement Institute

We are the Australian Government's national authority on measurement.

At the National Measurement Institute (NMI), we empower innovation and protect trust in Australian industry and society through world-class measurement science. Join a team where your expertise drives national impact, your curiosity is nurtured, and the work you do creates trusted measurement for a fair, safe, healthy, and competitive Australia. Our employees enjoy career development opportunities, flexible working arrangements and the opportunity to shape Australia's economic future through world-class measurement science.

At NMI, precision meets purpose.

We're committed to building a diverse, inclusive, and impactful workplace by hiring people who share our values and bring integrity, collaboration, and innovation to everything they do.

Physical Metrology Branch

NMI's Physical Metrology Branch provides Australia's peak measurement standards for physical quantities. This enables measurements made in Australia to be accepted internationally, which is particularly important for trade. Our people share their expertise by providing measurement services from calibration and testing to technical advice and training. We contribute actively to international measurement forums and enhance our capabilities through research and development in line with national and international requirements.

Power Systems Technology Team

NMI's Power Systems Technology team develops advanced measurement technologies and delivers specialist testing and calibration services that support Australia's electricity network and clean energy transition. The team operates Australia's largest high-voltage and high-current laboratory and provides critical services to electric power utilities, equipment manufacturers and industry stakeholders. Supporting Australia's Net Zero ambitions, our work underpins the

generation, storage, transmission and use of clean energy. Its capabilities span three key areas: high-voltage testing and calibration, calibration of power system voltage and current sensors, and the design and manufacture of highly accurate digital and analogue measurement systems.

The team delivers more than 30 specialised testing and calibration services across a diverse range of power system equipment and measurement parameters. It also undertakes applied research in collaboration with universities, national metrology institutes and industry partners to develop innovative measurement techniques and technologies. Our team's experts contribute to the development of Australian and international standards through active participation in Standards Australia and the International Electrotechnical Commission (IEC). We provide technical leadership across a range of national and international working groups, helping shape the future of power system measurement science and engineering.

The opportunity

This is a senior opportunity for an experienced electrical or power system engineer to apply their expertise to nationally significant infrastructure and measurement challenges. The role supports Australia’s high-voltage and high-current measurement capability, helping ensure that critical electricity infrastructure can be tested, calibrated and assessed with confidence.

The Senior Electrical Scientist/Metrologist will work at the interface of practical power engineering, specialised measurement systems and national standards. The role involves leading or contributing to high-value testing and calibration services, capability development, applied research, stakeholder engagement, and representation in national and international technical forums.

As the electricity sector evolves—with increasing renewable generation, high-voltage transmission, power electronics, grid-scale storage and emerging electrical infrastructure—the role offers the opportunity to shape measurement capability that is directly relevant to industry, regulators and the national electricity system.

What’s in it for you?

Join a community of professionals committed to technical measurement excellence and cutting-edge research. We invest in advanced facilities, foster collaboration with leading institutions, and support innovation in areas that include nanometrology, sports integrity, forensic analysis, cancer diagnostics, high voltage electricity, and clean energy. You will work with people who have diverse skill sets including scientists, engineers, policy specialists and regulatory professionals.

You will build sought-after experience leading nationally significant high-voltage testing, calibration and capability development, while deepening your expertise in measurement science and national standards.

As part of the Department of Industry, Science and Resources, employees at NMI are covered by an enterprise agreement and benefits include:

- Parental leave
- a vacation care subsidy
- $235 annual healthy lifestyle subsidy
- access to study assistance
- access to Employee Assistance Program - health, wellbeing, counselling and support when needed.

For candidates with highly specialised skills and experience, remuneration above the standard salary may be considered through an Individual Flexibility Arrangement (IFA), subject to delegate approval and departmental policy.

Our ideal candidate

- Leadership skills in a technical or scientific environment.
- Experience developing, operating or maintaining complex measurement, testing or calibration systems involving high-voltage and high-current applications.
- Strong analytical, problem-solving and innovation skills, including the ability to develop new measurement capabilities and improve existing test and calibration services.
- Demonstrated ability to build productive relationships with clients, regulators, standards bodies, industry stakeholders and scientific peers.
- Strong communication skills, including the ability to present technical information to a range of audiences and contribute to scientific publications, technical committees and professional forums.
- Demonstrated commitment to safe work practices, quality assurance and continuous improvement.

Additional qualities sought at the S&T8 level include:

- Demonstrated leadership of scientific or technical teams, including mentoring and capability building.
- Experience developing strategic capability roadmaps, investment priorities and long-term technical programs.
- Demonstrated leadership and influence in technical forums related to national and international standards, accreditation or research.
- Recognition as a technical authority within a specialised field of measurement science or engineering.

Qualifications

- Tertiary qualifications in Electrical Engineering, Physics or a closely related discipline.
- A postgraduate qualification or PhD in a relevant field would be highly regarded but is not essential.

We’re looking for individuals who bring personal integrity and a sense of purpose, and who embody NMI values (Inclusive, Innovative, Accountable, Adaptable, Influential, and Strategic) while upholding the APS Code of Conduct. Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way. Even if you’re not sure you meet all the requirements, we’d love to hear from you!

Duties

- Lead or contribute to the development, maintenance and improvement of Australia's national high-voltage and high-current measurement standards, reference systems, traceability chains, uncertainty analyses and specialist capabilities.
- Deliver and oversee complex testing, calibration and measurement services, applying expert technical knowledge to solve complex measurement challenges and provide authoritative advice to clients and stakeholders.
- Drive innovation, research and service development activities to address emerging measurement needs and support future capability requirements within Australia's electricity sector.
- Lead or contribute to strategic capability, workforce and infrastructure planning, while providing technical leadership, supervision and mentoring to scientific and technical staff.
- Ensure laboratory operations comply with ISO/IEC 17025 accreditation requirements, NMI quality systems, technical procedures and workplace health and safety obligations.
- Build and maintain productive stakeholder relationships and represent NMI and Australia in national and international technical committees, standards development activities, accreditation forums, conferences and industry events.

Classification Expectations

S&T7

At the S&T7 level, the successful candidate will typically:

- Lead complex technical projects with the potential and willingness to develop into a leading national authority in power systems testing and calibration.
- Provide specialist technical advice within their field of expertise.
- Supervise and develop staff, including mentoring early-career scientists.

- Contribute to strategic planning and future capability development.
- Build effective relationships with stakeholders and clients to achieve program outcomes.

S&T8

At the S&T8 level, the successful candidate will in addition:

- Provide strategic leadership for Australia's high-voltage and high-current measurement capability.
- Lead a team and allocate resources to achieve organisational objectives and national priorities.
- Influence technical directions, measurement strategies and standards development at a national and international level.
- Develop and implement long-term capability roadmaps and investment priorities.
- Act as a recognised national authority on power systems testing and calibration.
- Represent NMI in senior national and international forums and partnerships.

Eligibility

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

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

Notes

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

The department does currently offer flexible work opportunities for many roles. This position is based at NMI’s Lindfield headquarters in New South Wales, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the 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	Frederick Emms, 02 8467 3583
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=AF248852-60D7-5579-9E7C-ED6

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Industry, Science, Energy and Resources

Vacancy VN-0774083

Department of Industry, Science and Resources (DISR)

Closing Date:Sunday 08 November 2026

Australian Trade Remedies Commission
Strategy and Operations Operational Policy and Practice

Job Title	Policy and Projects Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	$81,448 - $87,918
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	APS Level 4
Position Number	1497_10/26
Agency Website	https://www.industry.gov.au/

Job Description *https://industrycareers.nga.net.au/?jati=E7AA0A53-1323-EE51-446F-ED675A7E5992*

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

About the Commission

We are the Australian Trade Remedies Commission. We support the Australian economy by securing a level playing field for local industry by:

- undertaking investigations into allegations of unfair international trade practices involving goods entering Australia
- administering Australia's anti-dumping legislation.

Professionalism, excellence and independence underpin the Commission's world-class reputation.

The Commission is a connected team of professionals with skills and experience in international trade, the law, economics, accounting, auditing, investigations, business, and learning and development. We are committed to a positive workplace culture and we support flexible working arrangements. Our goal is for staff to reach their full potential through engaging work and career growth, within a diverse, inclusive and connected team.

About the Branch

The Strategy & Operations Branch plays a critical role in supporting the Commission's core activity of undertaking trade remedies investigations. Our four sections – Culture and Capability; Strategy, Policy and Performance; Data, Systems and Analytics; and Engagement and Market Intelligence – work in concert to deliver on the Commission's overall strategy. We are committed to innovation, integrity and fostering a cohesive and inclusive organisational environment to ensure the Commission adapts and excels in a dynamic landscape.

About the Strategy, Policy and Performance Team

The Strategy, Policy and Performance team is the architect and steward of the Commission's strategic direction, operational and investigative policy, and procedural guidance. By embedding

best-practice regulatory principles, the team drives a culture of continuous improvement ensuring the Australian Trade Remedies Commission remains a high-performing, contemporary regulator that delivers timely, effective and accessible trade remedies for Australian industry.

The team performs the following functions:

- Monitor and implement long-term strategy: Work closely with senior management to monitor and drive the execution of the Commission's strategic vision and lead the business planning cycle.
- Advance established strategic objectives: With clear strategic objectives already developed, the team is responsible for driving their implementation and ensuring alignment across all activities.
- Provide expert operational and investigative policy advice: Deliver authoritative guidance and recommendations on complex operational and investigative matters, supporting high-quality, evidence-based decision-making across the Commission.
- Maintain robust governance: Document and update operational policies and procedures to align with strategic priorities and governance frameworks.
- Drive regulatory reform: Collaborate across teams to identify and advance opportunities for regulatory innovation and reform.
- Monitor and evaluate performance: Track progress against strategic objectives and targets, ensuring accountability and transparency.
- Report on outcomes: Oversee reporting against the Commission's Statement of Expectations, Statement of Intent, and key performance indicators at both corporate and operational levels.
- Coordinate high-level outputs: Prepare and coordinate Parliamentary and Ministerial submissions, as well as corporate reports.
- Champion continuous improvement: Embed a culture of ongoing enhancement across the Commission, particularly within the corporate planning and investigations processes.
- Anticipate and respond to change: Analyse emerging issues and regulatory trends to ensure the Commission remains agile and responsive in a dynamic environment.

This team is pivotal in positioning the Commission as a leader in regulatory excellence, fostering a forward-thinking, accountable and innovative culture that supports Australia's trade interests.

Our ideal candidate

We are seeking an APS4 Policy and Project Officer to support delivery of operational and investigative policy advice, maintaining robust governance, and project management / admin support across the team. This is an important role for SPP and the Commission, responsible for delivering high-quality, accurate guidance that supports the Commission's investigations into unfair trade practices.

Our ideal candidate will be highly organised, methodical and detail oriented. You will have excellent written and verbal communication and be proficient in Microsoft Office tools. You will be experienced in technical document editing and knowledge management, have project

management experience and the ability to deliver within timeframes. You will show initiative, work independently with limited guidance, and take ownership of and pride in your work and that of the team. As a valued member of the ADC our ideal candidate will bring a collaborative, respectful and inclusive manner, demonstrating a strong work ethic and high standards of professional conduct and integrity consistent with APS expectations.

Key capabilities

- Strong written and verbal communication skills, including the ability to draft, review and edit documents, distil complex information, and produce high-quality written products with excellent attention to detail.
- Competence in Microsoft Office Suite (including CoPilot) and familiarity with document management systems.
- Excellent organisational skills, including the ability to plan work, prioritise competing demands, manage stakeholder relationships effectively, and drive work forward to meet deadlines with minimal supervision.
- Ability to quickly acquire knowledge of business processes to understand the work of the Commission and how SPP's work fits within this.
- Initiative, curiosity, and a continuous improvement mindset to support delivery of high-quality work, processes and systems and identify gaps where we can do things better.
- Willingness to actively contribute to strategic planning, decision making, and team culture within SPP and the wider Commission.

Experience working in operational policy, strategy, regulatory environments and/or delivering continuous improvement initiatives is not needed but will be highly regarded.

Duties

As an APS4 Policy and Project Officer your responsibilities may include but are not limited to:

- Contributing to the development and maintenance of high-quality operational policy, guidance and business processes that support the Commission's investigations, continuous improvement, and governance processes.
- Working collaboratively across the Commission to coordinate updates, undertake research and analysis, and deliver accurate and practical products.
- Coordinating the Operational Document Update process, including monitoring and triaging requests, maintaining records, tracking progress and communicating updates.
- Drafting, reviewing and updating operational guidance, procedures, templates, application forms, questionnaires and other knowledge products to ensure they are accurate, accessible and fit for purpose.
- Working with investigation teams and subject-matter experts to understand operational issues, clarifying requirements and progress agreed updates.
- Undertaking research and analysis to support operational and investigative policy development and identifying opportunities to improve business processes and guidance.
- Preparing clear and concise written products, including policy documents, briefing notes, discussion papers, reports, meeting materials and staff communications.

- Supporting governance and assurance activities by monitoring actions, maintaining accurate records, preparing progress reports and providing secretariat support to working groups.
- Contributing to projects and initiatives relating to operational policy, knowledge management, regulatory practice and continuous improvement.
- Building and maintaining productive working relationships across the Commission and contributing positively to the effectiveness and culture of the team.
- Managing allocated work, competing priorities and deadlines, seeking guidance or escalating issues where appropriate.
- Providing general administrative and coordination support to the team.

Additional responsibilities and development opportunities may include:

- Contributing to broader strategy, policy, and performance activities
- Participating in cross-Commission working groups
- Supporting responses to emerging organisational priorities.

Eligibility

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

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

Notes

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

The department does currently offer flexible work opportunities for many roles. This vacancy is Melbourne or Canberra based, noting that the team are currently all located in Melbourne. 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	John Timms, 03 8539 2463
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=E7AA0A53-1323-EE51-446F-ED(

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Industry, Science, Energy and Resources

Vacancy VN-0774115

Department of Industry, Science and Resources (DISR)

Closing Date:Monday 23 November 2026

Chief Counsel and Integrity

Job Title	Principal Legal Counsel
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA, Perth WA
Salary	$158,513 - $169,596
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	Executive Level 2
Position Number	1507_10/26
Agency Website	https://www.industry.gov.au/

Job Description *https://industrycareers.nga.net.au/?jati=3B0C6C5F-4B56-CA46-A776-ED6794D59FC8*

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

Lawyers in the Chief Counsel and Integrity Division (CCID) provide strategic and pragmatic legal advice on a range of public policy issues supporting Australia's economic security including technology and artificial intelligence, offshore oil and gas regulation, mining, Industry capability, supply chain resilience, commercial investments, manufacturing, Science policy, governance and infrastructure.

We support the Australian Space Agency, the National Offshore Petroleum Titles Administrator, and Australia's Chief Scientist.

Our team of legal professionals are committed to providing high-quality legal advice in a supportive culture.

The opportunity

Principal Legal Counsel manage priority legal matters to deliver outcomes for the Australian Government and manage legal risk to the Commonwealth.

With roles available in both the Public Law and Dispute Resolution and Corporate and Information Law Branches we are seeking talented, experienced lawyers who are interested in working in the following areas.

- Commercial legal issues, including major transaction and investment decisions taken by Government and broader grants administration.
- Administrative law including decision making, exercising regulatory powers, delegations and authorisations.
- Employment and workplace relations matters; code of conduct, public interest disclosure (PID) and other integrity issues.
- Litigation, merits and judicial review of administrative decisions relating to trade remedies, mining and resource activities, grants and other industry support programs.
- Legislative compliance and complex statutory interpretation.
- Legislative design, shaping legislative frameworks that enable major policy and program outcomes.
- Procurement, contract drafting and negotiation and contractual issues.
- Intellectual property, data access and confidentiality issues.
- Privacy, data management and freedom of information matters including privacy impact assessments.

What’s in it for you?

In this role you will work at the centre of government, with the opportunity to:

- advise on complex legal aspects of contemporary public policy
- play a key role in translating complex policy into clear, workable and enduring law
- work closely with senior policy makers and decisionmakers on high-profile reforms
- access flexible working arrangements and professional development to support your career.

Our ideal candidate

We are seeking EL2 Principal Legal Counsel to fill several positions in the Legal Practice.

To be successful, you need to bring:

- Skills and experience in an area of law relevant to in-house government practice, including at least one of commercial, information law, legislative design or dispute resolution and federal litigation.
- Strong understanding of legislative frameworks, statutory interpretation and administrative law.
- Proven ability to translate complex policy into effective legislative solutions.
- Experience supporting legislation through parliamentary processes and implementation phases.
- Highly developed judgement, including the ability to identify and manage legal and delivery risks.
- Strong communication and stakeholder engagement skills, including with senior executives.
- Experience leading teams, collaborating with others, and building capability in others.

As a Principal Legal Counsel, you can:

- Undertake work with higher levels of legal complexity under broad direction
- Oversee and develop teams to provide high-quality, customer centric, legal services
- Influence policy design and delivery through legal strategy
- Support executive leadership of the Legal Practice

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

Duties

Practice leadership responsibilities including:

- Lead and manage a section, developing a shared sense of purpose aligned to the Legal Practice vision, mission and service offering
- Manage internal resources, external expenditure, contracted service providers, business contingency and risk
- Use strategic collaboration, communication, and interpersonal skills to build client, peer and team relationships based on respect and trust
- Identify and implement business improvement and change initiatives
- Manage people, monitor workloads, team well-being, career development and workplace safety
- Use Legal Practice systems and processes to ensure the quality and consistency of advice, retention of records and legal knowledge.

Legal advice and responsibilities, including:

- Provide strategic legal advice, solve problems and manage issues relating to complex, legal matters
- Make decisions using professional judgement, to manage complex and/or sensitive legal issues
- Communicate effectively, in the provision of legal and other advice to Ministers, Executive, clients and in the management of a team
- Oversee the quality of legal work delivered by a team
- Support Chief Counsel and General Counsel to anticipate, escalate and respond to legal challenges and risk in a timely way
- Build and maintain positive working relationships with Ministers, the Executive, clients and stakeholders, including external legal providers
- Demonstrate resilience and personal accountability for the quality of advice and delivery of results by the Team
- Provide reports and briefs on key legal matters, risks and priorities to the Executive as required.

Eligibility

Principal Legal Counsel must hold:

- Admission as a legal practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory, and
- A current practising certificate issued by the Law Society of the ACT or their state or territory of residence (or be eligible to acquire one).
- Applicants in South Australia must hold, or be eligible to hold, an unrestricted practising certificate issued by the Law Society of South Australia and meet the requirements in that state to supervise lawyers with a restricted practising certificate.

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

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

Notes

For the right candidate, commencement salary may be negotiated commensurate with skills, experience and qualifications.

The department offers flexible work opportunities for many roles. Current vacancies can be based in Canberra, Sydney, Melbourne, Brisbane or Adelaide, and flexible or remote work arrangements may be considered for the right candidate. Please reach out to the contact officer to discuss this further.

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

The department does currently offer flexible work opportunities for many roles. This vacancy is Brisbane, Canberra, Sydney, Melbourne, Adelaide or Perth based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

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To Apply

Position Contact	Janean Richards, N/A
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=3B0C6C5F-4B56-CA46-A776-ED

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Industry, Science, Energy and Resources

Vacancy VN-0774119

Department of Industry, Science and Resources (DISR)

Closing Date:Thursday 31 December 2026

Australian Space Agency

Job Title	Head of Division
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, 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;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 2
Position Number	1577_10/26
Agency Website	https://www.industry.gov.au/

Job Description

https://industrycareers.nga.net.au/?jati=7BDC8ACB-75E5-1252-CFBD-ED6795418F63

About the Department

The Department of Industry, Science and Resources (DISR) 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 and competitive businesses, industries and regions
- investing in science and technology
- strengthening the resources sector.

Globally competitive industries are important contributors to Australia's economic growth and productivity. Jobs and prosperity can be secured through competitive businesses and industries and opening new markets for Australian resources. The department works closely with industry, businesses, the science community, and other stakeholders to help build a globally confident and outward looking Australian economy through supporting science and commercialisation; growing business investment and improving business capability; and simplifying doing business.

For more information about the department please refer to our website www.industry.gov.au.

Who we are

The Australian Government established the Australian Space Agency (the Agency), a division within DISR, on 1 July 2018 to coordinate civil space matters across government and support the growth and transformation of Australia's space industry. The Agency is the primary source of advice to the Australian Government on civil space policy. The Agency is also responsible for regulating Australian space activities.

The Agency has six responsibilities:

- Providing national policy and strategic advice on the civil space sector.
- Coordinating Australia's domestic civil space sector activities.
- Supporting the growth of Australia's space industry and the use of space across the broader economy.
- International civil space engagement.
- Administering space activities legislation and delivering on our international obligations.
- Inspiring the Australian community and the next generation of space entrepreneurs.

Please visit www.space.gov.au to learn more about the Australian Space Agency.

Our ideal candidate

Our ideal candidate will be an experienced senior executive who can lead a division, provide high-quality advice and deliver government and departmental priorities. They will demonstrate the leadership expected at Senior Executive Service (SES) Band 2, including strategic direction, sound governance, effective delivery, collaboration across organisational boundaries and stewardship of people and resources.

We are seeking a candidate with:

- a record of leading divisions or organisations, and delivering outcomes in complex, high-profile and contested environments
- demonstrated success in setting strategic direction, translating government priorities into sustained organisational performance, and leading transformation and reform
- the judgement to provide authoritative advice to ministers and senior officials and to resolve complex, sensitive and high-risk issues
- a proven ability to influence across organisational and jurisdictional boundaries and lead high-level engagement and negotiations with government, industry and international partners
- enterprise leadership, including stewardship of people, resources, risk, governance and organisational capability in support of long-term public value
- an outstanding record of building high-performing, inclusive and accountable leadership teams and leading through ambiguity, change and competing priorities
- high-order policy, analytical and commercial acumen, with the ability to connect strategic, regulatory, economic and operational considerations
- a sophisticated understanding of Commonwealth government, including Cabinet, central agency, budget, regulatory and parliamentary processes
- exceptional communication, advocacy and representational skills, with the capacity to build confidence, inspire action, communicate effectively and support the department’s reputation and objectives
- exemplary integrity and behaviours consistent with the APS Values and Code of Conduct, and a strong commitment to APS stewardship.

Tertiary qualifications relevant to the responsibilities of the portfolio are desirable.

Duties

The Head of Division for the Australian Space Agency is responsible for the Division’s governance, performance and strategic direction. As a member of the department’s senior leadership team, you will contribute to departmental priorities and lead the delivery of the Australian Government’s civil space policy, regulatory and program responsibilities.

The role supports policy, program and regulatory outcomes that enable industry growth, ensures the Agency delivers against government priorities, and positions the sector to contribute to Australia’s economic, technological and national interests. The Head of Division provides authoritative, evidence-based advice to the Government and senior officials on complex, and at times sensitive matters.

The Head of Division builds and sustains strategic relationships with state and territory governments, industry, research institutions and international partners. The role supports high-level negotiations, represents the department and, where required, the Australian Government in domestic and international forums, and oversees civil space regulation, international obligations and major whole-of-nation initiatives.

The Head of Division is responsible for building organisational capability, fostering a high-performance and inclusive culture, and managing significant resources, risks and competing priorities. Through visible and influential leadership, the role will strengthen domestic and international partnerships, encourage investment and innovation, and support the delivery of Australia's civil space priorities.

Eligibility

We encourage applications from diverse backgrounds and experiences. We strongly believe that diversity of experience, perspective, and background will lead to a better environment for our employees and better outcomes for Australia.

Applications from Aboriginal and Torres Strait Islander people, and people with disability are highly encouraged because your diverse experience, perspectives, and background strengthen our service delivery, productivity, capability and innovation.

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a Negative Vetting 1 security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

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

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

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

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

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To Apply

Position Contact	Andrew McEncroe, 0416 018 860
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=7BDC8ACB-75E5-1252-CFBD-EI

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Industry, Science, Energy and Resources

Vacancy VN-0774142

Department of Industry, Science and Resources (DISR)

Closing Date:Sunday 29 November 2026

National AI Centre Division

Job Title	Executive Director
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
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 2
Position Number	1578_10/26
Agency Website	https://www.industry.gov.au/

Job Description

https://industrycareers.nga.net.au/?jati=592F1E92-9412-339C-C511-ED6796603926

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.

Globally competitive industries are important contributors to Australia's economic growth and productivity. Jobs and prosperity can be secured through competitive businesses and industries and opening new markets for Australian resources. The department works closely with industry, businesses, the science community, and other stakeholders to help build a globally confident and outward-looking Australian economy through supporting science and commercialisation; growing business investment and improving business capability; and simplifying doing business.

For more information about the department please refer to our website www.industry.gov.au.

Who we are

The National Artificial Intelligence Centre (NAIC) was established in 2021 to support and accelerate Australia's Artificial Intelligence (AI) industry. It is the primary vehicle for the Australian Government's National AI Plan goal to spread the benefits of AI. The NAIC, through its many programs and its platform, www.ai.gov.au, is charged with delivering the safe and effective adoption of AI for Australian industry, small and medium enterprises (SMEs) and not-for-profits.

NAIC is doing this by:

- supporting AI adoption by addressing barriers and challenges, providing resources, access to skilling and developing industry best practices;
- growing and supporting an Australian AI industry;
- convening the AI ecosystem; and
- uplifting safe and responsible AI practice.

At NAIC we are partnering with industry and the broader ecosystem to uplift Australia's AI capability, to support SME success with AI, and to uplift the practice of safe and responsible AI. Through the AI Ready Network program, the team is actively engaging with industry and the AI ecosystem to support the landing of priority initiatives, uplift workforce capability, map and measure the Australian AI ecosystem and deliver safe and responsible AI practices.

The NAIC team leads several high-profile initiatives such as the www.ai.gov.au platform, Australia's AI Week, the CEDA AI Leadership Summit, the AI Ready Network, Buy Australian AI program, AI Industry Connections, the AI Industry Directory, the development of the AI6 (guidance for AI adoption) as well as a commitment to maintain ongoing guidance, support and advice to Australian SMEs on AI adoption. These initiatives together with regular industry reports, enable Australia's businesses to take advantage of the opportunity of AI in a safe and responsible way.

Our ideal candidate

We are looking for an exceptional industry leader for NAIC to drive the transformation of Australia's AI ecosystem. Our ideal candidate will have the gravitas to lead the NAIC, engage in technical and strategy conversations on AI and work closely with other industry leaders to drive productivity, adoption and uplift safe and responsible AI practices in Industry. Our candidate will also have an important role in supporting the department's strategic positioning across government and effectively representing portfolio perspectives to position Australia as one of the global leaders in developing and adopting productive, secure and responsible AI. As a key leader and representative of the department, your common sense, political nous and ability to navigate ambiguity and uncertainty will be key to success in this role.

We are seeking a candidate with:

- Well-developed knowledge and understanding of the AI industry and/or AI ecosystem.
- Senior leadership experience in the AI industry (or related fields). Business experience during cloud, digital or AI transformation will be highly regarded.
- Demonstrated leadership of high-impact programs that create scale.
- Proven ability to develop, influence and drive a strategic agenda.
- Exemplary stakeholder engagement experience, with a focus on fostering external stakeholder relationships outside of government to achieve outcomes.
- Excellent written and verbal communication skills, with a demonstrated ability to communicate with influence and convey complex information coherently and concisely to a range of audiences.
- Strong attention to detail, problem-solving skills, good judgement, and the ability to think strategically and logically.
- Outstanding leadership skills with a demonstrated commitment to wellbeing and inclusion.

Duties

As the Executive Director, you will lead a highly dedicated and motivated industry-focused team to deliver on the objectives of NAIC including leading the transformation of Australia's AI ecosystem and substantially contribute to the Government's National AI Plan to position Australia as one of the global leaders in developing and adopting trusted, secure and responsible AI.

As Executive Director you will also advise and support the Government on the full range of portfolio issues bringing your expertise to bear across a diversity of issues. As part of this role, you will ensure the department is meeting its legislative and governance obligations, is working collaboratively to deliver outcomes, and responds flexibly to current and emerging issues. We are looking for a leader that understands this environment, is comfortable with the pace of AI technology innovation and is agile and looking to do things differently to deliver the outcomes for Government. You also have a broader role in providing leadership across the Australian Public Service (APS) in the delivery of whole-of-Government policies and services, managing in a changing and devolved environment.

You will have the opportunity to access leading professional development programs targeted to Senior Executives as well as comprehensive on the job learning specific to the NAIC's operations and public sector management.

You will work closely with other Senior Executives, Heads of Division and Heads of Agencies from across the portfolio to ensure a connected and integrated department, with reduced silos and a creative and collaborative approach to problem solving.

The opportunity will be considered in Canberra, Melbourne, or Sydney, subject to business requirements. We are open to flexible work, and our flexible work policies will empower you to contribute meaningfully and achieve your career goals.

Eligibility

This vacancy requires a Negative Vetting 2 security clearance. Successful candidates will be required to obtain and maintain a clearance at this level.

We encourage applications from diverse backgrounds and experiences. We strongly believe that diversity of experience, perspective, and background will lead to a better environment for our employees and better outcomes for Australia.

Applications from Aboriginal and Torres Strait Islander people, and people with disability are highly encouraged because your diverse experience, perspectives, and background strengthen our service delivery, productivity, capability and innovation.

Notes

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

The department does currently offer flexible work opportunities for many roles. This vacancy is Canberra, Melbourne, or Sydney based. 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.

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To Apply

Position Contact	Katharine Whittaker, 0450 754 956
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=592F1E92-9412-339C-C511-ED6

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Industry, Science, Energy and Resources

Vacancy VN-0774212

Department of Industry, Science and Resources (DISR)

Closing Date:Wednesday 18 November 2026

Chief Counsel and Integrity
Integrity Integrity Operations

Job Title	Senior Fraud and Corruption Investigator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Perth WA, Brisbane QLD, Sydney NSW, Hobart TAS, Adelaide SA, Darwin NT
Salary	$102,072 - $111,701
Future Merit Locations	, Melbourne, Canberra, Perth, Brisbane, Sydney, Hobart, Adelaide, Darwin
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	APS Level 6
Position Number	1508_10/26
Agency Website	https://www.industry.gov.au/

Job Description

https://industrycareers.nga.net.au/?jati=F5DF7933-603D-1E6A-1DC9-ED7892DA9C07

About the Department

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

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

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

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

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

About the team

The Integrity Operations section sits within the Chief Counsel & Integrity Division's Integrity Branch. Our vision is enabling the department to achieve its objectives lawfully and with integrity. The Integrity branch plays a critical role in building and maintaining the department's pro-integrity culture.

The section is responsible for the provision of integrity advice; Code of Conduct (code) coordination; Public Interest Disclosures (PID) coordination; integrity complaints triage and assessment; and Fraud and Corruption response.

The Fraud and Corruption Response Team leads the department's response to allegations of fraud and corruption, including assessing and investigating, referring matters to policy partners and where relevant, law enforcement, the National Anti-Corruption Commission and the Commonwealth Director of Public Prosecutions.

Our ideal candidate

Our ideal candidate will have:

- experience in assessing and or investigating fraud or corruption allegations.
- demonstrated working knowledge of the Commonwealth Fraud Control Framework 2024
- experience in conducting government investigations.
- strong analytical and research skills, including the ability to synthesise information from different sources and make recommendations.
- high level of attention to detail, particularly when considering information from different sources.
- the ability to effectively liaise with a range of stakeholders, including on sensitive matters.
- great time management skills, including the ability to prioritise and balance multiple tasks.

As an Integrity Branch APS6, and in accordance with the APS work level standards and integrated leadership standards you will:

- undertake complex work under limited direction, with reasonable autonomy and accountability
- use initiative and judgement to interpret policy and apply procedures
- provide detailed technical, professional, or policy advice on complex issues
- assist with strategic planning, program management, and policy development
- lead small projects or work streams
- handle public contact on difficult or sensitive matters
- liaise with a range of stakeholders in a representational capacity
- manage multiple tasks and deadlines by prioritising work effectively within established guidelines
- may have management responsibilities, including setting priorities and managing workflows.
- experience in accounting or financial analysis is desirable.

Duties

The Senior Fraud and Corruption Assessment and Investigation Officer supports the Fraud and Corruption Response Assistant Manager to respond to allegations of fraud and corruption. This includes:

- taking witness statements, conducting interviews and collecting and preparing briefs of evidence to support criminal prosecutions.
- prepare investigation plans, evidence matrices, case assessment reports, and stakeholder feedback reports.
- develop and maintain internal and external relationships, including with law enforcement agencies and Commonwealth Fraud Fusion Taskforce agencies
- assess the outcome of individual investigations to make recommendations and identify and report on system, policy, and procedural control weaknesses.
- review and update assessment and investigation policies to ensure compliance with Australian Government Investigations Standards.

Eligibility

Certificate IV in Government Investigations or other relevant qualifications or the capacity to obtain within 12 months.

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a Negative Vetting 1 security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

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

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the 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	Sian Harrison, 02 6102 9653
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=F5DF7933-603D-1E6A-1DC9-ED

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Industry, Science, Energy and Resources

Vacancy VN-0774235

Geoscience Australia

Closing Date:Tuesday 17 November 2026

Enabling Services Division
Chief Information Security Branch Security

Job Title	Governance and Security Officer
Job Type	Full-Time, Ongoing
Location	Symonston ACT
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 will be considered in accordance with the Geoscience Australia Enterprise Agreement 2024–27.
Classification	APS Level 5
Position Number	18576
Agency Website	www.ga.gov.au

Job Description

https://www.ga.gov.au/about/careers/current-vacancies

Geoscience Australia values the lands, water and sky as we work to deepen a shared understanding of Country and Earth. We respect First Nations peoples and their enduring connection, contribution and obligations to Country. Reflecting on our shared history, we are committed to listen and learn.

About us

Geoscience Australia brings together science, data and technology to provide geoscience insights that inform decision-making by government and industry, support innovation, and contribute to Australia's safety, resilience and prosperity.

Our work spans the Australian continent, marine jurisdiction and Antarctic territory, from space to the Earth’s core. We deliver national-scale data, services and infrastructure and work with partners to deepen understanding of Australia and respond to the opportunities and challenges facing our nation.

Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offers a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you

At Geoscience Australia, you’ll have the opportunity to contribute to nationally significant science, data and technology that makes a difference to Australia. You’ll work alongside people with diverse expertise and experience, with opportunities to learn, develop and contribute to work with real-world impact.

We offer competitive employment conditions, flexible working arrangements and a range of benefits that support the wellbeing and development of our people. Click here to find out more.

Our team

The Security Section provides guidance, coordination and assurance on governance, integrity and all security matters across the organisation.

The Security Section includes both Personnel and Cyber Security functions and supports the development and implementation of frameworks that strengthen good governance, compliance and protective security, ensuring Geoscience Australia meets its legislative, policy and protective obligations.

Duties

As a Governance and Security Officer, you will work predominelty in a Personnel Security role, supporting the development and implementation of governance and security frameworks, policies and processes within the Security Section. This role requires someone who can take the initiative to achieve work requirements, communicate in a clear, concise and articulate manner, and liaise with internal and external stakeholders on policy and operational issues. At times, your work may overlap with cyber security functions.

This position contributes to compliance monitoring, process improvement, and staff security awareness activities, working collaboratively with colleagues and stakeholders to achieve positive organisational outcomes.

The officer works under general direction, exercising initiative and sound judgement to manage day-to-day responsibilities and adapting to changing priorities within the work environment.

In this role you will:

- Coordinate pre-employment screening for new starters and support ongoing suitability checks for all personnel in accordance with the Protective Security Policy Framework (PSPF).
- Assist with the processing of security clearance requests and sponsorships through the Australian Government Security Vetting Agency (AGSVA), including follow-up on non-compliance matters where required.
- Maintain awareness of the security environment relevant to Geoscience Australia’s function and contribute to materials and activities that promote a positive security culture, including security and travel briefs.
- Undertake research and analysis using various information sources, including using open-source research, to support timely and accurate assessments that inform security outcomes.
- Support the preparation of documentation for Geoscience Australia committees and working groups.
- Assist with minor personnel security investigations, referring complex matters as required.
- Contribute to the development and maintenance of procedures and guidance materials for security and governance functions.
- Liaise with internal and external stakeholders to support collaboration and compliance.
- Participate in various working groups and represent the Security section in external meetings as required.

These activities collectively support the safe and secure management of Geoscience Australia’s people, information and assets.

The role does not have formal staff management responsibility but contributes to the continuous improvement of team processes and outcomes.

To be successful in the role you will:

- Understand how your and the work of the security section contributes to Geoscience Australia's strategic objectives, including maintaining awareness of relevant changes in the broader security environment.
- Maintain high standards of records management, ensuring compliance with the Privacy Act 1988 and organisational policy.
- Demonstrate knowledge of the PSPF and its application in an Australian Public Service context.
- Collaborate effectively across the Security section, Division and wider organisation.
- Apply protective security and risk management principles in daily activities.
- Communicate clearly and respectfully when providing information or contributing to advice.
- Exercise sound judgement and apply problem-solving skills to deliver effective outcomes.

Required skills, knowledge, experience and/or qualifications

- Experience in or an interest in security vetting would be advantageous, but not necessary for this position.

To Apply

Please visit thecareers pageof our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Scott Whitton on (02) 6249 5852 or email scott.whitton@ga.gov.au.

To learn more about applying for roles within the Australian Public Services please review, ' Applying for an APS job: cracking the code'.

Use of AI in Recruitment

Geoscience Australia may use Microsoft Copilot to support limited administrative and preparatory aspects of the recruitment process. Artificial Intelligence is not used to assess or select candidates, and all decisions are human-led and based on merit.

Candidates must ensure their application reflects their own skills, experience and capabilities. Any use of AI must be responsible, transparent where required, and must not misrepresent their suitability for the role.

Candidates will be asked to disclose their use of AI when submitting an application and may also be asked to do so at various stages throughout the recruitment process.

Applicants are encouraged to familiarise themselves with the Principles for candidate use of AI in recruitment, as well as the Principles for agency use of AI in recruitment which outline expectations for the responsible, ethical and transparent use of AI when applying for APS roles.

Eligibility

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a Negative Vetting 2 security clearance.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Are you unsure about applying?

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don’t necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

Notes

Technical Assistance

If you require technical assistance, call our Recruitment team on (02) 6249 9777 or email recruitment@ga.gov.au

A merit list/pool may be created from this process. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

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 Geoscience Australia

Geoscience Australia is an Australian Government listed entity within the Industry, Innovation and Science portfolio. Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged. We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

To Apply

Position Contact	Scott Whitton, (02) 6249 5852
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0774255

Geoscience Australia

Closing Date:Wednesday 18 November 2026

Minerals, Energy and Groundwater Division
Groundwater and Regional Geoscience Branch Birrindudu Deep Dive

Job Title	Senior Geoscientist
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	$121,755 - $137,542
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 will be considered in accordance with the Geoscience Australia Enterprise Agreement 2024–27
Classification	Executive Level 1
Position Number	19405
Agency Website	www.ga.gov.au

Job Description

https://www.ga.gov.au/about/careers/current-vacancies

Geoscience Australia values the lands, water and sky as we work to deepen a shared understanding of Country and Earth. We respect First Nations peoples and their enduring connection, contribution and obligations to Country. Reflecting on our shared history, we are committed to listen and learn.

About us

Geoscience Australia brings together science, data and technology to provide geoscience insights that inform decision-making by government and industry, support innovation, and contribute to Australia's safety, resilience and prosperity.

Our work spans the Australian continent, marine jurisdiction and Antarctic territory, from space to the Earth’s core. We deliver national-scale data, services and infrastructure and work with partners to deepen understanding of Australia and respond to the opportunities and challenges facing our nation.

Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in

gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offers a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you

At Geoscience Australia, you'll have the opportunity to contribute to nationally significant science, data and technology that makes a difference to Australia. You'll work alongside people with diverse expertise and experience, with opportunities to learn, develop and contribute to work with real-world impact.

We offer competitive employment conditions, flexible working arrangements and a range of benefits that support the wellbeing and development of our people. Click here to find out more.

Our team

The Minerals, Energy and Groundwater Division is at the centre of Geoscience Australia's contribution to Australia's net zero transition, resource security and long-term economic prosperity. Through nationally significant precompetitive geoscience, we help government, industry and communities understand Australia's mineral, energy and groundwater systems and make better decisions about the responsible development and management of the nation's resources.

The Birrindudu Deep Dive team sits within the Groundwater and Regional Geoscience Branch and is delivering one of Geoscience Australia's major regional geoscience programs. Working in partnership with state and territory geological surveys, Australian Government agencies, universities, CSIRO and industry, the team brings together geology, geophysics, geochemistry, geochronology, mineral systems, energy systems and groundwater science to build a richer understanding of northern Australia's resource potential.

Our work turns new data and geological insight into integrated, multi-commodity assessments that reduce exploration uncertainty, identify opportunities for critical minerals, strategic materials, energy resources and groundwater, and support more informed decisions by governments, industry and communities. By working at regional scale and across disciplines, the team helps reveal the connections between Australia's geology, resources, water systems and future development opportunities.

This is an opportunity to contribute to nationally important science with practical impact: generating new knowledge, working with leading experts and partners, and helping shape the evidence base needed for responsible resource development, regional investment and Australia's transition to a net zero economy.

Duties

This role supports the Resourcing Australia's Prosperity initiative, Birrindudu Deep Dive project. The Senior Geoscientist role will drive and lead scientific research to produce reports and communication related to Birrindudu deep dive outputs. The role requires broad geological skills and knowledge relating to mineral resource identification and regional multicommodity resource assessments. High-level communication skills are required to work with internal and external scientific collaborators, federal agencies, state/NT geological agencies, acedemia, industry, pasturalists and First Nations groups. The role supports Resourcing Australia's Prosperity initiative directive to accelerate the discovery and development of critical minerals and other resources, to support Australia's net zero transition and enable responsible management of all resources.

In this role you will:

- lead and support Birrindudu Deep Dive scientific investigations under the Resourcing Australia's Prosperity initiative;
- contribute specialist geoscientific expertise to lead project delivery and scientific outputs related to multi-commodity resource assessments;
- oversee the collection, analysis, quality control and delivery of analytical geoscientific datasets;
- work collaboratively with multidisciplinary teams to collect diverse geoscientific information to evaluate the resource potential of the Birrindudu Deep Dive region;
- provide leadership to a small team, including direct and indirect supervision of staff;
- engage with government, industry and research partners to address technical challenges and support delivery and communication of strategic outcomes.

To be successful in the role you will:

- provide high-level geoscientific leadership for integrated multi-commodity resource studies that support Geoscience Australia's strategic objectives and the Resourcing Australia's Prosperity initiative objectives;
- demonstrate a strong commitment to the role of geoscience in supporting Australia's transition to net zero emissions and the development of critical minerals resources;
- build and sustain productive relationships with stakeholders across industry, government and the research sector;
- identify project risks and issues early and implement practical solutions to maintain project delivery and performance;
- work collaboratively, share knowledge and support the development of others while taking personal responsibility for outcomes;
- foster a positive, inclusive and high-performing team culture;
- demonstrate behaviours consistent with the APS Values and Code of Conduct.

Required skills, knowledge, experience and/or qualifications

- High-level geoscientific skills and demonstrated ability to lead scientific studies to deliver outputs related to multi-commodity resource assessments.
- Technical geoscientific skills related to the acquisition of new geoscientific data and utilisation of existing data to produce high-impact outputs.
- Proven ability to communicate complex scientific information to technical and non-technical audiences, including preparation of material suitable for peer review.
- Experience leading, managing and/or working within technically focused multidisciplinary teams.

Are you unsure about applying?

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don’t necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

To Apply

Please visit thecareers pageof our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Paul Henson on +61 2 6249 9138 or email Paul.Henson@ga.gov.au.

To learn more about applying for roles within the Australian Public Services please review, ‘Applying for an APS job: cracking the code’.

Use of AI in Recruitment

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Eligibility

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Notes

Technical Assistance

If you require technical assistance, call our Recruitment and Delivery team on (02) 6249 9777 or email recruitment@ga.gov.au.

A merit list/pool may be created from this process. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

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	Paul Henson, 02 6249 9138
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0774061

IP Australia

Closing Date:Sunday 15 November 2026

Finance and People Services Employee Relations

Job Title	Senior Employee Relations Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - SA SA, Various locations - NT NT, Various locations - TAS TAS, Various locations - WA WA
Salary	$99,734 - $112,049
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 are available
Classification	APS Level 6
Position Number	1954
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

https://careers.ipaustralia.gov.au

The Senior Employee Relations Advisor plays a key role within the Finance and People Services Group, providing high level advice, coordination and support on complex employee relations matters. The role contributes to the development and implementation of workplace policies, supports governance forums and partners with stakeholders across the organisation to resolve complex employment issues and improve people management practices. The position also provides leadership, mentoring and guidance to junior staff including the Employee Relations Advisor.

Duties

- Provide secretariat support to the Workplace Committee Forum, including preparing papers, recording minutes, tracking actions and following up outcomes.
- Develop, review and maintain HR policies, procedures, and guidance material in line with the Enterprise Agreement and relevant legislation.
- Prepare clear, evidence-based briefs, advice and correspondence from senior leaders and managers.
- Coordinate consultation with business areas, union (CPSU) and key stakeholders, and incorporate feedback into policy and procedure development.
- Coordinate the release and implementation of policy suites, including supporting communication, Q&A and training materials.
- Supervise and support the APS 5 Employee Relations Advisor, including work allocation, coaching, quality assurance and feedback.
- Provide advice on complex workplace matters requiring interpretation of APS employment legislation, Enterprise Agreement and related frameworks
- Liaise with AskHR, Payroll and other internal stakeholders to resolve complex and escalated HR matters.
- Represent the team at HR forums and contribute to broader HR branch priorities and initiatives.
- Support EL1 and EL2 leaders by contributing to meetings, preparing records of discussion and coordinating follow-up actions as required.

Eligibility

Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS).

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check involves reviewing your background & personal circumstances to minimise risks in giving access to IP Australia information/resources. This screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Some applicants may be able to obtain and maintain a security clearance at a specified clearance level – please check the vacancy information section for security clearance requirements.

The successful applicant must be willing to disclose all relevant and required information.

Notes

We are looking to fill this position on an ongoing basis. Future positions may be offered on an ongoing or non-ongoing basis subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months.

At the end of the recruitment process, a merit pool of suitable candidates may be created. Those found suitable will be advised that they have been placed in the pool. The merit pool is valid for 18 months from the date the process was advertised. The merit pool may be used throughout the period to fill similar positions in the event positions become vacant.

IP Australia acknowledges that those with diverse experiences, perspectives, and backgrounds enhance our workplace and our capability for innovation. Aboriginal and/or Torres Strait Islander People, People with Disability and LGBTIQA+ people are encouraged to apply for any advertised position, that they may be suitable for, within IP Australia.

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

IP Australia is the Australian Government agency that drives innovation by administering intellectual property (IP) rights, including patents, trade marks, designs, and plant breeder's rights. Our mission is simple: to help Australians turn great ideas into reality through a world-class IP system that fuels creativity, investment, and economic growth. Working with us means being part of a team that influences global IP frameworks, supports trade agreements, and educates businesses and individuals on the value of IP. We're not just about protecting ideas—we're about enabling innovation that benefits everyone. At IP Australia, we foster an inclusive and diverse culture where every individual feels respected and valued. We believe that diversity drives innovation, and we are committed to creating a workplace where everyone can thrive and reach their full potential. We understand the importance of flexibility and wellbeing. That's why we offer hybrid work arrangements, flexible hours, and programs to support mental health and overall wellbeing. Our focus on psychological safety ensures that employees feel secure and supported in their roles. Professional growth is a priority for us. We provide opportunities for skill development, education support, and clear pathways for career progression. Whether you're starting your career or looking to advance, IP Australia offers the tools and resources to help you succeed. Our benefits are designed to support your lifestyle and future. With competitive conditions such as 15.4% superannuation contributions, salary packaging options, and family-friendly policies, we make sure our employees are well taken care of. Finally, integrity is at the heart of everything we do. We uphold the highest standards of fairness and respect, maintaining a workplace built on trust and collaboration. At IP Australia, you'll be part of an organisation that values both people and purpose.

To Apply

Position Contact	Vanessa Canas, (02) 6283 2739
Agency Recruitment Site	https://careers.ipaustralia.gov.au

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Industry, Science, Energy and Resources

Vacancy VN-0774175

IP Australia

Closing Date:Monday 16 November 2026

Plant Breeder's Rights and Oppositions Group Plant Breeder's Rights
Products, Projects and Business Operations

Job Title	Assistant Director, Project Delivery
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - TAS TAS, Various locations - WA WA, Various locations - ACT ACT, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - NSW NSW, Various locations - SA SA, Various locations - NT NT
Salary	$123,808 - $139,346
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 are available.
Classification	Executive Level 1
Position Number	1950
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

https://careers.ipaustralia.gov.au

We are seeking Assistant Directors to help improve Plant Breeder's Rights services, staff and customer experience, and business systems.

Working within a small multidisciplinary team, you will engage with staff and customers, decide what improvements matter most, turn needs into project plans, delivery plans and requirements, and guide changes to PBR systems, services, practices, and processes through implementation and adoption.

Responsibilities will be allocated according to skills, experience, capacity and business priorities. You may have a stronger focus on product ownership or project delivery, while working collaboratively across both areas and providing cover when needed to maintain essential services. While the role will not initially have any direct reports, it is expected to recruit and supervise a new change and communications role anticipated to be established soon after appointment.

The work includes:

- Working with customers, staff and subject matter experts to understand needs and identify opportunities to improve systems, services, practices, and processes.
- Prioritising, scoping, planning, and delivering projects and system improvements by balancing customer value, organisational priorities, legislative obligations, risks and available resources.
- Gathering and documenting detailed business and user requirements, expected outcomes and acceptance criteria.
- Planning and coordinating transition and adoption activities to prepare customers and staff for change and support successful implementation.
- Monitoring and reporting on progress, risks, issues and benefits, and collaborating with Product Owners and delivery teams to support consistent experiences across IP Australia’s business systems.

Duties

The successful candidates will demonstrate capabilities in:

• Planning and managing projects: defining scope, outcomes and responsibilities; preparing fit-for-purpose project and delivery plans; and monitoring progress, risks and dependencies.

• Planning and supporting change: helping users understand and prepare for change, supporting adoption, and measuring uptake to identify where further support is needed.

• Understanding needs in a regulatory environment: identifying customer and business needs and balancing them with organisational priorities, legislative obligations, risks, effort and available resources.

• Defining system requirements: working with customers, staff and subject matter experts to translate needs into clear, testable requirements, acceptance criteria and expected outcomes.

• Analysing information and solving problems: applying evidence, judgement and practical analysis to inform decisions, resolve barriers and support delivery.

• Communicating and collaborating: engaging clearly with a variety of stakeholders orally and in writing to understand needs and support change management.

• Taking ownership and delivering outcomes: working autonomously, meeting commitments and delivering work to the required standard and timeframe.

• Supervising and developing an employee: setting clear expectations, providing feedback, managing performance and supporting capability development.

You do not need to have held a Product Owner or Project Manager title. We welcome relevant experience across product, project and business improvement work.

Eligibility

Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS).

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check involves reviewing your background & personal circumstances to minimise risks in giving access to IP Australia information/resources. This screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Some applicants may be able to obtain and maintain a security clearance at a specified clearance level – please check the vacancy information section for security clearance requirements.

The successful applicant must be willing to disclose all relevant and required information.

Notes

We are looking to fill these positions on an ongoing or non-ongoing basis (for up to 12 months initially).

Future positions may be offered on an ongoing or non-ongoing basis subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months.

At the end of the recruitment process, a merit pool of suitable candidates may be created. Those found suitable will be advised that they have been placed in the pool. The merit pool is valid for 18 months from the date the process was advertised. The merit pool may be used throughout the period to fill similar positions in the event positions become vacant.

IP Australia acknowledges that those with diverse experiences, perspectives, and backgrounds enhance our workplace and our capability for innovation. Aboriginal and/or Torres Strait Islander People, People with Disability and LGBTIQA+ people are encouraged to apply for any advertised position, that they may be suitable for, within IP Australia.

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

requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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 IP Australia

IP Australia is the Australian Government agency that drives innovation by administering intellectual property (IP) rights, including patents, trade marks, designs, and plant breeder's rights. Our mission is simple: to help Australians turn great ideas into reality through a world-class IP system that fuels creativity, investment, and economic growth. Working with us means being part of a team that influences global IP frameworks, supports trade agreements, and educates businesses and individuals on the value of IP. We're not just about protecting ideas—we're about enabling innovation that benefits everyone. At IP Australia, we foster an inclusive and diverse culture where every individual feels respected and valued. We believe that diversity drives innovation, and we are committed to creating a workplace where everyone can thrive and reach their full potential. We understand the importance of flexibility and wellbeing. That's why we offer hybrid work arrangements, flexible hours, and programs to support mental health and overall wellbeing. Our focus on psychological safety ensures that employees feel secure and supported in their roles. Professional growth is a priority for us. We provide opportunities for skill development, education support, and clear pathways for career progression. Whether you're starting your career or looking to advance, IP Australia offers the tools and resources to help you succeed. Our benefits are designed to support your lifestyle and future. With competitive conditions such as 15.4% superannuation contributions, salary packaging options, and family-friendly policies, we make sure our employees are well taken care of. Finally, integrity is at the heart of everything we do. We uphold the highest standards of fairness and respect, maintaining a workplace built on trust and collaboration. At IP Australia, you'll be part of an organisation that values both people and purpose.

To Apply

Position Contact	Clinton McCarthur, (02) 6283 7924
Agency Recruitment Site	https://careers.ipaustralia.gov.au

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Industry, Science, Energy and Resources

Vacancy VN-0774211

IP Australia

Closing Date:Tuesday 17 November 2026

Customer Experience IP Rights Administration

Job Title	Customer Operations Specialist
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT
Salary	$90,321 - $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 are available
Classification	APS Level 5
Position Number	1955
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

https://careers.ipaustralia.gov.au

Customer Operations Specialists play a vital role in the delivery of high performing core business and internal operations for the agency. They apply their knowledge of IP rights legislation, systems capability, process improvement and customer service delivery to resolve complex service requests and respond to complex queries. They have a strong focus on the customer, are an escalation point of contact for our customers and leave a lasting positive impression on their overall experience.

Duties

In this role, you will work collaboratively with other members of the team to achieve established quality, productivity and customer service standards. You will resolve complex problems, contribute your expertise to training others, undertake quality checks and participate in the development, testing and implementation of new systems, processes and procedures.

For example, a customer may have submitted a service request covering several issues including incomplete information and an underpayment. Your job is to identify what the customer needs to do and to communicate with them what options they may have. You may need to call the customer and follow-up with an email confirming your conversation, options and costs. In resolving this issue, you may also identify and report an improvement that can be made to our customer facing systems and/or develop a work-around if this scenario becomes more common.

Eligibility

Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS).

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check involves reviewing your background & personal circumstances to minimise risks in giving access to IP Australia information/resources. This screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Some applicants may be able to obtain and maintain a security clearance at a specified clearance level – please check the vacancy information section for security clearance requirements.

The successful applicant must be willing to disclose all relevant and required information.

Notes

We are looking to fill this position on an ongoing basis. Future positions may be offered on an ongoing or non-ongoing basis subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months.

At the end of the recruitment process, a merit pool of suitable candidates may be created. Those found suitable will be advised that they have been placed in the pool. The merit pool is valid for 18 months from the date the process was advertised. The merit pool may be used throughout the period to fill similar positions in the event positions become vacant.

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RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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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team that influences global IP frameworks, supports trade agreements, and educates businesses and individuals on the value of IP. We're not just about protecting ideas—we're about enabling innovation that benefits everyone. At IP Australia, we foster an inclusive and diverse culture where every individual feels respected and valued. We believe that diversity drives innovation, and we are committed to creating a workplace where everyone can thrive and reach their full potential. We understand the importance of flexibility and wellbeing. That's why we offer hybrid work arrangements, flexible hours, and programs to support mental health and overall wellbeing. Our focus on psychological safety ensures that employees feel secure and supported in their roles. Professional growth is a priority for us. We provide opportunities for skill development, education support, and clear pathways for career progression. Whether you're starting your career or looking to advance, IP Australia offers the tools and resources to help you succeed. Our benefits are designed to support your lifestyle and future. With competitive conditions such as 15.4% superannuation contributions, salary packaging options, and family-friendly policies, we make sure our employees are well taken care of. Finally, integrity is at the heart of everything we do. We uphold the highest standards of fairness and respect, maintaining a workplace built on trust and collaboration. At IP Australia, you'll be part of an organisation that values both people and purpose.

To Apply

Position Contact	John Deeves, 02 6283 2629
Agency Recruitment Site	https://careers.ipaustralia.gov.au

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774198

Australian Maritime Safety Authority

Closing Date:Monday 16 November 2026

Corporate and Enabling Services
People and Property Property and Security

Job Title	Director Property and Security
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT
Salary	$154,955 - $179,636
Future Merit Locations	Brisbane, Canberra
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 2
Position Number	1319
Agency Website	https://www.amsa.gov.au/about

Job Description

https://careers.amsa.gov.au/en/listing/

Director Property and Security

$154,955 + 15.4% super

Canberra or Brisbane

Ongoing

- Lead a significant national portfolio spanning property, workplaces, facilities, security and fleet across AMSA's geographically dispersed operating environment.
- Shape strategy and investment decisions, providing authoritative advice to senior leaders on property performance, investment, risk and emerging issues.
- Broaden your executive leadership impact across property, protective security, sustainability, emissions and climate-related risk in a nationally significant organisation.

About AMSA - Work with Purpose

Safe Seas. Clean Seas. Saving Lives.

At the Australian Maritime Safety Authority (AMSA), every role contributes to our mission of ensuring safe vessel operations, combating marine pollution, and rescuing people in distress.

As Australia's national maritime regulator, we coordinate national maritime and aviation search and rescue services, protect Australia's marine environment, and support a safe and resilient maritime industry. Our work is made possible by the expertise of our people across corporate, specialist, digital and operational functions, working together to deliver services nationwide.

With around 500 employees across Australia, AMSA offers meaningful careers in a complex, highly regulated environment where your work has national impact. Learn more at **amsa.gov.au**.

Duties

About the Role

Reporting to the Manager, People & Property, the Director Property and Security leads AMSA’s national property and facilities portfolio, with responsibility for the effective management of AMSA’s workplaces, property assets, accommodation and related services. The role also oversees AMSA’s personnel and physical security, fleet, environmental sustainability, emissions and climate risk and disclosure responsibilities.

Working under broad direction, the Director Property and Security provides leadership and authoritative advice, leads a multi-disciplinary team and manages complex programs, contracts, budgets and stakeholder relationships. The role balances long-term portfolio planning with reliable operational service delivery across AMSA’s geographically dispersed and operationally critical environment.

In this role you will:

- **Build and lead a high-performing, multidisciplinary property and security team** that delivers accountable, inclusive and service-focused outcomes and has the capability to respond to AMSA’s evolving needs.
- **Ensure AMSA’s people, assets and operations are secure and resilient** through effective governance and oversight of personnel and physical security, protective security obligations, security risks, incidents and assurance.
- **Optimise the performance and value of AMSA’s property and fleet portfolio** through effective financial management, investment planning, procurement, contract and supplier management, fleet services, data-informed decision-making and whole-of-life cost management.
- **Strengthen organisational performance, sustainability and informed decision-making** by providing authoritative advice to senior leaders and governance forums, managing environmental sustainability, emissions and climate-related risks and obligations, and building productive relationships across AMSA, government and industry.

- **Deliver an effective national property and workplace portfolio** aligned with AMSA's strategy, operational requirements and investment priorities, including leasing and licensing arrangements for the aids to navigation network and engagement with Traditional Owners, jurisdictions and other stakeholders.

What We're Looking For

You will bring:

- Significant senior leadership experience managing complex property, facilities portfolios, including strategy, governance, capital works, asset management, procurement and contracts.
- Strong experience in protective security, including personnel and physical security, security governance and the ability to apply the Protective Security Policy Framework (PSPF) to AMSA's context.
- Demonstrated strategic and commercial leadership, including managing significant budgets and suppliers, leading multidisciplinary teams, providing authoritative advice and building influential stakeholder relationships.
- Behaviours aligned with One AMSA values and ways of working
- Relevant tertiary qualifications, and experience in environmental sustainability, emissions reduction or climate-related risk and reporting.

For further details, please refer to the **position description**. Information about our terms and conditions of employment are contained in the AMSA Enterprise Agreement 2024 - 2027.

What We Offer at AMSA

At AMSA, we support our people to do their best work through:

- Competitive remuneration and salary packaging options
- 15.4% employer superannuation contribution
- Generous leave entitlements with 20 days annual leave plus paid Christmas shutdown
- Paid parental leave with 18 weeks for primary and 14 weeks for secondary carer
- Wellbeing focus with health reimbursements, flu vaccinations and an Employee Assistance Program for you and your family
- Flexible work including work from home arrangements
- Career development including training, study assistance, paid professional memberships.
- Opportunity to connect, collaborate, and contribute through AMSA's staff-led networks

One AMSA: Shaping Our Future Together

One AMSA is our commitment to creating a workplace that is safe, respectful and inclusive – where every employee feels valued, supported and empowered to contribute. It shapes how we work together and ensures collaboration, trust, and shared purpose across AMSA.

How to Apply

To apply, visit the Careers at AMSA portal and click ‘Apply’ on the job listing before **11:55pm AEDT on 16 November 2026.**

You will need to provide:

- A resume (maximum 3 pages)
- A cover letter (up to 600 words) outlining your suitability based on the key responsibilities and capabilities required for the role.

For further information about the role, contact **Jill Deem** on **0262795671** or recruitment@amsa.gov.au.

For questions about the recruitment process, please contact recruitment@amsa.gov.au.

Applications from recruitment agencies will not be accepted, as AMSA recruitment is managed internally.

AMSA does not engage staff under the Public Service Act 1999. AMSA engages employees under the Australian Maritime Safety Authority Act 1990 and our remuneration arrangements are specific to AMSA. AMSA merit lists can only be used within AMSA and do not apply to the broader APS.

Eligibility
Notes

About the Australian Maritime Safety Authority

At the Australian Maritime Safety Authority (AMSA), we acknowledge the value diversity brings. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. AMSA is Australia’s National agency responsible for coordinating maritime and aviation search and rescue. We regulate domestic commercial vessels, Australian and foreign shipping – from 12 metre prawn trawlers to 350 metre liquefied natural gas tankers, and everything commercial in between. We are also responsible for protecting Australia’s precious marine environments like the Great Barrier Reef, from the impacts of shipping. Our stakeholders are just as diverse as our role but our mission connects them all and

inspires our people to make a real difference every day – “Safe and clean seas, saving lives”. AMSA offers unique and challenging career opportunities, and we employ around 430 people across Australia. To learn more about our organisation please visit our website.

To Apply

Position Contact	Jill Deem, 0262795671
Agency Recruitment Site	https://careers.amsa.gov.au/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774273

Australian Maritime Safety Authority

Closing Date:Wednesday 18 November 2026

Regulation and Vessel Certification
Domestic Vessel Technical

Job Title	Advisor Technical
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Sydney NSW, Melbourne VIC, Canberra ACT
Salary	$128,997 - $150,443
Future Merit Locations	Brisbane, Sydney, Melbourne, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Hybrid
Classification	Executive Level 1
Position Number	1239
Agency Website	https://www.amsa.gov.au/about

Job Description

https://careers.amsa.gov.au/en/listing/

Advisor Technical

$128,997 - $150,443 + 15.4% super

Location – Any AMSA Office

Ongoing

- Apply your maritime expertise to nationally significant regulatory work
- Help shape standards and guidance for Australia’s domestic commercial vessel sector

About AMSA - Work with Purpose

Safe Seas. Clean Seas. Saving Lives.

At the Australian Maritime Safety Authority (AMSA), every role contributes to our mission of ensuring safe vessel operations, combating marine pollution, and rescuing people in distress.

As Australia's national maritime regulator, we coordinate national maritime and aviation search and rescue services, protect Australia's marine environment, and support a safe and resilient maritime industry. Our work is made possible by the expertise of our people across corporate, specialist, digital and operational functions, working together to deliver services nationwide.

With around 500 employees across Australia, AMSA offers meaningful careers in a complex, highly regulated environment where your work has national impact. Learn more at **amsa.gov.au.**

Duties

About the Role

Reporting to the Principal Naval Architect, the Advisor Technical supports AMSA’s domestic vessel survey and certification functions, combining maritime technical knowledge with strong project management and organisational skills.

You will assess lower-risk vessel certification, exemption and equivalent solution applications, provide technical advice to stakeholders, and contribute to consistent, risk-based regulatory decisions. You will also help improve the standards, policies, processes and guidance that support the domestic commercial vessel sector.

In this role you will:

- Assess, recommend or approve lower-risk vessel certification and exemption applications within the role’s authority.
- Assess equivalent solution and other exemption applications, seeking technical, legal and policy advice where required.
- Provide accurate, timely and consistent technical advice to stakeholders.
- Train and mentor the Certification team in technical assessments and recommendations.
- Work with technical colleagues to maintain knowledge and consistency in assessment approaches and advice.
- Lead improvements to policies and processes for domestic commercial vessels, with a focus on national consistency.
- Contribute to the development and continuous improvement of national standards, legislation, work instructions and guidance.
- Identify trends in industry feedback, applications and enquiries to inform improvements to standards, systems and guidance.
- Develop and review survey-related material, including online content and webinars.

What We’re Looking For

You will bring:

- A relevant tertiary qualification and/or equivalent work experience, preferably in a vessel or marine-related engineering discipline.
- Demonstrated regulatory or compliance experience.
- Knowledge of national and international laws, standards and conventions relevant to the domestic commercial vessel sector.
- Relevant operational experience in the domestic maritime industry.
- The ability to communicate effectively with stakeholders and provide timely and accurate technical advice.
- Demonstrated project and time management skills, with the ability to work remotely with limited supervision.
- The ability to become accredited as a DCV Surveyor under the domestic commercial vessel National Law would be advantageous.
- Behaviours aligned with One AMSA values and ways of working

For further details, please refer to the **position description**. Information about our terms and conditions of employment are contained in the AMSA Enterprise Agreement 2024 - 2027.

What We Offer at AMSA

At AMSA, we support our people to do their best work through:

- Competitive remuneration and salary packaging options
- 15.4% employer superannuation contribution
- Generous leave entitlements with 20 days annual leave plus paid Christmas shutdown
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- Wellbeing focus with health reimbursements, flu vaccinations and an Employee Assistance Program for you and your family
- Flexible work including work from home arrangements
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How to Apply

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You will need to provide:

- A resume (maximum 3 pages)
- A cover letter (up to 600 words) outlining your suitability based on the key responsibilities and capabilities required for the role.

For further information about the role, contact Rob Maher on 03 8612 6037 or rob.maher@amsa.gov.au

For questions about the recruitment process, please contact recruitment@amsa.gov.au.

Applications from recruitment agencies will not be accepted, as AMSA recruitment is managed internally.

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Notes

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To Apply

Position Contact	Rob Maher, 03 8612 6037
Agency Recruitment Site	https://careers.amsa.gov.au/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774145

Civil Aviation Safety Authority

Closing Date:Sunday 15 November 2026

Corporate Services
Organisational Strategy Change and Information Management Planning, Reporting and Information Management

Job Title	Senior Adviser Information Management
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$107,477 - $117,914
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours.
Classification	
Position Number	4052
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://casajobs.nga.net.au/cp/?audiencetypecode=EXT

The role

Are you are an experienced information management professional who enjoys improving processes, supporting compliance, and helping organisations manage information effectively?

Join CASA and play a key role in supporting the management of our information and records across the organisation.

As the Senior Adviser, Information Management, you will provide specialist advice and support to ensure CASA's information is managed securely, accurately and in line with legislative and National Archives of Australia requirements. You will work closely with stakeholders across the organisation to promote best practice information management and support informed decision-making.

You will use your expertise to:

- Manage information and records throughout their lifecycle, including digitisation, sentencing, disposal and transfer to the National Archives of Australia.
- Maintain and improve information management processes and procedures in line with legislative and governance requirements.
- Support the effective use of CASA's records management system (OpenText Content Manager), including file creation, classification, metadata management and security controls.
- Undertake quality assurance and compliance reviews to ensure information management standards and legislative requirements are met.
- Analyse information management data and prepare reports to support management decision-making and government reporting obligations.
- Provide specialist advice, guidance and training to staff on information management practices.
- Respond to enquiries from internal and external stakeholders, including Freedom of Information (FOI) related requests and liaison with the National Archives of Australia.
- Contribute to the continuous improvement of CASA's information governance framework, policies and procedures.

Duties

Experience, skills and capabilities

- Demonstrated experience applying information and records management principles, standards and practices to support organisational outcomes. Proven ability to analyse

complex issues, provide practical advice, manage information-related risks, and apply relevant legislation, policies, standards and governance requirements to achieve business outcomes under limited direction.
- Strong communication and stakeholder engagement skills, with the ability to provide specialist information management advice, build productive working relationships, facilitate discussions, and deliver clear, accurate and influential written and verbal communications to support compliance, information governance and continuous improvement outcomes.
- Demonstrated ability to conduct research and analysis to develop practical, evidence-based advice and recommendations on complex issues by applying sound judgement, considering risks and broader business impacts, and working collaboratively across teams to support policy, project and operational outcomes.
- Demonstrated ability to build and maintain inclusive and collaborative working relationships by valuing diverse perspectives and seeking input from others, demonstrating self-awareness, adapting communication styles to different audiences and contexts, and responding constructively and professionally in challenging or changing environments

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988 (the Act) and the CASA Enterprise Agreement. The following eligibility requirements apply to this position:

- At a minimum, prospective CASA employees must undergo pre-employment screening and must be willing to provide the required information to successfully undergo a police record check.
- The position’s occupant must be an Australian citizen with the ability to obtain and maintain the level of security clearance as required.

Notes

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

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.

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.

About the Civil Aviation Safety Authority

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To Apply

Position Contact	Martin Janett, +61 2 6217 1070
Agency Recruitment Site	https://casajobs.nga.net.au/cp/?audiencetypecode=EXT

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774146

Civil Aviation Safety Authority

Closing Date:Sunday 15 November 2026

Job Title	Senior Adviser Information Management - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$107,477 - $117,914
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	
Position Number	4052
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://casajobs.nga.net.au/cp/?audiencetypecode=EXT

The role

Are you are an experienced information management professional who enjoys improving processes, supporting compliance, and helping organisations manage information effectively?

Join CASA and play a key role in supporting the management of our information and records across the organisation.

As the Senior Adviser, Information Management, you will provide specialist advice and support to ensure CASA's information is managed securely, accurately and in line with legislative and National Archives of Australia requirements. You will work closely with stakeholders across the organisation to promote best practice information management and support informed decision-making.

You will use your expertise to:

- Manage information and records throughout their lifecycle, including digitisation, sentencing, disposal and transfer to the National Archives of Australia.
- Maintain and improve information management processes and procedures in line with legislative and governance requirements.
- Support the effective use of CASA's records management system (OpenText Content Manager), including file creation, classification, metadata management and security controls.
- Undertake quality assurance and compliance reviews to ensure information management standards and legislative requirements are met.
- Analyse information management data and prepare reports to support management decision-making and government reporting obligations.
- Provide specialist advice, guidance and training to staff on information management practices.
- Respond to enquiries from internal and external stakeholders, including Freedom of Information (FOI) related requests and liaison with the National Archives of Australia.
- Contribute to the continuous improvement of CASA's information governance framework, policies and procedures.

Duties

Experience, skills and capabilities

- Demonstrated experience applying information and records management principles, standards and practices to support organisational outcomes. Proven ability to analyse complex issues, provide practical advice, manage information-related risks, and apply relevant legislation, policies, standards and governance requirements to achieve business outcomes under limited direction.
- Strong communication and stakeholder engagement skills, with the ability to provide specialist information management advice, build productive working relationships, facilitate discussions, and deliver clear, accurate and influential written and verbal communications to support compliance, information governance and continuous improvement outcomes.
- Demonstrated ability to conduct research and analysis to develop practical, evidence-based advice and recommendations on complex issues by applying sound judgement, considering risks and broader business impacts, and working collaboratively across teams to support policy, project and operational outcomes.
- Demonstrated ability to build and maintain inclusive and collaborative working relationships by valuing diverse perspectives and seeking input from others, demonstrating self-awareness, adapting communication styles to different audiences and contexts, and responding constructively and professionally in challenging or changing environments

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988 (the Act) and the CASA Enterprise Agreement. The following eligibility requirements apply to this position:

- At a minimum, prospective CASA employees must undergo pre-employment screening and must be willing to provide the required information to successfully undergo a police record check.
- The position's occupant must be an Australian citizen with the ability to obtain and maintain the level of security clearance as required.

Notes

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. 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	Martin Janett, +61 2 6217 1070
Agency Recruitment Site	https://casajobs.nga.net.au/cp/?audiencetypecode=EXT

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774147

Civil Aviation Safety Authority

Closing Date:Sunday 15 November 2026

Corporate Services
Organisational Strategy, Change and Information Management Planning, Reporting and Information Management

Job Title	Senior Adviser Strategic Business Planning
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$107,477 - $117,914
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours.
Classification	
Position Number	4603
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://casajobs.nga.net.au/cp/?audiencetypecode=EXT

The role

Are you a strong communicator with experience in corporate planning, reporting and stakeholder engagement? Join the Civil Aviation Safety Authority (CASA) and help deliver key corporate reporting and planning activities that support organisational performance and compliance.

As the Senior Adviser, Strategic Business Planning, you will coordinate and support the development of important corporate documents, including CASA's Corporate Plan, Annual Report and quarterly reporting. You will work across the organisation to gather, review and analyse information, ensuring reports are accurate, consistent and meet legislative requirements.

In this role you will:

- Engage with stakeholders across CASA to collect information and coordinate contributions for corporate planning and reporting activities.
- Review content for accuracy, quality, consistency and completeness, and work with business areas to resolve issues or gaps.

- Proofread, edit and undertake peer reviews to ensure high-quality reporting products.
- Work collaboratively with internal and external stakeholders to deliver corporate planning and reporting documents.
- Support CASA's compliance obligations under the Public Governance, Performance and Accountability Act.
- Prepare analysis, reports and briefing material to support governance committees and senior decision-makers.
- Contribute to the continuous improvement of planning and reporting processes, policies and guidance materials.

Duties

Experience, skills and capabilities

The ideal candidate will have:

- Contemporary corporate planning and reporting knowledge and experience within the Australian Government context. Proven ability to apply technical/specialist knowledge, exercise initiative and use analysis and problem-solving skills to address moderately complex matters. Experience in applying judgement when making decisions within established standards, policies, and procedures.
- Demonstrated curiosity about new and emerging digital tools and technologies, and the ability to evaluate how they can be leveraged appropriately to improve future outcomes.
- Significant experience in communicating complex information with clarity and influence. Building rapport and using negotiation and persuasion skills to resolve moderately complex issues, and tailoring messages and message delivery to achieve desired outcomes with varied stakeholders.
- Significant experience in managing relationships with stakeholders to achieve work area goals. Anticipating and responding to stakeholder needs and expectations. Developing and supporting complex relationships with internal and external stakeholders.
- Demonstrated ability to work with research and analysis to ensure application of best practice principals when making decisions (and or providing advice or recommendations) that involve complex or escalated issues, longer-term planning and liaison with other sections on policy, projects or operational issues.
- Demonstratable abilities in inclusion and collaboration by drawing on diverse perspectives to improve outcomes. Experience working with emotional intelligence to build positive relationships and resolve moderately complex interpersonal issues.

Qualifications, licences and experience

Desirable

- Corporate planning and reporting knowledge and experience within the Australian Government context.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988 (the Act) and the CASA Enterprise Agreement. The following eligibility requirements apply to this position:

- At a minimum, prospective CASA employees must undergo pre-employment screening and must be willing to provide the required information to successfully undergo a police record check.
- The position's occupant must be an Australian citizen with the ability to obtain and maintain the level of security clearance as required.

Notes

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

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To Apply

Position Contact	Martin Janett, +61 2 6217 1070
Agency Recruitment Site	https://casajobs.nga.net.au/cp/?audiencetypecode=EXT

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774148

Civil Aviation Safety Authority

Closing Date:Sunday 15 November 2026

Corporate Services
Organisational Strategy, Change and Information Management Planning, Reporting and Information Management

Job Title	Senior Adviser Strategic Business Planning - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$107,477 - $117,914
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours.
Classification	
Position Number	4603
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://casajobs.nga.net.au/cp/?audiencetypecode=EXT

The role

Are you a strong communicator with experience in corporate planning, reporting and stakeholder engagement? Join the Civil Aviation Safety Authority (CASA) and help deliver key corporate reporting and planning activities that support organisational performance and compliance.

As the Senior Adviser, Strategic Business Planning, you will coordinate and support the development of important corporate documents, including CASA's Corporate Plan, Annual Report and quarterly reporting. You will work across the organisation to gather, review and analyse information, ensuring reports are accurate, consistent and meet legislative requirements.

In this role you will:

- Engage with stakeholders across CASA to collect information and coordinate contributions for corporate planning and reporting activities.
- Review content for accuracy, quality, consistency and completeness, and work with business areas to resolve issues or gaps.
- Proofread, edit and undertake peer reviews to ensure high-quality reporting products.
- Work collaboratively with internal and external stakeholders to deliver corporate planning and reporting documents.
- Support CASA's compliance obligations under the Public Governance, Performance and Accountability Act.
- Prepare analysis, reports and briefing material to support governance committees and senior decision-makers.
- Contribute to the continuous improvement of planning and reporting processes, policies and guidance materials.

Duties

Experience, skills and capabilities

The ideal candidate will have:

- Contemporary corporate planning and reporting knowledge and experience within the Australian Government context. Proven ability to apply technical/specialist knowledge, exercise initiative and use analysis and problem-solving skills to address moderately complex matters. Experience in applying judgement when making decisions within established standards, policies, and procedures.
- Demonstrated curiosity about new and emerging digital tools and technologies, and the ability to evaluate how they can be leveraged appropriately to improve future outcomes.
- Significant experience in communicating complex information with clarity and influence. Building rapport and using negotiation and persuasion skills to resolve moderately complex issues, and tailoring messages and message delivery to achieve desired outcomes with varied stakeholders.
- Significant experience in managing relationships with stakeholders to achieve work area goals. Anticipating and responding to stakeholder needs and expectations. Developing and supporting complex relationships with internal and external stakeholders.
- Demonstrated ability to work with research and analysis to ensure application of best practice principals when making decisions (and or providing advice or recommendations) that involve complex or escalated issues, longer-term planning and liaison with other sections on policy, projects or operational issues.
- Demonstratable abilities in inclusion and collaboration by drawing on diverse perspectives to improve outcomes. Experience working with emotional intelligence to build positive relationships and resolve moderately complex interpersonal issues.

Qualifications, licences and experience

Desirable

- Corporate planning and reporting knowledge and experience within the Australian Government context.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988 (the Act) and the CASA Enterprise Agreement. The following eligibility requirements apply to this position:

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To Apply

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Agency Recruitment Site	https://casajobs.nga.net.au/cp/?audiencetypecode=EXT

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774151

Civil Aviation Safety Authority

Closing Date:Sunday 15 November 2026

Corporate Services Division
Organisational Strategy, Change and Information Management (OSCIM)
Planning, Reporting and Information Management

Job Title	Team Leader Enterprise Design Office
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT
Salary	$120,448 - $140,835
Future Merit Locations	Brisbane, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours.
Classification	
Position Number	1132
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://casajobs.nga.net.au/cp/?audiencetypecode=EXT

The role

CASA is seeking an experienced senior design leader to lead the Enterprise Design Office (EDO) and drive user-centred design, service improvement and organisational transformation.

The Team Leader, EDO leads a specialist team responsible for delivering human-centred design, user research, service design and business improvement initiatives that support CASA's strategic priorities.

Working across the organisation, you will help teams better understand user needs, identify opportunities for improvement and design services, processes and experiences that deliver value for both users and CASA.

This role combines strategic leadership, design practice expertise and stakeholder engagement. You will provide expert advice and oversight to strengthen organisational capability, guide evidence-based decision making and embed enterprise design approaches across the organisation.

Working under broad direction, you will manage complex and sensitive work, exercise a high degree of independence and professional judgement and collaborate with stakeholders across CASA to develop and implement frameworks, policies, processes and initiatives that support strategic and operational outcomes.

This is an opportunity for an experienced senior designer who is passionate about applying user-centred and service design approaches to large-scale organisational challenges and leading a team that delivers meaningful change and improvement.

Ideal Candidate

Our ideal candidate will demonstrate the following:

- Experience leading service design, user experience (UX), user research or human-centred design functions within a complex organisation.
- A proven track record delivering discovery, research and co-design activities that translate user insights into meaningful business and customer outcomes.
- Demonstrated experience applying and championing contemporary service design and UX practices, including accessibility, user-centred design, validation through research and testing, and alignment with the Australian Government Digital Service Standard.

Duties

Experience, skills and capabilities

This position's key responsibilities include:

- Leading the Enterprise Design Office team and providing operational direction, coaching and mentoring to ensure a high level of specialist expertise and performance.
- Building a positive, respectful and inclusive team culture aligned with CASA's values.
- Contributing to and implementing work plans, priorities and strategies that support organisational objectives and high-quality outcomes.
- Providing leadership in implementing and promoting a culture of change, innovation and continuous improvement.
- Leading the development and implementation of enterprise design frameworks, methodologies and practices across CASA.
- Partnering with business areas to identify improvement opportunities, solve complex organisational challenges and deliver sustainable business outcomes aligned with CASA's strategic priorities.
- Building and maintaining effective relationships with stakeholders across the organisation to provide trusted advice and influence outcomes on complex and sensitive change initiatives.
- Supporting informed decision-making through professional judgement, specialist expertise and a strong understanding of organisational priorities and operating context.
- Maintaining a positive health and safety culture, including psychosocial wellbeing in the workplace.
- Initiating, positively engaging in and responding to change, while supporting others through change.
- Other duties as required.

Qualifications, licences and experience

Desirable

- Experience applying enterprise design, business improvement, service design or organisational development methodologies to support strategic and operational outcomes in a complex environment.
- Relevant qualifications or professional certification in enterprise design, service design, change management, project management, organisational development or continuous improvement methodologies (such as Prosci, PRINCE2, MSP, Lean or Six Sigma).
- People leadership/management/coaching/mentoring experience.

Eligibility

Employment with CASA is subject to conditions prescribed within the *Civil Aviation Act 1988* (the Act) and the CASA Enterprise Agreement. The following eligibility requirements apply to this position:

- At a minimum, prospective CASA employees must undergo pre-employment screening and must be willing to provide the required information to successfully undergo a police record check.
- The position’s occupant must be an Australian citizen with the ability to obtain and maintain the level of security clearance as required.

Notes

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To Apply

Position Contact	Roselyn Currie, +61 2 6217 1125
Agency Recruitment Site	https://casajobs.nga.net.au/cp/?audiencetypecode=EXT

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774152

Civil Aviation Safety Authority

Closing Date:Sunday 15 November 2026

Corporate Services Division
Organisational Strategy, Change and Information Management (OSCIM)
Planning, Reporting and Information Management

Job Title	Team Leader Enterprise Design Office - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT
Salary	$120,448 - $140,835
Future Merit Locations	Brisbane, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours.
Classification	
Position Number	1132
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://casajobs.nga.net.au/cp/?audiencetypecode=EXT

The role

CASA is seeking an experienced senior design leader to lead the Enterprise Design Office (EDO) and drive user-centred design, service improvement and organisational transformation.

The Team Leader, EDO leads a specialist team responsible for delivering human-centred design, user research, service design and business improvement initiatives that support CASA's strategic priorities.

Working across the organisation, you will help teams better understand user needs, identify opportunities for improvement and design services, processes and experiences that deliver value for both users and CASA.

This role combines strategic leadership, design practice expertise and stakeholder engagement. You will provide expert advice and oversight to strengthen organisational capability, guide evidence-based decision making and embed enterprise design approaches across the organisation.

Working under broad direction, you will manage complex and sensitive work, exercise a high degree of independence and professional judgement and collaborate with stakeholders across CASA to develop and implement frameworks, policies, processes and initiatives that support strategic and operational outcomes.

This is an opportunity for an experienced senior designer who is passionate about applying user-centred and service design approaches to large-scale organisational challenges and leading a team that delivers meaningful change and improvement.

Ideal Candidate

Our ideal candidate will demonstrate the following:

- Experience leading service design, user experience (UX), user research or human-centred design functions within a complex organisation.
- A proven track record delivering discovery, research and co-design activities that translate user insights into meaningful business and customer outcomes.
- Demonstrated experience applying and championing contemporary service design and UX practices, including accessibility, user-centred design, validation through research and testing, and alignment with the Australian Government Digital Service Standard.

Duties

Experience, skills and capabilities

This position's key responsibilities include:

- Leading the Enterprise Design Office team and providing operational direction, coaching and mentoring to ensure a high level of specialist expertise and performance.
- Building a positive, respectful and inclusive team culture aligned with CASA's values.
- Contributing to and implementing work plans, priorities and strategies that support organisational objectives and high-quality outcomes.
- Providing leadership in implementing and promoting a culture of change, innovation and continuous improvement.
- Leading the development and implementation of enterprise design frameworks, methodologies and practices across CASA.
- Partnering with business areas to identify improvement opportunities, solve complex organisational challenges and deliver sustainable business outcomes aligned with CASA's strategic priorities.
- Building and maintaining effective relationships with stakeholders across the organisation to provide trusted advice and influence outcomes on complex and sensitive change initiatives.

- Supporting informed decision-making through professional judgement, specialist expertise and a strong understanding of organisational priorities and operating context.
- Maintaining a positive health and safety culture, including psychosocial wellbeing in the workplace.
- Initiating, positively engaging in and responding to change, while supporting others through change.
- Other duties as required.

Qualifications, licences and experience

Desirable

- Experience applying enterprise design, business improvement, service design or organisational development methodologies to support strategic and operational outcomes in a complex environment.
- Relevant qualifications or professional certification in enterprise design, service design, change management, project management, organisational development or continuous improvement methodologies (such as Prosci, PRINCE2, MSP, Lean or Six Sigma).
- People leadership/management/coaching/mentoring experience.

Eligibility

Employment with CASA is subject to conditions prescribed within the *Civil Aviation Act 1988* (the Act) and the CASA Enterprise Agreement. The following eligibility requirements apply to this position:

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To Apply

Position Contact	Roselyn Currie, + 61 2 6217 1125
Agency Recruitment Site	https://casajobs.nga.net.au/cp/?audiencetypecode=EXT

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774193

Civil Aviation Safety Authority

Closing Date:Sunday 15 November 2026

Regulatory Oversight Division
Continuous Improvement and Strategic Support (CISS) Business Planning and Coordination

Job Title	Business Planning and Coordination Senior Adviser - Data Analyst
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT
Salary	$107,477 - $117,914
Future Merit Locations	Brisbane, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours.
Classification	
Position Number	4602
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://casajobs.nga.net.au/cp/?audiencetypecode=EXT

The role

Data plays an important role in CASA’s oversight of the aviation sector and the continuous improvement of CASA’s regulatory functions and service delivery. We are seeking an experienced and motivated Senior Adviser - Data Analyst to join our Continuous Improvement and Strategic Support team within the Regulatory Oversight Division.

In this role, you will transform complex data into meaningful insights, support strategic planning and performance reporting, and develop data products that help inform regulatory and operational decision-making across the organisation.

You will use your expertise to:

- Analyse complex datasets to identify trends, solve operational issues and provide actionable business insights.
- Develop and maintain dashboards, reports and visualisations using SQL and Power BI.
- Support corporate reporting and performance measurement activities.
- Validate and assure the quality of business data and reporting outputs.

- Provide specialist advice on data, reporting and business improvement opportunities.
- Contribute to strategic planning, continuous improvement and organisational priorities.
- Build productive relationships with stakeholders across CASA to understand reporting needs and deliver meaningful outcomes.
- Support a positive, inclusive and collaborative workplace culture

Duties

Experience, skills and capabilities

This position requires the following experience, skills, and capabilities:

- Demonstrated experience delivering data analysis, reporting and insights in a complex organisation.
- Demonstrated experience extracting, validating and analysing large and complex datasets to produce reporting, performance measures, trend analysis and actionable business insights.
- Proven experience developing and maintaining dashboards, reports and data ingestion using SQL to create visualisations using Power BI to support organisational decision-making.
- Ability to apply technical/specialist knowledge, exercise initiative and use analysis and problem-solving skills to address moderately complex matters. Experience in applying judgement when making decisions within established standards, policies, and procedures.
- Significant experience in communicating complex information with clarity and influence. Building rapport and using negotiation and persuasion skills to resolve moderately complex issues, and tailoring messages and message delivery to achieve desired outcomes with varied stakeholders.
- Significant experience in managing relationships with stakeholders to achieve work area goals. Anticipating and responding to stakeholder needs and expectations. Developing and supporting complex relationships with internal and external stakeholders.
- Demonstrated ability to work with research and analysis to ensure application of best practice principals when making decisions that involve complex or escalated issues, longer-term planning and liaison with other sections on policy, project or operational issues.
- Demonstratable abilities in inclusion and collaboration by drawing on diverse perspectives to improve outcomes. Experience working with emotional intelligence to build positive relationships and resolve moderately complex interpersonal issues.

Qualifications, licences and experience

Mandatory

- Relevant tertiary qualification in data science, business analytics or a related discipline; or demonstrated equivalent experience delivering data analysis, reporting and insights in a complex organisation.
- Proven experience developing and maintaining dashboards, reports and data visualisations using Power BI to support organisational decision-making.

Desirable

- Experience working in a government regulatory agency

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988 (the Act) and the CASA Enterprise Agreement.

The following eligibility requirements apply to this position:

- At a minimum, prospective CASA employees must undergo pre-employment screening and must be willing to provide the required information to successfully undergo a police record check.
- The position's occupant must be an Australian citizen with the ability to obtain and maintain the level of security clearance as required.
- This position is located in Canberra or Brisbane, and the successful applicant must be able to perform their duties primarily from CASA's Canberra or Brisbane offices.

Notes

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

About the Civil Aviation Safety Authority

"Safe skies for all" CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Tanya Jones, +61 2 6217 1068
Agency Recruitment Site	https://casajobs.nga.net.au/cp/?audiencetypecode=EXT

This notice is part of the electronic Public Service Gazette PS44 Weekly Gazette Thursday (Vacancy Notices) - 05 November 2026.pdf Published by Australian Public Service Commission.

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774194

Civil Aviation Safety Authority

Closing Date:Sunday 15 November 2026

Regulatory Oversight Division
Continuous Improvement and Strategic Support (CISS) Business Planning and Coordination

Job Title	Business Planning and Coordination Senior Adviser - Data Analyst - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT
Salary	-
Future Merit Locations	Brisbane, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours.
Classification	
Position Number	4602
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://casajobs.nga.net.au/cp/?audiencetypecode=EXT

The role

Data plays an important role in CASA’s oversight of the aviation sector and the continuous improvement of CASA’s regulatory functions and service delivery. We are seeking an experienced and motivated Senior Adviser - Data Analyst to join our Continuous Improvement and Strategic Support team within the Regulatory Oversight Division.

In this role, you will transform complex data into meaningful insights, support strategic planning and performance reporting, and develop data products that help inform regulatory and operational decision-making across the organisation.

You will use your expertise to:

- Analyse complex datasets to identify trends, solve operational issues and provide actionable business insights.
- Develop and maintain dashboards, reports and visualisations using SQL and Power BI.
- Support corporate reporting and performance measurement activities.
- Validate and assure the quality of business data and reporting outputs.
- Provide specialist advice on data, reporting and business improvement opportunities.
- Contribute to strategic planning, continuous improvement and organisational priorities.
- Build productive relationships with stakeholders across CASA to understand reporting needs and deliver meaningful outcomes.
- Support a positive, inclusive and collaborative workplace culture

Duties

Experience, skills and capabilities

This position requires the following experience, skills, and capabilities:

- Demonstrated experience delivering data analysis, reporting and insights in a complex organisation.
- Demonstrated experience extracting, validating and analysing large and complex datasets to produce reporting, performance measures, trend analysis and actionable business insights.
- Proven experience developing and maintaining dashboards, reports and data ingestion using SQL to create visualisations using Power BI to support organisational decision-making.
- Ability to apply technical/specialist knowledge, exercise initiative and use analysis and problem-solving skills to address moderately complex matters. Experience in applying judgement when making decisions within established standards, policies, and procedures.
- Significant experience in communicating complex information with clarity and influence. Building rapport and using negotiation and persuasion skills to resolve moderately complex issues, and tailoring messages and message delivery to achieve desired outcomes with varied stakeholders.

- Significant experience in managing relationships with stakeholders to achieve work area goals. Anticipating and responding to stakeholder needs and expectations. Developing and supporting complex relationships with internal and external stakeholders.
- Demonstrated ability to work with research and analysis to ensure application of best practice principals when making decisions that involve complex or escalated issues, longer-term planning and liaison with other sections on policy, project or operational issues.
- Demonstratable abilities in inclusion and collaboration by drawing on diverse perspectives to improve outcomes. Experience working with emotional intelligence to build positive relationships and resolve moderately complex interpersonal issues.

Qualifications, licences and experience

Mandatory

- Relevant tertiary qualification in data science, business analytics or a related discipline; or demonstrated equivalent experience delivering data analysis, reporting and insights in a complex organisation.
- Proven experience developing and maintaining dashboards, reports and data visualisations using Power BI to support organisational decision-making.

Desirable

- Experience working in a government regulatory agency

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988 (the Act) and the CASA Enterprise Agreement.

The following eligibility requirements apply to this position:

- At a minimum, prospective CASA employees must undergo pre-employment screening and must be willing to provide the required information to successfully undergo a police record check.
- The position’s occupant must be an Australian citizen with the ability to obtain and maintain the level of security clearance as required.
- This position is located in Canberra or Brisbane, and the successful applicant must be able to perform their duties primarily from CASA’s Canberra or Brisbane offices.

Notes

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

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.

About the Civil Aviation Safety Authority

"Safe skies for all" CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA’s Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Tanya Jones, 02 6217 1068
Agency Recruitment Site	https://casajobs.nga.net.au/cp/?audiencetypecode=EXT

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0773932

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Closing Date:Sunday 15 November 2026

Enabling Services
Government and Business Services Ministerial Services and Cabinet

Job Title	APS4 - Ministerial Service Officers, Government & Business Services
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$79,922 - $86,850
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 4
Position Number	48264
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

Operating in a dynamic and complex environment, the Government and Business Services Branch is a trusted, clientfocused branch which enables the department to support Ministers' Offices through fit-for-purpose services and expert advice to support ministers and the department to make informed decisions and satisfy ministerial and parliamentary obligations. It is a respectful, inclusive and enjoyable place to work and grow.

There are several expected opportunities in our Ministerial Services and Cabinet Section.

The Ministerial Services team leads and is responsible for the delivery of the ministerial workflow process and provides advice to the department and agencies on ministerial business processes and documents such submissions, briefs, and correspondence. The team manages workflows via PDMS+ ensuring documented procedures are followed and provides a daily courier service to ministers' offices.

Duties

What you will do

The Ministerial Services team provides support on all aspects of the ministerial workflow process and provides advice to the department and agencies on ministerial business processes and documents such submissions, briefs, and correspondence. The team manages workflows via PDMS+ ensuring documented procedures are followed and performs a quality check ensuring business documents meet ministerial preferences. The team supports departmental staff by ensuring accurate and current instructions, guidance and templates are available in PDMS+, which is the real-time, secure whole of Australian government parliamentary document management system to support the end-to-end ministerial business process. The team also manages a daily courier function to each of the seven offices.

Ministerial Services is a small team consisting of one EL1, one/two APS6, two APS5 and two APS4 officers.

The APS4 Ministerial Services position has a varied and dynamic role, with the following key duties to:

- Process ministerial correspondence in accordance with ministerial and departmental requirements
- Exercise discretion and judgement, including the ability to action tasks within established work practices and priorities, and identifying matters for escalation
- Provide courier services to the ministers' offices and the safe and secure handing of documents and other items, including the department's courier fleet car and operate it in accordance with protocols
- Provide information and advice to stakeholders under direction
- Provide helpdesk services through the group mailbox and phone hotline
- Assist with the review and implementation of improvements to systems and processes, and preparation and maintenance of guidelines and information for staff
- Building positive relationships with internal and external stakeholders

Inherent requirements for the role

The inherent requirements for this role include demonstrated capability against the APS4 Work level standards and:

- **Supporting strategic direction –** Supporting shared purpose and direction by linking goals to operational tasks. Demonstrating judgment and common-sense, problem-solving, and contributing to work improvements.
- **Achieving results –** Effectively manage resources by reviewing performance, responding positively and flexibly to change, taking responsibility for deliverables, monitoring progress, adjusting plans, committing to quality, and seeking feedback to improve outcomes.
- **Supporting productive working relationships –** Building and maintaining positive relationships with team members and stakeholders. Actively listening, valuing diverse perspectives and working styles, and fostering respect and inclusivity.

- **Displaying personal drive and integrity** – Demonstrating professionalism and integrity by following APS and departmental values, identifying risks, and effectively representing the Department. Taking responsibility for deliverables, maintaining resilience under pressure, and committing to continuous personal development.
- **Communicating with influence –** Communicating confidently and clearly by focussing on key points, actively listening and adapting communication to the relevant audience.

Desirable requirements

Desirable requirements include experience in using relevant information management systems such as the Parliamentary Document Management System (PDMS+), or the ability to quickly learn use of these systems.

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 APS4 you will be expected to:

- Demonstrate a sound understanding of Aboriginal and/or Torres Strait Islander histories and contemporary issues.
- Communicate sensitively and effectively in day-to-day interactions.
- Actively seek cultural advice when needed and applies learnings to improve work 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 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.
- **Drivers Licence:** Candidates must hold a valid Australian drivers' licence.

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	Adrienne Lucas, 0421 224 655
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0773948

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Closing Date:Sunday 15 November 2026

Enabling Services

Job Title	APS5 - Ministerial, Cabinet & Parliamentary Service Officers, Government & Business Services
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$89,225 - $96,829
Future Merit Locations	Canberra
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	48265
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

Operating in a dynamic and complex environment, the Government and Business Services Branch is a trusted, clientfocused branch which enables the department to support Ministers' Offices through fit-for-purpose services and expert advice to support ministers and the department to make informed decisions and satisfy ministerial and parliamentary obligations. It is a respectful, inclusive and enjoyable place to work and grow.

There are several opportunities in our Ministerial Services and Cabinet and Parliamentary Services Sections.

The Ministerial Services and Cabinet and Parliamentary Services Sections play pivotal roles in the efficient and effective management of workflow between the department and minister's offices, supporting Parliamentary activities, and facilitating support and engagement with the offices through providing strategic advice and services. This includes managing high-priority matters, coordinating processes, clear communication, and building and maintaining productive relationships with others. Ministerial, Cabinet and Parliamentary Services Officers work closely with internal and external stakeholders to ensure timely and seamless delivery across the department, portfolio agencies and to the ministers' offices.

The Ministerial Services team leads and is responsible for the delivery of the ministerial workflow process and provides advice to the department and agencies on ministerial business processes and documents such submissions, briefs, and correspondence. The team manages workflows via PDMS+ ensuring documented procedures are followed and provides a daily courier service to ministers' offices.

The Cabinet team leads and is responsible for the delivery of the department's Cabinet business and support for Cabinet and Cabinet committee meetings, documents and procedures in accordance with Cabinet protocols via CabNet+. The team administers CabNet+ and manages the lodgement of the portfolio's Cabinet submissions, and coordinates and lodges departmental views on non-portfolio Cabinet submissions. The team also manages the handling of classified information via secure systems including the distribution of international cables.

The Parliamentary Services team leads and is responsible for the delivery of the department's involvement with Parliamentary processes and committees such as Question Time Briefs and Questions on Notice; manages the Tabling, Senate Estimates and Parliamentary Committee Inquires functions and oversees the management and administration of the Parliamentary Document Management System (PDMS).

Duties

What you will do

As an APS5 Ministerial, Cabinet or Parliamentary Services Officer, you will support the delivery of high-quality ministerial, Cabinet and parliamentary services in a fast-paced and responsive environment. Working as part of dynamic and experienced teams, you will manage and process workflows, records and documents through secure government systems including PDMS, CabNet+ and related classified information systems; undertake quality checks to ensure documents meet ministerial, Cabinet, parliamentary and departmental requirements; and provide accurate advice, guidance and procedural support to departmental staff, Departmental Liaison Officers (DLO), ministerial offices, portfolio agencies and other stakeholders. You will exercise sound judgement, manage competing priorities, maintain accurate records, contribute to improvements to systems, templates and guidance material, and work flexibly across functions during peak periods to support the department's ministerial, Cabinet, parliamentary and classified information obligations.

The APS5 Ministerial Services Officer is responsible for (but not limited to) the following:

- Processing ministerial submissions and correspondence in accordance with ministerial and departmental requirements
- Exercising discretion and judgement, including the ability to action tasks within established work practices and priorities, and identifying matters for escalation
- Providing information and advice to stakeholders through a range of communication channels, including presentations, email and phone
- Contributing to the development and maintenance of associated guidelines and provide advice in relation to these guidelines
- Providing helpdesk services through the group mailbox and hotline for more complex enquiries and requests
- Identifying opportunities for improvement of systems, processes and guidelines
- Draft basic reports and assist with preparation of more complex reports
- Develop and maintain relationships with internal and external stakeholders
- Other duties, including providing the courier service as needed.

The Cabinet Liaison Officer role includes responsibilities for the following:

- Managing requests for access to, and distribution of, Cabinet documents in accordance with established procedures
- Administering the CAbNet+ system and managing Cabinet material
- Assisting with the lodgement of the portfolio’s Cabinet submissions
- Assisting with the coordination and lodgement of the department’s comments on nonportfolio Cabinet submissions, including tasking, collation of responses, and clearance by Deputy Secretaries
- Preparing briefing folders for the Secretary, Deputy Secretaries and other SES officers attending Cabinet and Cabinet committee meetings
- Building and managing relationships with colleagues across the department and portfolio
- Conducting regular audits of Cabinet material, including required stocktakes and audits when senior staff leave or change roles
- Contributing to business improvements and assisting with other tasks as required
- Other duties may include assisting the Ministerial Services team with the courier deliveries to the Australian Parliament House during peak periods, and other tasks across the section and branch as required.

The Classified Information Officer role includes responsibilities for the following:

- Managing requests for access to, or distribution of, classified documents
- Building and managing relationships with colleagues across the department and portfolio
- Managing the distribution, return and destruction of PROTECTED and SECRET documents circulated via the DFAT Cable system (ICED/SPICED)
- Maintaining accurate records of distributed material via the Classified Document Register (CDR) and securely managing and conducting regular audits of classified material
- Managing user access for the ASNet and DFAT Cables systems
- Entering and maintaining data into departmental systems to ensure accurate record keeping
- Contributing to business improvements and assisting with other tasks as required

- Other duties may include assisting the Ministerial Services team with the courier deliveries to the Australian Parliament House during peak periods, and other tasks across the section and branch as required.

The Parliamentary Services Officer role includes responsibilities for the following:

- Coordinating and supporting parliamentary processes, including Questions on Notice, Question Time Briefs, Senate Estimates, parliamentary committee inquiries and documents for tabling in Parliament and meeting deadlines
- Creating, assigning and quality checking parliamentary documents and requests in PDMS, ensuring records are managed in accordance with departmental procedures and timeframes
- Providing advice and support to line areas, Departmental Liaison Officers (DLO) and portfolio agencies on Parliamentary committee Inquiry, Tabling and Estimates processes
- Building and maintaining productive working relationships with internal and external stakeholders,
- Applying sound judgement to manage competing priorities, identify risks and issues, escalate sensitive or complex matters, and keep supervisors informed of progress and emerging priorities
- Contributing to effective service delivery by suggesting and supporting updates to guidance, templates, reporting and workflow processes.

Inherent requirements for the role

The inherent requirements for this role include demonstrated capability against the APS5 Work level standards and:

- **Supporting strategic direction –** Supporting shared purpose and direction by linking goals to operational tasks. Demonstrating judgment and common-sense, problem-solving, and contributing to work improvements.
- **Achieving results –** Effectively manage resources by reviewing performance, responding positively and flexibly to change, taking responsibility for deliverables, monitoring progress, adjusting plans, committing to quality, and seeking feedback to improve outcomes.
- **Supporting productive working relationships –** Building and maintaining positive relationships with team members and stakeholders. Actively listening, valuing diverse perspectives and working styles, and fostering respect and inclusivity.
- **Displaying personal drive and integrity –** Demonstrating professionalism and integrity by following APS and departmental values, managing risks, and effectively representing the Department. Taking responsibility for deliverables, maintaining resilience under pressure, and committing to continuous personal development
- **Communicating with influence –** Communicating confidently and clearly by focussing on key points, actively listening and adapting communication to the relevant audience.

Desirable requirements

Desirable requirements include experience in using relevant information management systems such as the Parliamentary Document Management System (PDMS+), or the ability to quickly learn use of these systems.

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 or Negative Vetting 1 Clearance 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.
- **Drivers Licence:** Candidates must hold a valid Australian drivers' licence.

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	Adrienne Lucas, 0421 224 655
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0773958

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Closing Date:Sunday 15 November 2026

Job Title	APS4 – Ministerial Service Officers, Government & Business Services, Affirmative Measures, Disability
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$79,922 - $86,850
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 4
Position Number	48294
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

Operating in a dynamic and complex environment, the Government and Business Services Branch is a trusted, clientfocused branch which enables the department to support Ministers' Offices through fit-for-purpose services and expert advice to support ministers and the department to make informed decisions and satisfy ministerial and parliamentary obligations. It is a respectful, inclusive and enjoyable place to work and grow.

There are several expected opportunities in our Ministerial Services and Cabinet section.

The Ministerial Services team leads and is responsible for the delivery of the ministerial workflow process and provides advice to the department and agencies on ministerial business processes and documents such submissions, briefs, and correspondence. The team manages workflows via PDMS+ ensuring documented procedures are followed and provides a daily courier service to ministers' offices.

Duties

What you will do

The Ministerial Services team provides support on all aspects of the ministerial workflow process and provides advice to the department and agencies on ministerial business processes and documents such submissions, briefs, and correspondence. The team manages workflows via PDMS+ ensuring documented procedures are followed and performs a quality check ensuring business documents meet ministerial preferences. The team supports departmental staff by ensuring accurate and current instructions, guidance and templates are available in PDMS+, which is the real-time, secure whole of Australian government parliamentary document management system to support the end-to-end ministerial business process. The team also manages a daily courier function to each of the seven offices.

Ministerial Services is a small team consisting of one EL1, one/two APS6, two APS5 and two APS4 officers.

The APS4 Ministerial Services position has a varied and dynamic role, with the following key duties to:

- Process ministerial correspondence in accordance with ministerial and departmental requirements
- Exercise discretion and judgement, including the ability to action tasks within established work practices and priorities, and identifying matters for escalation
- Provide courier services to the ministers' offices and the safe and secure handing of documents and other items, including the department's courier fleet car and operate it in accordance with protocols
- Provide information and advice to stakeholders under direction
- Provide helpdesk services through the group mailbox and phone hotline
- Assist with the review and implementation of improvements to systems and processes, and preparation and maintenance of guidelines and information for staff
- Building positive relationships with internal and external stakeholders

Inherent requirements for the role

The inherent requirements for this role include demonstrated capability against the APS4 Work level standards and:

- **Supporting strategic direction –** Supporting shared purpose and direction by linking goals to operational tasks. Demonstrating judgment and common-sense, problem-solving, and contributing to work improvements.
- **Achieving results –** Effectively manage resources by reviewing performance, responding positively and flexibly to change, taking responsibility for deliverables, monitoring progress, adjusting plans, committing to quality, and seeking feedback to improve outcomes.
- **Supporting productive working relationships –** Building and maintaining positive relationships with team members and stakeholders. Actively listening, valuing diverse perspectives and working styles, and fostering respect and inclusivity.

- **Displaying personal drive and integrity** – Demonstrating professionalism and integrity by following APS and departmental values, identifying risks, and effectively representing the Department. Taking responsibility for deliverables, maintaining resilience under pressure, and committing to continuous personal development.
- **Communicating with influence –** Communicating confidently and clearly by focussing on key points, actively listening and adapting communication to the relevant audience.

Desirable requirements

Desirable requirements include experience in using relevant information management systems such as the Parliamentary Document Management System (PDMS+), or the ability to quickly learn use of these systems.

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 APS4 you will be expected to:

- Demonstrate a sound understanding of Aboriginal and/or Torres Strait Islander histories and contemporary issues.
- Communicate sensitively and effectively in day-to-day interactions.
- Actively seek cultural advice when needed and applies learnings to improve work practices.

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 Baseline Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **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.
- **Drivers Licence:** Candidates must hold a valid Australian drivers' licence.

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.

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	Adrienne Lucas, 0421 224 655
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0773972

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Closing Date:Sunday 15 November 2026

Job Title	APS4 – Ministerial Service Officers, Government & Business Services, Affirmative Measures, First Nations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$79,922 - $86,850
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 4
Position Number	48295
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

Operating in a dynamic and complex environment, the Government and Business Services Branch is a trusted, clientfocused branch which enables the department to support Ministers' Offices through fit-for-purpose services and expert advice to support ministers and the department to make informed decisions and satisfy ministerial and parliamentary obligations. It is a respectful, inclusive and enjoyable place to work and grow.

There are several expected opportunities in our Ministerial Services and Cabinet section.

The Ministerial Services team leads and is responsible for the delivery of the ministerial workflow process and provides advice to the department and agencies on ministerial business processes and documents such submissions, briefs, and correspondence. The team manages workflows via PDMS+ ensuring documented procedures are followed and provides a daily courier service to ministers' offices.

Duties

What you will do

The Ministerial Services team provides support on all aspects of the ministerial workflow process and provides advice to the department and agencies on ministerial business processes and documents such submissions, briefs, and correspondence. The team manages workflows via PDMS+ ensuring documented procedures are followed and performs a quality check ensuring business documents meet ministerial preferences. The team supports departmental staff by ensuring accurate and current instructions, guidance and templates are available in PDMS+, which is the real-time, secure whole of Australian government parliamentary document management system to support the end-to-end ministerial business process. The team also manages a daily courier function to each of the seven offices.

Ministerial Services is a small team consisting of one EL1, one/two APS6, two APS5 and two APS4 officers.

The APS4 Ministerial Services position has a varied and dynamic role, with the following key duties to:

- Process ministerial correspondence in accordance with ministerial and departmental requirements
- Exercise discretion and judgement, including the ability to action tasks within established work practices and priorities, and identifying matters for escalation
- Provide courier services to the ministers' offices and the safe and secure handing of documents and other items, including the department's courier fleet car and operate it in accordance with protocols
- Provide information and advice to stakeholders under direction
- Provide helpdesk services through the group mailbox and phone hotline
- Assist with the review and implementation of improvements to systems and processes, and preparation and maintenance of guidelines and information for staff
- Building positive relationships with internal and external stakeholders

Inherent requirements for the role

The inherent requirements for this role include demonstrated capability against the APS4 Work level standards and:

- **Supporting strategic direction –** Supporting shared purpose and direction by linking goals to operational tasks. Demonstrating judgment and common-sense, problem-solving, and contributing to work improvements.
- **Achieving results –** Effectively manage resources by reviewing performance, responding positively and flexibly to change, taking responsibility for deliverables, monitoring progress, adjusting plans, committing to quality, and seeking feedback to improve outcomes.
- **Supporting productive working relationships –** Building and maintaining positive relationships with team members and stakeholders. Actively listening, valuing diverse perspectives and working styles, and fostering respect and inclusivity.
- **Displaying personal drive and integrity** – Demonstrating professionalism and integrity by following APS and departmental values, identifying risks, and effectively representing the Department. Taking responsibility for deliverables, maintaining resilience under pressure, and committing to continuous personal development.
- **Communicating with influence –** Communicating confidently and clearly by focussing on key points, actively listening and adapting communication to the relevant audience.

Desirable requirements

Desirable requirements include experience in using relevant information management systems such as the Parliamentary Document Management System (PDMS+), or the ability to quickly learn use of these systems.

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 APS4 you will be expected to:

- Demonstrate a sound understanding of Aboriginal and/or Torres Strait Islander histories and contemporary issues.
- Communicate sensitively and effectively in day-to-day interactions.
- Actively seek cultural advice when needed and applies learnings to improve work practices.

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 Baseline Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **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.
- **Drivers Licence:** Candidates must hold a valid Australian drivers' licence.

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	Adrienne Lucas, 0421 224 655
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0773974

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Closing Date:Sunday 15 November 2026

Job Title	APS5 - Ministerial, Cabinet & Parliamentary Service Officers, Government & Business Services, Affirmative Measures, Disability
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$89,225 - $96,829
Future Merit Locations	Canberra
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	48297
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

Operating in a dynamic and complex environment, the Government and Business Services Branch is a trusted, clientfocused branch which enables the department to support Ministers' Offices through fit-for-purpose services and expert advice to support ministers and the department to make informed decisions and satisfy ministerial and parliamentary obligations. It is a respectful, inclusive and enjoyable place to work and grow.

There are several opportunities in our Ministerial Services and Cabinet and Parliamentary Services Sections.

The Ministerial Services and Cabinet and Parliamentary Services Sections play pivotal roles in the efficient and effective management of workflow between the department and minister's offices, supporting Parliamentary activities, and facilitating support and engagement with the offices through providing strategic advice and services. This includes managing high-priority matters, coordinating processes, clear communication, and building and maintaining productive relationships with others. Ministerial, Cabinet and Parliamentary Services Officers work closely with internal and external stakeholders to ensure timely and seamless delivery across the department, portfolio agencies and to the ministers' offices.

The Ministerial Services team leads and is responsible for the delivery of the ministerial workflow process and provides advice to the department and agencies on ministerial business processes and documents such submissions, briefs, and correspondence. The team manages workflows via PDMS+ ensuring documented procedures are followed and provides a daily courier service to ministers' offices.

The Cabinet team leads and is responsible for the delivery of the department's Cabinet business and support for Cabinet and Cabinet committee meetings, documents and procedures in accordance with Cabinet protocols via CabNet+. The team administers CabNet+ and manages the lodgement of the portfolio's Cabinet submissions, and coordinates and lodges departmental views on non-portfolio Cabinet submissions. The team also manages the handling of classified information via secure systems including the distribution of international cables.

The Parliamentary Services team leads and is responsible for the delivery of the department's involvement with Parliamentary processes and committees such as Question Time Briefs and Questions on Notice; manages the Tabling, Senate Estimates and Parliamentary Committee Inquires functions and oversees the management and administration of the Parliamentary Document Management System (PDMS).

Duties

What you will do

As an APS5 Ministerial, Cabinet or Parliamentary Services Officer, you will support the delivery of high-quality ministerial, Cabinet and parliamentary services in a fast-paced and responsive environment. Working as part of dynamic and experienced teams, you will manage and process workflows, records and documents through secure government systems including PDMS, CabNet+ and related classified information systems; undertake quality checks to ensure documents meet ministerial, Cabinet, parliamentary and departmental requirements; and provide accurate advice, guidance and procedural support to departmental staff, Departmental Liaison Officers (DLO), ministerial offices, portfolio agencies and other stakeholders. You will exercise sound judgement, manage competing priorities, maintain accurate records, contribute to improvements to systems, templates and guidance material, and work flexibly across functions during peak periods to support the department's ministerial, Cabinet, parliamentary and classified information obligations.

The APS5 Ministerial Services Officer is responsible for (but not limited to) the following:

- Processing ministerial submissions and correspondence in accordance with ministerial and departmental requirements
- Exercising discretion and judgement, including the ability to action tasks within established work practices and priorities, and identifying matters for escalation
- Providing information and advice to stakeholders through a range of communication channels, including presentations, email and phone

- Contributing to the development and maintenance of associated guidelines and provide advice in relation to these guidelines
- Providing helpdesk services through the group mailbox and hotline for more complex enquiries and requests
- Identifying opportunities for improvement of systems, processes and guidelines
- Draft basic reports and assist with preparation of more complex reports
- Develop and maintain relationships with internal and external stakeholders
- Other duties, including providing the courier service as needed.

The Cabinet Liaison Officer role includes responsibilities for the following:

- Managing requests for access to, and distribution of, Cabinet documents in accordance with established procedures
- Administering the CAbNet+ system and managing Cabinet material
- Assisting with the lodgement of the portfolio's Cabinet submissions
- Assisting with the coordination and lodgement of the department's comments on nonportfolio Cabinet submissions, including tasking, collation of responses, and clearance by Deputy Secretaries
- Preparing briefing folders for the Secretary, Deputy Secretaries and other SES officers attending Cabinet and Cabinet committee meetings
- Building and managing relationships with colleagues across the department and portfolio
- Conducting regular audits of Cabinet material, including required stocktakes and audits when senior staff leave or change roles
- Contributing to business improvements and assisting with other tasks as required
- Other duties may include assisting the Ministerial Services team with the courier deliveries to the Australian Parliament House during peak periods, and other tasks across the section and branch as required.

The Classified Information Officer role includes responsibilities for the following:

- Managing requests for access to, or distribution of, classified documents
- Building and managing relationships with colleagues across the department and portfolio
- Managing the distribution, return and destruction of PROTECTED and SECRET documents circulated via the DFAT Cable system (ICED/SPICED)
- Maintaining accurate records of distributed material via the Classified Document Register (CDR) and securely managing and conducting regular audits of classified material
- Managing user access for the ASNet and DFAT Cables systems
- Entering and maintaining data into departmental systems to ensure accurate record keeping
- Contributing to business improvements and assisting with other tasks as required
- Other duties may include assisting the Ministerial Services team with the courier deliveries to the Australian Parliament House during peak periods, and other tasks across the section and branch as required.

The Parliamentary Services Officer role includes responsibilities for the following:

- Coordinating and supporting parliamentary processes, including Questions on Notice, Question Time Briefs, Senate Estimates, parliamentary committee inquiries and documents for tabling in Parliament and meeting deadlines

- Creating, assigning and quality checking parliamentary documents and requests in PDMS, ensuring records are managed in accordance with departmental procedures and timeframes
- Providing advice and support to line areas, Departmental Liaison Officers (DLO) and portfolio agencies on Parliamentary committee Inquiry, Tabling and Estimates processes
- Building and maintaining productive working relationships with internal and external stakeholders,
- Applying sound judgement to manage competing priorities, identify risks and issues, escalate sensitive or complex matters, and keep supervisors informed of progress and emerging priorities
- Contributing to effective service delivery by suggesting and supporting updates to guidance, templates, reporting and workflow processes.

Inherent requirements for the role

The inherent requirements for this role include demonstrated capability against the APS5 Work level standards and:

- **Supporting strategic direction –** Supporting shared purpose and direction by linking goals to operational tasks. Demonstrating judgment and common-sense, problem-solving, and contributing to work improvements.
- **Achieving results –** Effectively manage resources by reviewing performance, responding positively and flexibly to change, taking responsibility for deliverables, monitoring progress, adjusting plans, committing to quality, and seeking feedback to improve outcomes.
- **Supporting productive working relationships –** Building and maintaining positive relationships with team members and stakeholders. Actively listening, valuing diverse perspectives and working styles, and fostering respect and inclusivity.
- **Displaying personal drive and integrity –** Demonstrating professionalism and integrity by following APS and departmental values, managing risks, and effectively representing the Department. Taking responsibility for deliverables, maintaining resilience under pressure, and committing to continuous personal development
- **Communicating with influence –** Communicating confidently and clearly by focussing on key points, actively listening and adapting communication to the relevant audience.

Desirable requirements

Desirable requirements include experience in using relevant information management systems such as the Parliamentary Document Management System (PDMS+), or the ability to quickly learn use of these systems.

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 people with disability.

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- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline or Negative Vetting 1 Clearance 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.
- **Drivers Licence:** Candidates must hold a valid Australian drivers' licence.

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	Adrienne Lucas, 0421 224 655
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0773991

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Closing Date:Sunday 15 November 2026

Job Title	APS5 - Ministerial, Cabinet & Parliamentary Service Officers, Government & Business Services, Affirmative Measures, First Nations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$89,225 - $96,829
Future Merit Locations	Canberra
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	48298
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

Operating in a dynamic and complex environment, the Government and Business Services Branch is a trusted, clientfocused branch which enables the department to support Ministers' Offices through fit-for-purpose services and expert advice to support ministers and the department to make informed decisions and satisfy ministerial and parliamentary obligations. It is a respectful, inclusive and enjoyable place to work and grow.

There are several opportunities in our Ministerial Services and Cabinet and Parliamentary Services Sections.

The Ministerial Services and Cabinet and Parliamentary Services Sections play pivotal roles in the efficient and effective management of workflow between the department and minister's offices, supporting Parliamentary activities, and facilitating support and engagement with the offices through providing strategic advice and services. This includes managing high-priority matters, coordinating processes, clear communication, and building and maintaining productive relationships with others. Ministerial, Cabinet and Parliamentary Services Officers work closely with internal and external stakeholders to ensure timely and seamless delivery across the department, portfolio agencies and to the ministers' offices.

The Ministerial Services team leads and is responsible for the delivery of the ministerial workflow process and provides advice to the department and agencies on ministerial business processes and documents such submissions, briefs, and correspondence. The team manages workflows via PDMS+ ensuring documented procedures are followed and provides a daily courier service to ministers' offices.

The Cabinet team leads and is responsible for the delivery of the department's Cabinet business and support for Cabinet and Cabinet committee meetings, documents and procedures in accordance with Cabinet protocols via CabNet+. The team administers CabNet+ and manages the lodgement of the portfolio's Cabinet submissions, and coordinates and lodges departmental views on non-portfolio Cabinet submissions. The team also manages the handling of classified information via secure systems including the distribution of international cables.

The Parliamentary Services team leads and is responsible for the delivery of the department's involvement with Parliamentary processes and committees such as Question Time Briefs and Questions on Notice; manages the Tabling, Senate Estimates and Parliamentary Committee Inquires functions and oversees the management and administration of the Parliamentary Document Management System (PDMS).

Duties

What you will do

As an APS5 Ministerial, Cabinet or Parliamentary Services Officer, you will support the delivery of high-quality ministerial, Cabinet and parliamentary services in a fast-paced and responsive environment. Working as part of dynamic and experienced teams, you will manage and process workflows, records and documents through secure government systems including PDMS, CabNet+ and related classified information systems; undertake quality checks to ensure documents meet ministerial, Cabinet, parliamentary and departmental requirements; and provide accurate advice, guidance and procedural support to departmental staff, Departmental Liaison Officers (DLO), ministerial offices, portfolio agencies and other stakeholders. You will exercise sound judgement, manage competing priorities, maintain accurate records, contribute to improvements to systems, templates and guidance material, and work flexibly across functions during peak periods to support the department's ministerial, Cabinet, parliamentary and classified information obligations.

The APS5 Ministerial Services Officer is responsible for (but not limited to) the following:

- Processing ministerial submissions and correspondence in accordance with ministerial and departmental requirements
- Exercising discretion and judgement, including the ability to action tasks within established work practices and priorities, and identifying matters for escalation
- Providing information and advice to stakeholders through a range of communication channels, including presentations, email and phone

- Contributing to the development and maintenance of associated guidelines and provide advice in relation to these guidelines
- Providing helpdesk services through the group mailbox and hotline for more complex enquiries and requests
- Identifying opportunities for improvement of systems, processes and guidelines
- Draft basic reports and assist with preparation of more complex reports
- Develop and maintain relationships with internal and external stakeholders
- Other duties, including providing the courier service as needed.

The Cabinet Liaison Officer role includes responsibilities for the following:

- Managing requests for access to, and distribution of, Cabinet documents in accordance with established procedures
- Administering the CAbNet+ system and managing Cabinet material
- Assisting with the lodgement of the portfolio's Cabinet submissions
- Assisting with the coordination and lodgement of the department's comments on nonportfolio Cabinet submissions, including tasking, collation of responses, and clearance by Deputy Secretaries
- Preparing briefing folders for the Secretary, Deputy Secretaries and other SES officers attending Cabinet and Cabinet committee meetings
- Building and managing relationships with colleagues across the department and portfolio
- Conducting regular audits of Cabinet material, including required stocktakes and audits when senior staff leave or change roles
- Contributing to business improvements and assisting with other tasks as required
- Other duties may include assisting the Ministerial Services team with the courier deliveries to the Australian Parliament House during peak periods, and other tasks across the section and branch as required.

The Classified Information Officer role includes responsibilities for the following:

- Managing requests for access to, or distribution of, classified documents
- Building and managing relationships with colleagues across the department and portfolio
- Managing the distribution, return and destruction of PROTECTED and SECRET documents circulated via the DFAT Cable system (ICED/SPICED)
- Maintaining accurate records of distributed material via the Classified Document Register (CDR) and securely managing and conducting regular audits of classified material
- Managing user access for the ASNet and DFAT Cables systems
- Entering and maintaining data into departmental systems to ensure accurate record keeping
- Contributing to business improvements and assisting with other tasks as required
- Other duties may include assisting the Ministerial Services team with the courier deliveries to the Australian Parliament House during peak periods, and other tasks across the section and branch as required.

The Parliamentary Services Officer role includes responsibilities for the following:

- Coordinating and supporting parliamentary processes, including Questions on Notice, Question Time Briefs, Senate Estimates, parliamentary committee inquiries and documents for tabling in Parliament and meeting deadlines

- Creating, assigning and quality checking parliamentary documents and requests in PDMS, ensuring records are managed in accordance with departmental procedures and timeframes
- Providing advice and support to line areas, Departmental Liaison Officers (DLO) and portfolio agencies on Parliamentary committee Inquiry, Tabling and Estimates processes
- Building and maintaining productive working relationships with internal and external stakeholders,
- Applying sound judgement to manage competing priorities, identify risks and issues, escalate sensitive or complex matters, and keep supervisors informed of progress and emerging priorities
- Contributing to effective service delivery by suggesting and supporting updates to guidance, templates, reporting and workflow processes.

Inherent requirements for the role

The inherent requirements for this role include demonstrated capability against the APS5 Work level standards and:

- **Supporting strategic direction –** Supporting shared purpose and direction by linking goals to operational tasks. Demonstrating judgment and common-sense, problem-solving, and contributing to work improvements.
- **Achieving results –** Effectively manage resources by reviewing performance, responding positively and flexibly to change, taking responsibility for deliverables, monitoring progress, adjusting plans, committing to quality, and seeking feedback to improve outcomes.
- **Supporting productive working relationships –** Building and maintaining positive relationships with team members and stakeholders. Actively listening, valuing diverse perspectives and working styles, and fostering respect and inclusivity.
- **Displaying personal drive and integrity –** Demonstrating professionalism and integrity by following APS and departmental values, managing risks, and effectively representing the Department. Taking responsibility for deliverables, maintaining resilience under pressure, and committing to continuous personal development
- **Communicating with influence –** Communicating confidently and clearly by focussing on key points, actively listening and adapting communication to the relevant audience.

Desirable requirements

Desirable requirements include experience in using relevant information management systems such as the Parliamentary Document Management System (PDMS+), or the ability to quickly learn use of these systems.

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.

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 or Negative Vetting 1 Clearance 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.
- **Drivers Licence:** Candidates must hold a valid Australian drivers' licence.

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	Adrienne Lucas, 0421 224 655
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0773996

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Closing Date:Monday 16 November 2026

Job Title	EL1 - Assistant Director, Web Services, ICT Operations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$126,838 - $144,278
Future Merit Locations	Canberra
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	48220
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

Organised within the Corporate and Territories Group, the Information Technology and Data Division's purpose is to connect people and technology, empowering the department to excel. The division is responsible for the provision and support of stable and secure ICT systems, applications and services across the department, supporting staff across Australia, ministerial offices and portfolio entities. The division delivers the digital tools, services and infrastructure required to support departmental operations, collaboration and service delivery.

The Web Services Section is responsible for the management, governance and delivery of the department's web services, content management and digital publishing capability. The section supports the department's online presence through the whole-of-government GovCMS platform

and associated technologies, providing web publishing, content management, accessibility, platform administration, technical support and digital governance services.

The section works closely with business areas, ICT teams, corporate functions, vendors and whole-of-government stakeholders to ensure web and content management services remain secure, accessible, compliant, sustainable and aligned with departmental objectives.

We are seeking an experienced and motivated Assistant Director to lead the Web Services Section. This role combines operational leadership, people management, platform management, governance oversight and service delivery. You will be responsible for ensuring the department's web services and content management capability continue to meet organisational needs while supporting the department’s public-facing digital web presence.

As the leader of the section, you will oversee the delivery, governance and continual improvement of the department's web services and content management capability, ensuring services remain effective, compliant and aligned with departmental requirements. You will oversee the GovCMS platform and associated services, manage a team of specialists, provide expert advice to stakeholders and ensure services remain secure, accessible, supportable and aligned with departmental and whole-of-government requirements.

While the role supports the department's web publishing and content management capability, it is primarily a platform management, governance and service delivery role. The position focuses on governance, platform administration, service delivery, operational support, technology change, compliance and continual improvement of the department's GovCMS and associated web technologies. It is not primarily responsible for creating website content or communications products.

This role offers a unique opportunity to lead and improve the department's web services and content management capability, support digital governance outcomes, and deliver services that support both departmental operations and the Australian public.

Duties

What you will do

Your key responsibilities will include:

- Lead and manage the Web Services Section, including responsibility for workforce planning, staff leadership, performance management, capability development, financial management and resource allocation.
- Lead the delivery and ongoing improvement of the department's web services, content management and digital publishing capability, ensuring services support departmental priorities and business outcomes.

- Manage and govern the department's GovCMS platform and associated web and publishing technologies, ensuring services remain secure, accessible, supportable, compliant and operationally sustainable.
- Lead the delivery of web support, content management, digital publishing, developer services, advisory services and stakeholder engagement activities.
- Develop, maintain and promote standards, policies, procedures and operational practices supporting web publishing, content management and information publishing activities across the department.
- Ensure web and publishing services comply with accessibility requirements, information management obligations, records management requirements, cyber security controls, publishing standards and departmental governance frameworks.
- Provide expert advice regarding web services governance, digital publishing, GovCMS service management, platform capabilities, accessibility obligations and operational sustainability.
- Lead governance and approval activities associated with platform upgrades, service enhancements, integrations, content management initiatives and technology changes affecting web services and publishing platforms.
- Ensure proposed solutions comply with departmental architecture, change management, funding, security and operational support requirements.
- Evaluate operational, technical, security and support implications of technology initiatives and platform changes, providing recommendations that minimise risk and maximise long-term supportability and value.
- Oversee platform administration activities including upgrades, patching, access management, release coordination, service transition and service assurance activities.
- Coordinate major upgrades, migrations, service transitions and improvement initiatives in collaboration with internal and external stakeholders.
- Evaluate emerging digital publishing technologies, platform capabilities and automation opportunities, identifying practical improvements that enhance service delivery, user experience, operational efficiency and long-term sustainability.
- Lead continual improvement activities that enhance user experience, service quality, platform stability, operational sustainability and publishing outcomes.
- Build and maintain productive relationships with business stakeholders, ICT teams, service providers, whole-of-government partners and senior executives.
- Represent the department on whole-of-government and inter-agency forums relating to GovCMS, web services, content management, accessibility and publishing governance.
- Manage competing priorities and deliver outcomes within agreed timeframes, including during periods of heightened operational demand, machinery-of-government changes, ministerial priorities and legislative deadlines.

Inherent requirements for the role

The inherent requirements for this role include:

- The successful candidate will be able to demonstrate their capability against the Executive Level 1 Work Level Standards.
- Experience leading and managing web services, content management, digital publishing or comparable enterprise platforms in a complex environment.
- Leadership and people management capability, including delivering outcomes through effective workforce management, collaboration and stakeholder engagement.

- Experience governing and managing enterprise platforms, including service ownership, lifecycle management, operational support, technology change and continual service improvement.
- A strong understanding of the governance, accessibility, information management, records management, cyber security and operational requirements relevant to web and digital publishing services.
- The ability to assess technical, operational, security and supportability impacts, manage competing priorities, and provide clear advice to technical and non-technical stakeholders.

Desirable requirements

The following would be well regarded:

- Relevant tertiary qualifications in ICT, digital technologies, web technologies, content management or a related discipline.
- Experience working within Australian Government or large enterprise ICT environments.
- Experience with accessibility (WCAG), information architecture and digital publishing standards.
- Experience overseeing publicly accessible websites or digital publishing environments.
- Experience managing, administering or supporting GovCMS, Drupal or a comparable enterprise content management and publishing platform.
- Experience working with cross-government digital services and GovCMS communities.
- ITIL, Agile or service management qualifications.

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 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.

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	Rod Preece, 02 6136 6152
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

This notice is part of the electronic Public Service Gazette PS44 Weekly Gazette Thursday (Vacancy Notices) - 05 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:

- 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

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774057

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Closing Date:Monday 16 November 2026

Job Title	EL1 - Assistant Director, Web Services, ICT Operations, Affirmative Measures, Disability
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$126,838 - $144,278
Future Merit Locations	Canberra
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	48301
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

Organised within the Corporate and Territories Group, the Information Technology and Data Division's purpose is to connect people and technology, empowering the department to excel. The division is responsible for the provision and support of stable and secure ICT systems,

applications and services across the department, supporting staff across Australia, ministerial offices and portfolio entities. The division delivers the digital tools, services and infrastructure required to support departmental operations, collaboration and service delivery.

The Web Services Section is responsible for the management, governance and delivery of the department's web services, content management and digital publishing capability. The section supports the department's online presence through the whole-of-government GovCMS platform and associated technologies, providing web publishing, content management, accessibility, platform administration, technical support and digital governance services.

The section works closely with business areas, ICT teams, corporate functions, vendors and whole-of-government stakeholders to ensure web and content management services remain secure, accessible, compliant, sustainable and aligned with departmental objectives.

We are seeking an experienced and motivated Assistant Director to lead the Web Services Section. This role combines operational leadership, people management, platform management, governance oversight and service delivery. You will be responsible for ensuring the department's web services and content management capability continue to meet organisational needs while supporting the department’s public-facing digital web presence.

As the leader of the section, you will oversee the delivery, governance and continual improvement of the department's web services and content management capability, ensuring services remain effective, compliant and aligned with departmental requirements. You will oversee the GovCMS platform and associated services, manage a team of specialists, provide expert advice to stakeholders and ensure services remain secure, accessible, supportable and aligned with departmental and whole-of-government requirements.

While the role supports the department's web publishing and content management capability, it is primarily a platform management, governance and service delivery role. The position focuses on governance, platform administration, service delivery, operational support, technology change, compliance and continual improvement of the department's GovCMS and associated web technologies. It is not primarily responsible for creating website content or communications products.

This role offers a unique opportunity to lead and improve the department's web services and content management capability, support digital governance outcomes, and deliver services that support both departmental operations and the Australian public.

Duties

What you will do

Your key responsibilities will include:

- Lead and manage the Web Services Section, including responsibility for workforce planning, staff leadership, performance management, capability development, financial management and resource allocation.
- Lead the delivery and ongoing improvement of the department's web services, content management and digital publishing capability, ensuring services support departmental priorities and business outcomes.
- Manage and govern the department's GovCMS platform and associated web and publishing technologies, ensuring services remain secure, accessible, supportable, compliant and operationally sustainable.
- Lead the delivery of web support, content management, digital publishing, developer services, advisory services and stakeholder engagement activities.
- Develop, maintain and promote standards, policies, procedures and operational practices supporting web publishing, content management and information publishing activities across the department.
- Ensure web and publishing services comply with accessibility requirements, information management obligations, records management requirements, cyber security controls, publishing standards and departmental governance frameworks.
- Provide expert advice regarding web services governance, digital publishing, GovCMS service management, platform capabilities, accessibility obligations and operational sustainability.
- Lead governance and approval activities associated with platform upgrades, service enhancements, integrations, content management initiatives and technology changes affecting web services and publishing platforms.
- Ensure proposed solutions comply with departmental architecture, change management, funding, security and operational support requirements.
- Evaluate operational, technical, security and support implications of technology initiatives and platform changes, providing recommendations that minimise risk and maximise long-term supportability and value.
- Oversee platform administration activities including upgrades, patching, access management, release coordination, service transition and service assurance activities.
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- Lead continual improvement activities that enhance user experience, service quality, platform stability, operational sustainability and publishing outcomes.
- Build and maintain productive relationships with business stakeholders, ICT teams, service providers, whole-of-government partners and senior executives.
- Represent the department on whole-of-government and inter-agency forums relating to GovCMS, web services, content management, accessibility and publishing governance.
- Manage competing priorities and deliver outcomes within agreed timeframes, including during periods of heightened operational demand, machinery-of-government changes, ministerial priorities and legislative deadlines.

Inherent requirements for the role

The inherent requirements for this role include:

- The successful candidate will be able to demonstrate their capability against the Executive Level 1 Work Level Standards.
- Experience leading and managing web services, content management, digital publishing or comparable enterprise platforms in a complex environment.
- Leadership and people management capability, including delivering outcomes through effective workforce management, collaboration and stakeholder engagement.
- Experience governing and managing enterprise platforms, including service ownership, lifecycle management, operational support, technology change and continual service improvement.
- A strong understanding of the governance, accessibility, information management, records management, cyber security and operational requirements relevant to web and digital publishing services.
- The ability to assess technical, operational, security and supportability impacts, manage competing priorities, and provide clear advice to technical and non-technical stakeholders.

Desirable requirements

The following would be well regarded:

- Relevant tertiary qualifications in ICT, digital technologies, web technologies, content management or a related discipline.
- Experience working within Australian Government or large enterprise ICT environments.
- Experience with accessibility (WCAG), information architecture and digital publishing standards.
- Experience overseeing publicly accessible websites or digital publishing environments.
- Experience managing, administering or supporting GovCMS, Drupal or a comparable enterprise content management and publishing platform.
- Experience working with cross-government digital services and GovCMS communities.
- ITIL, Agile or service management qualifications.

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 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:

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- **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.

About the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

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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	Rod Preece, 02 6136 6152
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774064

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Closing Date:Monday 16 November 2026

Job Title	EL1 - Assistant Director, Web Services, ICT Operations, Affirmative Measures, First Nations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$126,838 - $144,278
Future Merit Locations	Canberra
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	48302
Agency Website	https://www.infrastructure.gov.au/

Job Description *https://www.infrastructure.gov.au/department/careers*

The opportunity we have available

Organised within the Corporate and Territories Group, the Information Technology and Data Division’s purpose is to connect people and technology, empowering the department to excel. The division is responsible for the provision and support of stable and secure ICT systems, applications and services across the department, supporting staff across Australia, ministerial offices and portfolio entities. The division delivers the digital tools, services and infrastructure required to support departmental operations, collaboration and service delivery.

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The section works closely with business areas, ICT teams, corporate functions, vendors and whole-of-government stakeholders to ensure web and content management services remain secure, accessible, compliant, sustainable and aligned with departmental objectives.

We are seeking an experienced and motivated Assistant Director to lead the Web Services Section. This role combines operational leadership, people management, platform management, governance oversight and service delivery. You will be responsible for ensuring the department's web services and content management capability continue to meet organisational needs while supporting the department’s public-facing digital web presence.

As the leader of the section, you will oversee the delivery, governance and continual improvement of the department's web services and content management capability, ensuring services remain effective, compliant and aligned with departmental requirements. You will oversee the GovCMS platform and associated services, manage a team of specialists, provide expert advice to stakeholders and ensure services remain secure, accessible, supportable and aligned with departmental and whole-of-government requirements.

While the role supports the department's web publishing and content management capability, it is primarily a platform management, governance and service delivery role. The position focuses on governance, platform administration, service delivery, operational support, technology change, compliance and continual improvement of the department's GovCMS and associated web technologies. It is not primarily responsible for creating website content or communications products.

This role offers a unique opportunity to lead and improve the department's web services and content management capability, support digital governance outcomes, and deliver services that support both departmental operations and the Australian public.

Duties

What you will do

Your key responsibilities will include:

- Lead and manage the Web Services Section, including responsibility for workforce planning, staff leadership, performance management, capability development, financial management and resource allocation.
- Lead the delivery and ongoing improvement of the department's web services, content management and digital publishing capability, ensuring services support departmental priorities and business outcomes.
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- Lead continual improvement activities that enhance user experience, service quality, platform stability, operational sustainability and publishing outcomes.
- Build and maintain productive relationships with business stakeholders, ICT teams, service providers, whole-of-government partners and senior executives.
- Represent the department on whole-of-government and inter-agency forums relating to GovCMS, web services, content management, accessibility and publishing governance.

- Manage competing priorities and deliver outcomes within agreed timeframes, including during periods of heightened operational demand, machinery-of-government changes, ministerial priorities and legislative deadlines.

Inherent requirements for the role

The inherent requirements for this role include:

- The successful candidate will be able to demonstrate their capability against the Executive Level 1 Work Level Standards.
- Experience leading and managing web services, content management, digital publishing or comparable enterprise platforms in a complex environment.
- Leadership and people management capability, including delivering outcomes through effective workforce management, collaboration and stakeholder engagement.
- Experience governing and managing enterprise platforms, including service ownership, lifecycle management, operational support, technology change and continual service improvement.
- A strong understanding of the governance, accessibility, information management, records management, cyber security and operational requirements relevant to web and digital publishing services.
- The ability to assess technical, operational, security and supportability impacts, manage competing priorities, and provide clear advice to technical and non-technical stakeholders.

Desirable requirements

The following would be well regarded:

- Relevant tertiary qualifications in ICT, digital technologies, web technologies, content management or a related discipline.
- Experience working within Australian Government or large enterprise ICT environments.
- Experience with accessibility (WCAG), information architecture and digital publishing standards.
- Experience overseeing publicly accessible websites or digital publishing environments.
- Experience managing, administering or supporting GovCMS, Drupal or a comparable enterprise content management and publishing platform.
- Experience working with cross-government digital services and GovCMS communities.
- ITIL, Agile or service management qualifications.

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.

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	Rod Preece, 02 6136 6152
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774214

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Closing Date:Thursday 12 November 2026

IT & Data Division

Job Title	APS4 – Executive Assistant (Multiple Positions), IT & Data Division
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$79,922 - $86,850
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 4
Position Number	48278
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.

We are seeking two organised and proactive Executive Assistants at the APS 4 level to provide high-quality executive and administrative support to Assistant Secretaries across ITDD. Whether you're an experienced Executive Assistant, returning to the workforce, seeking a career change, or looking for a role that offers flexibility and purpose, we'd love to hear from you. You will work closely with senior leaders and stakeholders, manage competing priorities, and play a key role in supporting the division's success. Working in ITDD also provides a unique opportunity to test and trial new technologies, develop expertise in modern digital tools and capabilities, and provide feedback on innovative products before they are rolled out across the department. Part-time and flexible working arrangements may be considered for the right candidate.

Duties

What you will do

The duties of the APS4 Executive Assistant role generally include, but are not limited to:

- Providing support to the Assistant Secretaries through diary management, monitoring calls and emails, registering ingoing and outgoing correspondence, credit card reconciliation and travel management.
- Anticipate the requirements for and initiate the timely preparation of briefing material prior to meetings attended by the Assistant Secretaries.
- Undertake research and preparation of correspondence as required and requested.
- Monitor branch and other Executive Assistant telephones and provide backup as required.
- Coordinate and work with relevant staff to provide responses to corporate documents (including annual reports).
- Work with Branch staff to ensure that all correspondence is managed appropriately ensuring all deadlines are met.
- Provide support to other areas of the Branch as requested.

Join a team that values initiative, embraces innovation and knows that behind every successful executive is an exceptional Executive Assistant. Bring your experience, curiosity and organisational superpowers, and we'll provide the opportunity to grow, contribute and make a real impact.

Inherent requirements for the role

To be successful in this role, you will need to demonstrate your capability against the APS4 Work level standards and possess the following core capabilities:

- **Achieve results** by showing initiative and the ability to be proactive in a fast-paced environment.
- **Communicate effectively** both written and verbal, delivering information in a variety of formats.
- **Collaborate across teams**, using your excellent interpersonal and engagement skills to engage with senior leaders and a broad range of stakeholders and not be afraid to speak up.

- **Think strategically** to scan current and emerging priorities, identify criticality of tasks and manage the outcomes as appropriate.
- **Exercise discretion** in a position of trust.

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 APS4 you will be expected to:

- Demonstrate a sound understanding of Aboriginal and/or Torres Strait Islander histories and contemporary issues.
- Communicate sensitively and effectively in day-to-day interactions.
- Actively seek cultural advice when needed and applies learnings to improve work 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 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.

About the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

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To Apply

Position Contact	Karen Hill, 02 6136 7080
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774258

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Closing Date:Sunday 15 November 2026

Consumer Safeguards Media & Connectivity
Connectivity Programs Mobile Programs Implementation

Job Title	APS6 - Senior Contract and Grant Program Officer, Connectivity Programs Branch
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Orange NSW
Salary	$99,733 - $118,084
Future Merit Locations	Melbourne, Canberra, Orange
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	48289
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

The Mobile Programs Delivery Section delivers high-profile telco programs that improve mobile coverage and strengthen network resilience for communities across Australia. As an APS6, you will play a key role in delivering nationally significant programs that make a real difference to regional, remote and peri-urban communities. You will work on complex and rewarding issues, contribute to advice for Ministers and senior executives, engage with telecommunications providers and stakeholders, and help manage contracts, program performance and data-driven insights.

Duties

What you will do

- Contribute to the strategic delivery of major telecommunications programs, including the Mobile Black Spot Program, Peri-Urban Mobile Program and Mobile Network Hardening Program, while supporting continuous improvement across the section.
- Manage complex telecommunications program and contract activities (Telstra, Optus, TPG, Indara, Amplitel and Waveconn).
- Provide evidence-based advice on grant program delivery, risks and stakeholder issues.
- Assess and recommend milestone payments and project deliverables, exercising sound judgement to ensure compliance with funding agreements and program requirements.
- Analyse data and information to support decision-making and reporting.

- Build productive relationships with industry, government and community stakeholders.
- Prepare high-quality written material for Ministers, senior executives and stakeholders, including ministerial correspondence, briefs, submissions, responses to the Minister's Office, meeting records and public communications.

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 APS level 6 Work level standards.

To be successful in this role, you will need to demonstrate your ability to:

- Manage complex program delivery, procurement, grant and contract management activities, exercising initiative and sound judgement to achieve outcomes within competing priorities and timeframes.
- Analyse and evaluate information from multiple sources to identify risks, issues and opportunities, and provide evidence-based advice and recommendations to support decision-making.
- Interpret and apply legislation, policies, funding agreements and administrative frameworks to manage complex issues and ensure compliance with program requirements.
- Lead discrete projects and workstreams, taking responsibility for planning, delivery, risk management and the achievement of outcomes.
- Analyse and interpret program, financial and performance data to monitor delivery, evaluate results and inform strategic and operational decisions.
- Contribute to a positive and high-performing team culture by sharing knowledge, supporting colleagues and identifying opportunities for continuous improvement.

Desirable requirements

Qualifications or extensive practical experience in contract management, program management, grant management, financial/data analysis, infrastructure delivery is highly desirable but not mandatory.

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 Clearance 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.

About the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

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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	Deb Fearns, 02 6136 7079
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774270

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Closing Date:Thursday 12 November 2026

IT & Data Division

Job Title	APS4 – Executive Assistant (Multiple Positions), IT & Data Division, Affirmative Measures, Disability
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$79,922 - $86,850
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 4
Position Number	48313
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.

We are seeking two organised and proactive Executive Assistants at the APS 4 level to provide high-quality executive and administrative support to Assistant Secretaries across ITDD. Whether you're an experienced Executive Assistant, returning to the workforce, seeking a career change, or looking for a role that offers flexibility and purpose, we'd love to hear from you. You will work closely with senior leaders and stakeholders, manage competing priorities, and play a key role in supporting the division's success. Working in ITDD also provides a unique opportunity to test and

trial new technologies, develop expertise in modern digital tools and capabilities, and provide feedback on innovative products before they are rolled out across the department. Part-time and flexible working arrangements may be considered for the right candidate.

Duties

What you will do

The duties of the APS4 Executive Assistant role generally include, but are not limited to:

- Providing support to the Assistant Secretaries through diary management, monitoring calls and emails, registering ingoing and outgoing correspondence, credit card reconciliation and travel management.
- Anticipate the requirements for and initiate the timely preparation of briefing material prior to meetings attended by the Assistant Secretaries.
- Undertake research and preparation of correspondence as required and requested.
- Monitor branch and other Executive Assistant telephones and provide backup as required.
- Coordinate and work with relevant staff to provide responses to corporate documents (including annual reports).
- Work with Branch staff to ensure that all correspondence is managed appropriately ensuring all deadlines are met.
- Provide support to other areas of the Branch as requested.

Join a team that values initiative, embraces innovation and knows that behind every successful executive is an exceptional Executive Assistant. Bring your experience, curiosity and organisational superpowers, and we'll provide the opportunity to grow, contribute and make a real impact.

Inherent requirements for the role

To be successful in this role, you will need to demonstrate your capability against the APS4 Work level standards and possess the following core capabilities:

- **Achieve results** by showing initiative and the ability to be proactive in a fast-paced environment.
- **Communicate effectively** both written and verbal, delivering information in a variety of formats.
- **Collaborate across teams**, using your excellent interpersonal and engagement skills to engage with senior leaders and a broad range of stakeholders and not be afraid to speak up.
- **Think strategically** to scan current and emerging priorities, identify criticality of tasks and manage the outcomes as appropriate.
- **Exercise discretion** in a position of trust.

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 APS4 you will be expected to:

- Demonstrate a sound understanding of Aboriginal and/or Torres Strait Islander histories and contemporary issues.
- Communicate sensitively and effectively in day-to-day interactions.
- Actively seek cultural advice when needed and applies learnings to improve work practices.

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 Baseline Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **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	Karen Hill, 02 6136 7080
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774280

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Closing Date:Thursday 12 November 2026

IT & Data Division

Job Title	APS4 – Executive Assistant (Multiple Positions), IT & Data Division, Affirmative Measures, First Nations
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$79,922 - $86,850
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 4
Position Number	48314
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.

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trial new technologies, develop expertise in modern digital tools and capabilities, and provide feedback on innovative products before they are rolled out across the department. Part-time and flexible working arrangements may be considered for the right candidate.

Duties

What you will do

The duties of the APS4 Executive Assistant role generally include, but are not limited to:

- Providing support to the Assistant Secretaries through diary management, monitoring calls and emails, registering ingoing and outgoing correspondence, credit card reconciliation and travel management.
- Anticipate the requirements for and initiate the timely preparation of briefing material prior to meetings attended by the Assistant Secretaries.
- Undertake research and preparation of correspondence as required and requested.
- Monitor branch and other Executive Assistant telephones and provide backup as required.
- Coordinate and work with relevant staff to provide responses to corporate documents (including annual reports).
- Work with Branch staff to ensure that all correspondence is managed appropriately ensuring all deadlines are met.
- Provide support to other areas of the Branch as requested.

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Inherent requirements for the role

To be successful in this role, you will need to demonstrate your capability against the APS4 Work level standards and possess the following core capabilities:

- **Achieve results** by showing initiative and the ability to be proactive in a fast-paced environment.
- **Communicate effectively** both written and verbal, delivering information in a variety of formats.
- **Collaborate across teams**, using your excellent interpersonal and engagement skills to engage with senior leaders and a broad range of stakeholders and not be afraid to speak up.
- **Think strategically** to scan current and emerging priorities, identify criticality of tasks and manage the outcomes as appropriate.
- **Exercise discretion** in a position of trust.

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 APS4 you will be expected to:

- Demonstrate a sound understanding of Aboriginal and/or Torres Strait Islander histories and contemporary issues.
- Communicate sensitively and effectively in day-to-day interactions.
- Actively seek cultural advice when needed and applies learnings to improve work practices.

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 Baseline Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **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	Karen Hill, 02 6136 7080
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774263

High Speed Rail Authority

Closing Date:Sunday 22 November 2026

Customer, Operations and Place

Job Title	EL2 - Senior Manager - Integration Planning
Job Type	Full-Time, Ongoing
Location	Newcastle NSW, Canberra ACT, Sydney NSW
Salary	$149,636 - $168,156
Future Merit Locations	Newcastle, Canberra, Sydney
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible working arrangement
Classification	Executive Level 2
Position Number	120742
Agency Website	

Job Description

https://hsrarecruitment.nga.net.au/?jati=7A55736B-6DD9-A9D6-E615-ED78CECEA2EE

Primary Purpose of the Role

The Senior Manager Integration Planning leads transport integration and strategic transport planning for the Newcastle–Sydney High Speed Rail project and the broader National High Speed Rail Network.

The role provides strategic advice on the integration of High Speed Rail with existing and future transport

networks, services and infrastructure. It leads planning for station access, interchange and multimodal

connectivity, strategic station and network development, and corridor planning and identification, ensuring

outcomes support accessibility, customer experience and broader community and economic objectives.

Working across the Integrated Project Team and with government stakeholders, advisers and delivery partners, the role establishes planning priorities, manages key relationships and translates transport integration and strategic planning outcomes into project requirements, infrastructure design, development strategies and Authority decision-making. It ensures these outcomes are embedded and assured throughout the Development Phase, including through Early Contractor Involvement (ECI).

Duties

Key Responsibilities

Transport Integration and Planning

- Lead transport integration planning for the Newcastle to Sydney Project, developing strategies that integrate High Speed Rail with existing and future transport networks, services and infrastructure.
- Provide strategic advice on station access, interchange, multimodal connectivity and urban integration, supporting accessibility, customer experience and broader community and economic outcomes.
- Ensure transport integration outcomes are translated into project requirements and reflected in infrastructure designs, addressing immediate project needs and long-term transport objectives.
- Guide transport integration and planning inputs throughout the Development Phase, including assessment of design options, support for planning approvals and resolution of significant transport, planning and design interfaces.

National Network Planning

- Lead strategic planning for the National High Speed Rail Network beyond the Newcastle to Sydney Project, aligned with the Authority's priorities and objectives.
- Progress network development, strategic station planning, corridor identification and planning for integration with existing and future transport networks.
- Lead planning investigations and develop Authority positions and recommendations to inform future project development and corridor safeguarding.

Planning Leadership and Program Delivery

- Lead and manage the Integration Planning work program, including priorities, deliverables, resources, budgets, schedules, risks and performance.
- Direct and oversee specialist advisers and consultants, establishing clear expectations for scope, quality, performance and delivery.
- Provide oversight and quality assurance of planning advice, investigations and deliverables, challenging assumptions and ensuring recommendations are robust, integrated and fit for purpose.
- Coordinate planning activities across the Integrated Project Team and external delivery partners, managing key dependencies and providing strategic advice, governance papers and recommendations to support Authority decision-making.

Government and Stakeholder Engagement

- Build and maintain effective relationships with Australian, state and territory government agencies, local councils, transport operators, infrastructure owners and other stakeholders to advance the Authority's transport integration and planning objectives.
- Lead engagement and collaboration with government agencies, local councils and other stakeholders to ensure High Speed Rail planning aligns with and informs relevant transport, infrastructure, land-use and regional development plans and strategies.
- Coordinate transport planning interfaces with government agencies, infrastructure owners and operators, including supporting the development of relevant arrangements and agreements.
- Represent the Authority in strategic planning discussions, working groups and stakeholder forums, influencing decisions, resolving competing priorities and building agreement on planning requirements and outcomes.

Eligibility

Employment with the Authority is subject to conditions prescribed within the Public Service Act 1999 included:

- **Citizenship**: must be an Australian citizen to be eligible for employment with the Authority.
- **Qualification:** Degree or equivalent working experience.
- **Pre-Employment Screening:** Police check is a mandatory requirement check
- **Security Clearance:** Baseline Clearance

Notes

Why Join Us

At the High-Speed Rail Authority, you'll help shape the systems that support Australia's proposed future high speed rail network. We offer:

- A purpose-driven culture focused on integrity and innovation
- Opportunities to influence national governance and risk strategy
- Flexibility, growth, and meaningful work
- Support for relevant learning, training and study assistance for staff's professional development
- 4 weeks annual leave
- 20 days personal/carers leave per annum
- Free annual flu vaccinations
- Fitness passport
- EAP services

How to Apply

To submit your application, click the Apply button. You will be redirected to the **HSRA e-Recruit Portal** to complete and submit your application.

For any questions about the role, please email **recruitment@hsra.gov.au** with the position title in the subject line.

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

Application Close: **Sunday 22 November 2026 at 12.00am**

Merit Pool

A merit pool of suitable candidates may be created from this selection process. Suitable candidates placed on the merit pool may be contacted in relation to identical or similar vacancies on an ongoing basis at High Speed Rail Authority, or the broader APS, within 18 months from the start date of this advertisement.

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	HSRA Recruitment Team, recruitment@hsra.gov.au
Agency Recruitment Site	https://hsrarecruitment.nga.net.au/?jati=7A55736B-6DD9-A9D6-E615-ED

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774269

High Speed Rail Authority

Closing Date:Sunday 22 November 2026

Customer, Operations and Place

Job Title	EL2 - Senior Manager – Precinct and Place
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Canberra ACT, Newcastle NSW
Salary	$149,636 - $168,156
Future Merit Locations	Sydney, Canberra, Newcastle
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible working arrangement
Classification	Executive Level 2
Position Number	120749
Agency Website	

Job Description

https://hsrarecruitment.nga.net.au/?jati=7A55736B-6DD9-A9D6-E615-ED78CECEA2EE

Primary Purpose of the Role

The Senior Manager Precinct and Place leads the delivery of precinct and place planning, urban integration and design excellence outcomes for the Newcastle to Sydney High Speed Rail project, and supports strategic station and precinct planning for the broader National High Speed Rail Network.

The role provides strategic advice on station precinct master planning, urban design, land-use integration and placemaking. It develops precinct strategies, planning frameworks and design requirements to integrate High Speed Rail stations with surrounding communities, support housing and development opportunities, and maximise customer, economic and regional development outcomes.

Working across the Integrated Project Team and with government agencies, local councils, communities and delivery partners, the role leads agreed planning activities and stakeholder engagement, ensuring precinct, place and design outcomes are translated into project requirements, design development and Authority decision-making.

Duties

Key Responsibilities

Precinct and Place Planning

- Lead the delivery of precinct and place planning for the Newcastle to Sydney Project, translating strategic priorities into precinct strategies, planning requirements and design outcomes.
- Develop station precinct planning and master planning frameworks that integrate High Speed Rail stations with surrounding land uses, communities and transport networks, supporting customer, housing, economic and regional development outcomes.
- Develop and implement agreed urban design, placemaking and design excellence requirements, including Designing with Country, public realm, accessibility and future precinct activation opportunities.
- Guide precinct and place inputs throughout the Development Phase, including assessment of design options, support for planning approvals and resolution of significant planning, design and delivery interfaces.

Land Use Planning

- Lead the Authority's precinct and place planning inputs to housing, land-use and regional development initiatives, including joint planning activities with government agencies.
- Identify opportunities to maximise housing, employment, development and wider economic benefits around High Speed Rail stations, providing planning evidence and advice to support government planning initiatives, benefits assessment and investment decisions.
- Provide precinct and place planning inputs for the broader National High Speed Rail Network, including future station precincts, land-use integration and development opportunities.
- Coordinate planning interfaces with Property, Commercial and other Authority functions to support property requirements, development opportunities and land use and precinct considerations.

Planning Leadership and Program Delivery

- Lead and manage the Precinct and Place work program, including priorities, deliverables, resources, budgets, schedules, risks and performance.
- Direct and oversee specialist advisers and consultants, establishing clear expectations for scope, quality, performance and delivery.
- Provide oversight and quality assurance of planning advice, investigations and deliverables, challenging assumptions and ensuring recommendations are robust, integrated and fit for purpose.
- Coordinate planning activities across the Integrated Project Team and external delivery partners, managing key dependencies and providing strategic advice, governance papers and recommendations to support Authority decision-making.

Government and Stakeholder Engagement

- Build and maintain effective relationships with Australian, state and territory government agencies, local councils, communities, industry and other stakeholders to advance the Authority's precinct and place objectives.
- Lead planning engagement and collaboration to align High Speed Rail precinct development with relevant land-use, housing, infrastructure, urban design and regional development strategies.

- Represent the Authority in precinct planning discussions, working groups and stakeholder forums, influencing decisions, resolving competing priorities and building agreement on planning and design outcomes.

Eligibility

Employment with the Authority is subject to conditions prescribed within the Public Service Act 1999 included:

- **Citizenship:** must be an Australian citizen to be eligible for employment with the Authority.
- **Qualification:** Degree or equivalent working experience.
- **Pre-Employment Screening:** Police check is a mandatory requirement check
- **Security Clearance**: Baseline Clearance

Notes

Why Join Us

At the High-Speed Rail Authority, you'll help shape the systems that support Australia's proposed future high speed rail network. We offer:

- A purpose-driven culture focused on integrity and innovation
- Opportunities to influence national governance and risk strategy
- Flexibility, growth, and meaningful work
- Support for relevant learning, training and study assistance for staff's professional development
- 4 weeks annual leave
- 20 days personal/carers leave per annum
- Free annual flu vaccinations
- Fitness passport
- EAP services

How to Apply

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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	HSRA Recruitment Team, recruitment@hsra.gov.au
Agency Recruitment Site	https://hsrarecruitment.nga.net.au/?jati=7A55736B-6DD9-A9D6-E615-ED

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0773789

National Film and Sound Archive of Australia

Closing Date:Sunday 15 November 2026

Digital and Data
ICT Infrastructure

Job Title	Network Engineer, Core Services
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Acton ACT
Salary	$99,734 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - QLD
Office Arrangement	On Site;Flexible
Office Arrangement Details	You may apply for flexible working arrangements.
Classification	APS Level 6
Position Number	89082
Agency Website	https://www.nfsa.gov.au/

Job Description

https://candidate.aurion.cloud/nfsa/production/

About the National Film and Sound Archive

The National Film and Sound Archive of Australia (NFSA) is Australia's audiovisual archive, telling the national story by collecting, preserving and sharing audiovisual media, the cultural experience platforms of our time. The collection itself dates back to 1935, making it one of the world's oldest audiovisual collections. It is also one of the country's most used cultural collections, with around 125 million views of collection content each year. The NFSA is in a period of significant change. Following increased Government investment, the institution is in a process of digital transformation, establishing the NFSA as Australia's most dynamic and valued cultural organisation. We are rebuilding our curatorial workforce and developing the NFSA's capacity to digitise our collection at scale – to preserve it for the future, to make sure it can be discovered, and to share it with all Australians.

We continue to work on developing a stable, secure and future-proof workforce across our four physical sites based in Canberra and Mitchell in the ACT as well as in Sydney and Melbourne.

We are also undergoing a program of business improvement for many of our corporate systems to improve efficiency and reduce manual handling.

We are an ambitious organisation, and we aim to be an employer of choice within the Galleries, Libraries, Archives and Museums (GLAM) sector, providing exciting and challenging work, as well as favourable employment conditions and unique development opportunities for our staff.

Cultural Values

We are an equal opportunity employer, embracing a diverse range of applicants such as veterans, and people who identify as Aboriginal and/or Torres Strait Islander, LGBTQIA community members, individuals with disabilities and/or health conditions, as well as those from varied faith and cultural backgrounds. At the NFSA we prioritise the development of a safe, inclusive, and high-performance culture through shared actions and behaviours that align with our strategy and direction. This empowers our employees to effectively contribute to our goals.

The National Film and Sound Archive of Australia is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.

About the Team

The ICT Infrastructure team is part of the Digital + Data Branch and is responsible for the design, delivery and ongoing management of NFSA's core ICT infrastructure. The team ensures the organisation's network, storage, virtual infrastructure and supporting platforms remain secure, reliable and available to support business operations.

The team manages enterprise network services, storage, backup and recovery, virtual infrastructure, infrastructure monitoring and supporting technology platforms. This includes maintaining core and edge network services, monitoring infrastructure performance, managing infrastructure certificates, planning technology upgrades, and implementing improvements to maintain the reliability, security and capacity of ICT infrastructure.

Working closely with ICT Operations, Cyber Security and other teams across NFSA, the ICT Infrastructure team provides the technical foundation that supports the organisation's ICT services. The team delivers infrastructure solutions that are reliable, secure and fit for purpose, while continually improving infrastructure services to meet current and future business needs.

The Opportunity

The Network Engineer, Core Services is responsible for the administration, maintenance and continual improvement of NFSA's core network and data centre infrastructure. Reporting to the ICT Manager, the role manages enterprise networking, virtual infrastructure and supporting platforms to ensure secure, reliable and high-performing ICT services. The role is suited to a technically skilled infrastructure professional with experience in enterprise networking, virtualisation and data centre technologies.

Please note: This recruitment process is intended to fill both current and future vacancies. While the position on offer is ongoing, a merit pool of suitable applicants may be established to fill similar ongoing and non-ongoing positions within the next 18-months.

Duties

Under limited direction, this position is responsible for delivering the following functions:

- Configure, administer and maintain enterprise routing, switching, LAN, WAN and data centre network infrastructure.
- Administer and maintain virtualisation infrastructure, clusters, virtual networking, hosts and associated platform services.
- Implement network configuration changes, upgrades and technology refresh activities in accordance with approved standards and change processes to sustain a high-performance enterprise networking infrastructure
- Perform operating system, firmware and network device patching to maintain security, stability and vendor support.
- Monitor network and virtual infrastructure performance, capacity and availability, investigating and resolving complex technical issues.
- Configure and maintain network services, including VLANs, routing protocols, network segmentation and high availability technologies.
- Maintain network device configurations, documentation and asset records to support operational continuity.
- Support the installation, configuration and commissioning of network and data centre infrastructure, including racks, switches and supporting hardware.
- Investigate, troubleshoot and resolve complex network, connectivity and virtual infrastructure incidents, working with vendors where required.
- Develop and maintain technical documentation, standard operating procedures and implementation plans for core network and data centre infrastructure.

Selection Criteria

The successful candidate will demonstrate their capacity against the following:

1. Demonstrated experience administering enterprise routing, switching, LAN/WAN, layer 2/layer 3 networking, and data centre network infrastructure.
2. Demonstrated experience administering enterprise virtual infrastructure platforms such as VMware infrastructure, including hosts, clusters and virtual networking.

3. Demonstrated experience performing infrastructure patching, firmware upgrades and lifecycle management of enterprise network platforms.
4. Demonstrated ability to diagnose and implement changes to resolve complex network and virtual infrastructure issues.
5. Well-developed communication skills, including ability to develop technical documentation and work collaboratively with external and internal stakeholders.

Eligibility

How to Apply

When applying via our online e-recruitment system, please address the details in the ‘Key Responsibilities’ and ‘Selection Criteria’ by outlining in 1000 words or less, how your skills and relevant experience demonstrate that you would be our ideal candidate. Your current resume is also to be included in your application.

In addition to an application and your resume, the assessment process for this position may also include an interview and referee reports.

We welcome and encourage applications from people with disability, the LGBTIQ+ communities, from Aboriginal and/or Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds.

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen.
- Satisfactorily complete an Australian Federal Police National Police Check.
- Obtain and maintain an Australian Government Clearance.

What we offer you

We provide a diverse, inclusive, and supportive work environment with access to:

- Great training and development opportunities.

- Generous leave and flexible working arrangements.
- Our Employee Assistance Program (EAP – a free counselling service for you and your family).
- A competitive salary, plus 15.4% superannuation.
- Rewards and recognition initiatives.

Notes

RecuitAbility

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 see: RecruitAbility | Australian Public Service Commission (https://apsc.gov.au).

About the National Film and Sound Archive of Australia

The National Film and Sound Archive of Australia (NFSA) is the national agency concerned with the visibility, usability and sustainability of Australia's audio-visual heritage. The NFSA's mission is to collect, preserve, and share the national audio-visual collection for others to learn, experience and create with it.

To Apply

Position Contact	Michelle Crampton, 02 6248 2123
Agency Recruitment Site	https://candidate.aurion.cloud/nfsa/production/

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Prime Minister and Cabinet

Vacancy VN-0774223

Aboriginal Hostels Limited

Closing Date:Wednesday 18 November 2026

Finance
National

Job Title	RMS and Abstudy Officer
Job Type	Full-Time, Ongoing
Location	Phillip ACT
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	Hybrid
Office Arrangement Details	Hybrid Work arrangement
Classification	APS Level 5
Position Number	9224
Agency Website	https://www.ahl.gov.au/work

Job Description

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

About Aboriginal Hostels Limited (AHL)

AHL is a not-for-profit Commonwealth company dedicated to providing culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Since 1973, AHL has been committed to improving the quality of life and economic opportunities for First Nations people through a national network of over 40 hostels across Australia. Join us in making a meaningful impact and supporting our mission to enhance the lives of First Nations communities.

About the Role

The APS 5 RMS and Abstudy Officer plays a key role in the Finance team, supporting the accurate and timely administration of Abstudy and Boarding Supplement payments. Reporting to the Assistant Director, Finance, you will oversee payment processing and receipting in RMS and TechnologyOne. You will reconcile payments against student reservations and liaise with Services Australia and hostel staff to resolve unpaid reservations and obtain supporting documentation. You will also administer access to the Services Australia PRODA platform, support student attendance submissions, and verify and process refund claims. The role includes reconciling revenue bank accounts, investigating outstanding items and maintaining accurate, auditable records. You will contribute to month-end and year-end activities, including revenue accrual journals and general ledger reconciliations. You will provide administrative support for the RMS Helpdesk and assist colleagues to meet operational deadlines. Through this work, you will support reliable financial administration that contributes to AHL’s services for First Nations students.

Duties

In line with APS work level standards, these roles will:

Accounts Receivable:

Abstudy and Boarding Supplement processing & receipting:

- Oversee the end-to-end processing of Abstudy payments, ensuring accurate and timely processing of Abstudy payment in RMS/TechOne.
- Reconciliation of Abstudy payments with student reservations and liaising with Services Australia and hostels to complete documentation for unpaid reservations.
- Administrator of Services Australia PRODA platform to facilitate submission of student's attendance and maintaining user accounts.
- Verify and process Abstudy refund claims received from Service Australia

Reconciliation of revenue bank accounts:

- Identify and clear all open and reconciling items on the revenue bank accounts and maintain auditable records of all reconciliation activities.

General support:

- Assist with month-end and year-end closing procedures related to revenue and receivables.
- Assist with processing month-end journal for revenue accruals.
- Assist with processing month-end reconciliation for general ledger balances.

Administration:

- Providing administrative support for RMS Helpdesk.

Other:

- Work collaboratively to provide assistance and support to meet deadlines.
- Other duties as directed.

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 AHL to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.

To be eligible to apply, applicants must be Australian Citizens or have already lodged an application for Australian Citizenship.

- Prior to engagement, the successful applicant will be required to:
- provide an Australian Citizenship document (e.g. birth certificate or passport);
- undergo a satisfactory National Criminal History Check;
- meet the fitness for duty requirements

For new APS employees, a six-month probationary period will apply.

For further information, download the position description and complete the application form, available from our website Work with us | Aboriginal Hostels Limited

Notes

How to apply

Submit your application through to jobs@ahl.gov.au before 18 November 2026 at 11:59PM.

As part of your application pack you are required to provide the following documents:

- Complete the application form, available from our website Work with us | Aboriginal Hostels Limited
- Your resume (maximum three pages)
- The statement of claims (imbedded in the application form) should be a maximum of two pages addressing the key responsibilities and capabilities.
- Include your name and the job reference (VN-0774223) in the subject of your email.

You may also refer to the APSC resource Cracking the Code for further guidance and assistance on applying for jobs in the Australian Public Service.

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

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

About the Aboriginal Hostels Limited

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

To Apply

Position Contact	Lakshmi Kanth Imandi, (02) 6212 2008
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0774161

Australian Public Service Commission

Closing Date:Sunday 15 November 2026

Job Title	Senior Project Officer, International
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC
Salary	$101,855 - $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;Flexible
Office Arrangement Details	The preference for this role is Canberra based, but consideration for remote workers will be given for the advertised locations.
Classification	APS Level 6
Position Number	2026_58
Agency Website	https://www.apsc.gov.au/

Job Description

https://apsc.nga.net.au/?jati=CCD31F4F-CA9E-CB5B-1F38-ED67D23EACCD

About the International Team

The International branch supports the Commission in its engagement with international partners to:

- Contribute to whole-of-government efforts to support partners to strengthen their public sector institutions, policies and practices, with a view to establishing deep, enduring and increasingly close links with partner officials and organisations.

- Contribute to the development of global best practice by collaborating with partners on emerging challenges.
- Ensure the Commission remains at the forefront of best practice public administration by scanning the international environment and marshalling global experience, expertise and best practice to inform the Commission’s policies, practices and procedures.

Duties

We are seeking an experienced and highly motivated Senior Program Officer to support the delivery of the PNG Institutional Partnerships Program (PIPP).

This role plays a critical part in coordinating and supporting activities that strengthen public sector leadership, workforce capability, and governance with the APSC’S Papua New Guinea (PNG) counterpart. Working within a dynamic international development and institutional partnership context, the Senior Program Officer will contribute to the successful implementation of initiatives that promote sustainable public sector capability and reform.

Reporting to the Program Manager, the Senior Program Officer will provide program coordination, stakeholder engagement, financial administration, and operational support to ensure the effective delivery of program objectives. The position works closely with the Program Manager and the APSC Long-Term Deployee (LTD) embedded within PNG's Department of Personnel Management (DPM) to support the planning, implementation, monitoring, and reporting of program activities.

This is an exciting opportunity to contribute to a flagship partnership program that supports public sector capability, leadership, and governance outcomes in Papua New Guinea while strengthening bilateral relationships across the region.

Eligibility

For detailed information about this role including what to include in your application, please refer to the downloadable Candidate Information Pack below.

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) or, in limited circumstances, in the process of obtaining citizenship.

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. All Commission staff are required to have a minimum Baseline security clearance prior to commencement.

Successful applicants will be required to undergo a mandatory National Criminal History check as part of the pre-employment eligibility checks.

The Australian Public Service Commission is committed to building an inclusive and culturally 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+, mature aged employees and carers.

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 Public Service Commission

The Australian Public Service Commission (APSC) is a central agency within the Prime Minister and Cabinet portfolio. The Commission supports two statutory office holders: the Australian Public Service Commissioner—who is also agency head—and the Merit Protection Commissioner. Their functions are set out in sections 41(1) and 50(1), respectively, of the Public Service Act 1999. About the Commission The Australian Public Service Commission is a non-corporate Commonwealth entity within the Prime Minister and Cabinet portfolio. Our Statutory responsibilities are detailed in the Public Service Act 1999. The APSC also provides resources to support the Merit Protection Commissioner. We operate under the Public Governance, Performance and Accountability Act 2013. We employ around 350 staff, and have offices in Canberra and Sydney.

To Apply

Position Contact	Bronwyn Armstrong, +61 261136275
Agency Recruitment Site	https://apsc.nga.net.au/?jati=CCD31F4F-CA9E-CB5B-1F38-ED67D23EA

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Prime Minister and Cabinet

Vacancy VN-0774092

National Indigenous Australians Agency

Closing Date:Monday 16 November 2026

Finance and Integrity
Property, Security and Procurement Employee Experience

Job Title	Corporate Support Officers, Property, Security and Procurement
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Woden ACT
Salary	$76,523 - $89,024
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement
Classification	APS Level 3;APS Level 4
Position Number	NIAA/2026/060
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=4DA75E83-EC24-4BA0-324B-ED6792713FC2

Are you someone who enjoys helping people, working as part of a team and contributing to a positive workplace experience? Help us deliver practical, high-quality corporate services that support employees across the Agency.

As a Corporate Support Officer in the Employee Experience team, you will be part of a fast-paced and collaborative environment that supports employees across the Agency. Based in Canberra, ACT you will help deliver responsive and professional services while working closely with colleagues, staff and stakeholders. You will work across a broad range of corporate support functions, including employee enquiries, workplace and concierge services, mail and switchboard operations, employee lifecycle administration, fleet support and service-management requests.

No two days are the same. Priorities can change quickly and you will regularly switch between different tasks, enquiries and requests throughout the day. These are hands-on roles that combine office-based work with physical workplace activities. From time to time, you may assist with room set ups and event preparation and supporting visitors and staff across the workplace.

As part of the National Indigenous Australians Agency, you will work in an environment where cultural capability, respect and inclusion are fundamental to how we work. You will contribute to a positive workplace culture and help create a welcoming experience for employees, visitors and stakeholders.

APS Level 3 - Corporate Support Officer

As an APS Level 3 Corporate Support Officer, you will:

- manage employee and stakeholder enquiries across service systems, shared mailboxes and telephone channels as a key first point of contact
- deliver concierge, visitor and workplace services
- research and respond to enquiries across HR, payroll, workplace matters and corporate services, delivering accurate advice and support
- maintain accurate records, registers, procedures and knowledge material
- connect employees with appropriate services and contribute to a positive customer experience
- use systems such as Office 365, Aurion and the Agency Service Portal to manage enquiries, process requests and support service delivery
- apply strong communication and customer service skills in a fast-paced service environment.

APS Level 4 - Corporate Support Officer

Working under general direction, you will manage your own workload and take responsibility for requests through to resolution. You will research information, interpret relevant policies and procedures, and use sound judgement to manage routine, more complex and sensitive matters within defined parameters. As an APS Level 4 Corporate Support Officer, you will:

- manage employee and stakeholder enquiries across service systems, shared mailboxes and telephone channels as a key first point of contact
- coordinate requests across corporate areas and external service providers
- support onboarding, employee movements and offboarding activities
- deliver concierge, visitor and workplace services
- use systems such as Office 365, Aurion and the Agency Service Portal to manage enquiries, process requests and support service delivery
- maintain accurate records, registers, procedures and knowledge material
- apply strong communication and customer service skills in a fast-paced service environment
- collate and review information for operational reports
- identify recurring service issues and suggest practical improvements
- contribute to system testing, small projects and approved service changes
- provide procedural guidance, mentor and on-the-job support to colleagues.

You will balance customer needs with policy requirements, recognising operational risks, and escalating matters that require specialist advice or higher-level decisions.

Duties

We are looking for team players who enjoy working with people, adapting to changing priorities and delivering great customer service.

You are organised, dependable and comfortable working in a busy environment where you may move between different types of work throughout the day. You build positive relationships, communicate confidently in person, over the phone and in writing, and are always willing to support your teammates when needed.

You remain calm under pressure, demonstrate resilience when priorities shift, and maintain a positive and professional approach during busy periods.

You will take ownership of your work, follow through on commitments and know when a matter can be resolved within your authority or should be escalated.

As an APS Level 3 Customer Support Officer, you must be able to demonstrate:

- strong customer service and communication skills
- the ability to build positive working relationships
- good organisational skills and attention to detail
- experience using service-management systems and Office 365
- the ability to adapt to changing priorities and manage competing tasks
- resilience and the ability to remain calm and professional under pressure
- a collaborative approach and willingness to contribute to team success
- cultural capability and commitment to culturally safe, inclusive and professional service delivery consistent with APS and Agency values
- a positive attitude and willingness to learn.

As an APS Level 4 Customer Support Officer, you must be able to demonstrate:

- strong customer service, communication and relationship-building skills
- sound judgement and ability to manage complex enquiries and competing priorities
- resilience and the ability to remain calm and prpfessional under pressure
- a collaborative approach and willingness to contribute to team success
- ability to interpret and apply legislation, policies and procedures accurately
- strong attention to detail and confidence using service-management system and Office 365
- a proactive approach to problem-solving, continuous improvement and knowledge sharing
- cultural capability and commitment to culturally safe, inclusive and professional service delivery consistent with APS and Agency values.

You do not need to be an expert in every corporate support function. You will need to learn quickly, use available information and apply established guidance to different situations. You will be comfortable taking responsibility for more complex work while remaining within defined authority. You will also contribute to procedures, reporting, training and service improvements that help the team deliver consistent and reliable support.

Eligibility

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

Notes

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

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

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

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

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

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

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

About the National Indigenous Australians Agency

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

To Apply

Position Contact	Sam Gerrey, 02 6152 3457
Agency Recruitment Site	https://niaa.nga.net.au/?jati=4DA75E83-EC24-4BA0-324B-ED6792713F(

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Social Services

Vacancy VN-0773834

Department of Social Services

Closing Date:Wednesday 30 June 2027

Various
Various

Job Title	Executive Assistant - Temporary Employment Register
Job Type	Full-Time, Non-Ongoing
Location	Darwin NT, Melbourne VIC, Canberra ACT, Adelaide SA, Brisbane QLD, Hobart TAS, Perth WA, Sydney NSW, Newcastle NSW
Salary	$84,576 - $143,888
Future Merit Locations	Darwin, Melbourne, Canberra, Adelaide, Brisbane, Hobart, Perth, Sydney, Newcastle
Office Arrangement	On Site
Office Arrangement Details	It is expected that Executive Assistants work from the office, unless other arrangements are negotiated directly with the SES Manager
Classification	APS Level 4;APS Level 5;APS Level 6;Executive Level 1
Position Number	EXT-2026-0408
Agency Website	https://www.dss.gov.au/

Job Description

https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

The temporary employment register is open for candidates to register a general expression of interest for employment with the Department of Social Services (DSS) by completing an online application and uploading a current resume.

The register will be utilised to access skilled candidates to fill roles at short notice across the department.

Duties

The primary focus of Executive Assistants at all classifications is to provide high-level support by undertaking moderately complex administrative activities and tasks for Senior Executive staff such as:

- management of the Executive’s diary, phone, in-tray and email
- preparation of routine correspondence, briefs and coordination papers
- providing travel, accommodation and financial acquittal services
- coordination of administrative tasks such as stationery orders, phone lists, property and accommodation related requests

- continuous improvement of the Senior Executive's office performance through the use of efficient and practical administration processes and systems
- management of regular branch-wide internal reporting and meetings
- assigning and collating briefs such as senate estimates briefs and coordinating document management via the Parliamentary Document Management System (PDMS)
- providing secretariat duties for meetings
- working collaboratively with other Executive Assistants/Executive Officers and the broader business area
- ad-hoc tasks as required.

The Executive Assistant role is best suited to candidates who are customer focused, enjoy dealing with people, and are good at managing multiple tasks and solving problems.

Please review the job pack for the full position description.

Eligibility
Notes

About the Department of Social Services

The Department of Social Services (DSS) develops policies and delivers programs that support the lifetime wellbeing of Australians and their families. Our vision is to achieve the best health, wellbeing and safety of all Australians. Our people are critical in delivering the key priorities of DSS. We are seeking candidates that reflect our cultural values of curious, contestability, courage and collaboration.

To Apply

Position Contact	SES Unit, SESunit@dss.gov.au
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0774095

National Disability Insurance Agency

Closing Date:Sunday 15 November 2026

Technology and Data Division
Agency Technology Services Branch End User Computing

Job Title	APS5 Power Platform Administrator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - NSW NSW, Various locations - VIC VIC, Various locations - ACT ACT, Various locations - WA WA, Various locations - QLD QLD
Salary	$89,569 - $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	Hybrid
Office Arrangement Details	Flexible working arrangements may be considered
Classification	APS Level 5
Position Number	1050_10/26_EXT
Agency Website	https://www.ndis.gov.au

Job Description

https://www.ndis.gov.au/about-us/careers-ndia

A new role awaits

The Technology Services Division has an APS5 Power Platform Administrator vacancy within the Agency Technology Services Branch.

The Agency Technology Services Branch supports all ICT systems and infrastructure for the NDIA including the primary business applications such as SAP CRM and Salesforce CRM.

End User Computing is an exciting team to be a part of. Within the directorate, this role supports the safe, governed and effective use of Microsoft Power Platform across the Agency. We support innovation by empowering business areas to automate processes, build solutions and improve services through low-code technologies while maintaining strong governance, security and compliance practices.

Our culture is built on collaboration, continuous improvement and knowledge sharing. We work together to solve complex challenges and deliver outcomes that support the Agency's purpose of building a world-leading National Disability Insurance Scheme.

Duties

Where you can add value

As an APS5 Power Platform Administrator, you will support the administration, governance and operational management of Microsoft Power Platform services across the Agency.

You will work closely with technical specialists, service desk staff and business stakeholders to ensure Power Platform services remain secure, reliable and effective.

Duties include:

- Provide support for Power Apps, Power Automate, Copilot Studio and Dataverse services.
- Assist with administration and configuration of Power Platform environments.
- Support management of environments, connectors, security roles and data loss prevention policies.
- Troubleshoot platform issues and assist with incident and request management.
- Monitor service health, licensing, compliance information and capacity usage.
- Support governance, reporting and operational management activities.
- Develop and maintain documentation, procedures and support materials.
- Contribute to change management, continual improvement and service optimisation initiatives.
- Assist stakeholders, citizen developers and business users with platform enquiries and support requests

Eligibility

Enough about us, lets talk about you

You are a proactive, service-focused professional with experience supporting ICT platforms and an understanding of Microsoft Power Platform including Power Apps, Power Automate and Copilot Studio. You enjoy troubleshooting issues, maintaining reliable services and helping users work effectively within established security and governance requirements.

You work effectively across diverse teams, communicate technical information clearly and collaborate with technical specialists and business stakeholders. You use sound judgement to manage competing priorities, maintain accurate documentation, identify opportunities for continuous improvement and recognise when issues require escalation all in support of organisational objectives.

Skills

- Strong technical troubleshooting and problem-solving skills.

- Ability to communicate technical information clearly to a range of audiences.
- Effective stakeholder engagement and customer service skills.
- Ability to work independently and manage competing priorities.
- Strong attention to detail and commitment to quality outcomes.
- Ability to support governance, compliance and continuous improvement activities.

Knowledge

- Microsoft Power Platform administration and support.
- Power Platform governance, security and compliance practices.
- ICT service management and ITIL-aligned processes.
- Microsoft 365 services and integration capabilities.
- Australian Government cyber security, privacy and records management requirements.
- Emerging low-code technologies and Power Platform capabilities.

Experience & Qualifications

- Experience supporting Microsoft Power Platform, Microsoft 365 or similar enterprise cloud services.
- Experience providing administration, configuration, monitoring and operational support for ICT platforms.
- Experience supporting incident, request, change and knowledge management processes.
- Experience contributing to governance, compliance, reporting or risk management activities (desirable).
- Experience working in, or supporting, an Australian Government ICT environment (desirable).
- Relevant Microsoft, ITIL or service management certifications, or equivalent experience (desirable).
- Australian Government Security Vetting Agency (NV1) security clearance, or ability to obtain and maintain one.

o Successful candidates will be required to undergo a pre-employment National Police History check and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Notes

o While this role is ideally performed from the available office locations, flexible working arrangements may be considered. Please refer to the candidate packs for further details regarding locations.

o This position will be offered as ongoing or non-ongoing.

If the position is offered as non-ongoing, this will be for a specified term of up to 12 months, with the possibility of extension up to two years.

Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

o This exercise will be used to fill current vacancies and to create an order of merit as future opportunities arise. If found suitable, your preference will be taken into consideration however your skills, knowledge, experience, and interest may be aligned to NDIA priorities at time of offer.

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 Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Kylie Parker, +61 8 7334 1860
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0774105

National Disability Insurance Agency

Closing Date:Sunday 15 November 2026

Technology and Data
Agency Technology Services End User Computing

Job Title	APS6 Power Platform Administrator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - NSW NSW, Various locations - VIC VIC, Various locations - WA WA, Various locations - QLD QLD, Various locations - ACT ACT
Salary	$100,026 - $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	Hybrid
Office Arrangement Details	Flexible Working Arrangements maybe considered
Classification	APS Level 6
Position Number	1052_10/26_EXT
Agency Website	https://www.ndis.gov.au

Job Description

https://www.ndis.gov.au/about-us/careers-ndia

A new role awaits

The Technology Services Division has an APS6 Power Platform Administrator vacancy within the Agency Technology Services Branch.

The Agency Technology Services Branch supports all ICT systems and infrastructure including the primary business applications such as SAP CRM and Salesforce CRM.

End User Computing is an exciting directorate to be part of. The Power Platform Services team's mission is to enable the safe, governed and effective use of Microsoft Power Platform technologies across the Agency. We support innovation by empowering business areas to automate processes, build solutions and improve services through low-code technologies while maintaining strong governance, security and compliance practices.

Our culture is built on collaboration, continuous improvement and knowledge sharing. We work together to solve complex challenges and deliver outcomes that support the Agency's purpose of building a world-leading National Disability Insurance Scheme.

Duties

Where you can add value

As the APS6 Power Platform Administrator, you will combine technical expertise with day-to-day team leadership to oversee the administration, governance and support of Microsoft Power Platform services.

In this role, you will lead one of three specialist teams, each responsible for supporting a core Power Platform product: Power Apps, Power Automate or Copilot Studio. You will play a critical role in enabling safe, secure and effective low-code development across the Agency while maintaining governance and compliance standards.

Duties include:

- Leading day-to-day team operations, setting priorities, allocating work and coaching team members to deliver reliable, responsive platform services.
- Leading the administration, configuration and management of Power Platform services within your team's remit.
- Providing expert technical advice and advanced troubleshooting support to makers, business users and stakeholders, and acting as an escalation point for complex platform issues.
- Supporting governance controls including environment strategies, data loss prevention policies, security roles and connector management.
- Collaborating with technical teams to integrate Power Platform solutions with Microsoft 365 and Agency systems.
- Identifying opportunities for automation, optimisation and service improvement.
- Monitoring service health, licensing, platform capacity and compliance.
- Coordinating with Microsoft and service providers to resolve escalated incidents.
- Leading projects relating to platform governance, system integrations, low-code technologies and business process improvement.
- Developing standards, guidance materials and support processes that promote safe and effective use of Power Platform technologies.

Eligibility

Enough about us, let's talk about you

You are an outcome-focused ICT professional who combines technical expertise with a practical, supportive approach to team leadership. You have experience administering Microsoft Power Platform services and can guide a technical team to deliver reliable services and continuous improvement.

You build productive relationships with technical specialists and business stakeholders, explain technical concepts clearly and use sound judgement to resolve problems and manage competing priorities. You understand how to enable innovation while maintaining appropriate security, privacy and governance controls.

Skills

- Strong leadership and team development capability.
- Sound judgement and problem-solving skills in complex technical environments.
- Ability to communicate technical concepts to diverse audiences.
- Strong stakeholder engagement and relationship management skills.
- Ability to balance governance, security and business outcomes.

Knowledge

- Microsoft Power Platform administration and governance.
- Microsoft 365 services and integration capabilities.
- Cyber security, privacy and compliance requirements for cloud platforms.
- ITIL and contemporary service management practices.
- Emerging low-code technologies and industry trends.

Experience & Qualifications

- Experience leading technical teams in a complex ICT environment.
- Experience administering Microsoft Power Platform services in an enterprise environment, with specialist expertise in Power Apps, Power Automate or Copilot Studio.
- A Negative Vetting Level 1 (NV1) security clearance issued by the Australian Government Security Vetting Agency, or the ability to obtain and maintain one.
- Experience supporting governance, security and compliance activities.
- Experience working in, or supporting, an Australian Government ICT environment (desirable).
- Relevant Microsoft, ITIL, project delivery or service management certifications (highly desirable).

Notes

o While this role is ideally performed from the available office locations, flexible working arrangements may be considered. Please refer to the candidate packs for further details regarding locations.

o This position will be offered as ongoing or non-ongoing.

If the position is offered as non-ongoing, this will be for a specified term of up to 12 months, with the possibility of extension up to two years.

Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

o This exercise will be used to fill current vacancies and to create an order of merit as future opportunities arise. If found suitable, your preference will be taken into consideration however your skills, knowledge, experience, and interest may be aligned to NDIA priorities at time of offer.

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 Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Kylie Parker, +61 8 7334 1860
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0774058

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Sunday 15 November 2026

People, Culture and Communication
Communication

Job Title	Assistant Director, Communication PAO3
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Parramatta NSW, Penrith NSW, Perth WA
Salary	$124,398 - $150,044
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	Position may be offered for working from home, spilt offering under hybrid or may be flexible.
Classification	Executive Level 1
Position Number	133_10/26
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

This advertisement is for an Assistant Director, Communication at the Public Affairs Officer Level 3 classification. A merit pool will be created to fill vacancies at this level in the Communication Branch.

Duties

Duties may include, but are not limited to, the following:

- Lead a small team to deliver high-quality communication outcomes, manage priorities and contribute to a positive, collaborative and high-performing team culture.
- Develop and deliver communication strategies and activities that support organisational objectives and build and protect the reputation of the NDIS Commission.
- Research, write, edit and tailor high-quality communication products, translating complex information into clear, accessible and audience-focused content across a range of channels and formats.
- Identify and develop compelling stories and case studies that support the NDIS Commission's communication objectives and reflect the experiences of staff, participants, providers and stakeholders.

Eligibility

The occupant of the position:

- Has a positive and contemporary attitude to people with disability
- Leads and manages a team to achieve objectives with a focus on safety, staff wellbeing and high performance
- Works collaboratively and draws on team strengths to deliver results
- Uses expert communication skills to provide advice and written guidance on complex issues
- Engages and collaborates with stakeholders to identify opportunities, achieve outcomes and facilitate cooperation

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 National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Laura Hofman, Laura.hofman@ndiscommission.gov.au
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0774171

Australian Securities and Investments Commission

Closing Date:Sunday 08 November 2026

Job Title	Data Modeller
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	-
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	Executive Level 2
Position Number	1954470
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnCounter=226718580&in_organid=16529&

A career at ASIC will broaden and deepen your already accomplished knowledge, skills and abilities. By working on cutting edge issues, you'll make a difference to our goals, Australia's economic reputation and wellbeing and your own career aspirations.

ASIC's Data & Analytics Technology team is seeking an experienced and highly capable Data Modeller to join their high performing team.

- **Sydney or Melbourne location**
- **24 month fixed term position**
- **Salary from $166,430 to $184,003 (depending on experience) + 15.4 % superannuation**
- **Applications close at 11:59pm AEDT, Sunday 8 November 2026**

The team

ASIC's Digital, Data & Technology group delivers a broad suite of IT capabilities to support ASIC. We are currently driving major technology initiatives that will accelerate our transformation across

key areas including virtualisation, data analytics, mobility, and cloud. The Data & Analytics Technology team underpins these efforts by providing essential services to our primary stakeholder, the Data & Analytics Office.

The role

As a Data Modeller you will be responsible for translating complex business requirements into clear, scalable data models across conceptual, logical and physical layers. These models will underpin analytics, reporting and operational processes. Collaborating closely with data engineers, analysts and business stakeholders the Data Modeller will ensure that data assets are well-structured, standardised and fully aligned with established governance and quality frameworks.

More specifically, you will:

- Design and maintain conceptual, logical and physical data models to support development and enhancements across ASIC's data infrastructure, including but not limited to data lakes, application databases, and BI/analytics solutions.
- Collaborate effectively with business stakeholders and application/solution teams to define requirements and document data transformations.
- Conduct peer reviews of data models developed by team members and external suppliers to ensure quality and consistency.
- Take on additional responsibilities and tasks as required, demonstrating flexibility and commitment to team objectives.
- Work in a professional, positive and cooperative manner, modelling ASIC's core values of Accountability, Professionalism and Teamwork.

Duties

About you

The ideal candidate for this role is a data modelling professional who thrives on turning complex business challenges into elegant, scalable solutions. With deep expertise in data modelling tools and strong knowledge of relational and NoSQL technologies, you will bring both technical precision and strategic insight expertise. You will communicate with clarity, collaborate seamlessly across teams, while championing data governance and quality more broadly. Adaptable and values driven, you will embody ASIC's principles of Accountability, Professionalism and Teamwork while delivering impactful outcomes.

In addition, you will have:

- Proven ability to quickly interpret complex business requirements and translate them into logical and physical data models using industry-standard modelling tools.
- Exceptional written and verbal communication skills, with the capability to convey technical concepts clearly to non-technical audiences.
- Extensive hands-on experience with ERwin Data Modeller for designing and maintaining data models.
- Strong experience with relational and data warehouse design techniques and modelling methodologies (Kimball, Inmon, Data Vault 2.0, NoSQL).
- Familiarity with cloud data platforms and technologies (e.g. AWS, Databricks).
- Comprehensive knowledge of established data management principles, frameworks, and technologies.

Click ‘apply' to start your application. Applications close at 11:59pm AEDT, Sunday 8 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_jn(

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Treasury

Vacancy VN-0774253

Australian Securities and Investments Commission

Closing Date:Friday 13 November 2026

Job Title	Data Steward
Job Type	Full-Time, Non-Ongoing
Location	Traralgon VIC, Melbourne VIC, Perth WA, Brisbane QLD, Canberra ACT, Adelaide SA, Darwin NT, Hobart TAS, Sydney NSW
Salary	-
Future Merit Locations	Traralgon, Melbourne, Perth, Brisbane, Canberra, Adelaide, Darwin, Hobart, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	Executive Level 1
Position Number	1952469
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnCounter=226720536&in_organid=16529&

ASIC's Registry Connect Data team is seeking a Data Steward to drive data stewardship and support data quality initiatives across the Registry Connect Program.

- **All ASIC office locations considered**
- **18 Month Fixed Term Position (with possibility of extension)**
- **Salary from $129,556 to $151,534 (depending on experience) + 15.4 % superannuation**
- **Applications will close at 11:59pm AEDT, Friday 13 November 2026**

The team

The Registry Connect Data team provides expert advice and support to ASIC's Registry Connect Program, ensuring that all deliverables are consistent, compliant with enterprise policies and aligned with industry best practice.

The role

As a Data Steward, you will play a critical role in maintaining and enhancing the quality, integrity and reliability of ASIC's key data assets and repositories. Working closely with business and technology stakeholders, you will undertake data quality management activities, identify and remediate data issues and support the implementation of data governance standards and practices.

More specifically, you will:

- Perform data stewardship activities for ASIC's critical data assets, ensuring data quality, integrity, consistency and compliance with established governance standards.
- Support the implementation of enterprise data architecture, data management, data quality and big data platform frameworks, standards and practices.
- Contribute to the design, development and enhancement of data platform solutions that support ASIC's strategic data objectives.
- Provide subject matter expertise to data related projects and initiatives, including data profiling, analysis, testing and quality assurance activities.
- Partner with business stakeholders and project teams to embed data governance and data management principles throughout the lifecycle of data initiatives.
- Promote knowledge sharing and capability uplift across the organisation by providing guidance, education and support to data users and stakeholders.

Duties

About you

The ideal candidate for this role is an experienced and collaborative data professional who is passionate about the power of quality data to drive better business outcomes. The successful candidate will bring expertise in data stewardship, governance and data management, complemented by strong technical capabilities and the ability to build effective relationships with stakeholders across business and technology teams. They will be driven to improve data quality, promote best practice data management and contribute to the success of enterprise wide data initiatives.

In addition, you will have:

- Tertiary qualifications in Information Technology, Computer Science, Engineering, Data Management or a related discipline.
- Demonstrated experience in data stewardship, including the management, quality assurance and governance of enterprise data assets.
- Technical knowledge and experience across one or more data disciplines, including database design, data modelling, ETL processes, master data management (MDM), data warehousing, big data architectures, data streaming and data virtualisation.

- Exposure to traditional data warehousing platforms (such as SQL Server, Oracle and DB2) and modern data technologies and frameworks (including AWS, Azure, NoSQL databases, Python and Spark) would be highly regarded.
- Familiarity with business intelligence and analytics platforms, such as Qlik, Power BI, Tableau, Python, R or SAS, together with a willingness to further develop these capabilities.
- Experience applying data management and data governance frameworks, standards and best practices to support data quality, compliance and effective data lifecycle management.

Click ‘apply' to start your application. Applications will close at 11:59pm AEDT, Friday 13 November 2026.

About ASIC

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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_jn(

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Treasury

Vacancy VN-0774324

Australian Securities and Investments Commission

Closing Date:Wednesday 18 November 2026

Job Title	System Administrator (Technology One)
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD, Perth WA, Canberra ACT, Darwin NT, Adelaide SA
Salary	$129,556 - $151,534
Future Merit Locations	Sydney, Melbourne, Brisbane, Perth, Canberra, Darwin, Adelaide
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office attendance a fortnight
Classification	Executive Level 1
Position Number	ASIC/1947473
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnCounter=226721869&in_organid=16529&

Duties

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

This is an exciting opportunity to join ASIC's Financial Platforms and Enablement Team within Enterprise Services as a System Administrator, TechnologyOne at the Executive Level 1. You will play a key role in administering and continuously improving TechnologyOne, supporting business-as-usual operations and ensuring the platform remains effective, secure and reliable.

- **All ASIC office locations considered**
- **EL1 – ($129,556–$151,534) depending on experience, plus 15.4% superannuation**
- **A permanent opportunity**
- **Applications close at 11:59pm AEDT Wednesday, 18 November 2026**

The team

The Financial Platforms and Enablement Team sits within ASIC's Enterprise Services Group. The Group provides trusted and timely advice and services that enable ASIC to make informed decisions about the efficient, effective and ethical use of public resources.

The team supports ASIC's financial systems and platforms and works closely with Finance, IT, HR and external vendors to maintain system performance, support integration and improve business processes.

The role

As a **System Administrator, TechnologyOne,** you will support the Manager, ERP Systems with the administration, ongoing management and continuous improvement of the TechnologyOne platform.

You will:

- Maintain and enhance TechnologyOne configuration, including testing and supporting the release of system changes and improvements.
- Administer and maintain TechnologyOne modules, including Financials, Supply Chain, Budgeting and Records Compliance.
- Manage user accounts, permissions, document security and system access.
- Oversee month-end processing, year-end rollover and support compliance with internal and statutory deadlines.
- Improve existing business processes and develop new ones by designing and building data integration routines, scripts, data models, process automations and forms.
- Plan, test and implement system updates and upgrades.
- Monitor system performance and identify opportunities to improve functionality and reliability.
- Investigate and resolve complex system and financial transaction issues.
- Provide functional and technical support to users and manage service requests.
- Develop and maintain system administration documentation, workflows and procedures.
- Partner with Finance, IT, HR and external vendors to support system integrations and effective data flows.
- Lead and support up to one direct report to deliver team priorities and develop their capability.

About you

You will have experience as a System Administrator or in TechnologyOne configuration, supported by strong functional knowledge of the TechnologyOne platform. You will bring demonstrated experience administering enterprise systems and delivering practical system and business process improvements.

You will be an effective communicator and collaborative stakeholder manager, with the ability to investigate complex issues, provide practical solutions and work effectively with Finance, IT, external vendors and other stakeholders.

You will also demonstrate:

- A bachelor's degree in a relevant field.
- Strong functional knowledge of TechnologyOne.
- Experience administering or configuring enterprise business systems.
- Strong analytical and problem-solving capabilities.
- Experience delivering system and process improvements.
- Strong project and risk management skills.
- Strong data, technology and business systems literacy.
- The ability to communicate, influence and negotiate effectively with internal and external stakeholders.

View the position description for more information or click ‘apply' to start your application. Applications close at 11:59pm AEDT Wednesday, 18 November 2026.

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

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

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

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our website or review our Corporate Plan.

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

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Neha Narula, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jn(

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Treasury

Vacancy VN-0773914

Australian Taxation Office

Closing Date:Thursday 19 November 2026

Enterprise Solutions and Technology
Digital Delivery

Job Title	Deputy Commissioner, Digital Delivery
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Wollongong NSW, Albury NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Sydney NSW
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	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 2
Position Number	EXT_SES_866_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=8FEE43B1-13A7-7AE2-3338-ED662DD2E003

Duties

We are seeking an experienced and exceptional leader and information technology (IT) professional with extensive knowledge and the ability to operate successfully in a large and complex environment, to join the **Enterprise Solutions and Technology** (EST) executive team as **Deputy Commissioner, Digital Delivery**.

As Deputy Commissioner, Digital Delivery you will play a critical role in shaping the future of digital government and delivering secure, contemporary and trusted digital experiences for millions of Australians.

You will lead a large, geographically dispersed workforce and set strategic direction across a portfolio shaping how individuals, businesses and intermediaries engage with the tax, superannuation and registry systems. You will oversee secure, accessible, scalable and customer-focused digital products and services.

As a key member of the EST Deputy Commissioner leadership team, you will work collaboratively across portfolios to shape enterprise priorities, drive strategic outcomes and ensure a united approach to delivering EST’s vision and objectives.

You will collaborate across the ATO, government, industry and the broader digital ecosystem to improve community experiences, reduce compliance and reporting burdens, strengthen system integrity, and support government digital transformation.

You'll advance digital identity, authenticated self-service, fraud prevention, system integration and future-focused strategies that help the tax and super systems meet emerging community expectations.

You'll be the principal adviser on digital delivery and transformation, influencing enterprise priorities, investment decisions and major government initiatives. You will provide expert advice to the ATO Executive, Treasury, Ministers and external stakeholders on complex and emerging issues.

You'll foster a high-performing, inclusive culture that supports innovation, collaboration and trusted services. Your leadership will inspire excellence, strengthen capability and empower people to deliver outstanding outcomes.

All of our senior leaders are expected to:

- develop a clear vision for the future that links to ATO and government priorities
- be accountable and deliver outcomes that align with the long-term perspective
- find innovative and practical solutions, be open to ideas and engage with risk
- work collaboratively and influence across boundaries to achieve outcomes, progressing issues that cut across APS agencies, sectors and communities
- persuade others towards an outcome, maintaining the confidence of government and stakeholders
- be self-aware and courageous, empowering individuals and teams to deliver their best
- build trust and confidence in the ATO and the tax and superannuation systems.

To be considered you must also have:

- proven leadership of large, diverse teams, with a track record of delivering high-performing operational outcomes in complex and highly connected technology environments
- demonstrated experience leading the design, delivery and operation of secure, resilient and customer-focused digital services and technology solutions at scale
- strong strategic capability to drive digital transformation and technology investment decisions, improving service performance, availability, resilience and long-term organisational outcomes
- exceptional stakeholder engagement, collaboration and influencing skills, with the ability to provide authoritative advice, work across organisational and government boundaries, and drive complex reform and strategic outcomes.

Eligibility

Notes

People with disability and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

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	Kowalski Recruitment, (02) 6230 6636
Agency Recruitment Site	https://ato.nga.net.au/?jati=8FEE43B1-13A7-7AE2-3338-ED662DD2E00

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Treasury

Vacancy VN-0774020

Australian Taxation Office

Closing Date:Monday 16 November 2026

Office of the Chief Tax Counsel
Litigation and Legal Services

Job Title	Senior Litigator
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$129,551 - $141,239
Future Merit Locations	Adelaide, Brisbane, Box Hill, Dandenong, Hobart, Melbourne, Moonee Ponds, Parramatta, Penrith, Perth, Sydney, Upper Mount Gravatt
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_LDP_871_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=F59E7B78-2189-C180-E966-ED671E0651BF

Duties

We are seeking enthusiastic and high-performing Senior Litigators to join our Litigation and Legal Services team.

As a Senior Litigator, you'll lead multiple complex taxation, administrative law and debt recovery litigation and dispute resolution cases, undertake detailed research, prepare high-quality court documents and correspondence, and advocate as required. You'll manage relationships with internal and external legal stakeholders, represent the organisation in complex legal proceedings and hearings, and strategically advise on matters involving tax technical, debt recovery and administrative law.

In this challenging and rewarding role, you'll provide high-level advice, navigate complex legal and policy issues, and contribute to the resolution of matters with significant business and client impacts. You'll draw on your strong analytical and problem-solving skills to identify risks, manage competing priorities and deliver sound, evidence-based outcomes. You'll mentor and supervise others as required, contributing to the development of capability within the team.

Success in this role requires a comprehensive understanding of the responsibilities of the position and the legislative, regulatory and compliance frameworks that underpin its work. You'll bring

sound judgement, resilience and a commitment to achieving fair, professional and timely outcomes in a dynamic legal environment.

These roles may be offered on an ongoing or non-ongoing basis in Adelaide, Brisbane CBD, Hobart, Melbourne CBD, Perth 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:

• provides technical leadership and expert legal advice, while delivering services and outcomes within legislative, procedural, operational and policy frameworks

• manages the delivery of legal and dispute resolution services, including litigation, representation in legal proceedings, preparation of legal documents, and engagement with stakeholders and counsel

• develops and maintains productive stakeholder relationships, using sound judgement and influence to navigate complex and sensitive legal and litigation matters

• builds capability and mentors less experienced staff, providing guidance and influence that supports the delivery of high-quality legal advice and legally sound decision-making

• must be admitted to practice and hold or be eligible to hold a practising certificate in the relevant jurisdiction.

A minimum of 6 years post admission experience is highly desirable but not essential.

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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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	Holly Le Rossignol, (03) 8346 7970
Agency Recruitment Site	https://ato.nga.net.au/?jati=F59E7B78-2189-C180-E966-ED671E0651BF

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Treasury

Vacancy VN-0774073

Australian Taxation Office

Closing Date:Monday 16 November 2026

Office of the Chief Tax Counsel
Litigation and Legal Services

Job Title	Senior Litigator (Affirmative measure - Aboriginal and Torres Strait Islander employment)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$129,551 - $141,239
Future Merit Locations	Adelaide, Brisbane, Box Hill, Dandenong, Hobart, Melbourne, Moonee Ponds, Parramatta, Penrith, Perth, Sydney, Upper Mount Gravatt
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_LDP_872_2026
Agency Website	http://www.ato.gov.au/careers

Job Description https://ato.nga.net.au/?jati=8448E486-3C69-3D26-3FFB-ED6758158891

This vacancy is only open to Aboriginal and Torres Strait Islander applicants. This initiative helps to increase the number of Aboriginal and Torres Strait Islander people employed in the APS, to better reflect the diversity of the Australian community.

Duties

We are seeking enthusiastic and high-performing Senior Litigators to join our Litigation and Legal Services team.

As a Senior Litigator, you'll lead multiple complex taxation, administrative law and debt recovery litigation and dispute resolution cases, undertake detailed research, prepare high-quality court documents and correspondence, and advocate as required. You'll manage relationships with internal and external legal stakeholders, represent the organisation in complex legal proceedings and hearings, and strategically advise on matters involving tax technical, debt recovery and administrative law.

In this challenging and rewarding role, you'll provide high-level advice, navigate complex legal and policy issues, and contribute to the resolution of matters with significant business and client impacts. You'll draw on your strong analytical and problem-solving skills to identify risks, manage competing priorities and deliver sound, evidence-based outcomes. You'll mentor and supervise others as required, contributing to the development of capability within the team.

Success in this role requires a comprehensive understanding of the responsibilities of the position and the legislative, regulatory and compliance frameworks that underpin its work. You'll bring sound judgement, resilience and a commitment to achieving fair, professional and timely outcomes in a dynamic legal environment.

These roles may be offered on an ongoing or non-ongoing basis in Adelaide, Brisbane CBD, Hobart, Melbourne CBD, Perth 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:

• provides technical leadership and expert legal advice, while delivering services and outcomes within legislative, procedural, operational and policy frameworks

• manages the delivery of legal and dispute resolution services, including litigation, representation in legal proceedings, preparation of legal documents, and engagement with stakeholders and counsel

• develops and maintains productive stakeholder relationships, using sound judgement and influence to navigate complex and sensitive legal and litigation matters

• builds capability and mentors less experienced staff, providing guidance and influence that supports the delivery of high-quality legal advice and legally sound decision-making

• must be admitted to practice and hold or be eligible to hold a practising certificate in the relevant jurisdiction.

A minimum of 6 years post admission experience is highly desirable but not essential.

Eligibility

Candidates applying under the affirmative measure provision must provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.

For further information about this requirement and the application process please select the Apply now button.

Notes

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 12 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. 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 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	Holly Le Rossignol, (03) 8346 7970
Agency Recruitment Site	https://ato.nga.net.au/?jati=8448E486-3C69-3D26-3FFB-ED6758158891

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Treasury

Vacancy VN-0774097

Royal Australian Mint

Closing Date:Sunday 15 November 2026

Royal Australian Mint
Executive

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	$80,495 - $86,246
Future Merit Locations	Deakin
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be negotiated
Classification	APS Level 4
Position Number	TBA
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 Role

The Executive Assistant provides high-quality executive and administrative support to the General Manager- Operations and Chief Operating Officer to ensure smooth day to day operations. The role delivers secretariat services for meetings and working groups, including preparing and distributing agendas and papers, coordinating meeting logistics and taking and distributing minutes.

The role manages the calendars, travel and expenses, triages routine correspondence and prepares routine briefing notes and memos. The Executive Assistant will provide transactional financial and procurement support such as raising purchase orders, processing invoices in the ERP system and coordinating quotations in line with internal procedures.

The Executive Assistant maintains records and databases (including the Mint's recordkeeping system, ERP and MRP), liaises with internal and external stakeholders to coordinate meetings and information flows. The position also supports small operational or continuous improvement tasks by collating data, preparing simple reports and tracking progress, and assists with administrative elements of audits and compliance activities as required.

This role requires discretion, strong communication and organisational skills, attention to detail and the ability to work collaboratively in a busy operational environment.

Duties

1. Providing diary and meeting management support to the General Manager – Operations and Chief Operating Officer, including coordinating appointments, stakeholder engagements, venue bookings and associated logistics and resources.
2. Coordinating travel arrangements and itineraries, assisting with budget management, credit card acquittals, and handling less complex procurement and financial management tasks.
3. Building and maintaining effective working relationships with internal and external stakeholders, providing professional and responsive administrative support.
4. Managing routine and moderately complex enquiries, responding to requests and supporting the coordination of executive workloads.
5. Preparing and coordinating meeting agendas, briefing materials, correspondence and administrative documentation and recording meeting minutes, outcomes and decisions in line with agency policies and procedures.
6. Working collaboratively with employees across the Mint to support business outcomes and contribute to the continuous improvement of administrative processes.
7. Monitoring and tracking incoming documents to ensure correspondence is triaged and actioned appropriately.
8. Supporting teams across the Mint with administrative tasks, such as recruitment coordination and onboarding, ordering stationery, printing, and escorting visitors.

Eligibility

Security

This position requires a Baseline security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Notes

How to apply

Applications will need to be submitted through our recruitment portal on the Work With Us page of the Mint Website at Work With Us | Royal Australian Mint

Please submit your application by **11:30pm** on **Sunday 15 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	Melissa Cayzer, (02) 6202 6817
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-0774124

Australian War Memorial

Closing Date:Sunday 08 November 2026

Corporate Services Information Technology

Job Title	Senior Project Manager
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	26-145
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

https://www.awm.gov.au/get-involved/employment

The IT Section delivers modern, secure, resilient, and usercentred technology services that support Memorial operations, publicfacing digital services, and enterprise transformation. Under broad direction, the Senior IT Project Manager plays a key role in leading and delivering complex ICT initiatives across infrastructure, systems design, cybersecurity, and application development.

This position will work closely with business areas, technical specialists, and external partners to deliver highquality project outcomes aligned with organisational strategy, wholeofgovernment requirements, and industry best practice.

This position will initially be filled for up to 12 months, non-ongoing with the possibility of extension and/or permanency.

Duties

Under broad direction and consistent with APS EL1 Work Level Standards, the Senior IT Project Manager will undertake the following tasks:

Project Leadership & Delivery

- Lead endtoend delivery of mediumtolarge ICT projects using PRINCE2, Agile, or hybrid methodologies, ensuring alignment with governance, risk, and quality expectations (SFIA: PRMG, PGMG, PROJ – Level 5–6).
- Develop, maintain, and manage project artefacts including PID/charter, schedules, RAID logs, communication plans, benefits realisation plans, and transition documentation.
- Establish and run project governance forums, steering groups, and working groups, ensuring transparency and evidencebased decisionmaking.

Stakeholder Engagement & Communication

- Build and maintain strong relationships with internal stakeholders, technical specialists, vendors, and government partners to ensure project success (SFIA: RLMT, STKH).
- Facilitate workshops, requirements gathering sessions, and solution design discussions across diverse ICT and business domains.
- Provide clear, strategic advice to executives on risks, issues, trade-offs, and project direction (APSC WLS: expert advice, strategic thinking).

Planning & Technical Delivery Oversight

- Oversee project activities relating to:
  - ICT infrastructure upgrades
  - Network and security uplift programs
  - Application development and integration
  - Cloud migration or modernisation activities
  - Business systems replacement or enhancement
- Ensure project architecture aligns with ISM, PSPF, Essential Eight, and wholeofgovernment ICT policies (SFIA: GOVN, SCTY).
- Coordinate with IT Security, Infrastructure, Enterprise Architecture, and Records/Information teams to ensure compliance and interoperability.

Risk, Quality & Performance Management

- Proactively manage risks, dependencies, scope, and budget to ensure delivery within approved tolerances.
- Apply structured quality management practices ensuring artefacts and deliverables meet organisational and APS standards (SFIA: QUAS, RISK).
- Lead procurement and contract management activities including statements of work, evaluation reports, and vendor performance reviews (SFIA: SURE, ITCM).

Change & Organisational Readiness

- Lead business change, training, communication, and adoption activities to ensure successful implementation.
- Coordinate transition to operations, including the development of SOPs, support models, service acceptance criteria, and handover documentation (SFIA: CHMG, USUP).

Continuous Improvement & Leadership

- Identify opportunities to improve project methods, governance, and operational processes across the ICT function.
- Provide mentorship and guidance to team members and uplift project management maturity across the IT Section (APSC WLS: leading people and capability).

Technical Skills (SFIA-Aligned)

- Demonstrated experience delivering ICT projects across infrastructure, systems, cyber uplift, and/or software development domains.
- Strong working knowledge of PRINCE2, Agile Scrum/Kanban, and hybrid project methodologies, with the ability to tailor approaches to organisational context.
- Experience with enterprise architecture, solution design, and technology lifecycle management.
- Understanding of ICT governance, cyber security requirements, data protection, and risk frameworks (e.g., ISM, PSPF, Essential Eight).
- Experience managing complex vendor arrangements, multidisciplinary delivery teams, and matrix resourcing models.

Professional Skills

- Strong analytical, problemsolving, and criticalthinking skills with the ability to present complex information clearly.
- Demonstrated leadership in highpressure environments, with strong negotiation and conflict resolution skills.
- Highlevel communication and interpersonal skills, including the ability to influence without authority.

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.

Mandatory Requirements

- Ability to Obtain and Maintain a Negative Vetting Level 1 Security Clearance.

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	David Creagh, (02) 6243 4564
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Veterans’ Affairs (part of the Defence Portfolio)

Vacancy VN-0774274

Australian War Memorial

Closing Date:Wednesday 18 November 2026

Corporate Services Executive

Job Title	Head, Governance Risk and Performance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	$162,968 - $175,779
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 2
Position Number	26-147
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

https://www.awm.gov.au/get-involved/employment

The Head, Governance, Risk and Performance is a senior leadership position within the Corporate Services Branch, accountable for the strategic leadership, design and continuous improvement of the Memorial's governance framework at an enterprise level. Operating with a high degree of independence under broad direction from the Assistant Director, Corporate Services (Branch Head), the role sets governance strategy, drives organisational compliance maturity, and provides authoritative high level advice to the Executive and Council.

The role is responsible for ensuring the Memorial meets its legislative, regulatory, and accountability obligations, while enabling informed decision-making and supporting organisational performance and risk management at a whole-of-entity level.

The position requires deep expertise in public sector governance, strong judgement, and the ability to engage, influence and negotiate with senior stakeholders, including the Executive, Council, and external oversight bodies.

Our ideal candidate

The successful candidate will be a highly credible senior leader with a demonstrated ability to operate at the strategic level within a complex public sector environment.

They will:

- Demonstrate high-level judgement, integrity and professionalism, with the ability to manage sensitive and complex issues
- Be a trusted adviser to senior executives, capable of influencing decisions and shaping organisational direction
- Possess strong conceptual, analytical and problem-solving skills, with the ability to translate strategy into practical outcomes
- Show proven experience leading enterprise governance frameworks and driving organisational improvement
- Be an engaging and authoritative communicator, able to build relationships and influence at all levels
- Lead with resilience, adaptability and a focus on outcomes

Duties

Enterprise Governance Leadership

- Lead the development, implementation and continuous improvement of the Memorial's governance framework, ensuring alignment with legislative, regulatory and whole-of-government requirements.
- Provide strategic leadership of corporate planning, performance and evaluation, including the Corporate Plan, Annual Report, Portfolio Budget Statements, visitor and audience evaluation, and other whole-of-entity reporting.
- Oversee and uplift enterprise approaches to risk management, compliance, fraud control, assurance, Freedom of Information and privacy, ensuring maturity, integration and continuous improvement.
- Act as the Memorial's principal adviser on governance, influencing senior leadership decision-making and shaping organisational policy and practice.

Executive and Ministerial Governance

- Provide authoritative, strategic advice and briefing to the Executive, Council and Minister on governance, performance, risk and compliance matters.
- Lead the Council Secretariat function, ensuring high-quality governance practices, forward planning and effective decision support at the highest level.
- Oversee complex and sensitive parliamentary, ministerial and executive documentation, ensuring accuracy, timeliness and alignment with strategic priorities.

Strategic Leadership and Management

- Provide vision, leadership and direction to the Governance and Executive Support functions, fostering a high-performing, professional and responsive team.
- Manage significant resources, including budget, workforce planning and capability development, to achieve strategic outcomes.
- Drive a culture of continuous improvement, innovation and accountability, embedding best-practice governance approaches across the organisation.

Stakeholder Engagement and Influence

- Build and maintain strategic relationships with senior internal and external stakeholders, including central agencies, auditors and regulatory bodies.
- Lead negotiation and influence outcomes on complex governance issues, representing the Memorial in external forums as required.
- Promote a strong governance culture across the organisation through education, guidance and leadership.

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.

Mandatory Requirements

- Ability to Obtain and Maintain a Baseline Security Clearance

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	Leanne Patterson, (02) 6243 4232
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Veterans’ Affairs (part of the Defence Portfolio)

Vacancy VN-0774199

Department of Veterans' Affairs

Closing Date:Thursday 19 November 2026

Finance Portfolio
Housing, Procurement and Approved Accounts

Job Title	Finance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$85,610 - $91,309
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 Enterprise Agreement.
Classification	APS Level 4
Position Number	EXT-2026-5288
Agency Website	https://www.dva.gov.au/about-us/careers/jobs

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

The Approved Accounts section is made up of approx. 30 staff responsible for payment of Rehabilitation and Compensation invoices across Veterans' Entitlements Act, Safety Rehabilitation and Compensation Act and Military Rehabilitation and Compensation Act. Our team is a well skilled and diverse team dedicated to continuous improvement and the provision of subject matter expertise, we rely on each other's knowledge and strengths to ensure high quality and timely advice is provided and achieve customer focussed results.

We operate an 1800 call line for accounts related queries with staff rostered from 8.30am to 5pm each weekday.

We work collectively and in conjunction with other sections across DVA to ensure financial management and compliance requirements are met.

Duties

- Respond to queries or escalated client enquiries via telephone, email, and/or in writing in a professional and timely manner.
- Manage prioritisation of own workloads, checking accuracy of information, work and advice, to effectively meet agreed targets and performance standards

- Use financial management and business systems to capture, research, analyse and reconcile data.
- Work collaboratively and contribute to team goals and objectives, establish rapport and maintain internal and external relationships.
- Actively participate in business improvement and change management with a customer/client focus.
- Undertake ad hoc tasks within your area of expertise as required.

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).
- Any successful candidate external to DVA offered employment will be required to undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- Any successful candidate will also be required to obtain and/or maintain, a baseline Vetting (AGSVA) security clearance as a minimum.

Notes

This recruitment process may be used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

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.

We welcome people with diverse skills, experiences and perspectives. DVA is committed to building a workforce that reflects the community we serve and encourages applications from:

- Veterans and former Australian Defence Force members, whose skills and experience are highly valued across the APS
- Aboriginal and Torres Strait Islander peoples
- People with disability
- People who identify as LGBTQIA+
- People from culturally and linguistically diverse backgrounds

We are a Veteran Employer of Choice! This means you benefit from a workplace actively supporting veterans and families of veterans – one that understands and values military experience. You’re joining an organisation publicly recognised for its commitment to fostering veteran-friendly employment pathways and long-term career success.

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.

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths 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 Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Jerrod Watson, +61 2 5163 8380
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0774204

Department of Veterans' Affairs

Closing Date:Thursday 19 November 2026

Open Arms – Veterans and Families Counselling
Clinical Operations

Job Title	Practice Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	$104,898 - $119,116
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	We support a range of flexible work arrangements in accordance with our Enterprise Agreement. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	EXT-2026-5297
Agency Website	https://www.dva.gov.au/about-us/careers/jobs

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

Open Arms – Veterans & Families Counselling (formerly VVCS) is Australia's leading provider of high-quality mental health assessment and clinical counselling services for Australian veterans and their families. Open Arms are focused on meeting client needs through a combination of proven clinical practices and new and emerging evidence-based approaches.

The Practice Manager (PM) is responsible to the Director for managing and coordinating operational and administrative functions that support the delivery of mental health clinical services to Open Arms clients across the region. The PM is part of the region's leadership team.

The PM provides leadership to the geographically dispersed administrative team and provides strategic executive support to the Director. This executive support includes human, financial and logistical resource management coordination of regional input into national projects, initiatives and service improvements and the coordination of briefings, requests for information and other executive level requests and tasks. The PM is responsible for the quality improvement framework within the region including the monitoring and reporting of client service, staff and financial activities.

This role works on site in centre, with some flexibility for flexible work arrangements where operations permit.

Duties

- Coordinate operational and administrative support of the region across multiple Open Arms centres, including the line management of geographically dispersed staff where applicable.
- As part of the regional leadership team, provide support in key strategic areas, business planning and reporting. Provide executive assistance to the Director including the drafting of business cases, action briefs, responses to national office and ministerial requests.
- Facilitate human resource requirements for the region’s support team. Build capacity within the support team through learning and development, resource and team structure development. Support the Director in regional recruitment activities as required.
- Support the region’s financial requirements in line with the PGPA Act and Departmental policies, including budget development and maintenance, accruals, financial delegation and approvals and acquisitions management.
- Embed quality improvement principles in practice to align regional processes and operational functions with national policy and standard operating procedures.
- Develop, maintain and collaborate with stakeholders, especially those involved in service consultation processes and undertake other tasks as required to support the efficient delivery of Open Arms services in the region as directed by the Director.
- Apply the principles of cooperative and safe working practices consistent with APS Values and the Department’s mission, vision, approach and values.

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).
- Any successful candidate external to DVA offered employment will be required to undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- Any successful candidate will also be required to obtain and/or maintain, a baseline Vetting (AGSVA) security clearance as a minimum.

Desirable Requirement

- Certificate IV equivalent qualification in office, practice and/or business management or similar field.

Notes

This recruitment process may be used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

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.

We welcome people with diverse skills, experiences and perspectives. DVA is committed to building a workforce that reflects the community we serve and encourages applications from:

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- People with disability
- People who identify as LGBTQIA+
- People from culturally and linguistically diverse backgrounds

We are a Veteran Employer of Choice! This means you benefit from a workplace actively supporting veterans and families of veterans – one that understands and values military experience. You're joining an organisation publicly recognised for its commitment to fostering veteran-friendly employment pathways and long-term career success.

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.

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths 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 Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Mark Buick, Mark.buick@dva.gov.au
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Parliamentary Department

Vacancy VN-0774019

Department of Parliamentary Services

Closing Date:Monday 16 November 2026

Finance and Property Services
Procurment Procurment Advice

Job Title	Bulk Round - PSL5 & PLS6 Procurement and Contract Officers
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$92,450 - $113,706
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	APS Level 5;APS Level 6
Position Number	33524
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Dep

Job Description

https://jobs.dps.gov.au/

The Opportunity

The **Department of Parliamentary Services (DPS)** is seeking motivated and capable professionals to join its Procurement team across a range of exciting opportunities at the Parliamentary Services Level 5 (PSL5) and Parliamentary Services Level 6 (PSL6) classification.

These roles sit within the **Procurement, Contracting, Legal and Enterprise Project Management Office Branch** and contribute to the delivery of critical enabling services that support the operation of Australia's Parliament.

The team plays a key role in helping DPS achieve value-for-money outcomes while ensuring procurement activities are undertaken in accordance with the DPS Procurement Framework and broader legislative and policy requirements. Responsibilities across the available positions include procurement policy and governance, business partnering, procurement reporting and analytics, contract management support, and SAP procurement processing.

DPS procures and manages a diverse range of goods and services that help Parliament House operate safely, securely and efficiently. This includes everyday corporate supplies and professional services through to complex technology solutions, major construction and maintenance projects, security services, and specialised operational requirements.

Who we are looking for

We are seeking experienced procurement and contracting professionals with a strong knowledge of government procurement and the skills to participate in strengthening governance and business processes. You will be a collaborative person who can provide clear, practical advice, build productive stakeholder relationships and work within a team to achieve compliant and value-for-money outcomes.

Desirable Qualifications and Experience:

- Certificate IV in Procurement and Contracting or ability to attain, is highly desired, but not essential.
- Experience in any of the following is highly desirable: contract management and/or procurement, administration, governance, finance

Job Specific Requirements:

- The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

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.

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
Notes

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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	Alexander Goodall, 02 6277 9765
Agency Recruitment Site	https://jobs.dps.gov.au/

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Parliamentary Department

Vacancy VN-0774176

Department of Parliamentary Services

Closing Date:Thursday 19 November 2026

Security Division
Security Operations Security Operations (PSS)

Job Title	Assistant Director Security Operations PSOR and Emergency Management
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
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	Executive Level 1
Position Number	JR33523
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_De

Job Description

https://jobs.dps.gov.au/

The Opportunity

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Executive Level 1 Assistant Director Security Operations PSOR and Emergency Management within Security Operations.

The Security Operations Branch within the Department of Parliamentary Services (DPS) Security Division plays a critical role in protecting Australian Parliament House (APH), supporting a safe, secure and resilient environment for parliamentarians, staff, visitors and the broader parliamentary community. The Security Control & Preparedness section brings together operational security, incident coordination and emergency preparedness to support an integrated, contemporary and effective response capability across the parliamentary precinct.

As Assistant Director Security Operations, Parliamentary Security Operations Room (PSOR) and Emergency Management, you will provide operational leadership and specialist advice across the PSOR and APH emergency management capability. The position also holds the APH Deputy Warden delegation, supporting the Director/Chief Warden and other lead response personnel and

agencies during security and emergency incidents. The role requires the ability to make timely, defensible decisions in a sensitive and highly scrutinised operating environment, often while balancing competing operational, security and stakeholder considerations.

Working under limited direction, you will:

- Lead the PSOR and emergency management capability across APH, including coordinated real-time security and emergency incident responses
- Set priorities and standards for integrated security and emergency management arrangements
- Strengthen preparedness through exercises, training, assurance activities, after-action reviews and continuous improvement
- Analyse operational and incident information to identify risks, vulnerabilities and interdependencies
- Provide clear and authoritative advice to senior executives and stakeholders, including during incidents
- Prepare and quality assure high-level briefs, reports and governance documentation
- Lead reform and continuous improvement initiatives that strengthen operational capability
- Build productive relationships across the Parliamentary Security Service, Australian Federal Police, ACT emergency services and internal APH stakeholders.

Who we are looking for

We are looking for an experienced and resilient leader who can operate confidently in complex, dynamic and occasionally high-pressure environments. You will combine strong operational judgement with the ability to think strategically, lead people, influence stakeholders and translate lessons from incidents and exercises into practical improvements.

The ideal candidate will demonstrate:

- Proven capability leading operational teams or specialist functions, setting clear direction, balancing competing priorities and delivering outcomes through others.
- The ability to remain composed, assess complex information and make sound decisions in dynamic or high-pressure situations.
- Experience designing, coordinating and evaluating exercises, training, after-action reviews and other preparedness activities.
- The ability to identify operational risks, vulnerabilities and systemic issues and develop evidence-based recommendations.
- Highly developed written and verbal communication skills, including preparing concise briefs, reports and governance material and providing authoritative advice to senior stakeholders.
- Demonstrated ability to build trusted relationships and work collaboratively across operational, technical, executive and external agency environments.

- The ability to lead reform, embed positive change and translate lessons learned into sustainable improvements in capability.
- A professional, impartial and accountable approach consistent with Parliamentary Service values, particularly when operating in sensitive or high-pressure environments.

Qualifications and experience

A nationally recognised qualification in emergency management, public safety, government security or a related field, such as the PAU50120 Diploma of Public Safety (Emergency Management) or equivalent, is highly desirable. Experience in a security control room, emergency coordination, protective security or incident management environment is also desirable.

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

- Some out-of-hours work may be required to support incidents, exercises, preparedness activities or other operational demands.
- The successful applicant will be required to obtain and maintain a Negative Vetting 1 (Confidential/Highly Protected/Secret) 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.

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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 Boxshall, 0262778847
Agency Recruitment Site	https://jobs.dps.gov.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0774304

Australian Energy Regulator

Closing Date:Thursday 19 November 2026

Compliance, Enforcement and Surveillance
Market Surveillance

Job Title	Senior Data Visualisation Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$102,947 - $115,384
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	Employees are required to work in the office a minimum 2 days per week
Classification	APS Level 6
Position Number	AER-62
Agency Website	http://www.aer.gov.au/

Job Description

https://www.aer.gov.au/about/careers/current-vacancies?

Reporting to the Capability Technical Analytics Lead, the Senior Data Visualisation Analyst will exercise sound judgement, manage work of moderate complexity and take accountability for delivering reliable data, technology and analytical solutions that strengthen wholesale market surveillance.

Strong end-to-end data knowledge and demonstrated practical experience are essential. This includes data collection, API-based ingestion, pipelines, transformation, integration, storage and modelling across the end-to-end data lifecycle. You will apply this expertise to define business requirements, review technical solutions, troubleshoot issues, manage risks, support validation and testing.

Duties

As the Senior Data Visualisation role, your duties will include:

- Contribute to the planning and delivery of data and technology initiatives that strengthen wholesale market surveillance, coordinating work orders and dependencies, managing competing priorities independently, and escalating risks to scope, timing and benefits.
- Work with surveillance analysts, technology teams and other stakeholders to define business requirements and acceptance criteria, and design, document and maintain metrics, indicators and business rules for consistent, risk-based surveillance.
- Apply hands-on experience across the back-end and front-end data lifecycle, covering collection, API ingestion, processing, integration, storage, modelling and analytical products. Work with technology teams to investigate complex datasets and processing issues, improve backend solutions, and develop scalable Power BI dashboards, reports, self-service analytics and automated workflows.
- Validate, reconcile and track data lineage to ensure complete, accurate, timely, fit-for-purpose data. Maintain auditable datasets, analytical code, metric definitions and records that meet governance, privacy, security, information management and version control requirements.
- Plan and conduct validation, user acceptance testing and implementation assurance for new solutions, changes and migrations; identify defects, verify fixes and confirm deployment readiness and business acceptance.
- Monitor surveillance product performance and recommend improvements based on value, cost, risk (including security risk) and support requirements. Provide clear briefs, updates, technical documentation and guidance for knowledge transfer and BAU handover.

Eligibility

- **Australian Citizenship** – our successful candidate must be an Australian Citizen
- **Security clearance** – our successful candidate is required to hold, or have the ability to obtain and maintain a security clearance at the required level
- **Employment check** – your suitability for employment will be assessed through a screening process.

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 Energy Regulator

The Australian Energy Regulator (AER) works to make energy consumers better off, now and in the future. We focus on ensuring a secure, reliable and affordable energy future for Australia as it transitions to net zero emissions. We regulate electricity networks and covered gas pipelines, in all jurisdictions except Western Australia. We set the amount of revenue that network businesses can recover from customers for using these networks. From 1 July 2026, the AER structurally separated from the Australian Competition and Consumer Commission (ACCC) and transitioned into a standalone non-corporate Commonwealth entity with its own accountable authority, staff and budgetary control. The separation of the AER from the ACCC is a significant regulatory reform aimed at improving the governance and operational autonomy of the AER.

To Apply

Position Contact	Miriam Huppatz, 08 8213 3461
Agency Recruitment Site	https://www.aer.gov.au/about/careers/current-vacancies?

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Climate Change, Energy, the Environment and Water

Vacancy VN-0774102

Bureau of Meteorology

Closing Date:Friday 13 November 2026

Data and Digital
Observing Systems and Operations

Job Title	Technical Officer Level 2 – Willis Island
Job Type	Full-Time, Non-Ongoing
Location	Darwin NT, Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$70,477 - $80,276
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 locality arrangement
Classification	APS Level 3
Position Number	60009181 & 60009188
Agency Website	

Job Description

https://bomcareers.nga.net.au/cp/

The bureau's National Observing Operations section maintains a year-round staff presence at Willis Island. We are seeking an enthusiastic and suitably qualified person, ideally with previous remote work experience, to undertake a remote posting on Willis Island for approximately 6 months as a part of a team of four. The successful applicant is expected to depart for Willis Island from Cairns in April 2027. We are also seeking applicants interested in applying for the October 2027 deployment.

Willis Islandis the only permanently inhabited Island in theCoral Sea Territory, an external territory ofAustralia, located beyond theGreat Barrier Reefin theCoral Sea. The island is located some 450 kilometres east ofCairns,Queensland. The four bureau staff are the only residents on Willis Island and provisions are resupplied during the staff changeover every six months. Willis Islandis home to an abundance ofwildlifeparticularly birdlife and is an important Green Turtle nesting site.

The Willis Island TO2 will participate in the program of Service at Willis Island which includes, Upper Air Observations, Surface Observations, Instrument maintenance and data quality monitoring. They will also adhere to the environmental management of Willis Island. The TO2 on Willis Island will participate in scientific research projects undertaken for other organisations at Willis Island such as Parks Australia the Australian Institute of Marine Science (AIMS).

The Willis Island TO2 is expected to participate in station cleaning and general household duties and actively engage in a local work culture that supports staff to live and work in an isolated environment, they will encourage resilience in other staff and manage relationships with staff and supervisors. As a member of a small team living and working in an isolated environment, applicants will be assessed on technical experience and competencies, as well as personal resilience and adaptability in this unique living and working environment. This is an opportunity for the successful applicant to gain experience working in a remote location and promote personal development.

Where required, the bureau will provide relevant training to successful applicants, this may involve travel to Melbourne or other locations prior to departure to Willis Island. Travel to Willis Island will be by boat and staff will have shared living arrangements during the staff changeover on Willis Island

Duties

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

• **Observations & Operations:** Undertake observations from a variety of meteorological equipment and systems primarily supporting the Upper Air and Surface Observations networks. Document and maintain associated records and historical data. Ensure data quality standards are adhered to and perform routine and detailed operational diagnostics Complete all supplementary reporting and stocktaking, as required to maintain the program.

• **Asset and Service Management:** Support a strong asset management culture and consistent usage of enterprise asset management system (Maximo) to accurately record asset information, asset performance and issue stakeholder communication.

• **Documentation & Record Keeping:** Prepare operational reports and associated documentation. Undertake administrative tasks such as finance reconciliations, WHSE auditing, reconciliations, procurement, inventory records, stores and stock control.

• **Travel:** Travel to Willis Island will be by sea with the vessel departing from Cairns. Travel may also be required to undertake pre departure training.

• **Liaison and Representation:** Liaise with various internal and external stakeholders at the appropriate level and represent the bureau in a professional manner in accordance with Australian Public Service values and Code of Conduct. Respond to queries on observing assets in your area of responsibility and provision of asset information and data.

• **Quality Management:** Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 Quality Management Standard.

• **Compliance:** Comply with all relevant legislation, policies, procedures and guidance in the course of your work.

• **Other Relevant Duties:** Undertake Scientific projects for other organisations as approved by the Bureau of Meteorology, these organisations currently include Parks Australia and Australian Institute of Marine Science

• **Diversity & Inclusion:** Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment.

• **WHSE:** Comply with all bureau work, health, safety and environment policies and procedures, and take reasonable care for your own wellbeing and that of your team members, other employees, contractors and visitors who may be affected by your conduct.

• **Network and Infrastructure Support:** Participate in the necessary maintenance programs with respect to buildings, instrumentation, plant, equipment and communal duties to support activities associated with sustainment and service delivery. Other network support activities might include coordinating network and asset inspection and auditing and environmental management activities.

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 Bureau of Meteorology

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

To Apply

Position Contact	Liz Drennan, NA
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0774116

Bureau of Meteorology

Closing Date:Friday 13 November 2026

Data and Digital
Observing Systems & Operations

Job Title	Technical Officer Level 4 - Willis Island
Job Type	Full-Time, Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$99,734 - $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	On Site
Office Arrangement Details	Remote locality arrangement
Classification	APS Level 6
Position Number	60009218
Agency Website	

Job Description

https://bomcareers.nga.net.au/cp/

The bureau's National Observing Operations section maintains a year-round staff presence at Willis Island. We are seeking an enthusiastic and qualified Electronics, Electrical or Instrumentation technician or engineer, ideally with previous remote field experience to undertake a remote posting on Willis Island for approximately 6 months as a member of a team of four. The successful applicant is expected to depart for Willis Island from Cairns in April 2027. We are also seeking applicants interested in applying for the October 2027 deployment.

Willis Islandis the only permanently inhabited Island in theCoral Sea Territory, an external territory ofAustralia, located beyond theGreat Barrier Reefin theCoral Sea. The island is located some 450 kilometres east ofCairns,Queensland. The four bureau staff are the only residents on Willis Island

and provisions are resupplied during the staff changeover every six months. Willis Islandis home to an abundance ofwildlifeparticularly birdlife and is an important Green Turtle nesting site.

The Willis Island TO4 will be undertaking moderate to very complex operational, infrastructure and network support tasks such as coordination of resources for maintenance, inspections and return to service of sophisticated technologies, advanced system diagnostics, fault finding, technical administration and providing support to Willis Island operations.

You will be expected to participate in station cleaning and general household duties and actively contribute to a positive work culture that supports staff to live and work in a remote environment.

As a member of a small team living and working in an isolated environment, there are several personal qualities and technical requirements that will determine suitability for this position. Applicants will be assessed on technical experience, knowledge and competencies, as well as personal resilience and adaptability in a unique living and working arrangements. This is an opportunity for the successful applicant to gain experience working in a remote location and enable personal development in this role.

Where required, the bureau will provide relevant training to successful applicants, and this may involve travel to Melbourne or other locations prior to departure to Willis Island. Travel to Willis Island will be by boat and staff will have shared living arrangements during the staff changeover on Willis Island.

Duties

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

• **Maintenance & Operations:** Undertake routine maintenance and detailed operational diagnostics, fault finding, repair and return to service of moderate to complex bureau and Infrastructure equipment including Weather Radars, Satellite communications equipment, Automatic Balloon Release Systems, Surface Observations Systems, Specialist Observations and Space Weather activities, Diesel generators, desalination Plant, Salt and Fresh water system, Septic system, HVAC system.

• **Asset and Service Management:** Support a strong asset management culture and consistent usage of enterprise asset management system (Maximo) to accurately record asset information, asset performance and issue stakeholder communication.

• **Network and Infrastructure Support:** Coordinate infrastructure maintenance and repair activities associated with sustainment and service delivery as required, including operational program outputs and asset maintenance of station life support equipment. Other network support activities might include coordinating network and asset auditing, asset inspection and environmental management activities.

• **Documentation & Record Keeping:** Prepare operational and technical maintenance reports and associated documentation. Undertake administrative tasks such as finance reconciliations, procurement, inventory records, stores and stock control.

• **Travel:** Travel to Willis Island will be by sea with the vessel departing from Cairns. Travel may also be required to undertake pre departure training.

• **Data Quality:** Manage Observing network data quality through remote monitoring. Diagnose and triage faults within the Observing networks as they arise.

• **Liaison and Representation:** Liaise with various internal and external stakeholders at the appropriate level and represent the bureau in a professional manner in accordance with Australian Public Service values and Code of Conduct. Respond to queries on observing assets in your area of responsibility and provision of asset information and data.

• **Quality Management:** Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 Quality Management Standard.

• **Compliance:** Comply with all relevant legislation, policies, procedures and guidance in the course of your work.

• **Diversity & Inclusion:** Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment.

• **WHSE:** Comply with all bureau work, health, safety and environment policies and procedures, and take reasonable care for your own wellbeing and that of your team members, other 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	Liz Drennan, NA
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0774123

Bureau of Meteorology

Closing Date:Friday 13 November 2026

Data & Digital
Observing Systems & Operations

Job Title	Technical Officer Level 3 - Willis Island
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Darwin NT, Hobart TAS, Melbourne VIC, 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	On Site
Office Arrangement Details	Remote locality arrangement
Classification	APS Level 5
Position Number	60009180
Agency Website	

Job Description

https://bomcareers.nga.net.au/cp/

The bureau's National Observing Operations section maintains a year-round staff presence at Willis Island. We are seeking an enthusiastic and suitably qualified person, ideally with previous remote work and Supervisor experience to undertake Remote Posting on Willis Island for approximately 6 months as part of a team of four. The successful applicant is expected to depart for Willis Island from Cairns in April 2027. We are also seeking applicants interested in applying for the October 2027 deployment.

Willis Islandis the only permanently inhabited Island in theCoral Sea Territory, an external territory ofAustralia, located beyond theGreat Barrier Reefin theCoral Sea. The island is located some 450 kilometres east ofCairns,Queensland. The four bureau staff are the only residents on Willis Island and provisions are resupplied during the staff changeover every six months. Willis Islandis home to an abundance ofwildlifeparticularly birdlife and is an important Green Turtle nesting site.

The Willis Island TO3 Officer in Charge (OIC) is responsible for undertaking and managing the program of Service at Willis Island which includes, Upper Air Observations, Surface Observations, Instrument maintenance and data quality monitoring. They will also be responsible for undertaking and managing the general station maintenance duties as well as ensuring all staff adhere to the environmental management plan for Willis Island. The OIC will also oversee and participate in scientific research projects undertaken for other organisations at Willis Island such as Parks Australia and the Australian Institute of Marine Science (AIMS).

The OIC will take pride in developing and mentoring staff. Strong teamwork abilities ensure you can empower and inspire the team you will be working with. You will also ensure that all staff on station adhere to workplace health and safety policies and procedures and local safety operating procedures relevant to station activities. The OIC will liaise with the Remote Operations Lead North over any challenges, hazards, incidents or complications experienced on station.

The OIC will lead a positive work culture that supports staff to live and work in an isolated environment, they will encourage resilience in other staff and manage relationships with staff and supervisors. As a member of a small team living and working in an isolated environment, applicants will be assessed on technical experience and competencies, as well as personal resilience and adaptability in this unique living and working environment.

Where required, the bureau will provide relevant training to successful applicants, and this may involve travel to Melbourne or other locations prior to departure to Willis Island. Travel to Willis Island will be by boat and staff will have shared living arrangements during the staff changeover on Willis Island.

Duties

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

• **Observations & Operations:** Undertake observations from a variety of meteorological equipment and systems primarily supporting the Upper Air and Surface Observations networks. Document and maintain associated records and historical data. Ensure data quality standards are adhered to and perform routine and detailed operational diagnostics Complete all supplementary reporting and stocktaking, as required to maintain the program.

• **Asset and Service Management:** Support a strong asset management culture and consistent usage of the bureau's enterprise asset management system (Maximo) to accurately record asset information, asset performance and issue stakeholder communication.

• **Documentation & Record Keeping:** Prepare operational reports and associated documentation. Undertake administrative tasks such as finance reconciliations, WHSE auditing, reconciliations, procurement, inventory records, stores and stock control.

• **Travel:** Travel to Willis Island will be by sea with the vessel departing from Cairns. Travel may also be required to undertake pre departure training.

• **Supervision:** Mentor, manage, supervise and develop staff. Maintain operational and station duty rosters.

• **Liaison and Representation:** Liaise with various internal and external stakeholders at the appropriate level and represent the bureau in a professional manner in accordance with Australian Public Service values and Code of Conduct. Respond to queries on observing assets in your area of responsibility and provision of asset information and data.

• **Quality Management:** Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 Quality Management Standard.

• **Compliance:** Comply with all relevant legislation, policies, procedures and guidance in the course of your work.

• **Other Relevant Duties:** Undertake Scientific projects for other organisations as approved by the Bureau of Meteorology, these organisations currently include Parks Australia and the Australian Institute of Marine Science

• **Diversity & Inclusion:** Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment.

• **WHSE:** Comply with all bureau work, health, safety and environment policies and procedures, and take reasonable care for your own wellbeing and that of your team members, other employees, contractors and visitors who may be affected by your conduct.

• **Network and Infrastructure Support:** Manage and participate in the necessary communal duties to support activities associated with the station sustainment and service delivery. Other network support activities might include coordinating network and asset inspection and auditing and environmental management activities.

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 Bureau of Meteorology

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

To Apply

Position Contact	Liz Drennan, NA
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0774129

Bureau of Meteorology

Closing Date:Friday 13 November 2026

Data & Digital
Observing Systems & Operations

Job Title	Technical Officer Level 3 - Giles Weather Station
Job Type	Full-Time, Non-Ongoing
Location	Perth WA, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, 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	On Site
Office Arrangement Details	Remote locality arrangement
Classification	APS Level 5
Position Number	60004114
Agency Website	

Job Description

https://bomcareers.nga.net.au/cp/

The bureau's National Observing Operations section maintains a year-round staff presence at Giles weather station. We are seeking an enthusiastic and suitably qualified person, ideally with previous remote work and Supervisor experience to undertake a remote posting at Giles for approximately 6 months as part of a team of three. The successful applicant will be expected to depart for Giles in March 2027. We are also seeking applicants interested in applying for the September 2027 deployment.

Giles is located in the Rawlinson Ranges about 750km WSW of Alice Springs, just over the Western Australian border on the fringe of the Gibson dessert and 330km West of Uluru. The station was named in honour of Ernest Giles, who explored the area in the 1870s.

The Giles weather station is located on the Ngaanyatjarra Lands, and the Warakurna Community is located nearby. Possession of alcohol is prohibited on Ngaanyatjarra lands. Staff accommodation is provided at Giles weather station and provisions of fresh food are delivered to station fortnightly.

The Giles TO3 Officer in Charge (OIC) is responsible for undertaking and managing the program of Service at Giles weather Station which includes Upper Air Observations, Surface Observations,

Instrument maintenance and data quality monitoring. They will also be responsible for undertaking and managing the general station duties as well as engaging with internal and external stakeholders such as the Adelaide Hub, Warakurna community, local service providers and the many tourists that visit the Giles Weather Station.

The OIC will take pride in developing and mentoring staff. Strong teamwork abilities ensure you can empower and inspire the team you will be working with. You will also ensure that all staff on station adhere to workplace health and safety policies and procedures and local safety operating procedures relevant to station activities. The OIC will liaise with the Remote Stations Operations Lead over any challenges, hazards, incidents or complications experienced on station.

The OIC will lead a positive work culture that supports staff to live and work in an isolated environment, they will encourage resilience in other staff and manage relationships with staff and supervisors. As a member of a small team living and working in an isolated environment, applicants will be assessed on technical experience and competencies, as well as personal resilience and adaptability in this unique living and working environment.

Where required, the bureau will provide relevant training to successful applicants, and this may involve travel to Melbourne or other locations prior to departure for Giles.

Duties

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

• **Observations & Operations:** Undertake observations from a variety of meteorological equipment and systems primarily supporting the Upper Air and Surface Observations networks. Document and maintain associated records and historical data. Ensure data quality standards are adhered to and perform routine and detailed operational diagnostics Complete all supplementary reporting and stocktaking, as required to maintain the program.

• **Asset and Service Management:** Support a strong asset management culture and consistent usage of the bureau's enterprise asset management system (Maximo) to accurately record asset information, asset performance and issue stakeholder communication.

• **Documentation & Record Keeping:** Prepare operational reports and associated documentation. Undertake administrative tasks such as finance reconciliations, WHSE auditing, reconciliations, procurement, inventory records, stores and stock control.

• **Network and Infrastructure Support:** Manage and participate in the necessary communal duties to support activities associated with the station sustainment and service delivery. Other network support activities might include coordinating network and asset inspection and auditing and environmental management activities.

• **Travel:** Travel to Giles will be by small aircraft with the flights departing from Alice Springs. Travel may also be required to undertake pre departure training.

• **Supervision:** Mentor, manage, supervise and develop staff. Maintain operational and station duty rosters.

• **Engagement and Representation:** Engage with internal and external stakeholders as a representative of the Bureau of Meteorology including active engagement with Warakurna service providers, community members, contractors and tourists, in accordance with Australian Public Service Values and Code of Conduct.

• **Quality Management:** Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 Quality Management Standard.

• **Compliance:** Comply with all relevant legislation, policies, procedures and guidance in the course of your work. Understand and comply with conditions of the Giles lease and the permit issued by the Ngaanyatjarra council, noting that the consumption or possession of alcohol is strictly prohibited whilst at Giles weather station and on adjoining lands.

• **Diversity & Inclusion:** Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment and the bureau's Reconciliation action Plan (RAP).

• **WHSE:** Comply with all bureau work, health, safety and environment policies and procedures, and take reasonable care for your own wellbeing and that of your team members, other employees, contractors and visitors who may be affected by your conduct.

• **Other Relevant Duties:** Undertake Scientific projects for other organisations as approved by the Bureau of Meteorology i.e. CSIRO.

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	Liz Drennan, NA
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0774135

Bureau of Meteorology

Closing Date:Friday 13 November 2026

Data and Digital
Observing Systems and Operations

Job Title	Technical Officer Level 2 – Giles Weather Station
Job Type	Full-Time, Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$70,477 - $80,276
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 locality arrangement
Classification	APS Level 3
Position Number	60004115 & 60004116
Agency Website	

Job Description

https://bomcareers.nga.net.au/cp/

The bureau's National Observing Operations section maintains a year-round staff presence at Giles weather station. We are seeking an enthusiastic and suitably qualified person, ideally with previous remote work experience to undertake a remote posting at Giles for approximately 6 months as part of a team of three. The successful applicant will be expected to depart for Giles in March 2027. We are also seeking applicants interested in applying for the September 2027 deployment.

Giles is located in the Rawlinson Ranges about 750km WSW of Alice Springs, just over the Western Australian border on the fringe of the Gibson dessert and 330km West of Uluru. The station was named in honour of Ernest Giles, who explored the area in the 1870's. The Giles weather station is located on the Ngaanyatjarra Lands, and the Warakurna Community is located nearby. Possession of alcohol is prohibited on Ngaanyatjarra lands. Staff accommodation is provided at Giles weather station, and provisions of fresh food are delivered to station fortnightly.

The Giles TO2 is responsible for undertaking the program of Service at Giles weather Station which includes Upper Air Observations, Surface Observations, Instrument maintenance and data quality monitoring. They will engage with internal and external stakeholders such as the Adelaide Hub, Warakurna community, local service providers and the many tourists that visit the Giles Weather Station.

The Giles TO2 is expected to participate in station cleaning and general household duties and actively engage in a local work culture that supports staff to live and work in an isolated environment, they will encourage resilience in other staff and manage relationships with staff and supervisors. As a member of a small team living and working in an isolated environment, applicants will be assessed on technical experience and competencies, as well as personal resilience and adaptability in this unique living and working environment. This is an opportunity for the successful applicant to gain experience working in a remote location and promote personal development.

Where required, the bureau will provide relevant training to successful applicants, and this may involve travel to Melbourne or other locations prior to departure for Giles.

Duties

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

• **Observations & Operations:** Undertake observations from a variety of meteorological equipment and systems primarily supporting the Upper Air and Surface Observations networks. Document and maintain associated records and historical data. Ensure data quality standards are adhered to and perform routine and detailed operational diagnostics Complete all supplementary reporting and stocktaking, as required to maintain the program.

• **Asset and Service Management:** Support a strong asset management culture and consistent usage of enterprise asset management system (Maximo) to accurately record asset information, asset performance and issue stakeholder communication.

• **Documentation & Record Keeping:** Prepare operational reports and associated documentation. Undertake administrative tasks such as finance reconciliations, WHSE auditing, inventory records, stores and stock control.

• **Network and Infrastructure Support:** Manage and participate in the necessary maintenance programs with respect to buildings, instrumentation, plant, equipment and communal duties to support activities associated with sustainment and service delivery. Other network support activities might include coordinating network and asset inspection and auditing and environmental management activities.

• **Travel:** Travel to Giles will be by small aircraft with the flights departing from Alice Springs. Travel may also be required to undertake pre departure training.

• **Engagement and Representation:** Engage with internal and external stakeholders as a representative of the Bureau of Meteorology including active engagement with Warakurna service providers, community members, contractors and tourists, in accordance with Australian Public Service Values and Code of Conduct.

• **Quality Management:** Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 Quality Management Standard.

• **Compliance:** Comply with all relevant legislation, policies, procedures and guidance in the course of your work. Understand and comply with conditions of the Giles lease and the permit issued by the Ngaanyatjarra council, noting that the consumption or possession of alcohol is strictly prohibited whilst at Giles weather station and on adjoining lands.

• **Diversity & Inclusion:** Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment and the bureau's Reconciliation action Plan (RAP)

• **WHSE:** Comply with all bureau work, health, safety and environment policies and procedures, and take reasonable care for your own wellbeing and that of your team members, other employees, contractors and visitors who may be affected by your conduct.

• **Other Relevant Duties:** Undertake Scientific projects for other organisations as approved by the Bureau of Meteorology, these organisations currently include CSIRO.

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	Liz Drennan, NA
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0774139

Bureau of Meteorology

Closing Date:Friday 13 November 2026

Data & Digital
Observing Systems & Operations

Job Title	Technical Officer Level 3 - Norfolk Island
Job Type	Full-Time, Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, 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	On Site
Office Arrangement Details	Remote locality arrangement
Classification	APS Level 5
Position Number	60008149
Agency Website	

Job Description

https://bomcareers.nga.net.au/cp/

The bureau's National Observing Operations section maintains a year-round staff presence at the Norfolk Island Meteorological office. We are seeking an enthusiastic and suitably qualified person, ideally with previous field office and Supervisor experience to undertake a posting at Norfolk Island for approximately 6 months as part of a team of two. The successful applicant will commence at Norfolk Island Late February 2027. We are also seeking applicants interested in applying for the August 2027 deployment. This position is an unaccompanied position and accommodation for the successful applicant will be provided on Norfolk Island.

The Norfolk Island TO3 Officer in Charge (OIC) is responsible for undertaking and managing the program of Service at Norfolk Island which includes, Upper Air Observations, Aviation Observations, Surface Observations, Instrument maintenance and data quality monitoring. They will liaise with the relevant lead in the Sydney Hub if any technical issues arise. The OIC will also be responsible for liaising with property services if maintenance of the property is required and may be required to manage contractors onsite.

The OIC will take pride in developing and mentoring staff. Strong teamwork abilities ensure you can empower and inspire the team you will be working with. You will also ensure that all staff on station adhere to workplace health and safety policies and procedures and local safety operating procedures relevant to station activities. The OIC will liaise with the Remote Operations Lead North over any challenges, hazards, incidents or complications experienced on station.

Where required, the bureau will provide relevant training to successful applicants, this may involve travel to Melbourne or other locations prior to departure to Norfolk Island.

Duties

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

• **Observations & Operations:** Undertake observations from a variety of meteorological equipment and systems, primarily providing Upper Air, Surface and Aviation Observations. Document and maintain associated records and historical data. Ensure data quality standards are adhered to and perform routine and detailed operational diagnostics Complete all supplementary reporting and stocktaking, as required to maintain the program.

• **Asset and Service Management:** Support a strong asset management culture and consistent usage of the bureau's enterprise asset management system (Maximo) to accurately record asset information, asset performance and issue stakeholder communication.

• **Documentation & Record Keeping:** Prepare operational reports and associated documentation. Undertake administrative tasks such as finance reconciliations, WHSE auditing, reconciliations, procurement, inventory records, stores and stock control.

• **Supervision:** Mentor, manage, supervise and develop staff. Maintain operational and station duty rosters.

• **Travel:** Travel to Norfolk Island will be by aircraft with the flights departing from Sydney or Brisbane. Travel may also be required to undertake pre departure training.

• **Engagement and Representation:** Engage with internal and external stakeholders as a representative of the Bureau of Meteorology in accordance with Australian Public Service Values and Code of Conduct.

• **Quality Management:** Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 Quality Management Standard.

• **Compliance:** Comply with all relevant legislation, policies, procedures and guidance in the course of your work.

• **Diversity & Inclusion:** Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment.

• **WHSE:** Comply with all bureau work, health, safety and environment policies and procedures, and take reasonable care for your own wellbeing and that of your team members, other employees, contractors and visitors who may be affected by your conduct.

• **Network and Infrastructure Support:** Manage and participate in the necessary communal duties to support activities associated with the station sustainment and service delivery. Other network support activities might include coordinating network and asset inspection and liaising with Property service regarding any infrastructure maintenance required.

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	Liz Drennan, NA
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0774143

Bureau of Meteorology

Closing Date:Friday 13 November 2026

Data & Digital
Observing Systems & Operations

Job Title	Technical Officer Level 2 – Norfolk Island
Job Type	Full-Time, Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$70,477 - $80,276
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 locality arrangement
Classification	APS Level 3
Position Number	60008150
Agency Website	

Job Description

https://bomcareers.nga.net.au/cp/

The bureau's National Observing Operations section maintains a year-round staff presence at the Norfolk Island Meteorological office. We are seeking an enthusiastic and suitably qualified person, ideally with previous field office experience to undertake a posting at Norfolk Island for approximately 6 months as part of a team of two. The successful applicant will commence at Norfolk Island Late February 2027. We are also seeking applicants interested in applying for the August 2027 deployment. This position is an unaccompanied position and accommodation for the successful applicant will be provided on Norfolk Island.

The Technical Officer Level 2 is responsible for undertaking the program of Service at Norfolk Island which includes, Upper Air Observations, Surface Observations, Aviation Observations, Instrument maintenance and data quality monitoring. They will engage with internal and external stakeholders such as the Sydney Hub, Central Operations, other bureau programs and liaise with local contractors.

Where required, the bureau will provide relevant training to successful applicants, and this may involve travel to Melbourne or other locations prior to departure for Norfolk Island.

Duties

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

• **Observations & Operations:** Undertake observations from a variety of meteorological equipment and systems, primarily providing Upper Air, Surface and Aviation Observations. Document and maintain associated records and historical data. Ensure data quality standards are adhered to and perform routine and detailed operational diagnostics Complete all supplementary reporting and stocktaking, as required to maintain the program.

• **Asset and Service Management:** Support a strong asset management culture and consistent usage of enterprise asset management system (Maximo) to accurately record asset information, asset performance and issue stakeholder communication.

• **Documentation & Record Keeping:** Prepare operational reports and associated documentation. Undertake administrative tasks such as finance reconciliations, WHSE auditing, inventory records, stores and stock control.

• **Travel:** Travel to Norfolk Island will be by aircraft with the flights departing from Sydney or Brisbane. Travel may also be required to undertake pre departure training.

• **Engagement and Representation:** Engage with internal and external stakeholders as a representative of the Bureau of Meteorology in accordance with Australian Public Service Values and Code of Conduct.

• **Quality Management:** Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 quality management Standard.

• **Other Relevant Duties:** Undertake Scientific projects for other organisations as approved by the Bureau of Meteorology

• **Compliance:** Comply with all relevant legislation, policies, procedures and guidance in the course of your work.

• **Diversity & Inclusion:** Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment and the bureau's Reconciliation action Plan (RAP)

• **WHSE:** Comply with all bureau work, health, safety and environment policies and procedures, and take reasonable care for your own wellbeing and that of your team members, other employees, contractors and visitors who may be affected by your conduct.

• **Network and Infrastructure Support:** Manage and participate in the necessary communal duties to support activities associated with the station sustainment and service delivery. Other network support activities might include coordinating network and asset inspection and liaising with Property service regarding any infrastructure maintenance required.

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 Bureau of Meteorology

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

To Apply

Position Contact	Liz Drennan, NA
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0774227

Bureau of Meteorology

Closing Date:Tuesday 17 November 2026

Data and Digital
Observing Systems and Operations

Job Title	Field Service Technical Lead – Surface Network
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Hobart TAS
Salary	$99,724 - $111,701
Future Merit Locations	Hobart
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 6
Position Number	60014436
Agency Website	

Job Description

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

We are seeking enthusiastic and qualified Electronics, Electrical, Instrumentation or Telecommunications Technicians or Engineers, ideally with previous field experience.

Who are you?

You have an appetite for working in remote locations so a willingness to travel is essential.

You are a suitably qualified team player who likes to get hands-on in the field, and the prospect of seeing many parts of Australia excites you.

You demonstrate strong communication and interpersonal skills to effectively support field teams, negotiate and manage complex stakeholder relationships, and apply emotional intelligence to foster collaboration, resolve conflict, and drive operational success.

You take pride in developing and mentoring staff. Your strong teamwork abilities ensure you can empower and inspire the field teams you are responsible for managing.

Who are we?

The Observing Operations Hubs are the Bureau of Meteorology's Technical Operations centres comprising of 8 Hubs, one in each capital city and Cairns.

Staff based at the Observing Operations Hub travel far and wide and into remote areas, utilising 4WD's, planes, boats, and helicopters to maintain service delivery within the various instrumentation networks.

This includes:

- Rain Radars
- Automatic Weather Stations (AWS)
- Upper-Air monitoring systems (sounding balloons)
- Sea Level Monitoring Stations
- Wave and Wave height buoys
- Satellite ground reception and space weather instruments
- Flood warning/rainfall monitoring systems
- Cooperative observers, volunteer rainfall stations
- Communications, telemetry, and instrumentation systems

We are part of a national maintenance workforce and there is the opportunity to travel to other parts of Australia.

We offer specialised, in-house competency-based training on all our equipment and will ensure you have the necessary tools and skills to undertake this work.

We strive to deliver exceptional customer service, as we engage with stakeholders, contractors, support staff and the Australian public.

We promote a diverse and inclusive workplace culture that prioritises the health, safety, and wellbeing of all our staff.

Staff in our Hubs are mentored and supported by a Hub Manager and various Team leads.

Duties

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

- **Maintenance & Operations**: Undertake routine and detailed operational diagnostics, fault finding, repair and return to service of moderate to complex field equipment. Verify the performance of meteorological instruments against calibrated reference standards. At a medium level of difficulty, take, record and report observations from meteorological systems. Undertake site inspections, document the meteorological exposure, and maintain associated records.

- **Asset and Service Management**: Support a strong asset management culture and consistent usage of enterprise asset management system (Maximo) to accurately record asset information, asset performance and issue stakeholder communication. Adhere to service management processes based on the ITIL framework and work to meet service level targets for maintenance completion and outage restoration response times.
- **Documentation & Record Keeping**: Prepare operational and technical maintenance reports and associated documentation. Undertake administrative tasks such as finance reconciliations, procurement, inventory records, stores, and stock control.
- **Travel & Incident Response**: Regular travel away from your home base by air, sea and road is an essential part of this role. Field work and incident response support may require working outside of normal business hours including weekends, for which over-time and other allowances may be payable.
- **Supervision**: Mentor, manage, supervise, and develop staff.
- **Data Quality**: Manage Observing network data quality through remote monitoring. Diagnose and triage faults within the Observing networks as they arise.
- **Liaison and Representation**: Liaise with various internal and external stakeholders at the appropriate level and represent the Bureau in a professional manner in accordance with Australian Public Service values and Code of Conduct. Respond to queries on observing assets in your area of responsibility and provision of asset information and data.
- **Quality Management**: Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation, and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 Quality Management Standard.
- **Compliance**: Comply with all relevant legislation, policies, procedures, and guidance in the course of your work.
- **Diversity & Inclusion**: Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment.
- **WHSE**: Comply with all Bureau work, health, safety and environment policies and procedures, and take reasonable care for your own wellbeing and that of your team members, other employees, contractors, and visitors who may be affected by your conduct.
- **Technical Competency**: Required to obtain technical foundational skills across observing networks with provided on the job training. Commitment to ongoing training, expanding, and maintaining individual technical competency.
- **Other relevant duties as required**, within the scope of the employee’s training, capability, and role expectations.

Lead Specialisation Responsibilities: Surface Network

This lead role is responsible for leading activities associated with a wide range of Surface observing equipment and systems within the Hub’s geographic area of responsibility including:

- Operation and maintenance of equipment including, but not limited to:
- Automatic Weather Station (AWS) network and associated sensors;
- Manual input devices;
- Cooperative Observations network;
- Volunteer Rainfall/Evaporation network.
- Site selections for Surface Observations equipment and liaising with landowners for site access.
- Network Management with a high standard of maintenance and Return to Service documentation including drawings, photographs, and performance records.
- Monitoring and assessing data quality including recovery and correction of observations and providing specialist technical advice.

Regardless of Lead specialisation, the role supports all Observing Operations and may be required to gain technical competencies outside of this specialisation, thereby providing career

diversity and operational flexibility. They will liaise with customer and stakeholder groups, providing technical expertise on all Hub observing networks and may be tasked with additional relevant duties at the appropriate level.

Eligibility

Mandatory qualifications:

- A Certificate IV (AQF Level 4 or above) in electronics or electrical from an Australian educational institution, OR
- A comparable overseas qualification, which is appropriate to the duties, OR
- Relevant experience and training, which enables the employee to competently perform the duties at this level, OR
- Other comparable qualifications, which are appropriate to the duties.

Successful applicants will be required to:

- Hold a Current Australian Driver's Licence
- Undertake and pass a medical assessment.
- Be eligible to obtain and maintain a Baseline security clearance from the Australian Government Vetting Agency (AGSVA)

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 Jensen, 0491314981
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0773987

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

Closing Date:Thursday 12 November 2026

Finance (CFO)
Financial Services Travel and Credit Cards

Job Title	International Travel Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
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	On Site
Office Arrangement Details	Employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 5
Position Number	2026/2600
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=484CDEC0-691E-EB3C-C151-ED671BACD765

The Finance Division supports the department to be efficient, effective, and financially sustainable through our advice and services to the department. The division provides financial and

management advice and support to the department, the offices of the ministers and assistant ministers. The division delivers on business objectives through the provision of high-quality customer service, advice and support, with consideration to the government's tight fiscal environment, its policy objectives and the department's imperative to maintain financial sustainability.

The Financial Services Branch is responsible for ensuring a high-quality financial environment for the department through robust governance, policy and processes. The branch delivers financial operations, financial policies and frameworks, procurement and contract management, grants, accounts payable and receivable, treasury management, travel and credit card management.

The position is within the Travel and Cards Team. The Travel and Cards Team are responsible for providing travel, corporate credit card and expense management system advice and support to the department.

Duties

As part of the Travel and Cards Team, you'll gain practical experience in delivering financial services in a busy, customer-focused environment. You'll have the opportunity to:

- Build your knowledge of Australian Government travel arrangements and departmental policies Strengthen travel arrangement skills.
- Develop hands-on skills in Expense8 and TechOne.
- Strengthen your communication, problem-solving and stakeholder engagement skills.
- Enhance your reporting and analytical skills through preparing and reviewing regular and ad-hoc reports.
- Contribute to business improvements that support efficient processes and a positive customer experience.

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.

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

Notes

We currently have several vacancies available for immediate filling in both an ongoing and non-ongoing capacity. A merit pool for filling the same or similar positions may be established at the conclusion of this selection process.

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

To Apply

Position Contact	Shelley Yeatman, 1300 722 959
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=484CDEC0-691E-EB3C-C151-ED67

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Climate Change, Energy, the Environment and Water

Vacancy VN-0774231

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

Closing Date:Wednesday 18 November 2026

Parks Australia
Marine & Island Parks Indian Ocean Territories Parks

Job Title	Strategic Engagement, Communications and Partnerships
Job Type	Full-Time, Ongoing
Location	Christmas Island WA
Salary	$129,106 - $138,861
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	Employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	Executive Level 1
Position Number	2026/2003
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=E2AA4D7D-8438-35EC-9BC4-ED78949322F7

Australia's natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999.

Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

Australia has one of the largest networks of marine parks in the world. Marine parks protect the diversity of life in our oceans–from astonishing coral reefs in our tropical seas to deep ocean canyons and undersea mountains in temperate marine regions. This branch oversees the ongoing management of each of the six Marine Park Networks, Policy and Programs Coordination, Science and Management Effectiveness and Authorisations and Compliance.

This position is located on Christmas Island, in Australia’s Indian Ocean Territory (IOT), and provides high-level strategic planning, governance, implementation and stakeholder engagement support across the four protected areas managed from the IOTs and for Norfolk Island National Park. The role works closely with the Park Managers and line managers to strengthen planning, integration, accountability and delivery across the protected area network, with a particular focus on coordinating implementation of the four management plans and leading community and stakeholder engagement.

Duties

- Support the Island Park Managers in the strategic coordination of Christmas Island National Park, Pulu Keeling National Park, Christmas Island Marine Park, the Cocos (Keeling) Islands Marine Park and Norfolk Island National Park.
- Lead the development, coordination, tracking and reporting of implementation of the management plans across the Indian Ocean Territories and Norfolk Island protected area network.
- Establish and maintain fit-for-purpose systems for planning, implementation tracking, reporting, governance and performance monitoring to support accountability and effective delivery.
- Provide high-level strategic advice to the Park Manager and line managers on management plan delivery, program integration, business planning, governance, risk, partnerships and stakeholder issues.
- Work collaboratively with managers and staff to align operational work programs, projects and priorities with management plan objectives, branch priorities and emerging strategic needs.
- Lead the coordination and management of community and stakeholder engagement for the IOT parks, including engagement with local communities, advisory committees, researchers, partner agencies, industry, non-government organisations, and other stakeholders with interests in Park management.
- Oversee strategic communications to represent the needs of multiple line areas.
- Supervise staff involved in community and stakeholder engagement and support the development of consistent, professional and culturally appropriate engagement approaches across the four parks.
- Coordinate the preparation of strategic documents, ministerial and executive briefs, reports, submissions, presentations, correspondence and other key internal and external products.
- Support the identification and progression of strategic opportunities, including partnerships, external funding opportunities, cross-program initiatives and business improvements that strengthen Park outcomes.
- Contribute to the development of internal governance systems, planning frameworks and business processes that improve consistency, transparency, compliance and organisational effectiveness.
- Initiate and engage in Parks-related events and broader community and stakeholder forums, including representing Parks Australia in these forums as required.
- Promote a safe environment for staff, stakeholders and visitors by supporting sound safety practices, role-modelling safe work behaviours and contributing to effective risk management and emergency preparedness.
- Undertake other duties as required, including high-priority projects, consistent with the classification and capability of the position.
- Establish the above practices in the Indian Ocean Territories to replicate on Norfolk Island and establish the role across the Island parks network.

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.

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

- Qualifications in natural resource management, environmental management, public policy, planning, community engagement, project management or a related field, or equivalent relevant experience.

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

Notes

Additional requirements

- Hold a current Apply First Aid Certificate or have the ability to obtain this qualification.
- Hold and maintain a current manual driver’s licence and ability to drive a 4WD vehicle.
- Hold and maintain a valid Australian motor vehicle drivers licence.
- Note that relocation assistance is subject to negotiation.
- Note that the physical requirements of the role(s) involve a combination of outdoor and office-based work.
- Note that you may be required to perform occasional out-of-hours and weekend work.
- The ability to obtain and maintain a working with children and vulnerable people check.
- Wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department’s uniform policy.

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

To Apply

Position Contact	Chris Chartres, 0499 818 646
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=E2AA4D7D-8438-35EC-9BC4-ED78

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Climate Change, Energy, the Environment and Water

Vacancy VN-0774284

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

Closing Date:Wednesday 25 November 2026

Parks Australia
Kakadu National Park Kakadu National Park / KNP - Joint Management

Job Title	Kakadu National Park – Joint Management Manager (Affirmative Measure - Indigenous Employment)
Job Type	Full-Time, Ongoing
Location	Kakadu NT
Salary	$129,106 - $138,861
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	employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	Executive Level 1
Position Number	2026/2655
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=6C3ECF06-E44A-CB5A-FD41-ED78CCACB1F9

Affirmative measure employment

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 Islander people.

If you are found suitable and offered a position, you will need to provide evidence of your eligibility for affirmative measure employment when the formal written offer is made.

For more information about affirmative measure employment, see Affirmative measure for recruiting Aboriginal and Torres Strait Islander Australians: A guide for applicants | Australian Public Service Commission.

Who we are

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

Kakadu National Park is a world-heritage listed site for its natural and cultural values, and one of three national parks, leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia. Parks Australia assists with ongoing management of the park's natural and cultural heritage. In addition to ongoing management of the park's natural and cultural heritage, this branch also manages strategic priorities for Parks Australia, managing a range of strategic planning and major capital projects across the three jointly managed parks.

Since the late 1970s Kakadu's Traditional Owners have leased their land to the Director of National Parks to be jointly managed as a national park. The Joint Management Team supports joint management in Kakadu National Park by supporting and improving governance processes with the Kakadu Board of Management, building cooperative, respectful and productive work relationships with Board Members, Traditional Owners, the Bininj / Mungguy community and Parks Australia.

For more information about us please visit our website.

Duties

In accordance with the Kakadu National Park (KNP) Management Plan and Board of Managements vision, under the general direction of the Park Manager this role will be required to:

- Provide high level leadership within the park by participating as an active member of the KNP senior management team, promoting a collegiate and supportive workplace culture.
- Provide supervision, leadership and direction for the KNP Joint Management Team.
- Manage delivery of Kakadu Board of Management operations including:
    - provision of secretariat services including preparing agendas, papers and minutes, tracking action items, arranging all meeting logistics and preparing relevant correspondence on behalf of the Board.
    - arranging Board member travel, accommodation, renumeration payments and governance training.
    - facilitating and participating in Joint Management Partnership Team meetings.
    - Supporting Kakadu Board of Management members engagement with Parks.
- Providing strategic support across the park to drive joint management outcomes in the day-to-day operations of KNP. This includes:
    - overseeing joint management procurements and project management.
    - any activities and duties that help meet the Joint Management objectives of the KNP lease agreements and Management Plan.
    - Regular engagement with Traditional Owners and the community around joint management.
    - work closely with the Northern Land Council’s Joint Management Team to engage Traditional Owners on.
- Coordinate and facilitate community / district meetings with Chief Rangers and district staff, Traditional Owners, Park Managers, external stakeholders and other Parks staff as required.
- Provide administrative and logistical support for the Kakadu Board of Management sub-committee meetings.
- Manage the Joint Management operational budget including undertaking contract and project management in accordance with the Departments policies, guidelines and frameworks.
- Promote and implement relevant WHS legislation, policies and procedures across all sections of the park and working with relevant section managers, maintain a reporting system that enables continuous improvement in systems and processes in line with corporate WHS requirements.
- Assist the Director of National Parks and the KNP Management Team improve Joint Management outcomes.

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.

Additional requirements

- hold and maintain a current manual driver's licence and ability to drive a 4WD vehicle,
- the ability to obtain and maintain a working with children and vulnerable people check

Notes

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

To Apply

Position Contact	Kylie Lindner, 0474 467 882
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=6C3ECF06-E44A-CB5A-FD41-ED78

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Climate Change, Energy, the Environment and Water

Vacancy VN-0774285

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

Closing Date:Wednesday 25 November 2026

Parks Australia
Kakadu National Park Kakadu National Park / KNP - Joint Management

Job Title	Kakadu National Park – Joint Management Manager - Identified
Job Type	Full-Time, Ongoing
Location	Kakadu NT
Salary	$129,106 - $138,861
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	employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	Executive Level 1
Position Number	2026/2656
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=B1E52F2C-1B31-3E2F-AC9F-ED78CCFBD441

Identified position

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

Who we are

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

Kakadu National Park is a world-heritage listed site for its natural and cultural values, and one of three national parks, leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia. Parks Australia assists with ongoing management of the park's natural and cultural heritage. In addition to ongoing management of the park's natural and cultural heritage, this branch also manages strategic priorities for Parks Australia, managing a range of strategic planning and major capital projects across the three jointly managed parks.

Since the late 1970s Kakadu's Traditional Owners have leased their land to the Director of National Parks to be jointly managed as a national park. The Joint Management Team supports joint management in Kakadu National Park by supporting and improving governance processes with the Kakadu Board of Management, building cooperative, respectful and productive work relationships with Board Members, Traditional Owners, the Bininj / Mungguy community and Parks Australia.

For more information about us please visit our website.

Duties

In accordance with the Kakadu National Park (KNP) Management Plan and Board of Managements vision, under the general direction of the Park Manager this role will be required to:

- Provide high level leadership within the park by participating as an active member of the KNP senior management team, promoting a collegiate and supportive workplace culture.
- Provide supervision, leadership and direction for the KNP Joint Management Team.
- Manage delivery of Kakadu Board of Management operations including:
    - provision of secretariat services including preparing agendas, papers and minutes, tracking action items, arranging all meeting logistics and preparing relevant correspondence on behalf of the Board.
    - arranging Board member travel, accommodation, renumeration payments and governance training.
    - facilitating and participating in Joint Management Partnership Team meetings.
    - Supporting Kakadu Board of Management members engagement with Parks.
- Providing strategic support across the park to drive joint management outcomes in the day-to-day operations of KNP. This includes:
    - overseeing joint management procurements and project management.
    - any activities and duties that help meet the Joint Management objectives of the KNP lease agreements and Management Plan.
    - Regular engagement with Traditional Owners and the community around joint management.
    - work closely with the Northern Land Council's Joint Management Team to engage Traditional Owners on.
- Coordinate and facilitate community / district meetings with Chief Rangers and district staff, Traditional Owners, Park Managers, external stakeholders and other Parks staff as required.
- Provide administrative and logistical support for the Kakadu Board of Management sub-committee meetings.
- Manage the Joint Management operational budget including undertaking contract and project management in accordance with the Departments policies, guidelines and frameworks.

- Promote and implement relevant WHS legislation, policies and procedures across all sections of the park and working with relevant section managers, maintain a reporting system that enables continuous improvement in systems and processes in line with corporate WHS requirements.
- Assist the Director of National Parks and the KNP Management Team improve Joint Management outcomes.

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.

Additional requirements

- hold and maintain a current manual driver’s licence and ability to drive a 4WD vehicle,
- the ability to obtain and maintain a working with children and vulnerable people check

Notes

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

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

To Apply

Position Contact	Kylie Lindner, 0474 467 882
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=B1E52F2C-1B31-3E2F-AC9F-ED78(

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Climate Change, Energy, the Environment and Water

Vacancy VN-0774200

National Environmental Protection Agency

Closing Date:Tuesday 17 November 2026

Corporate
Legal Environment Advising

Job Title	Senior Legal Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW, Perth WA, Darwin NT, Hobart TAS
Salary	$129,106 - $158,114
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	Working from home some days each week and this may be negotiated.
Classification	Executive Level 1
Position Number	2026/2540
Agency Website	http://www.nationalepa.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=750090BA-C9EC-DE0A-4E4C-ED7891595E9A

The National EPA is Australia's national environmental regulator. We deliver transparent, timely, and evidence-based environmental regulation. The agency was established on 1 July 2026, bringing together regulatory functions of Australia's national environmental laws into one independent agency. The Corporate Division provides the foundational services, advice and assurance that enable the National EPA to operate effectively and achieve its objectives. Its responsibilities include finance, legal, people and culture, communications, governance, risk and compliance, procurement, property and business support. Through strategic advice, operational support and effective corporate oversight, the division helps ensure that the agency is accountable, sustainable and equipped to meet the needs of its people, stakeholders and the Australian community

The **Legal Branch** is led by the General Counsel and is comprised of both lawyers and non-lawyers. Together we are responsible for legal services required by the National EPA. We partner with the business areas of the agency to identify and manage legal risk across the agency and facilitate excellent legal outcomes for our clients. As a member of the Legal Branch, you will be involved in interesting and important work which may span environment protection and regulation. The Legal Branch operates in a fast paced, exciting environment. We focus on ensuring our staff are supported and developed so that they are in the best position to take on and enjoy the challenges of the work. We provide competitive conditions and remuneration and provide opportunities for lawyers and non-lawyers to either specialise or diversify their skills, while learning from and being supported by highly skilled senior staff. Work across the Legal Branch includes:

• Advising on commercial matters including procurements, privacy and information law, and delegations.

• Advising on a broad range of issues including statutory interpretation and administrative law, regulatory actions and investigations.

• Managing the agency's litigation across a broad range of matters including merits review, judicial review, regulatory enforcement, commercial disputes in a range of Courts and Tribunals.

• Developing legal risk and mitigation strategies, particularly in areas of novel or complex work

• Developing legal guidance resources and policies and delivering training to the agency

• Coordinating freedom of information requests and providing privacy and secrecy advice

• Providing administrative and financial support services to the Legal Branch.

As a **Senior Legal Officer**, you will provide high-quality legal services in an in-house environment, including legal research, analysis and problem-solving advice. These positions support the leadership of the Branch and you will assist with driving the vision and direction as set out by the Principal Legal Officer and the Senior Executive. You will be responsible for motivating, mentoring and, supervising Legal Officers in your team to deliver on initiatives and goals whilst striving to create an inclusive, responsive and effective environment. If you enjoy a challenge and want to work in a team in a fast-paced and exciting legal environment, then this is the role for you. A merit pool will be established for future opportunities. Our current priority needs are in the Environment Advising team. However, we anticipate opportunities arising across our teams.

The Corporate Advising team provides legal advice and services in relation to:

• Hazardous Waste

• Recycling and Waste Reduction

• Ozone

• Product Emissions Standards

• Commercial matters

• Discretionary claims

• Privacy and information law

• Integrity (NACC, Ombudsman)

• Corporate advising

• Freedom of Information requests Dispute Resolution

The Dispute Resolution team is responsible for managing litigation proceedings and processes relating to

• Judicial review proceedings and civil penalty proceedings

• Advising on the Agency’s compliance and enforcement functions and powers, warrants, infringement notices, civil penalties and criminal matters

• Managing the Agency's response to summonses, subpoenas and notices

• Providing witness support.

The Environment Advising team provides statutory interpretation, administrative law and other legal advice in relation to:

• Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act), including

- Assessments and approvals under Part 7-9 of the EPBC Act
- Strategic assessments under Part 10 of the EPBC Act
- Bilateral agreements o Wildlife Trade
- Reforms under the Environment Protection Reform Act 2025

• Environment Protection (Sea Dumping) Act 1981

For more information about us please visit our website.

Duties

Senior Legal Officers play an important role in the Legal Branch.

In this role you will:

• Use your technical legal expertise to provide clear, concise, and practical legal advice that meets the needs of the client

• Work on complex and sensitive matters with a significant degree of autonomy

• Work in a team within the Branch which specialises in a particular area of law, or which services a particular area of the agency

• Ensure knowledge of and compliance with legislative, financial and administrative frameworks, government decision-making processes and agency guidelines and regulations

• Work with client areas to understand their business and be their main point of contact for their legal needs

• Settle routine and moderately complex work prepared by other lawyers

• Supervise and mentor junior lawyers where appropriate

• Help identify where external advice is required and prepare documentation seeking quotes and engaging external legal providers

• Assist the Principal Legal Officer with management of the team by making suggestions, contributing to team discussions, and identifying areas for innovation

• Contribute to the positive culture in the Legal Branch

Mandatory qualifications

Bachelor of Laws and admission to practice in Australia

Eligibility

Citizenship - to be eligible for employment with the National Environmental Protection Agency you must be an Australian citizen.

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

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

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

Notes

For detailed information about the job-specific capabilities for this role, please view the **Job Description** which can be downloaded from the relevant job posting on our website - the **Apply Now** link will take you there.

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 Environmental Protection Agency

We are Australia's national environmental regulator and were established on 1 July 2026. The National EPA brings together regulatory functions of Australia's national environmental laws into one independent agency. This includes the assessment and approvals functions of the updated Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act). We deliver transparent, timely, and evidence-based environmental regulation. We are a non-corporate Commonwealth entity lead by a Chief Executive Officer and part of the environment portfolio of the Australian Government.

To Apply

Position Contact	Kristie Dawes, 02 5162 2394
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=750090BA-C9EC-DE0A-4E4C-ED78

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Employment and Workplace Relations

Vacancy VN-0774131

Fair Work Ombudsman

Closing Date:Thursday 12 November 2026

Legal Enforcement Branch 1 or Legal Enforcement Branch 2

Job Title	APS6 Lawyer / EL1 Senior Lawyer
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW, Brisbane QLD, Melbourne VIC, Adelaide SA
Salary	$103,910 - $142,604
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 6;Executive Level 1
Position Number	26/053EA
Agency Website	http://www.fairwork.gov.au

Job Description

https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=7A26A857%2D2489%2D43

About the OFWO

The Office of the Fair Work Ombudsman (OFWO) is an independent statutory office established by the *Fair Work Act 2009* (Fair Work Act). Our functions outline the responsibilities we have as set by the Fair Work Act and other legislation to achieve our purpose:

- provide education, assistance, advice and guidance to employers, employees, regulated workers, regulated businesses, persons in a road transport contractual chain, outworkers, outworker entities and organisations
- promote and monitor compliance with workplace laws
- inquire into and investigate breaches of the Fair Work Act
- take appropriate enforcement action
- perform our statutory functions efficiently, effectively, economically and ethically.

What our employees say about us

We are one of the most engaged and high performing agencies in Australia; consistently scoring above average on employee engagement and wellbeing when surveyed against other APS agencies.

What we offer you

We provide a diverse, inclusive and supportive work environment with access to:

- Great training and development opportunities
- Generous leave and flexible working arrangements
- Our Employee Assistance Program (EAP), a free counselling service for you and your family
- A competitive salary, plus 15.4% superannuation
- Rewards and recognition initiatives.

We Value Diversity

OFWO has been accredited as a Breastfeeding Friendly Workplace since 2011. We are also members of the Australian Network on Disability and Pride in Diversity. We encourage and welcome applications from First Nations people, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

About the Branches

The FWO's Legal Enforcement Branches are a large team of professionals responsible for providing advice in respect of investigations and conducting civil penalty litigations relating to Commonwealth workplace relations laws. We conduct the majority of our litigations in-house, in addition to working closely with counsel and external legal providers. We work with internal stakeholders to identify and progress compliance and enforcement outcomes, including significant litigation matters involving large corporations. As part of this process, we advise on the progress of investigations, the use of statutory compliance powers (including compulsory evidence gathering powers), evidentiary issues, and different enforcement options. We also contribute to a range of innovative continuous improvement projects within the Agency. We offer a comprehensive professional development program.

Duties

Typical Duties

- Undertake the day-to-day running of civil penalty litigation to deliver outcomes on time (for example, meeting court deadlines) as well as representing the FWO in review proceedings;
- Prepare or settle briefing material, affidavits, submissions, correspondence, reports and legal documents;
- Appear at Court for hearings, for example, directions hearings and penalty hearings;
- Research, prepare and provide technical workplace relations legal advice including in respect of statutory interpretation, compliance powers, and evidentiary issues;
- Contribute to developing capabilities of lawyers at a more junior level, including by mentoring more junior lawyers;
- Develop strong working relationships with internal stakeholders;
- Ability to proactively progress matters and be accountable for next steps;
- Be part of a responsive and dynamic Agency committed to innovation.

As a Senior Lawyer (EL1) you will also have the opportunity to:

- Have carriage of and lead the overall management of civil penalty litigations, including having carriage of significant litigation matters, including advocacy;
- Advise on complex workplace relations issues;
- Demonstrate an advanced ability to identify and manage risk;
- Lead, directly supervise (including by having direct reports) and mentor more junior lawyers to both enhance their capabilities and to achieve outcomes;

- Be responsible for fostering strong and productive relationships with internal and external stakeholders, including through providing strategic legal advice relating to the FWO's functions, investigations or compliance and enforcement tools;
- Contribute to the leadership of the Branch.

Please note: Executive Level employees will sometimes be required to work and be contactable outside of hours. Operational needs will often require you to work part of the week in your local office, and be available to attend at Court, when required. You may also be required to undertake some domestic travel (including overnight); flexibility requests will be considered on a case-by-case basis.

Selection Criteria

We are seeking exceptional lawyers with a can-do attitude who are agile and adaptable and who are committed to achieving fairness in Australian workplaces.

You must have experience in litigation, regulatory law and/or workplace relations. Generally, candidates will have the following experience:

- APS 6 – more than 3 years of post-admission practice experience;
- EL1 – 5 or more years of relevant post-admission experience.

You will be capable of providing practical legal advice on a range of issues in a regulatory or civil litigation environment or in the area of workplace relations, and be able to produce work autonomously with a proven track-record of achieving results within short time frames. You will show good legal and strategic judgment and an ability to deploy analytical and problem-solving skills to identify practical solutions and manage risk.

The roles require professionalism, self- management and the ability to work autonomously and as part of team, as the roles report directly to a Principal Lawyer.

You will have excellent oral and written communication skills and be able to effectively convey your opinion, position or counter-position on a matter. You will be able to persuasively communicate in both written Court documents and when appearing as an advocate before the Court. You will adhere to the Australian Public Service standards and model litigant obligations.

At the APS6 level, you will be expected to help develop junior lawyers' capabilities. At the EL1 level, you will be expected to lead and directly manage more junior lawyers who will report to you.

Eligibility

- To be eligible for employment with the OFWO you must be an Australian citizen.

- The successful candidate must hold a current Australian Government Security Clearance (AGSVA) or be willing to undergo and obtain a Baseline security clearance.
- You will need to hold a degree in Law from an Australian university (or overseas equivalent qualification) and admission, or eligibility for admission, to the Supreme Court in your State and the High Court of Australia.
- You will need to have (or be able to obtain before commencement) a practising certificate.
- At the EL1 level, you will also need to have a practicing certificate without a supervised legal practice condition (or ability to obtain the same before commencement).

Notes

How to Apply

If you are excited about this opportunity, please tell us in **no more than 800 words**:

- Why you want to apply for this role?
- How your skills and experience address the requirements of this role, with consideration of the selection criteria and specific reference to litigation and (ideally) workplace relations litigation matters you have conducted.

All applications must be submitted via our online application system through the FWO website.

If you have any questions about this recruitment exercise, please email recruitment@fwo.gov.au.

Please ensure you check your junk mail throughout the recruitment process, as sometimes our emails sent from our online system end up in junk mail folders.

RecruitAbility Scheme applies to this vacancy

Under the RecruitAbility scheme you will be progressed to further assessment if you declare you have a disability (according to definition below), opt into the scheme, and meet the minimum requirements for the position.

The RecruitAbility scheme disability definition is 'a limitation, restriction or impairment, which has lasted, or is likely to last, for at least 6 months and restricts everyday activities'. This also includes episodic conditions. For more information visit: https://www.apsc.gov.au/recruitability.

Applications close 11:00pm (AEDT) Thursday 12 November 2026

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 Fair Work Ombudsman

The Fair Work Ombudsman (FWO) is an independent government agency created by the Fair Work Act 2009. The FWO is responsible for promoting harmonious, productive, cooperative and compliant workplace relations in Australia. Please visit the FWO website for further information. For a full list of our current office locations in each state, please visit: https://www.fairwork.gov.au/contact-us/offices The FWO provides a challenging and supportive work environment with access to great training and development opportunities and flexible working arrangements. To be eligible for employment with the FWO, you must be an Australian citizen.

To Apply

Position Contact	FWO Recruitment Team, N/A
Agency Recruitment Site	https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=E

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Employment and Workplace Relations

Vacancy VN-0774221

Fair Work Ombudsman

Closing Date:Thursday 19 November 2026

Criminal Investigations Criminal Investigations

Job Title	Assistant Director – Criminal Investigations
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Adelaide SA, Canberra ACT, Sydney NSW, Newcastle NSW, Brisbane QLD, Perth WA
Salary	$132,137 - $142,604
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 1
Position Number	26/055EA
Agency Website	http://www.fairwork.gov.au

Job Description

https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=7A26A857%2D2489%2D43

The Fair Work Ombudsman is looking for an experienced criminal investigator and leader to join the Office of the Fair Work Ombudsman's (OFWO) Criminal Investigations Branch as an Assistant Director – Criminal Investigations.

This is an opportunity to apply established criminal investigation expertise in an emerging Commonwealth criminal jurisdiction and help build the investigative practices and capability of a developing specialist branch.

As an Assistant Director – Criminal Investigations, you will lead a small team and provide operational and technical leadership on complex criminal investigations and the preparation of briefs of evidence for potential referral to the Commonwealth Director of Public Prosecutions. You will also play an important role in developing the capability of investigators and strengthening criminal investigation practice across the Branch.

Offers will be based on candidate performance and operational requirements. A merit pool may be formed as a result of this exercise and used to fill similar vacancies in the next 18 months.

About the OFWO

The Office of the Fair Work Ombudsman (OFWO) is an independent statutory office established by the Fair Work Act 2009 (Fair Work Act). Our functions outline the responsibilities we have as set by the Fair Work Act and other legislation to achieve our purpose:

- provide education, assistance, advice and guidance to employers, employees, regulated workers, regulated businesses, persons in a road transport contractual chain, outworkers, outworker entities and organisations
- promote and monitor compliance with workplace laws
- inquire into and investigate breaches of the Fair Work Act
- take appropriate enforcement action
- perform our statutory functions efficiently, effectively, economically and ethically.

What our employees say about us

We are one of the most engaged and high performing agencies in Australia; consistently scoring above average on employee engagement and wellbeing when surveyed against other APS agencies.

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- Rewards and recognition initiatives.

We Value Diversity

OFWO has been accredited as a Breastfeeding Friendly Workplace since 2011. We are also members of the Australian Network on Disability and Pride in Diversity. We encourage and welcome applications from First Nations people, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

About the Criminal Investigations Branch

The Criminal Investigations Branch is responsible for OFWO's criminal investigation work, leading investigations into suspected criminal offending within OFWO's jurisdiction. The Branch works closely across OFWO and with external agencies, including the Commonwealth Director of Public Prosecutions (CDPP) and Australian Federal Police (AFP), to deliver high-quality investigations and support appropriate enforcement and prosecution outcomes.

The Branch's work includes investigating suspected intentional underpayment offences under the Fair Work Act 2009 and preparing matters for potential referral to the CDPP.

Duties

Reporting to the Director – Criminal Investigations, you will:

- **lead complex criminal investigations**, including investigation strategy, lines of inquiry, evidence gathering and assessment and the lawful use of investigative powers;
- **personally undertake significant or complex investigative work** where required, including investigative interviewing, assessing evidence and preparing matters for potential prosecution;
- **lead, supervise and develop a small team** of investigators, setting clear expectations and providing technical direction, coaching and feedback;
- **quality assure significant investigative work** and products before they are submitted to the Director or relevant governance forum, including investigation plans, evidentiary assessments, witness statements, investigation reports and briefs of evidence;
- ensure investigations **objectively test suspected offending, address evidentiary gaps and weaknesses and meet appropriate evidence management**, continuity, disclosure and record-keeping standards;
- **manage the progression, priorities and risks** of allocated investigations and escalate significant legal, evidentiary, operational or resourcing issues to the Director;
- **provide clear and practical advice to the Director** on investigative strategy, evidence, risks and recommended matter direction; and
- **work effectively with the CDPP, AFP, other law enforcement and regulatory agencies** and relevant areas across OFWO, while contributing to the development of the Branch's criminal investigation capability.

To succeed in this role, you will have:

Essential

- substantial recent experience conducting and/or leading complex criminal investigations, with significant personal responsibility for investigation strategy, evidence gathering and assessment and investigative decisions;
- substantial experience preparing, or having significant responsibility for preparing, criminal briefs of evidence for consideration by a prosecuting authority;
- practical experience in criminal investigation methods and powers, such as search warrants, investigative interviewing, witness statements, documentary or digital evidence and evidence management; and
- experience leading investigators and providing technical direction and quality assurance of investigative work.

Equivalent experience gained in Commonwealth, state or territory law enforcement, regulatory or investigative agencies is welcomed. Previous APS or Fair Work Act experience is not required.

Highly Desirable

- Certificate IV or Diploma in Government Investigations, an equivalent qualification, or recognised law enforcement/investigation training, or the ability to acquire this;
- Commonwealth criminal investigation experience, including experience preparing matters for referral to the CDPP; and
- familiarity with the Prosecution Policy of the Commonwealth and Commonwealth criminal investigative powers.

Selection Criteria

Applicants will be assessed against the following selection criteria.

Selection criterion 1: Complex criminal investigation capability

- Demonstrated substantial experience personally conducting and/or leading complex criminal investigations, including developing investigation strategies and lines of inquiry, gathering and assessing evidence, conducting or overseeing investigative interviews, using criminal investigative powers where appropriate, identifying and addressing evidentiary gaps, and preparing or having substantial responsibility for preparing criminal briefs of evidence for consideration by a prosecuting authority.

Selection criterion 2: Leadership, delivery and capability

- Demonstrated experience leading investigators and complex investigative work, including setting direction and priorities, providing technical guidance and quality assurance, managing investigation progression, priorities and risk identifying quality issues, addressing performance or quality issues, and providing clear feedback and coaching to build the capability of others.

Selection criterion 3: Judgement, strategic awareness and influence

- Demonstrated ability to exercise sound judgement, think strategically and communicate with influence in complex or sensitive criminal investigations, including analysing evidence and information, identifying significant evidentiary, legal and investigative risks, making or supporting objective and defensible decisions, and communicating complex issues effectively to senior decision makers, prosecutors and other stakeholders.

Eligibility

Eligibility

- To be eligible for employment with the OFWO you must be an Australian citizen.
- The successful candidate must hold a current Australian Government Security Clearance (AGSVA) or be willing to undergo and obtain a Baseline security clearance.

Please note: Under section 700(2) of the *Fair Work Act 2009*, the Fair Work Ombudsman may only appoint a Fair Work Inspector if the Fair Work Ombudsman is satisfied the person is of good character.

Notes

How to Apply

- Please provide a written response of **no more than 800 words** addressing the selection criteria.
- Your response must use specific examples from your experience and clearly explain your personal role and level of responsibility, the significant actions and decisions you took, and the outcomes achieved.
- You may use the same example to address more than one criterion and do not need to address each criterion separately. Your response should demonstrate both your hands-on complex criminal investigation experience and your leadership capability.

You should also be mindful of the Integrated Leadership System (ILS) and the capabilities required to be successful at the EL1 level. Additional information about the ILS is available on the Australian Public Service Commission website: ILS - A guide to the ILS | Australian Public Service Commission.

All applications including a resume must be submitted via our online application system through the OFWO website. If you have any questions about this recruitment exercise, please email recruitment@fwo.gov.au

Applications close 11.00pm (AEDT) Thursday 19 November 2026

More Information

- Working with us and tips on applying, visit fairwork.gov.au/about-us/careers
- OFWO's purpose and functions, visit fairwork.gov.au/about-us/our-role-and-purpose
- Office locations, visit fairwork.gov.au/about-us/contact-us/offices

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 Fair Work Ombudsman

The Fair Work Ombudsman (FWO) is an independent government agency created by the Fair Work Act 2009. The FWO is responsible for promoting harmonious, productive, cooperative and compliant workplace relations in Australia. Please visit the FWO website for further information. For a full list of our current office locations in each state, please visit: https://www.fairwork.gov.au/contact-us/offices The FWO provides a challenging and supportive work environment with access to great training and development opportunities and flexible working arrangements. To be eligible for employment with the FWO, you must be an Australian citizen.

To Apply

Position Contact	FWO Recruitment Team, N/A
Agency Recruitment Site	https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=E

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Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- 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