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APSJobs - Weekly Vacancy Notices

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The date of publication of this Gazette is PS44 Weekly Gazette Thursday (Vacancy Notices) - 06 November 2025.pdf. The date of publication establishes the date the vacancy was notified in the Gazette for the purpose of 25(1)(b) of the Australian Public Service Commissioners Directions 2022.

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Public Service Gazette - Vacancy Notices

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[Job No] ISSN 1835-2480

Vacancies

Vacancy VN-0764644

Australian Children's Education and Care Quality Authority

Closing Date:Friday 14 November 2025

Policy and Regulatory Systems
Regulatory Systems

Job Title	Power Platform Administrator
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA, Darwin NT, Brisbane QLD, Tasmania TAS
Salary	$103,179 - $140,976
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	513
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description

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

Power Platform Administrator

- **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 Power Platform Administrator is responsible for managing the application environment. This includes developing governance frameworks, implementing security policies, monitoring platform performance and usage, and managing user access and support. The role also involves overseeing environments, troubleshooting issues, ensuring compliance with regulations, and facilitating integrations with other enterprise systems to support business objectives.

As a key technical role, the administrator collaborates closely with internal development teams, integration specialists, corporate IT support, and external service providers to ensure that the NQA IT system operates effectively and efficiently.

This role is full time and fixed-term (9 months) at ACECQA Band 5/6 ($103,179 - $140,976).

Duties

Key Accountabilities

- Manage environments, data policies, and user access across Power Platform and Azure.
- Monitor and maintain platform health, performance, and usage.
- Manage Microsoft releases and coordinate impact analyses for features, changes, and updates to ensure the integrity of the system.
- Establish and enforce data loss prevention (DLP) policies, security roles, and access controls.
- Implement governance and compliance standards for Power Platform and Azure solutions.
- Develop documentation, templates, and guidelines to support consistent platform usage.
- Provide technical support for Power Apps, Power Automate flows, and Power BI reports.
- Troubleshoot and resolve issues related to integrations, connectors, and data sources.
- Contributes to problem resolution to identify, recommend, and implement process improvements
- Support business continuity and disaster recovery design and planning activities.
- Maintain documentation for configurations, workflows, and customisations.
- Support CI/CD pipelines and ALM practices for Power Platform solutions.
- Ensure role-based access control and data loss prevention policies are enforced.
- Monitor audit logs and usage analytics for compliance and risk management.
- Work with cybersecurity teams to align with organisational security standards.
- Promote best practices and reusable components across teams.
- Provides implementation advice and technical expertise.
- Shares information, technical knowledge, etc. to help the team achieve project related goals and to improve the overall team knowledge base.
- Works collaboratively with other team members and contributes knowledge and support to the overall team.
- Leads knowledge sharing initiatives.
- Builds relationships with internal and external stakeholders.
- Assists in strategic planning, program and project management and/or policy development for the function or service area.
- Other duties as required.

Eligibility

Key Selection Criteria

Essential

- A minimum of 3 years demonstrated experience administering Microsoft Power Platform and Dynamics 365 environments.
- Proven ability to develop and implement governance frameworks, including environment strategy, DLP policies, and security models.
- Strong knowledge of Power Apps (Canvas and Model-Driven), Power Automate, and Power BI.
- Experience or relevant exposure to administering Azure services including Integration, SQL, Key Vaults certificate services, DNS, VNET's and Firewalls.
- Proficiency in managing Dataverse, Azure Active Directory, and Microsoft 365 integrations.
- Strong understanding of role-based access control, data security, and compliance practices.
- Excellent troubleshooting, documentation, and communication skills.
- Ability to work collaboratively with cross-functional teams including IT, security, and business stakeholders.

Desirable:

- Microsoft certifications such as Power Platform Administrator Associate and or Azure Fundamentals.
- Experience with CI/CD pipelines using Azure DevOps or GitHub Actions.
- Familiarity with REST APIs, custom connectors, and integration patterns.
- Experience working in a regulatory or compliance-driven environment to deliver technology solutions.

Notes

How to apply

The closing date for applications is 14 November 2025 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 Power Platform Administrator 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.

All complete applications will be acknowledged.

More information

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

Notice to agencies

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

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

About the Australian Children's Education and Care Quality Authority

To Apply

Position Contact	Anna Lagana, 0282404522
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyList.aspx

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Vacancy VN-0764493

Australian Competition and Consumer Commission

Closing Date:Sunday 16 November 2025

Specialist Advice and Services Division (SASD), Economic and International

Job Title	Senior Regulatory Economics Strategic Director
Job Type	Full-Time;Part-Time, Ongoing
Location	Perth WA, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$143,411 - $168,064
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 are expected to work 2 days in office
Classification	Executive Level 2
Position Number	EA2025/233
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 be part of the ACCC's in-house provider of expert economic advice and analysis on matters relating to the ACCC's regulatory functions?**

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 as the Senior Regulatory Economics Strategic Director

The Regulatory Economics Unit (REU) sits within the broader Economic Group. It is responsible for providing expert economic advice and analysis on matters relating to the ACCC's regulatory functions.

As the Senior Regulatory Economics Strategic Director, you will be responsible for managing and co-ordinating REU's advice within the ACCC/AER. You will be a key source of support for the Economic Group General Manager and will undertake activities to:

- Lead the work of the REU ensuring the complex and technical advice is delivered in an easy-to-understand format to support the work of non-technical stakeholders including Commissioners and line areas with responsibility for undertaking the ACCC's regulatory roles and responsibilities
- Drive the significant change management program underway within the Economic Group to improve internal and external use of economic analysis in the ACCC's functions
- Build sustainable and productive professional relationships with key stakeholders at all levels
- Manage, mentor and/or advise Principal and Senior Economists in REU to promote high quality outputs
- Ensure appropriate systems and frameworks are in place for sound economic principles to be applied rigorously and consistently in the ACCC's and AER's decision-making
- Engage with senior internal and external stakeholders to improve the understanding of the role of economic analysis in the ACCC's consideration of regulatory and related matters
- Represent the ACCC in engagement with industry and government, nationally and internationally

- Lead a team of professionals, role model our leadership behaviours, supporting a professional and collaborative working environment, coaching, giving continuous feedback, resolving conflict and supporting career development.

Eligibility

About you

The successful applicant requires advanced economic credentials that enable them to discuss complex economic concepts and their application to regulatory economic issues, including:

- Demonstrated experience leading economic teams and managing staff
- Post-graduate qualifications in economics
- Environmental, professional and technical knowledge about the economic concepts relating to the ACCC's regulatory functions
- Highly developed understanding of contemporary and emerging cross-jurisdictional and international regulatory economic issues relevant to the ACCC
- Extensive experience (more than 7 years) leading advice relating to the ACCC's regulatory economic functions (or equivalent regimes in other jurisdictions)
- Substantial practical experience in the application of microeconomics or financial economics relevant to economic regulation.

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

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.

Notes

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

About the Australian 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, 0428 363 755
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764518

Australian Competition and Consumer Commission

Closing Date:Sunday 16 November 2025

Specialist Advice and Services Division (SASD)

Job Title	Managing Principal Lawyer (multiple roles)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Townsville QLD, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Sydney NSW, Perth WA
Salary	$162,619 - $172,365
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 are expected to work 2 days in office
Classification	Executive Level 2
Position Number	EA2025/234
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?**
- **Want to be part of a team that is the ACCCs in-house provider of legal, economic, data, intelligence and information services across the ACCC and plays a pivotal role in contributing to ACCC/AER outcomes?**

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 as the Managing Principal Lawyer:

Multiple Managing Principal Lawyer roles are available in the ACCC's four legal units: Competition and Consumer Law Unit, Corporate Law Unit, Mergers and Exemptions Law Unit, and Regulatory Law Unit.

The Managing Principal Lawyer roles require a combination of superior leadership and legal expertise, demonstrated management expertise, advisory and/or litigation skills and significant subject matter technical expertise in the areas of one or more of consumer law, product safety, competition law, mergers and exemptions, digital matters, infrastructure regulation, administrative law and corporate law.

The Managing Principal Lawyer roles will work closely with the Deputy General Counsel, Specialist Advice and Services Division, to:

- Manage the relevant legal team, including ensuring sustainable workloads and strategic use of legal resources.
- Supervise Lawyers, Senior Lawyers or Principal Lawyers and provide coaching, mentoring and support to develop lawyers and manage the team's performance.
- Provide strategic legal advice on important matters, including in particular on major workstreams or complex investigations and litigation that have sector-wide implications and/or reputational risk for the ACCC.
- Oversee the team's legal outputs, with a view to ensuring advice is consistent and balances risk appropriately, including by identifying sensitivities and the broader context.
- Build and maintain positive engagement with stakeholders, including line areas, corporate teams and external stakeholders.
- Build capability of the Legal Group, including contributing to the broader legal knowledge and knowledge management processes of the Legal Group and the ACCC.
- Drive cross-branch collaboration, including improved ways of working and resource management across the Legal Group.

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:

- Significant legal experience at a senior practitioner level (approximately 10+ years or equivalent) relevant to one or more of the areas of the ACCC functions and responsibilities, including litigation, investigations and enforcement, consumer law, competition law, mergers and exemptions, infrastructure regulation, administrative law or corporate law.
- Excellent written and verbal communication skills, with the ability to influence, persuade and negotiate.
- Excellent stakeholder management skills and ability to work closely with line area or corporate teams to achieve to achieve outcomes for the ACCC.
- The ability to quickly distil and explain key legal issues in challenging and complex scenarios.
- The ability to exercise excellent judgment under pressure and to reconcile conflicting views and manage competing priorities.
- Demonstrated success in leading a team.
- Admitted as a practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory is essential (you are required to hold a current Australian practising certificate).

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

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.

Notes

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

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To Apply

Position Contact	Helen Anness, 03 9290 1496
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764543

Australian Competition and Consumer Commission

Closing Date:Sunday 16 November 2025

Consumer and Fair Trading Division
Small Business and Agriculture

Job Title	Investigator/Senior Investigator (multiple positions)
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth Airport WA, Sydney NSW, Townsville QLD
Salary	$89,946 - $111,590
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 are expected to work 2 days in office
Classification	APS Level 5;APS Level 6
Position Number	EA2025/231
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 be part of a team that aims to protect the interests of consumers and support fair trading in markets affecting consumers and small business?**

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 as an Investigator/Senior Investigator:

As an Investigator / Senior Investigator you will be responsible for investigating potential breaches of the consumer and fair-trading provisions of the *Competition and Consumer Act 2010 (Cth) (CCA).* This may include assessing evidence, interviewing witnesses, briefing legal advisers as well as preparing and presenting updates and recommendations to the Enforcement Committee and Commission.

You will have the responsibility for engaging with various external stakeholders, including consumers, businesses and government agencies so clear written and verbal communication skills are important.

You will possess a good, working understanding of the CCA, including the *Australian Consumer Law (ACL),* or the ability to quickly attain that. You will also possess an ability to objectively and strategically assess information and potential evidence in a timely and efficient manner.

You will have the ability to identify logical next steps and the most suitable resolution for investigations, including by administrative means or by court action and persuasively communicate the reasons for decisions and recommendations.

You will have, or have the ability to obtain, the *Certificate IV in Government Investigations* qualification as set out in the Public Services Package (PSP) for persons/officers working in operational roles undertaking government entity investigations.

In addition to the above, successful candidates at the APS6 level will demonstrate a greater degree of responsibility for delivery of outcomes and will work more independently on a range of investigations and projects.

Candidates on the resulting merit list may also be considered for other ACCC vacancies as they arise.

Eligibility

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

For the APS5 investigator role:

In addition to meeting the Integrated Leadership Profile for the APS 5 classification, the following also applies:

A good understanding of, or the ability to quickly acquire a good understanding of:

- the *Competition and Consumer Act 2010* (Cth) and Australian Consumer Law, other relevant legislation and the role, purpose and objectives of the ACCC; and
- consumer, regulatory, competition and/or economic efficiency issues.

An ability to:

- think strategically and research, investigate and analyse issues to develop solutions and make recommendations in line with strategic objectives.
- effectively engage and work collaboratively with other people, including the ability to influence, persuade and inform people.
- take ownership, exercise sound judgement and work under direction to make reasonable decisions on issues.
- work in a flexible environment and adapt to meet immediate and future challenges, and
- be accountable for accurate, timely and quality outcomes.

Tertiary qualifications in law, economics, commerce or related fields and/or relevant experience undertaking investigations are desirable but not essential.

For the APS6 Senior Investigator Role:

In addition to meeting the Integrated Leadership System (ILS) Profile at the APS 6 level the following also applies:

An in-depth understanding of, or the ability to quickly acquire an in-depth understanding of:

- the *Competition and Consumer Act 2010* (Cth) and Australian Consumer Law, other relevant legislation and the role, purpose and objectives of the ACCC; and

- consumer, regulatory, competition and/or economic efficiency issues.

A demonstrated ability to:

- think strategically, research, investigate and analyse complex issues to develop solutions and make recommendations in line with strategic objectives.
- effectively engage and work collaboratively with other people, including the ability to influence, persuade, inform and lead people.
- take ownership, exercise sound judgement and work under limited direction to make reasonable decisions on complex issues.
- work in a flexible environment and adapt to meet immediate and future challenges.
- be accountable for accurate, timely and quality outcomes.
- provide leadership, coaching, guidance and direction to less experienced employees and assist in building their capacity.

Tertiary qualifications in law, economics, commerce or related fields and/or experience undertaking/leading complex investigations are desirable but not essential.

When submitting your application, you will be asked to indicate which position(s) and level(s) you would like to be considered for.

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 agency.

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To Apply

Position Contact	Michael Dowers, 07 4729 2600
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764602

Australian Competition and Consumer Commission

Closing Date:Sunday 16 November 2025

ACCC Corporate

Job Title	Financial Accountant
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Townsville QLD, Perth WA, Darwin NT
Salary	$99,562 - $111,590
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	APS Level 6
Position Number	EA2025/237
Agency Website	https://www.accc.gov.au/

Job Description

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

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- **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 work closely with various stakeholders to understand and advise on a range of accounting issues related to the ACCC and NCC?**

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 as the Financial Accountant

The Financial Accounting Team is responsible for meeting the agency's statutory financial reporting, asset management, tax and appropriation management requirements, including preparation of annual financial statements and monthly reporting to the Department of Finance. The team works closely with internal business areas, external stakeholders, central agencies, and portfolio entities to deliver high-quality, comprehensive advice and reporting aligned with government frameworks.

We are seeking a high performing Financial Accountant to apply their technical accounting knowledge to activities underpinning the agency's financial statements. The role requires financial analysis and interpretation of accounting standards to ensure the robust preparation of monthly and annual financial statements, general ledger reconciliations, taxation, cash management, asset management functions and contributing to the agency's compliance with Commonwealth finance framework.

This position will bring high level knowledge to support the finance team in reporting in a Commonwealth Government environment.

Key tasks will include:

- Assisting with end to end preparation of annual financial statements.
- Preparation of complex general ledger reconciliations.
- Provision of advice in relation to the capitalisation of assets in particular ICT assets.
- Foster positive team culture and capability development.

Eligibility

About you

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

- Experience and demonstrated ability in accounting within a Commonwealth government environment including contributing to the production of annual financial statements.
- Demonstrated experience in the preparation of complex reconciliations, asset accounting, BAS preparation and FBT.
- Well-developed analytic thinking and the ability to apply technical accounting knowledge with a proactive approach to problem solving.
- Competency in computerised accounting systems such as TechnologyOne and CBMS, and intermediate MS Excel skills.
- Demonstrated ability to effectively engage and work collaboratively with a wide audience of stakeholders, including ability to successfully communicate, influence, negotiate, advise and display excellent corporate enabling service skills.
- Proven ability to deliver project and operational deliverables within deadlines while managing multiple priorities and building capability.
- Proven analytical and critical thinking skills with strong attention to detail.

The following attributes will also be highly regarded:

- Qualifications in accounting or similar discipline (or working towards).
- CPA/CA professional membership (or working towards).

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 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	Jodie Boarder, 02 6243 1037
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764608

Australian Competition and Consumer Commission

Closing Date:Sunday 16 November 2025

Infrastructure

Job Title	Executive Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Adelaide SA, Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD, Townsville QLD, Darwin NT, Perth WA
Salary	$143,411 - $168,064
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	EA2025/238
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 professionals and provide strategic oversight and coordination in the work of the Coordination and Business Support Unit?**

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 as the Executive Director

The Executive Director will lead the work of the Coordination and Business Support Unit, providing strategic oversight and coordination of the Infrastructure Division's work and insights and advice directly to the Executive General Manager. They will be a key contact for employees within and outside the Division in respect of whole-of-Division activities.

As the Executive Director in the Coordination and Business Support Unit, you will lead:

- A team of professionals in multiple locations, whilst role modelling our leadership behaviours and supporting a professional and collaborative working environment. This will include coaching, giving continuous feedback, setting priorities, resolving conflict and facilitating career development
- The Division's corporate reporting and governance activities and matters of strategic importance to the Division, including Division advocacy and policy advice, prioritisation and engagement with external and internal stakeholders, at senior levels

- The development of Division skills and capabilities, such as internal networks and communities of practices, flexible resource deployment, guidance materials and policies, training and seminars, and learning and development priorities
- The Division's collaboration across the ACCC and with other regulators, agencies and international organisations and bodies, including coordination and oversight of the Division's data governance arrangements and input into enforcement and mergers, exemptions and authorisations matters.

Eligibility

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

- Demonstrated experience leading a multi-disciplinary team in a fast-paced and large complex people-centred organisation.
- A demonstrated ability to engage effectively and work cohesively with internal and external partners and stakeholders, including a demonstrated ability to influence, persuade and negotiate effectively across a range of stakeholders and levels of seniority.
- Demonstrated experience developing and implementing governance and operating procedures within public sector organisations.
- Demonstrated ability to exercise exceptional judgment and manage employees and projects under pressure to decide the right course of action in challenging, sensitive and complex scenarios.
- Experience with, or an ability to quicky develop an understanding of, essential services and infrastructure markets and consumer and competition law and enforcement.
- Excellent written and oral communication skills, with an ability to convey messages clearly and in plain English.
- Tertiary qualifications in a relevant discipline (mandatory), including economics, law, government relations, data analytics, finance.

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 agency.

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To Apply

Position Contact	Nicole Ross, 03 9290 1957
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764610

Australian Competition and Consumer Commission

Closing Date:Sunday 16 November 2025

Australian Energy Regulator
Legal, Corporate and Governance

Job Title	Advisor - Employee Experience and Strategic Projects
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Sydney NSW, Melbourne VIC
Salary	$89,946 - $95,347
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	APS Level 5
Position Number	EA2025/229
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 want to be responsible for delivering a range of programs and initiatives that contribute to the experience that people have when working at the AER?**

Then this is the place for you! At the AER, we work 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. 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. 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, this role can be performed at any of the AER offices located in Adelaide, Brisbane, Canberra, Melbourne, or Sydney 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 as the Advisor - Employee Experience and Strategic Projects

- Coordinate the AER response to the APS Employee Census, including analysing results, action planning, pulse surveys and communications.
- Contribute to initiatives that foster a safe working environment, including diversity, inclusion and wellbeing.
- Coordinate the AER reward and recognition program.
- Contribute to strategic HR projects as required to foster a safe, inclusive and productive work environment.

About you

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

- Demonstrated specialist understanding and application of HR frameworks (legislation, strategies, policies, guidance, systems and practices) and project management.
- Demonstrated experience researching, analysing relevant information and data, identifying strategic opportunities and implementing improvements to people programs and initiatives.
- Demonstrated ability to communicate in a clear, concise and articulate manner, with support of relevant stakeholders.
- Demonstrated experience working collaboratively with staff, colleagues, clients and stakeholders with diverse views to achieve results.
- Establishes clear plans and timeframes for projects, responds to change, manages priorities and overcomes challenges to deliver results.
- Highly desirable: relevant tertiary qualifications in psychology, human resources, AHRI accreditation and/or equivalent relevant experience.

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

Eligibility

Notes

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

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To Apply

Position Contact	Heather Kopsen, (08) 9325 0682
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764612

Australian Competition and Consumer Commission

Closing Date:Sunday 16 November 2025

Australian Energy Regulator
Legal, Corporate and Governance

Job Title	Assistant Director, Strategic Projects and Change Management
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	$123,702 - $136,900
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 1
Position Number	EA2025/235
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?**
- **Would you like to manage the AER's safety, inclusion, diversity, wellbeing and strategic projects?**

Then this is the place for you! At the AER, we work 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. 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. 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, this role can be performed at any of the AER offices located in Adelaide, Brisbane, Canberra, Melbourne, or Sydney 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 as the Assistant Director, Strategic Projects and Change Management

- Establish a workplace health, safety and wellbeing framework.
- Establish diversity and inclusion (D&I) framework, including governance.
- Manage the changes associated with the WHS and D&I frameworks.
- Manage strategic HR projects as required to foster a safe, inclusive and productive work environment.

About you

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

- Demonstrated strategic and specialist understanding and application of HR frameworks (legislation, strategies, policies, guidance, systems and practices), including WHS frameworks and change management.
- Demonstrated experience leading a team in a fast-paced and complex organisation that is geographically dispersed.
- Demonstrated experience in researching, investigating and analysing relevant information and data to develop and present insights, advice and recommended positions.
- Well-developed written communication skills with proven ability in managing and preparing strategies, reports, communications and other correspondence.
- Well-developed interpersonal skills, including the ability to negotiate with and influence internal and external stakeholders to achieve outcomes.
- Well-developed project management skills, including the demonstrated ability to determine priorities and meet deadlines and work with high levels of autonomy.
- Highly desirable: relevant tertiary qualifications in psychology, human resources, AHRI accreditation and/or equivalent relevant experience.

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

Eligibility
Notes

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

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To Apply

Position Contact	Heather Kopsen, (08) 9325 0682
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764615

Australian Competition and Consumer Commission

Closing Date:Sunday 16 November 2025

Corporate
People

Job Title	Assistant Director WHS and Wellbeing
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Townsville QLD, Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA
Salary	$123,702 - $136,900
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 1
Position Number	EA2025/239
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?**
- **Would you like to lead a team providing proactive and reactive WHS and wellbeing support to the ACCC?**

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 as the Assistant Director WHS and Wellbeing

- Lead a small team of passionate WHS professionals to safeguard employee wellbeing through compliance with relevant legislation and proactive and reactive WHS support.
- Manage systems, policies and procedures to minimise hazards and incidents.
- Identify and manage key strategic projects to assist the ACCC in maintaining legislative compliance.
    - Represent the ACCC and manage the relationship with key stakeholders.Provide advice and support to managers and employees on their WHS obligations and injury management responsibilities.

About you

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

- demonstrated experience leading a small team of WHS professionals in a fast paced, high volume and complex people centred organisation.
- expert understanding of WHS and wellbeing policies, practices and legislation.
- demonstrated ability to interpret and apply WHS legislation, regulations, codes of practice, policy and procedures in the APS.
- demonstrated skill and experience in research and analysis to identify, address and report on complex WHS risks.
- demonstrated understanding and experience in the identification and management of workplace hazards (including psychosocial hazards) and identification, implementation and monitoring of controls.
- experience and understanding of ADDRESS, the APS model for responding to psychosocial hazards.
- strong written and oral communication skills including the ability to negotiate with and influence key stakeholders.

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

Eligibility
Notes

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

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To Apply

Position Contact	Jocelyn Lindbeck, 02 6243 3332
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764626

Australian Competition and Consumer Commission

Closing Date:Sunday 16 November 2025

Australian Energy Regulator
Legal, Corporate and Governance

Job Title	Assistant Director, Strategic Projects and Change Management
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC
Salary	$123,702 - $136,900
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 1
Position Number	EA2025/220
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?**
- **Would you like to manage the AER's safety, inclusion, diversity, wellbeing and strategic projects?**

Then this is the place for you! At the AER, we work 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. 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. 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, this role can be performed at any of the AER offices located in Adelaide, Brisbane, Canberra, Melbourne, or Sydney and are available on a full-time, part-time or job-share basis.

The filling of this vacancy is intended to constitute an affirmative measure under Section 31 of the Australian Public Service Commissioner's Directions 2022. This vacancy is open only to Aboriginal and/or Torres Strait Islander peoples.

Duties

What you will do as the Assistant Director, Strategic Projects and Change Management

- Establish a workplace health, safety and wellbeing framework.
- Establish diversity and inclusion (D&I) framework, including governance.
- Manage the changes associated with the WHS and D&I frameworks.
- Manage strategic HR projects as required to foster a safe, inclusive and productive work environment.

About you

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

- Demonstrated strategic and specialist understanding and application of HR frameworks (legislation, strategies, policies, guidance, systems and practices), including WHS frameworks and change management.
- Demonstrated experience leading a team in a fast-paced and complex organisation that is geographically dispersed.
- Demonstrated experience in researching, investigating and analysing relevant information and data to develop and present insights, advice and recommended positions.
- Well-developed written communication skills with proven ability in managing and preparing strategies, reports, communications and other correspondence.
- Well-developed interpersonal skills, including the ability to negotiate with and influence internal and external stakeholders to achieve outcomes.
- Well-developed project management skills, including the demonstrated ability to determine priorities and meet deadlines and work with high levels of autonomy.
- Highly desirable: relevant tertiary qualifications in psychology, human resources, AHRI accreditation and/or equivalent relevant experience.

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

Eligibility
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 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 agency.

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To Apply

Position Contact	Heather Kopsen, (08) 9325 0682
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764629

Australian Competition and Consumer Commission

Closing Date:Sunday 16 November 2025

Mergers and Exemptions Assessments Division (MEAD)

Job Title	Senior Executive Assistant and Administration Team Coordinator
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Hobart TAS, Melbourne VIC, Canberra ACT, Sydney NSW, Perth WA, Brisbane QLD, Darwin NT, Townsville QLD
Salary	$99,562 - $111,590
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	APS Level 6
Position Number	EA2025/236
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 and manage the Mergers and Exemptions Assessments Division administration team and provide high-level executive and administrative support to its Senior Executives?**

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

As a Senior Executive Assistant and Administration Team Coordinator, you will provide high-level executive and administrative support to the Senior Executives of the Mergers and Exemptions Assessments Division and be responsible for leading and managing the Division's administration team in providing administrative support for the Division.

The administration team, as a whole, has responsibility for:

- Maintaining public register information for the Division and managing Division statistical information
- Processing and managing paper and electronic records including registering documents in the ACCC's information system and ensuring confidentiality is maintained
- Entering project information into the ACCC's information system
- Monitoring and distributing emails received from external stakeholders and answering telephones
- Preparation of financial and operational reports
- Providing secretariat services to Division committees
- Arranging meetings and travel

- Liaising with ACCC corporate services to arrange human resources related processes and to manage finance related matters
- Providing litigation support and administering legal and expert funding allocations.

As the Senior Executive Assistant and Administration Team Coordinator, you will:

- Manage and coordinate MEAD's administration team, including team and individual staff management, timesheet management, appropriate delegation of tasks, ensuring team adherence with ACCC policies and procedures, strategic planning and oversight, and other coordination tasks as required.
    - Oversee and/or assist with a range of administrative work including:All day-to-day administrative work provided by the administration team.
    - Secretariat support for all MEAD related committees and boards.
    - Management of MEAD's branches.
    - Responses to Freedom of Information Requests.
    - Screening and actioning external telephone calls.
    - Preparation for SES attendance at Senate Estimates Hearings and Parliamentary Committees and Inquiries.
    - Procurement, budget management and recruitment.
    - Maintenance of all records including statistical records and compliance with Timekeeper record keeping and reporting.
    - Internal and external reporting, including the Division's input into the Annual Report.
    - Organisation of Division wide conferences and branch planning events. Meeting public register requirements including managing the risks associated with day-to-day publishing.
- Provide executive support including diary management, assisting with meeting preparation, and assistance with tasks to meet Corporate Division and Executive Office requirements.
- Liaise with other Divisions of the ACCC and attend interdivisional meetings as required.
- Monitor and promote the Division's compliance with ACCC policies whilst maintaining an awareness of key issues and developments within the Mergers and Exemptions Assessment Division.
- Undertake other duties as required.

Eligibility

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

- Demonstrated experience leading a team or similar role in a fast-paced and large complex people-centred organisation, with demonstrated ability to supervise and develop lower classifications while building team capacity, encouraging career development and managing performance feedback.
- Proven ability to incorporate strategic thinking to identify gaps or improvements and propose suitable solutions, along with problem-solving skills and strong attention to detail.
- Excellent written and oral communication skills and the ability to work collaboratively within multi-disciplinary teams.
- Proven ability to work independently with limited direction against established priorities, practices, and methodologies to deliver quality outcomes.
- Proven ability to deliver project and operational deliverables within deadlines while managing multiple priorities.

- Ability to maintain awareness of long-term operational outcomes and potential impacts on the business area.
- Proven ability to make sound decisions on tasks with considerable complexity and sensitivity, whilst maintaining confidentiality and a high level of professionalism.
- A basic understanding of the ACCC's role, purpose and objectives (or the ability to attain such knowledge quickly).

The following job specific criteria are also highly desirable:

- Prior experience working as a senior executive assistant and team coordinator or manager performing similar tasks.
- Experience using Microsoft Excel, Microsoft Dynamics and iManage.

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 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	Ron Neilan, 02 6243 1368
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0764791

Australian Fisheries Management Authority

Closing Date:Tuesday 18 November 2025

Fisheries Information and Services Branch Licensing and Data Services

Job Title	Licensing and Data Services
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Majura ACT
Salary	$81,702 - $87,354
Future Merit Locations	Majura
Office Arrangement	Hybrid
Office Arrangement Details	Requests for flexible working arrangements are considered on a case-by-case basis.
Classification	APS Level 4
Position Number	10274
Agency Website	

Job Description

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

Duties

We are looking for a strong administrator who has high attention to detail, communication skills and digital literacy. You will be a good collaborator and can work effectively in a team environment.

About the team

The Fisheries Data and Licensing Services team is responsible for delivery of the day-to-day licensing, quota management and data entry services for Commonwealth and Torres Strait fisheries.

The team serves as the primary point of contact for fishing industry clients, providing advice on licensing and quota management for Commonwealth and Torres Strait fisheries. It is also responsible for processing licensing applications in accordance with legislative requirements, ensuring timely and accurate entry of paper-based records into AFMA’s database systems, and conducting quality assurance on electronically submitted data.

The position

The position supports the team in delivering the following services:

- Processing licensing applications and maintaining accurate registers.
- Monitoring and reporting on quota management activities.
- Conducting quality assurance checks on both paper-based and electronic records.
- Entering paper records into AFMA's database systems with precision and timeliness.
- Providing high-quality, timely service to clients, requiring a high level of accuracy, discretion, and probity.
- Assisting in the development and maintenance of standard operating procedures.
- Performing general administrative duties to support team operations.
- Contributing to a positive workplace culture.

Our ideal candidate

- Demonstrates good administrative skills, including the ability to plan and prioritise tasks, manage competing deadlines, and contribute to routine projects with minimal supervision.
- Demonstrates the ability to interpret and apply legislation, policies, and procedures to routine tasks. Shows good judgement and an understanding of the principals of procedural fairness and evidence-based decision-making. Seeks guidance when appropriate to ensure decisions are accurate, consistent, and compliant.
- Demonstrates good written and verbal communication skills, with the ability to engage effectively and professionally with internal and external stakeholders.
- Demonstrates the ability to quickly learn and use digital platforms to accurately enter, verify, and manage data. Follows established procedures to maintain data integrity and support effective service delivery.
- Communicates openly and respectfully with team members, listens to different perspectives, and follows through on commitments. Reliable and adaptable in supporting team goals under pressure.
- Applies well-developed problem-solving and reconciliation skills, including lateral thinking and initiative to resolve routine issues.

Applications close 11:59 pm AEDT Wednesday 19 November 2025.

Eligibility

To be eligible for this role applicants must:

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

Notes

About the Australian Fisheries Management Authority

To Apply

Position Contact	Karen Cullen, 02 6225 5452
Agency Recruitment Site	https://www.afma.gov.au/careers

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Vacancy VN-0764017

Australian Government Solicitor

Closing Date:Monday 17 November 2025

Australian Government Solicitor
Dispute Resolution

Job Title	Lawyer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	-
Future Merit Locations	Darwin, Hobart, Adelaide, Brisbane, Canberra, Melbourne, Perth, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	APS Level 5;APS Level 6
Position Number	TBC
Agency Website	

Job Description

http://www.ags.gov.au/employment/current-vacancies.html

Duties

- Positions available in a range of Dispute Resolution areas
- Lawyers (APS5 and APS6)

- Sydney, Melbourne, Canberra, Perth, Adelaide, and Brisbane
- Permanent (ongoing) and non-ongoing roles

Multiple opportunities exist for Dispute Resolution lawyers to advise and represent the Commonwealth in legal matters across a range of areas, including Administrative Law, Tax, Employment, Entitlements, Security and Enforcement, Civil Regulation, and Civil Claims.

About us

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

AGS is unique. AGS is dedicated to the national interest and is a trusted advisor to Government.

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

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

About the roles

The AGS Dispute Resolution practice (DR) is Australia's pre-eminent public law litigation practice. It has unrivalled experience and specialist expertise in providing dispute related legal advice and representation in every jurisdiction in Australia, across a diverse range of legal matters for Commonwealth agencies, including a very significant practice representing the Commonwealth's regulatory enforcement agencies, administrative law, tax litigation, employment law, torts law and information access law. AGS acts for the Commonwealth in the full range of disputes to which it is a party or in which it has an interest (including access to sensitive information) and advises on investigations including for law enforcement and national security agencies. DR also represents the Commonwealth before inquests, inquiries and royal commissions, and as the solicitor assisting royal commissions. In addition, DR has a specialist in-house counsel practice, led by Tim Begbie KC.

Roles are available across the DR practice. This will include:

- **Administrative Law:** working on sensitive Administrative Law litigation matters for the Commonwealth, including judicial review proceedings commenced in the Federal Circuit and

Family Court of Australia under the *Judiciary Act 1903*, the *Administrative Decisions (Judicial Review) Act 1977* and the *Migration Act 1958*, merits review proceedings in the Administrative Review Tribunal and information access disputes in a range of jurisdictions.
- **Employment law:** working for the Commonwealth in disputes that may include advice and litigation on employment law and workplace relations matters, including before courts and the Fair Work Commission.
- **Civil Claims:** working on a broad range of commercial and civil disputes in state and Commonwealth courts, including class actions, tort claims, commercial litigation, native title cases, and a range of other disputes, as well as work for royal commissions and inquiries.
- **Entitlements Law:** advising the Commonwealth in disputes that may include advice and litigation involving an entitlement under Commonwealth legislation, and matters before courts and tribunals.
- **Tax Law:** working on a range of litigation and pre-litigation matters for the Commissioner of Taxation and assisting with litigation across a range of jurisdictions, including the Federal Court, Administrative Review Tribunal and State courts, as well as associated judicial review applications.
- **Civil Regulation:** working on some of Australia's most significant and complex competition and consumer cases, financial services and corporate regulatory cases, or other regulatory litigation matters, at the investigative stage, at trial, and on appeal.
- **Security and Enforcement:** working on sensitive litigation matters for Commonwealth law enforcement and security agencies, including managing and advising Commonwealth agencies on disclosure and protection of information in civil and criminal proceedings, acting for the Commonwealth in applications for control orders and post-sentence orders under the *Criminal Code Act 1995* (Cth) and advising Commonwealth agencies on the use of investigative powers.
- Representing a range of Commonwealth agencies in dealings with other parties, witnesses and counsel.

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

About you

These roles will suit lawyers with experience or interest in dispute resolution and particularly in the areas referred to above. The successful candidates will ideally have:

- generally, at least 1-5 years' experience in the relevant field
- experience in other areas of law relevant to the work of Dispute Resolution
- a strong understanding of relevant law in the area and the ability to clearly articulate technical arguments and draft advisory opinions
- the ability to work closely with clients to achieve outcomes
- excellent interpersonal skills, negotiation skills and the ability to persuade.

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

With open door access to some of Australia's most respected lawyers, we are a developer of talent and critical thinking and you will partner with our clients to deliver creative solutions to current and emerging legal issues of national importance.

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

To apply

To apply, please click the 'Apply' button. Applications close at 5:00pm (AEDT) on Monday, 17 November 2025.

Further enquiries

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

Eligibility

To apply you must be an Australian Citizen and be willing to obtain and maintain a security clearance at the NV2 level.

Notes

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

About the Australian Government Solicitor

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

To Apply

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

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Vacancy VN-0764688

Australian Government Solicitor

Closing Date:Thursday 20 November 2025

Australian Government Solicitor
Commercial, Dispute Resolution, Office of General Counsel Support

Job Title	Administrative Support
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	-
Future Merit Locations	Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role
Classification	APS Level 3;APS Level 4
Position Number	TBC
Agency Website	

Job Description

http://www.ags.gov.au/employment/current-vacancies.html

Duties

- Legal Administrative Assistant (APS3) and Legal Assistant (APS4)
- Canberra, Melbourne and Sydney
- Full-time, ongoing (non-ongoing positions may be offered)

The Australian Government Solicitor (AGS) is seeking expressions of interest from administrators and legal assistants to become a member of our legal support teams.

If you are interested in pursuing a career in legal administration, please consider the role descriptions and apply.

About us

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

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

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

About the roles

We are seeking candidates who are looking to expand their working career, have an interest in administration in a legal environment, and are enthusiastic and willing to learn. On-the-job training will be provided along with ongoing training and development. Fundamentally, the roles require a strong work ethic, a desire to work as part of a team and provide professional administrative service to lawyers.

Please refer to the relevant role description for duties and responsibilities of each position available on our recruitment portal.

As a member of our Legal Support team, you will:

- provide high quality legal and administrative support, taking an active role in assisting our lawyers to deliver a high standard of legal services to our clients
- maintain legal files and assist with client enquiries
- manage lawyers' diaries and travel
- assisting with client billing and reporting, ensuring that administrative procedures align with AGS requirements
- assist to prepare, and in some cases draft, documents relevant to your role and send these to clients, courts, tribunals or other bodies

- have a proven ability to work well in a team.

To be successful in these roles you will have:

- administrative experience relevant to the role, generally 12 months' for APS3 and 2 years for APS4
- interest and experience in legal administrative roles (or in a similar professional environment), good attention to detail and a professional approach, including the ability to manage multiple tasks with accuracy
- a genuine commitment and ability to deliver high quality client service
- well-developed written and oral communication skills
- good knowledge of common software applications (e.g. Word, Outlook, Adobe), and technical skills in Microsoft Office and PowerPoint, experience in legal practice software systems would be an advantage
- a team-oriented mindset with the ability to collaborate effectively and contribute to the success of the team
- a genuine interest in developing your administrative skills further, with a focus on learning and improving processes as you grow within the role.

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

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

To apply

To apply, please click the 'Apply' button.

Applications close at 5:00pm (AEDT) on Thursday, 20 November 2025 and you will need to include your CV and a cover letter (ideally no more than 2 pages) indicating relevant experience with reference to the required skills and experience for the role.

Further enquiries

Further information can be obtained by contacting Samantha Davidson, National Coordinator Commercial - 03 9242 1255.

Accessibility – If you require this document in an alternative format please contact Samantha Davidson.

Eligibility

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

Notes

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

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To Apply

Position Contact	Kim Da Pozzo, 02 6253 7272
Agency Recruitment Site	http://www.ags.gov.au/employment/current-vacancies.html

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Vacancy VN-0764593

Australian Security Intelligence Organisation

Closing Date:Monday 01 December 2025

Job Title	AE4 - AE6 Linguists
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Adelaide SA, Perth WA
Salary	$88,512 - $107,346
Future Merit Locations	Canberra, Sydney, Adelaide, Perth
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	01520252026
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. In a complex, challenging and changing security environment, our success is built on the imagination and intelligence of our team. ASIO's people are ordinary Australians but they do extraordinary things – they are our most important asset. To be successful in our mission, 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. Aboriginal and Torres Strait Islander peoples are encouraged to apply. We are secretive about what we do, not what we value.

The opportunity

Bring your language skills to a job that makes a difference every day. As a linguist at ASIO you will be part of operational work that protects Australia and Australians from threats to their security.

Working under ASIO's legislated special powers, you will use your language skills to contribute to assessments about the intelligence value of information. Your day-to-day could include reviewing warranted intercept material in the office, supporting operational activity on the ground, or attending interviews with intelligence officers as an interpreter.

Using sound judgement and strong assessment skills, you will identify valuable information and communicate it effectively. You will develop unique perspectives which will inform decision-making.

Your work will be a mix of autonomous and team efforts, working closely with others across ASIO. You will have access to new technologies to support your work.

We are seeking applicants with intermediate to advanced language proficiency. You will be supported with individualised learning and development opportunities depending on your skill levels and language proficiency. This could include uplifting your language skill level, language capability maintenance, or cross-training in another language.

We are seeking applications from candidates with proficiency in the following languages:

· Arabic

· Chinese (Mandarin)

· Farsi/Dari

· Hindi

· Russian

· Urdu.

Please note foreign language skills will be subject to initial and subsequent periodic testing.

Positions are available on a part-time or full-time basis.

Duties

Role responsibilities

As an AE4/5 Linguist, your role will include:

· accessing information from a variety of foreign language resources

· identifying information of potential security relevance and referring it to more senior staff for further action

· continual development of your foundational assessment and language skills

· collaboration with team members.

As an AE6 linguist, your role will include:

· providing linguistic and interpreting support to ASIO’s investigative, operational and liaison functions

· actively contribute to developing the Organisation’s language capability, using expert language and intermediate analytical skills

· highly effective collaboration with key stakeholders

· supporting and developing other team members.

What you will bring

We are seeking applicants who have the following attributes:

· curiosity

· adaptability

· resilience

· problem solving

· an ongoing commitment to learning

· an interest in new technology and how it can be integrated into ways of working

· personal qualities that exemplify ASIO’s values and expected behaviours.

We are seeking applicants who can demonstrate the following capabilities:

AE4:

· intermediate foreign language proficiency

· sound analytical and critical thinking skills

· sound written and verbal communication skills in English, including the ability to prepare written reports

· the ability to work with a range of technologies

· interpersonal skills and willingness to work both independently and in a team environment as needed.

AE5:

· advanced or intermediate foreign language proficiency

· ability to retrieve and critically analyse information and use this information to prepare reports and papers

· strong written and verbal communication skills in English

· the ability to work with a range of technologies

· strong interpersonal skills and willingness to work both independently and in a team environment as needed.

AE6:

· advanced foreign language proficiency

· the ability to make sound and defendable assessments on information

· interpreting experience

· highly effective collaboration with stakeholders

· experience in developing and leading teams and prioritising work.

Qualifications

While formal qualifications are valued, it is not a requirement, however applicants must be able to demonstrate their language proficiency at one of the following levels:

· intermediate skills (either heritage, native or learned) and a commitment to further develop advanced level proficiency.

· advanced skills (either heritage, native or learned) in one or more of the languages listed in the opportunity section above.

Successful candidates will be offered a role at a classification commensurate with their level of foreign language proficiency and demonstrated skills and attributes. To learn more about the capabilities and attributes we seek at the AE4, AE5 and AE6 levels, please refer to the ASIO People Capability Framework and Core Capability Guide available on our website.

Eligibility

Eligibility

To be eligible for the role, you must be:

- an Australian citizen.

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

Reasonable Adjustments

ASIO is committed to fostering a diverse and inclusive environment for candidates to participate within all stages of the selection process. These opportunities may include reasonable adjustment to assessment methodologies to enable full participation. 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.

Location

We advertise positions nationally to reach the broadest audience.

These positions are located in Canberra, Melbourne, Sydney, Adelaide and Perth. Relocation assistance is provided if ASIO requires you to relocate.

Notes

What we offer you

ASIO provides a number of benefits to its staff.

· A competitive salary, including a 7.5% allowance for maintaining a TOP SECRET-Privileged Access security clearance.

· Employer superannuation contributions of 15.4%.

· A variety of leave options, in addition to the standard 4 weeks annual leave.

· Flexible working arrangements to assist you to maintain your work-life balance.

· Please note due to our unique working environment, work from home options are generally not available.

· Study assistance, including financial support and study leave for tertiary education.

· Access to 7 staff-led diversity and inclusion networks.

· Mentoring opportunities.

· Access to an Employee Assistance Program (EAP).

How to apply

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

· A written pitch of up to 500 words using examples to demonstrate how your skills and experience meet the capabilities and requirements of the role.

· 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 supervisor.

Before applying you should familiarise yourself with 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.

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.

Closing date and time

Monday 1 December 2025, 5:00pm AEDT

No extensions will be granted and late applications will not be accepted.

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

In 2025, ASIO achieved the Australian Workplace Equality Index (AWEI) Gold Standard, recognising ASIO’s inclusion work and positive culture for the second year in a row. In 2024, ASIO was one of only 7 public sector employers, and the first Australian intelligence agency, to achieve this status.

The ASIO Diversity and Inclusion Strategy reflects ASIO’s commitment and recognises the benefits of being a diverse and inclusive organisation. For further information about ASIO’s Diversity and Inclusion networks, please visit: www.asio.gov.au/about/diversity-and-inclusion.

Enquires

If you require further information after reading the selection documentation, please contact **ASIO Recruitment** at careers@asio.gov.au or phone **02 6263 7888**.

More information

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

About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 02 6263 7888
Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0764349

Australian Signals Directorate

Closing Date:Monday 17 November 2025

Job Title	Senior Executive Service Band 2 - First Assistant Director-General Cyber Security Resilience
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT
Office Arrangement	On Site
Office Arrangement Details	Office arrangement maybe discussed with successful candidate.
Classification	Senior Executive Service Band 2
Position Number	ASD/08532/25
Agency Website	https://www.asd.gov.au/careers

Job Description

https://defencecareers.nga.net.au/?jati=4076BE9D-16D7-8CC8-2BC5-E44DA6633D6D

Duties

Position Description

The Australian Signals Directorate (ASD) is seeking a highly motivated and outcome driven Senior Executive Service (SES) Band 2 to fill the position of First Assistant Director-General Cyber Security Resilience, who will contribute to ASD’s mission and have relevant skills to work across and within ASD’s Australian Cyber Security Centre.

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.

As First Assistant Director-General Cyber Security Resilience you will lead a Division that performs a range of technical cyber security functions that build Australia’s cyber security resilience at a national level. The Division informs and uplifts Australia’s national cyber defence capabilities, helping keep Australians and their data secure. This includes the development and promotion of cyber security best practice and delivery of technical programs to assist entities to protect, harden and minimise harm to their networks.

Achieving resiliency in our most critical systems will require the successful candidate to understand emerging threats and technologies, and drive improvements in cyber security through intelligence driven advice, services and operations. The division produces a range of ASD's flagship advice including the Essential Eight and the Information Security Manual. The position reports directly to Deputy Director General ASD, Head Australian Cyber Security Centre.

As a Division Head (SES Band 2) in ASD you will join the Senior Leadership Group and play a key role in leading a high-performing, integrated civilian/military organisation. You will influence the strategic direction of ASD and work with colleagues across the Defence portfolio and Government to achieve results.

As part of the Senior Leadership Group, you will play a key role in promoting and influencing a shared commitment to the strategic direction of ASD as the Australian Government's foreign signals intelligence, offensive cyber, and cyber security agency. Successful applicants will exemplify ASD's values and engender a culture of achievement, collaboration and agility. You will be self-aware, and will encourage and respect the diversity of ideas and perspectives that defines ASD's workforce.

The role is based in Canberra ACT, and this recruitment activity may be drawn upon to fill future vacancies at the SES Band 2 level within ASD. If after reading the selection documentation you have any questions, please contact Lionel Riley from Beaumont&Beaumont on (02) 6126 4500 or ASD@beaumontandbeaumont.com.au, quoting reference number 11558.

For Senior Executive Service administrative recruitment enquiries, please contact the Directorate of Senior Officer Management at DPG.DSOM@defence.gov.au

Eligibility
Notes

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

About the Australian Signals Directorate

To Apply

Position Contact	Lionel Riley, (02) 6126 4500 and quote ref. no. 11558
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4076BE9D-16D7-8CC8-2BC5-E4

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Vacancy VN-0764781

Australian Sports Commission

Closing Date:Wednesday 19 November 2025

Financial Accounting
Finance and Governance

Job Title	Financial Accountant
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$88,555 - $102,276
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible
Classification	APS Level 5
Position Number	2483
Agency Website	https://www.sportaus.gov.au/

Job Description

https://ausport.nga.net.au/?jati=3851A592-0BC1-8EDD-567F-E460F7B0E5B8

Duties

Applications close at **11:30 pm AEDT19 November 2025** (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 Financial Accounting Team is a small but dynamic team that is primarily responsible for payment and receipt processes, financial and tax compliance, statutory reporting and treasury management within the ASC. We ensure a strong internal control framework is maintained around financial processes and systems whilst remaining compliant with all financial regulations.

About the role – As a Financial Accountant, you will assist in the management of the ASC's financial activities, preparing financial reports, ensuring compliance with financial and tax requirements and maintaining accurate financial records. Working closely with the Assistant Director, you will:

- Contribute to the compliance requirements of the ASC, including financial reporting, treasury management and taxation compliance.
- Prepare monthly and annual financial reporting for inclusion in annual financial statements.
- Assist with responses to external audit requests.
- Prepare journals and account reconciliations for end-of-month requirements.
- Assist and support the Asset Accounting role in asset-related reporting.
- Provide advice to ASC employees on compliance requirements.

This is an exciting opportunity for a proactive and solutions-driven professional to work in a collaborative, high-performing team and contribute to meaningful, sports sector-wide outcomes.

About you – The preferred candidate must have the following essential criteria:

- Tertiary qualifications and/or progress towards completion in the field of accounting or commerce are required.
- Ability to manage workload and to prioritise competing tasks during peak periods (e.g month end and end of financial year).
- Good communication skills and the ability to translate technical financial concepts into easily understandable language.
- Sound Excel skills and demonstrated experiences with complex financial information systems (e.g TechnologyOne, SAP).

In addition to the above, we are looking for a motivated individual with excellent attention to detail and experience delivering financial accounting functions within a Government Department context.

The below criteria are desired:

- Relevant Government finance experience and understanding of Government controls, including the PGPA Act.
- CPA/CA qualifications or currently studying towards them.

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

Why work with us?

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

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

Additionally, our Canberra campus offers:

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

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

- **Contact Officer:** Josh Davey, Assistant Director, Financial Accounting
- **Phone number:** 0262 141127
- **Email address:** josh.davey@ausport.gov.au

If you would like to learn more about this opportunity or to obtain the job description, click **'Apply'** now

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

- 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	Josh Davey, Assistant Director, Financial Accounting, 02 6214 1127
Agency Recruitment Site	https://ausport.nga.net.au/?jati=3851A592-0BC1-8EDD-567F-E460F7B0I

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Vacancy VN-0764536

Australian Submarine Agency

Closing Date:Thursday 13 November 2025

Job Title	Senior Executive Service Band 2 - Head of Infrastucture, Planning and Coordination
Job Type	Full-Time, Ongoing
Location	Majura ACT, Henderson WA, Port Adelaide SA
Salary	-
Future Merit Locations	Majura, Henderson, Port Adelaide
Office Arrangement	On Site
Office Arrangement Details	Office arrangement maybe discussed with successful candidate.
Classification	Senior Executive Service Band 2
Position Number	ASA/08572/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=4135F780-4AF6-A8C9-BCE1-E44E1A01F2E6

Duties

Introduction

Australia’s acquisition of conventionally-armed, nuclear-powered submarines is historic and transformational. The Optimal Pathway announced on 14 March 2023, will deliver Australia a world-class capability that will see our nation become one of only seven countries that operate nuclear-powered submarines. This game changing capability will enhance Australia’s capacity to deter conflict and support security, peace and economic prosperity in the Indo-Pacific. This significant undertaking presents an exciting opportunity for dedicated, committed and aspirational leaders to lead, develop and shape the Australian Nuclear Submarine Program.

Your Role

The Head of Infrastructure, Planning and Coordination is responsible for leading the delivery of approximately $60 billion in major infrastructure projects that support Australia’s Nuclear-Powered Submarine (NPS) Program. The role oversees national infrastructure planning and delivery across key sites, including HMAS Stirling, Henderson Defence Precinct, and Osborne Naval Shipyard. This includes establishing enterprise-wide standards, managing complex regulatory and nuclear-specific requirements, and coordinating delivery partners to ensure successful, safe, and

timely execution of critical enabling works and infrastructure. The Head Infrastructure plays a central role in ensuring the physical environment is in place to support sovereign nuclear-powered submarine capability.

As a senior executive within the ASA, you will provide strategic leadership and executive oversight to the delivery of key nuclear infrastructure programs. You will be accountable for cohering requirements across stakeholders and the continued planning and coordination of the infrastructure portfolio. Reporting to the ASA's technical lead, this is a complex and rewarding role that requires an experienced program delivery leader with strong executive judgement and stakeholder leadership.

Eligibility
Notes

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

About the 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	Karina Duffey or Tricia Searson, 02 6232 2200
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4135F780-4AF6-A8C9-BCE1-E4

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Vacancy VN-0764582

Australian Submarine Agency

Closing Date:Sunday 16 November 2025

Australian Submarine Agency
Engineering & Technology

Job Title	Acoustic Signatures Specialist
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Fishermans Bend VIC, Rockingham WA
Salary	$120,303 - $135,701
Future Merit Locations	Adelaide, Fishermans Bend, Rockingham
Office Arrangement	Flexible
Office Arrangement Details	ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA
Classification	
Position Number	ASA/08255/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=68E5A9AE-FB63-8722-0296-E44F7E69BB62

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.

As part of this, the Australian Submarine Agency (ASA) is overseeing the development and uplift of the technical capabilities needed to manage and maintain these submarines safely and effectively. As the Acoustic Signatures Specialist, you’ll help shape how Australia understands and manages the acoustic signatures of its submarine fleet.

These signatures are key to submarine stealth and survivability. Your work will support the development of tools and techniques to predict, measure, assess, and treat acoustic signatures—ensuring our platforms remain secure and operationally effective. You'll work with a range of partners, including Defence, industry, and international stakeholders, to build Australia's capability in this space.

This is a true whole of government effort that can open up a variety of different career opportunities. You'll also contribute to other signature domains, such as electromagnetic and above-water signatures, and help coordinate ASA's signature management strategy. You'll have opportunities to lead projects, guide teams, and contribute to a once-in-a-generation national program.

Your work may include working directly with our US and UK counterparts to develop our knowledge, governance structures and industrial capabilities. With an increased forward presence of Royal Navy and US Navy Nuclear-Powered Submarines to Australia, this may mean working closely on site, and/or travel or relocation overseas.

About our Team

The Engineering and Technology Division is responsible for providing design control, independent technical advice, assurance and authority that will support the development and future operation of the nuclear-powered submarine fleet. We operate in a flat structure, with a strong focus on our people, technical development and integrity.

This role sits within the Platform Systems Branch, Signatures Directorate. As a member of the team you will continue to grow your subject matter expertise, be accountable for exercising any assigned Technical Program delegations and providing objective quality engineering and technology evidence. By joining our team, you will be provided with unique opportunities to develop your skills and experience. You will collaborate with experienced engineers and technical specialists engaged in the acquisition, operation and maintenance submarine platforms.

Our Ideal Candidate

We are a dynamic organisation seeking employees who are agile, innovative and energised by high-paced work. We're looking for someone with strong technical foundations and a practical mindset. You'll be comfortable working with complex information, collaborating across disciplines, and contributing to long-term capability development.

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

- Ability to predict, measure, assess, and/or treat acoustic signatures of maritime platforms.

- A strong foundation in engineering, naval architecture, physics, or a related technical discipline.
- Proven ability to synthesise complex technical information and translate it into actionable insights.
- Experience in developing and interpreting technical requirements, and contributing to technical advice and recommendations.
- Capability to lead and manage teams and programs, fostering collaboration and professional development.
- Strong communication skills, including the ability to prepare clear briefs and presentations.
- A collaborative mindset, with experience engaging with Defence, AUKUS partners, industry, academia, and international stakeholders.
- Willingness to work across signature domains and contribute to multidisciplinary teams.

Eligibility

The S&T5/EL1 Senior Technologist/Technician

- Platform Systems position requires

• academic qualifications in one or more of the following related fields of research

• or relevant vocational qualifications

• or relevant skills and work experience.

- Biological Sciences

- Chemical Sciences

- Engineering

- Information & Computing Sciences

- Mathematical Sciences

- Physical Sciences

Notes

Security Clearance:

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

Mandatory Qualifications:

The S&T5/EL1 Senior Technologist/Technician

- Platform Systems position requires

• academic qualifications in one or more of the following related fields of research

• or relevant vocational qualifications

• or relevant skills and work experience.

- Biological Sciences

- Chemical Sciences

- Engineering

- Information & Computing Sciences

- Mathematical Sciences

- Physical Sciences

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

About the Australian 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	ASA Recruitment, asa.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=68E5A9AE-FB63-8722-0296-E44

Australian Submarine Agency

Closing Date:Wednesday 19 November 2025

Australian Submarine Agency
Chief Operating Officer

Job Title	Assistant Director Internal Audit
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$120,303 - $135,701
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA
Classification	Executive Level 1
Position Number	ASA/08151/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=E5311B35-A2C9-6A4E-913B-E44F7FB0B764

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 Assistant Director Internal Audit will be responsible for managing the ASA Internal Audit Forward Work Program with the assistance of our contracted Internal Audit Service Provider.

Key duties of the role include:

- Working with the Internal Audit Service Provider to manage internal audits and continually mature the Internal Audit Framework and function
- Be the primary liaison point for ANAO Performance Audits
- Manage Internal Audit, ANAO Audit and Parliamentary Committee Recommendations through to closure
- Provide advice and briefings to the ASA Chief Audit Executive and other senior executives on all aspects of the function
- Prepare reports and briefs for Senior Committees including the Executive Committee and the Audit and Risk Committee
- Contract management for the Internal Audit Service Provider.

About our Team

The Corporate Governance, Integrity and Facilities Branch enables the delivery of the Nuclear Powered Submarine Program through supporting ASA senior leadership group to ensure that strategy, capability and resources align with ASA's intended results and outcomes.

Key activities of the Branch include:

- Internal Audit
- Fraud and Corruption prevention, detection and response, including the ASA Fraud and Corruption Control Plan
- Secretariat for the ASA Senior Committees
- Corporate Risk Management
- The ASA Corporate Plan
- Facilities Management
- Certain Integrity functions including Conflicts of Interest.

Working for the ASA provides you with a diverse and rewarding career. Regardless of whether you work in a Corporate area or at the heart of the submarine program, your work will be valued and you will be part of the team to enable the building of Australia’s first nuclear powered, conventionally armed submarines.

Our Ideal Candidate

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

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

- Be motivated, organised and resilient to achieve outstanding results whilst assisting to establish the Corporate functions of a new Agency.

- Possess knowledge and experience in Internal Audit, preferably with formal qualifications, or the ability to obtain such qualifications.
- Assist with solving complex problems and issues, including on detailed or sensitive matters, exercising sound judgement and integrity, leading to a successful outcome.
- Possess excellent oral communication and interpersonal skills including the ability to negotiate and collaborate in order to support the cultivation of productive working relationships with a range of internal and external stakeholders.
- Proven track record of leading and motivating teams to achieve business outcomes, fostering a culture of excellence, collaboration and integrity.

Eligibility

Security Clearance:

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

Notes

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

About the 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	Melanie Hinson, 02 5128 9729
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E5311B35-A2C9-6A4E-913B-E4

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Vacancy VN-0764599

Defence Housing Australia

Closing Date:Sunday 16 November 2025

Service Operations
Service Delivery Regional Ops ACT Riv VicT

Job Title	Regional Operations Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	$122,963 - $150,065
Future Merit Locations	Melbourne
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	Executive Level 1
Position Number	493765
Agency Website	https://www.dha.gov.au/

Job Description

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

DHA is seeking an experienced Regional Operations Manager to join the Victorian Service Operations 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

The Service Delivery Group is responsible for meeting DHA's delivery objectives in the provision of quality housing services including provision, stock management, housing allocation, living-in accommodation and repairs, maintenance and tenancy services. Service Operations maintain the regional offices which serve as the ADF member's first point-of-contact for all housing services including allocations, rent allowance and home maintenance. In addition to managing the incoming member's tenancy, regional office staff members are a valued source of local knowledge on community services and housing market conditions.

About the role

You will lead, motivate and provide clear direction, as well as manage the daily program of work of your team, focusing on staff performance and ensuring the resources are used effectively and efficiently to achieve business outcomes. You will ensure adherence to business procedures and processes, manage the workflow, resolve complex issues and manage the region's portfolio of service residences. You will contribute to business goals by ensuring operation and financial performance targets are met, including workforce planning, asset management, contractual requirements, key performance indicators (KPIs) and project management outcomes for the regional office.

You will lead a team of Property Managers to deliver high quality customer service outcomes to all stakeholders. You will manage complex maintenance issues, enquiries and complaints in accordance with policy and legislative guidelines, provide accurate advice to internal and external stakeholders and actively develop and maintain work relationships across the organisation that are effective and collaborative.

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 be eligible to complete a Baseline Vetting security clearance for consideration of the Australian Government Security Vetting Agency (AGSVA)

How to apply

Apply now via our online careers site 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 16/11/2025

Any questions? Please contact Luke Jorgensen Director of Service Operations

T: 0418 435 634 E: luke.jorgensen@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 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	Luke Jorgensen, 0418 435 634
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0764766

Defence Housing Australia

Closing Date:Wednesday 19 November 2025

Commercial
Property Commercial Analysis

Job Title	Director Commercial & Performance Improvement
Job Type	Full-Time;Part-Time, Ongoing
Location	Gungahlin ACT, Newstead QLD, Parramatta NSW, Port Melbourne VIC
Salary	$152,378 - $187,494
Future Merit Locations	Gungahlin, Newstead, Parramatta, Port Melbourne
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements including part time can be negotiated in accordance with our Enterprise Agreement
Classification	Executive Level 2
Position Number	493738
Agency Website	https://www.dha.gov.au/

Job Description

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

Lead strategic initiatives and drive commercial excellence as our Director of Commercial & Performance Improvement. Transform Defence housing with innovative solutions!

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 Property Group is responsible for meeting DHA's delivery objectives for high-quality housing services. This includes the delivery of new properties into DHA's portfolio through various mechanisms, strategic management of existing portfolios, and related services to support provisioning, stock management, and delivery strategy across Australia.

Additionally, the Property Group achieves these objectives through programs such as Strategic Provisioning, Leasing, and Acquisitions, Development and Constructions, supported by the Marketing and Investor Support teams.

About the role

The Director Commercial and Performance Improvement leads strategic and operational initiatives to enhance DHA's provisioning capabilities and commercial effectiveness, supporting Defence's housing needs through data-informed, customer-focused, and commercially sustainable approaches. The Director provides strategic direction and commercial analysis, drives cross-organisational initiatives to improve performance, and fosters a culture of continuous improvement and operational excellence.

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
- 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 via our online careers site 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 2025.

Any questions? Please contact James Wallace, Head of Commercial

E: james.wallace@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 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	James Wallace, 02 6270 6060 option 4
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0764596

Department of Finance

Closing Date:Sunday 16 November 2025

Job Title	Assistant Secretary - Senior Executive Service Band 1 Commercial Policy and Advice Branch
Job Type	Full-Time, 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	Flexible
Office Arrangement Details	Flexible
Classification	Senior Executive Service Band 1
Position Number	2025/SES/006
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

The Department of Finance (Finance) is seeking a dynamic and strategic leader to head the Commercial Policy and Advice Branch (CPAB). As Assistant Secretary (SES Band 1), you will

lead high-impact commercial policy initiatives, advise on complex investments and transactions, and shape the Government's approach to using its balance sheet for national priorities. This is a rare opportunity to influence major investments and policy outcomes at the heart of Government.

Commercial Policy and Advice Branch (CPAB) advises other Commonwealth agencies regarding major transactions, commercial negotiations and use of innovative financing models, to achieve the policy and commercial objectives of the Government and promote value for money outcomes for the Australian taxpayer.

Duties

ABOUT THE OPPORTUNITY

The Department is seeking a talented, effective leader for the position of Assistant Secretary, (SES Band 1), Commercial Policy and Advice Branch, Commercial Group.

As Assistant Secretary, you will:

Lead CPAB in advising Commonwealth agencies on major transactions, innovative financing models, and commercial negotiations.

Oversee the Commonwealth Investment Framework and strategic oversight of Export Finance Australia's National Interest Account.

Represent Finance in high-level commercial and investment discussions and negotiations, and intergovernmental forums.

Provide strategic advice to Ministers and senior executives on commercial, financial, and policy matters.

Drive internal reform, uplift commercial capability, and foster a high-performing, inclusive culture.

To be a strong contender for this important, prominent and challenging role you will need to be forward thinking, innovative, self-motivated, resilient, and adept at building enduring, trusted relationships with senior leaders across Government in a complex and fast paced environment. You will have deep experience in complex negotiations and commercial structuring of Government balance sheet investments or comparable private sector experience as a principal or advisor.

Eligibility

ELIGIBILITY ADVICE & CANDIDATE NOTES

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

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

We encourage and welcome applications from Aboriginal and Torres Strait Islander peoples, people with Disability, LGBTQI+ people, people from culturally and linguistically diverse backgrounds and mature aged people.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the 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	David Webster, (02) 6215 1960
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0764632

Department of Finance Closing Date:Sunday 09 November 2025

Job Title	First Assistant Secretary, Senior Executive Service Band 2 - Various Roles
Job Type	Full-Time, 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	Flexible
Office Arrangement Details	Flexible
Classification	Senior Executive Service Band 2
Position Number	2025/SES/004
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE GROUPS

Budget

Budget Group provides policy and financial advice on government expenditure and non-taxation revenue matters to the Minister for Finance, other senior ministers, and a number of Cabinet committees, including the Expenditure Review Committee (ERC) of Cabinet.

Budget Group supports the Government to prepare, deliver, and manage the Budget. The Group assists Commonwealth agencies to meet their financial management and reporting obligations. Budget Group aims to ensure the analysis, policy advice, and costing information provided to government supports informed decision-making, and that all economic updates meet legislative requirements and timeframes.

The Group is responsible for the Department’s enterprise data governance and our data analytics capabilities, including the management of requests for Finance’s data under the Data Availability and Transparency Act 2022.

Business Enabling Services

The Business Enabling Services Group works with the Secretary, Executive Board and other business groups within the department to enhance, promote and sustain Finance's role as a trusted and professional adviser to the government. This includes through the management of a number of whole-of-government ICT projects and systems, policy advice on the Government’s information and advertising framework and delivery of corporate and digital services for the Department. The Group also provides current parliamentarians and their staff, and former Senators and Members, with a range of facilities and services, and is supporting the delivery of initiatives to support safe and respectful Commonwealth parliamentary workplaces.

The Group manages the Shared Services Transformation Program Office, which includes a shared services provider hub – the Service Delivery Office – to deliver shared corporate services to 18 client entities across 6 portfolios and has policy responsibility for the Shared Services Program aimed at improving APS corporate services efficiency and sustainability.

Commercial

Commercial Group provides advice on the Australian Government's Government Business Enterprises (GBEs) and commercial entities, manages the domestic non-Defence property portfolio and undertakes the review and reform of such assets including divestment, where relevant. It also develops and maintains the Australian Government's procurement policy framework (including the initiation and management of a range of whole of government contracts), manages the Australian government's special claims, insurance and risk management operations, and leads and coordinates the regulatory reform agenda across Government, working with other jurisdictions to progress key reforms.

Governance and Resource Management

Governance and Resource Management Group develops policy and advises on the resource management and governance frameworks for public sector agencies, government investment funds, and superannuation arrangements for members of parliament and Commonwealth employees. The group consolidates budget updates, prepares the appropriation bills and the Commonwealth’s monthly and annual consolidated financial statements, manages the Official Public Account, and provides accounting policy advice.

Governance and Resource Management Group also provides policy leadership on grants administration, manages the Gateway assurance review process and advises the government on electoral policy. The group leads Commonwealth whole-of-government data policy and the work to

continue developing Australia's expanded Digital ID system. The Office of the National Data Commissioner also sits within the Group.

Through the Government and Defence Division, the Group also provides policy advice and financial analysis to Government on strategic Defence policy and acquisitions, intelligence issues, security, law and justice, foreign affairs, trade and overseas development assistance, immigration and border protection, territories, financial and economic regulation, revenue collection, superannuation and the central operations of the Executive government and the Parliament.

Duties

ABOUT THE OPPORTUNITY

The Department of Finance is seeking exceptional senior leaders to join our executive team as First Assistant Secretaries (SES Band 2) across various Groups and Divisions. These roles are instrumental in delivering strategic outcomes, leading reform, and shaping the department's contribution to whole-of-government priorities.

As a First Assistant Secretary, you will lead complex policy, financial, operational, or governance functions and play a key role in driving reform, transformation, and innovation across the department. You will work closely with the Secretary, Ministers, senior APS leaders, and external stakeholders to influence national outcomes and deliver high-impact results.

You will be responsible for:

- Setting and communicating strategic direction for your division;
- Leading the development and delivery of complex, nationally significant initiatives;
- Providing authoritative advice to the Secretary and Ministers;
- Representing the department in high-level forums and intergovernmental engagements;
- Driving internal change and capability uplift;
- Fostering a high-performing, inclusive, and values-driven culture.

These roles offer a unique opportunity to lead at the forefront of public sector reform and contribute to the effective functioning of government.

This selection process will also be used to establish a merit pool that may be used to fill roles, including those involving specialist functions such as legal, accounting, or governance frameworks, as they become available within the following 18-month period.

Eligibility

ELIGIBILITY ADVICE & CANDIDATE NOTES

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.
- We encourage and welcome applications from Aboriginal and Torres Strait Islander peoples, people with Disability, LGBTQI+ people, people from culturally and linguistically diverse backgrounds and mature aged people.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the 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	SES Unit, (02) 6215 1717
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0764801

Department of Finance

Closing Date:Thursday 20 November 2025

Property and Construction
Various Various

Job Title	Senior Policy, Property and Project Officers
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$98,022 - $119,634
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	Canberra Based
Classification	APS Level 6
Position Number	2025/166
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE DIVISION

The Property and Construction Division is responsible for a wide range of policy, programs, operational and delivery aspects related to Commonwealth property and climate action in government operations, which are critical enablers supporting agencies to deliver on the Government's priorities and outcomes.

The Division:

- Works across Government and the private sector to provide policy, regulatory and commercial analysis, advice and guidance to support value for money decisions on

property-related policy issues and management in accordance with the Commonwealth Property Management Framework, including through the use of strong data and analytical capability.
- Manages an extensive portfolio of Finance owned property, including divesting surplus properties.
- Delivers major capital works and land remediation projects for Government.
- Leads key reforms that enable, guide and empower Australian Government entities to measure, report, manage and reduce their emissions and climate risks.
- Manages the Whole-of-Australian-Government Coordinated Procurement Arrangements for property-related services including leasing and facilities management.
- Maximises value for money from the Commonwealth's significant leased footprint through the Commonwealth Leasing Strategy.
- Manages the Australian Government Property Register and leads analysis and reporting on Commonwealth property data.
- Administers the Lands *Acquisition Act 1989 and the Public Works Committee Act 1969.*
- Builds and maintains constructive relationships across governments, the private sector and academia on property issues and opportunities.
- Leads the APS Net Zero by 2030 commitment and greenhouse gas emissions reporting for Australian Government operations.
- Designs and delivers the climate disclosure requirements for all Commonwealth entities and companies.

The work of the Division is broad and provides rewarding and engaging opportunities for people who are looking to work in a positive, dynamic, flexible and results-oriented environment.

Duties

ABOUT THE OPPORTUNITIES

Through this recruitment process we are seeking to fill Senior Policy Officer, Project Officer, and Property Officer roles at the APS 6 level. Roles are currently available across the following branches:

Property Management and Projects Branch, which is responsible for whole of lifecycle strategic property asset management including facilities management, leasing and project delivery, environmental and heritage management, remediation and divestment, related advice to Australian Government entities, oversight of the Finance owned estate and financial advice and management of the Division. The work involves a mix of skills and experience, primarily: policy and project analysis and advice; strategic asset management planning and delivery including facilities and project management; stakeholder engagement; financial, procurement, contract and vendor advice and management.

Property Frameworks and Services Branch, which is responsible for management and stewardship of key whole of government property policy, frameworks and legislation, including the Commonwealth Property Management Framework, Lands *Acquisitions Act 1989, Public Works Committee Act 1969* and Commonwealth Property Disposal Policy. The branch develops strategic property policy options to ensure the property policy framework can respond and support the

Australian Public Service to achieve broader outcomes, while demonstrating proper use of resources. The branch is also responsible for the implementation and management of the Property Services Coordinated Procurement Arrangements, which provide a Whole-of-Australian-Government approach to the delivery of Leasing Services and Facilities Management Services for Commonwealth domestic office accommodation and shop fronts. The branch offers significant diversity in role and skills ranging from contract management, communication and engagement, stakeholder management, guidance and policy development and reporting and compliance.

Climate Action and Property Data Branch, which is responsible for leading the APS Net Zero by 2030 commitment, greenhouse gas emissions reporting for Australian Government operations, and introducing climate disclosure requirements for all Commonwealth entities and companies. The Branch is also responsible for management, analysis and reporting on Commonwealth property data, including administration of the Australian Government Property Register. The work in the branch involves a mix of skills and experience, including policy development and advice; program implementation; stakeholder engagement; entity support and capability uplift; data analysis and reporting; and procurement and contract management.

DETAILED VACANCY INFORMATION

For detailed information about these roles, including the job specific capabilities, please refer to the downloadable vacancy pack, which can be accessed by clicking the hyperlink at the bottom of this page.

Eligibility

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.
- We encourage and welcome applications from Aboriginal and Torres Strait Islander peoples, people with Disability, LGBTQI+ people, people from culturally and linguistically diverse backgrounds and mature aged people.

Notes

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

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

About the Department of 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	Molly James, (02) 6215 2740
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0764804

Department of Finance

Closing Date:Thursday 20 November 2025

Property and Construction
Various Various

Job Title	Policy, Project and Property Officers
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$89,098 - $99,973
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site
Office Arrangement Details	Canberra Based
Classification	APS Level 5
Position Number	2025/165
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE DIVISION

The Property and Construction Division is responsible for a wide range of policy, programs, operational and delivery aspects related to Commonwealth property and climate action in government operations, which are critical enablers supporting agencies to deliver on the Government's priorities and outcomes.

The Division:

- Works across Government and the private sector to provide policy, regulatory and commercial analysis, advice and guidance to support value for money decisions on property-related policy issues and management in accordance with the Commonwealth Property Management Framework, including through the use of strong data and analytical capability.
- Manages an extensive portfolio of Finance owned property, including divesting surplus properties.
- Delivers major capital works and land remediation projects for Government.
- Leads key reforms that enable, guide and empower Australian Government entities to measure, report, manage and reduce their emissions and climate risks.
- Manages the Whole-of-Australian-Government Coordinated Procurement Arrangements for property-related services including leasing and facilities management.

- Maximises value for money from the Commonwealth's significant leased footprint through the Commonwealth Leasing Strategy.
- Manages the Australian Government Property Register and leads analysis and reporting on Commonwealth property data.
- Administers the *Lands Acquisition Act 1989* and the *Public Works Committee Act 1969*.
- Builds and maintains constructive relationships across governments, the private sector and academia on property issues and opportunities.
- Leads the APS Net Zero by 2030 commitment and greenhouse gas emissions reporting for Australian Government operations.
- Designs and delivers the climate disclosure requirements for all Commonwealth entities and companies.

The work of the Division is broad and provides rewarding and engaging opportunities for people who are looking to work in a positive, dynamic, flexible and results-oriented environment.

Duties

ABOUT THE OPPORTUNITIES

Through this recruitment process we are seeking to fill Policy Officer, Project Officer, and Property Officer roles at the APS 5 level. Roles are currently available across the following branches:

Property Management and Projects Branch, which is responsible for whole of lifecycle strategic property asset management including facilities management, leasing and project delivery, environmental and heritage management, remediation and divestment, related advice to Australian Government entities, oversight of the Finance owned estate and financial advice and management of the Division. The work involves a mix of skills and experience, primarily: policy and project analysis and advice; strategic asset management planning and delivery including facilities and project management; stakeholder engagement; financial, procurement, contract and vendor advice and management.

Property Frameworks and Services Branch, which is responsible for management and stewardship of key whole of government property policy, frameworks and legislation, including the Commonwealth Property Management Framework, *Lands Acquisitions Act 1989*, *Public Works Committee Act 1969* and Commonwealth Property Disposal Policy. The branch develops strategic property policy options to ensure the property policy framework can respond and support the Australian Public Service to achieve broader outcomes, while demonstrating proper use of resources. The branch is also responsible for the implementation and management of the Property Services Coordinated Procurement Arrangements, which provide a Whole-of-Australian-Government approach to the delivery of Leasing Services and Facilities Management Services for Commonwealth domestic office accommodation and shop fronts. The branch offers significant diversity in role and skills ranging from contract management, communication and engagement, stakeholder management, guidance and policy development and reporting and compliance.

Climate Action and Property Data Branch, which is responsible for leading the APS Net Zero by 2030 commitment, greenhouse gas emissions reporting for Australian Government operations, and introducing climate disclosure requirements for all Commonwealth entities and companies. The Branch is also responsible for management, analysis and reporting on Commonwealth property data, including administration of the Australian Government Property Register. The work in the branch involves a mix of skills and experience, including policy development and advice; program implementation; stakeholder engagement; entity support and capability uplift; data analysis and reporting; and procurement and contract management.

DETAILED VACANCY INFORMATION

For detailed information about these roles, including the job specific capabilities, please refer to the downloadable vacancy pack, which can be accessed by clicking the hyperlink at the bottom of this page.

Eligibility

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

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About the Department of Finance

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To Apply

Position Contact	Kristine Pulciani, (02) 6215 3912
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0764609

Department of Home Affairs

Closing Date:Sunday 30 November 2025

Civil Maritime Capability
Marine Deployments & Support Maritime Deployments and Support

Job Title	Leading Marine Tactical Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - NT NT, Various locations - QLD QLD, Various locations - SA SA, Various locations - VIC VIC, Various locations - WA WA
Salary	$76,863 - $82,906
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - NT, Various locations - QLD, Various locations - SA, Various locations - VIC, Various locations - WA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4
Position Number	140162
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/140162/

Benefits

Amongst other allowances, on successful completion of pre-deployment requirements, marine sea-going officers currently attract a commuted sea-going allowance (CMA) 63% of base salary. See section 12 - Department of Home Affairs Enterprise Agreement 2024-27.

About our team

The Australian Border Force (ABF) is an operationally independent body under the Home Affairs Portfolio. The ABF operates in a rapidly evolving global environment. We must perform to the highest standards while remaining agile to anticipate and respond to emerging threats and capitalise on opportunities to partner with domestic and international border, customs, immigration, intelligence and law enforcement agencies. To deliver our mission in the face of advancing technology and new threats, it is not enough to be reactive; we must be professional, disciplined and collaborative.

Marine Deployments and Support Branch (MDSB) deploys sea-going marine Border Force Officers to Australian Border Force Cutters (ABFC) and Australian Defence Vessel (ADV) Ocean Protector where they undertake a range of border enforcement activities throughout the Australian Exclusive Economic Zone (EEZ). This includes offshore maritime patrols and response, surveillance and deterrence activities that support civil maritime security operations and respond to identified Maritime Security Threats (MSTs) including:

- Illegal Maritime Arrivals (IMAs)
- Maritime Terrorism
- Piracy, Robbery and Violence at Sea
- Prohibited Imports and Exports
- Exploitation of Natural Resources
- Illegal activity in Protected Areas
- Marine Pollution
- Compromise to Bio-security.

ABFC crew perform varied duties, which include boarding operations, bridge and engine room watch keeping, deck and engine room tasks and maintenance and vessel cleaning tasks. Officers maintain a capability to allow for re deployment within the fleet or general duties within ABF.

Our ideal candidate

MDSB is seeking applications from professionals who can respond positively to a challenging and high-pressure environment. The work is high profile, with added sensitivity due to the armed nature of the workforce, demanding a high level of training and qualifications as well as liaison with other agencies and ABF Commands.

The work you will undertake entails spending substantial time away from home for extended periods usually for up to 22 days (Bay Class), 28 days (Cape and Thaiyak) and 29 days (Ocean Class) on a Fly In Fly Out roster. A tactical extension may increase deployment days restricting a return to port or home.

The Leading Marine Tactical Officer (LMTO) must also manage and be responsive to a range of requirements including:

- Be able to perform duties in the maritime environment including lengthy deployments on unstable platforms in uncertain and variable weather and sea conditions
- Compatible with sharing facilities, when living within the close constraints of a vessel for an extended period of time
- Demonstrate flexibility and initiative in response to allocated work, including assisting in the completion of work outside of assigned responsibilities.

Deployment to vessels reflects the operational priorities of the ABF and rostering as determined by the relevant policies and procedures. Officers are expected to be flexible and agile in responding to rostering and deployment by the ABF.

Depending on operational requirements and the circumstances of candidates, the Marine Unit permits domiciling in Brisbane, Sydney, Canberra, Melbourne, Adelaide, Perth, Darwin and Thursday Island (Thursday Island - Aboriginal and Torres Strait Island Officers Only).

<u>Knowledge</u>

Knowledge of and the ability to apply relevant legislation, including:

o Maritime Powers Act 2013

o Privacy Act 1988

o Customs Act 1901

o Australian Border Force Act 2015

o Environment Protection and Biodiversity Conservation Act 1999, in particular International Convention for the Prevention of Pollution from Ships (MARPOL)

- Quarantine Act 1908
- Navigation Act 2012
- Migration Act 1958
- AMSA Marine Orders and Marine Notices
- International Convention for the Safety of Life at Sea (SOLAS)
- Relevant Departmental policies, standard operating procedures and instructions.
- Compliance with Vessel Safety Management Systems (SMS).

Duties

- Manage and maintain overall responsibility of the ship's boats on-board (or support the APS5 Senior Border Force Officer (SBFO) in these functions depending on vessel platform)
- Perform the role of Armoury Registrar (or support the APS5 SBFO in these functions depending on vessel platform)
- Perform second in charge (2IC) functions to assist APS5 SBFO on-board
- Maintain direct oversight, where required, of MTOs by providing mentoring and facilitating professional development through training
- Support the APS5 SBFO, if required, in delivering pre-boarding briefings
- Contribute to and participate in conducting boarding operations including searching of vessels, seizing prohibited goods, handling evidence, apprehending and questioning suspects, obtaining statements and coordinating documents for prosecution briefs
- Contribute to and participate in the processing and on-board management of persons in custody embarked on ABFCs
- Contribute to vessel general maintenance and administration as well as operational tasks by liaising with the APS5 SBFO on-board including logistics requests, preventative deck maintenance, inspection and maintenance of lifesaving and firefighting equipment and operability of the two ship's boats, where required
- Assist in the launch and recovery of ship's boats and act as coxswain of the ship's boat and train others in the duties on board the boat and as coxswain, when required
- Provide support to develop, and present mission briefings and plans to ensure the safe, efficient and effective execution of operations in accordance with all relevant legislation
- Lead or conduct ad-hoc duties that assist with the administrative functioning of the vessel
- Conduct watch keeping and lookout duties on bridge of vessels when required
- Be the subject matter expert of MTO equipment and roles
- Contribute to maintaining operational capability through management of vessel logistics
- Interrogate systems and review intelligence information to inform risk assessments and operational decision making
- Participate and lead elements of teams, where required (including joint operational activities with partner agencies) in accordance with operational command principles
- Board vessels in accordance with legislated powers and established procedures, including the Maritime Powers Act 2013
- Use professional judgement to identify cases of non-compliance in maritime environments and contribute to appropriate responses
- Identify and refer prohibited goods and cases of non-compliance to relevant authorities
- All officers are responsible for creating complete and accurate records in accordance with the Recordkeeping Practice Statement and Instruction and Guidelines.

Additional information

Mandatory Qualifications (Must hold):

- Hold and Maintain a Certificate of Competency (CoC) Coxswain Grade 1 Near Coastal (NC) as issued by the Australian Maritime Safety Authority (AMSA) in accordance with Marine Order 505 (Certificates of competency - national law) 2013. Must be able to provide evidence.

Must be able to obtain and maintain the following:

- The appointment of Armoury Registrar, including all relevant qualifications; Authorised Arms Issuing Officer (AAIO) and Custodial Firearm Safe Handling (CFSH)
- Successfully complete Marine Induction Training and/or Promotion Training
- Undertake and pass Use of Force (UoF) psychometric testing
- Undertake and successfully complete the Operational Readiness Assessment which includes the Functional Fitness Assessment and the ABF Enforcement Medical Assessment
- Obtain and retain Certificate of Medical Fitness for Sea in accordance with Marine Orders Part 9 (Health Medical Fitness) and having due regard to the guidelines for Medical Inspectors of Seamen as set out by AMSA
- Successfully complete initial swim and tread water assessment
- Obtain and maintain Certificate of Safety Training (CoST) (STWC Reg. VI/1) issued by AMSA which complies with The International Convention on Standards of Training, Certification and Watch keeping for Seafarers 1978, as amended, (STCW)
- Successfully complete and maintain an Advanced First Aid Certificate (HLTAID014) and Advanced Resuscitation (HLTAID015)
- Ability to obtain and maintain UoF permit
- Ability to obtain an Official Passport
- Swear an oath or make an affirmation
- Actively participate in career management (postings and deployments)
- Be uniformed and able to wear required personal protective and personal defensive equipment (PPE & PDE)
- Prepared to deploy on board a vessel for up to 36 days
- Ability to obtain and maintain Employment Suitability Clearance (ESC) and Australian Government Vetting Agency (AGSVA) Security Clearance of Baseline
- Ability to obtain and maintain a Working with Children Card (WWCC) for the relevant jurisdiction
- COVID vaccinations. It is a mandatory condition of your employment that, you have been fully vaccinated, and attain full vaccination (including one COVID-19 booster dose to maintain an 'up-to-date' status)

Highly Desirable

- Experience in managing specialist teams conducting maritime operations.

Eligibility

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

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

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

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

Notes

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

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

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

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

About the Department of Home Affairs

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

inclusion and supports staff to reach their full potential. For more information www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity

To Apply

Position Contact	Astrid Hughes, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/140162/

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Vacancy VN-0764647

Department of Home Affairs

Closing Date:Wednesday 19 November 2025

Privacy, FOI & Records Management Business Improvements

Job Title	Training and Communications Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - VIC VIC, Various locations - TAS TAS, Various locations - SA SA, Various locations - WA WA, Various locations - NT NT, Various locations - QLD QLD, Various locations - NSW NSW
Salary	$94,563 - $107,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;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	APS Level 6
Position Number	JR 140311
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/140311/

About our team

The Privacy, FOI and Records Management Branch's mission is to promote and champion open-by-design, privacy-by-design and effective information management practices, including record keeping. The branch works across all areas of the department to ensure information is handled as a key strategic and operational business asset and managed in accordance with legislative and business requirements to support accountable, effective evidence-based decisions. We deliver advice, frameworks and services that promote the legal, ethical, accountable and transparent use and disclosure of information to support the broader mission of the Department of Home Affairs.

The Business Improvement Section supports and develops whole-of-branch enterprise communications, training and information governance activities. The section manages projects to improve branch processes, systems and client engagement including the provision of client Administrative Review Tribunal file requests. For this role, the successful candidate will join the Engagement and Training Team as a Training and Communications Officer.

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

Our ideal candidate

We are seeking applications from experienced learning and development professionals with strong communication and stakeholder engagement skills to support our staff in the use of best practice for privacy, freedom of information and record management, and who value the role of information management in government.

To be successful in this role, the successful candidate will need to be responsive in a complex and fast-paced environment, self-driven, highly organised, have excellent written and oral communication skills, the ability to engage effectively with internal and external stakeholders and manage competing priorities, with the demonstrated ability to:

- Interpret relevant policies and procedures to develop technically accurate education and communication products
- Engage with a broad spectrum of staff and develop strong partnerships
- Prepare, edit, produce and deliver training and communications content for a range of audiences using a variety of mediums
- Operate as part of a team in a dynamic, fast-paced and changing environment
- Work independently on multiple projects with minimal supervision

Duties

Duties and responsibilities

- Assist in the management, co-ordination and delivery of ongoing training to the branch and the broader department via in-person and virtual classroom formats
- Consult with a range of stakeholders to perform training gap analyses
- Write content for education resources and learning and development products
- Provide advice and guidance to staff in relation to records management, privacy and freedom of information activities
- Assist in the review of policies, procedures and resources to achieve continuous improvement
- Assist with the creation of strategic communications, compliance and engagement strategies
- Provide secretariat support for various forums

Additional information

Desirable

Experience as a trainer and the ability to competently use SharePoint, Content Manager and Microsoft products, such as Teams, Word, PowerPoint, and Excel.

Knowledge of the Archives Act 1983, the Privacy Act 1988 and the Freedom of Information Act 1982, or the ability to acquire.

Eligibility

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

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

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

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

Notes

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

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

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

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

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

About the Department of Home Affairs

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To Apply

Position Contact	Engagement and Training Team, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/140311/

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Vacancy VN-0764761

Department of Home Affairs

Closing Date:Wednesday 19 November 2025

Onshore Detention
Detention Operations National Detention Operations

Job Title	Intelligence Analyst
Job Type	Full-Time, Ongoing
Location	Various locations - VIC VIC, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - WA WA
Salary	$94,563 - $107,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 6
Position Number	140428
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/140428/

Regional Operations | Onshore Detention | Detention Operations | National Detention Operations

The National Detention Operations Section supports the immigration detention network (IDN) through undertaking detention placement, intelligence and stakeholder engagement-related functions. In particular, the Section is responsible for:

- Providing intelligence services for the IDN in conjunction with the Facilities and Detainee Service Provider
- Ensuring the appropriate placement of detainees across the IDN, utilising a risk-based, intelligence-led approach to detainee placement
- Undertaking operational and strategic planning as it relates to detainee placements and detention capacity
- Building and maintaining collaborative partnerships with external agencies.

Within National Detention Operations, the Detention Intelligence team develops operational and tactical intelligence assessments on threats to the safety, security and good order of the IDN.

Our ideal candidate

We are looking for highly motivated, proactive, curious and strategically minded intelligence practitioners from a variety of backgrounds, with relevant skills and experience, who:

- Have well-developed verbal and written communication skills who can structure and draft complex intelligence products with minimal editing and guidance
- Can apply sustained focus on solving complex problems and deliver high quality advice
- Are inquisitive, critical and strategic thinkers who can connect the dots and apply innovative methods to analyse information and explain the 'so what'
- Show judgment, intelligence, common sense, and demonstrate a high level of attention to detail
- Enjoy collaboration with internal and external stakeholders and can build partnerships and negotiate across a wide variety of stakeholders
- Display a high level of resilience when faced with confronting information
- Display integrity, high ethical standards and maintain confidentiality and discretion within a high-risk environment
- Are quick learners, capable of understanding new information and proactively manage their own development and continuous improvement
- People with prior experience and training in intelligence tradecraft will be highly regarded for these roles.

Duties

- Proactively engage with stakeholders to understand their intelligence requirements and shape the delivery of intelligence assessments and products to meet their specific needs.
- Evaluate and analyse data across a range of intelligence indices, including information collected by officers
- Ensure the delivery of timely and quality intelligence products for dissemination to appropriate stakeholders
- Undertake operational and tactical intelligence assessments to identify risks relating detainee placements and inform operational activities/planning
- Apply critical and strategic thinking to evaluate and integrate multiple data sources, delivering predictive assessments relevant to the operational threat environment
- Detect patterns, networks, relationships and anomalies in data using intelligence tradecraft, analytical tools and techniques
- Assist in the development of intelligence planning, including collection requirements and plans
- Evaluate feedback on intelligence products and work directly with stakeholders to address gaps and improve delivery of timely and effective products.

Additional information

Designated positions with Detention Operations require the occupant to meet all Border Force Officer essential qualifications. If successful for one of these positions, you will be required to:

- Be operationally ready (by meeting and sustaining the medical, fitness and psychometric requirements necessary for a role)
- Be sworn (through subscribing the ABF oath or affirmation)
- Be uniformed (unless their position requires them to wear business attire)
- Maintain essential and role-specific qualifications such as technical qualifications
- Actively participate in career management (ABF postings and deployments)
- Be able to be deployed at short notice across a range of operational domains, including inter and intrastate travel.

Note: Positions within Detention Intelligence will largely be undertaken during business hours, however may require overtime and/or on-call duties.

Some positions may attract an immigration detention centre allowance of $12,871 per annum.

Eligibility

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

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

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

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

Notes

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

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

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

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

About the Department of Home Affairs

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To Apply

Position Contact	Detention Management & Planning, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/140428/

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Vacancy VN-0764675

Department of the Treasury

Closing Date:Tuesday 18 November 2025

Corporate Division
Communications Branch Creative Services

Job Title	APS6 Graphic Designer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	$101,799 - $123,328
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with Treasury's Enterprise Agreement and the operational needs of the role.
Classification	APS Level 6
Position Number	35-2025
Agency Website	www.treasury.gov.au

Job Description

https://treasury.gov.au/the-department/recruitment-and-careers

The Creative Services team is responsible for the department's brand strategy and provides graphic design, photography, animation, video and document production services for internal and external communication channels, as well as online and printed publications.

As an APS6 Graphic Designer, you will be responsible for the design and delivery of digital and print products across multiple channels. You will:

- Work closely with all areas of the Communications Branch to design and deliver high quality solutions for social media (animations and web ready graphics), internal communications products (digital signage, intranet graphics), websites, publications and infographics for both internal and external audiences.
- Work collaboratively across the organisation at all levels, including the executive and ministerial offices as required.
- Liaise with and coordinate external suppliers (including contractors and consultants) and internal resources ensuring timely project delivery.
- Consult, assist and advise on graphic design and publishing standards and requirements as needed.
- Provide high-level creative advice and solution design, including participation in key meetings.
- Maintain an up-to-date understanding of the design and publishing industries.

- Contribute to the development and maintenance of corporate branding practices and advising staff accordingly.
- Ensure quality control is upheld and in compliance with Australian Government branding and accessibility requirements.

Duties

Desirable Qualifications / Experience

- Relevant tertiary qualifications and/or a minimum of 4 years professional experience in Graphic Design.
- Demonstrated highly developed graphic design skills (both technical and conceptual) with the ability to translate designs and concepts across a variety of media.
- Highly skilled in the Adobe Creative Suite.
- Demonstrated ability to interpret creative briefs and deliver high-quality executions from concept development through to final production.
- Experience in developing and working with branding standards and guidelines.
- Experience in website and digital application design including the ability to work with developers.
- Experience in video production and animation.
- Strong interpersonal communication skills and can communicate clearly and proactively with individuals across multiple teams and departments.
- Sound decision making and judgement skills and can work under limited direction.
- Up to date understanding and awareness of the design, digital and publishing industries.

Eligibility

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

Notes

This recruitment process is being used to fill an ongoing position. A merit pool may be established to fill future ongoing or non-ongoing, should they become available within 18 months from the date advertised.

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	Scott Moore, 02 6263 1520
Agency Recruitment Site	https://treasury.gov.au/the-department/recruitment-and-careers

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Vacancy VN-0764588

Federal Circuit and Family Court of Australia

Closing Date:Friday 21 November 2025

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

Job Title	Deputy Associate to FCFCOA (Division 2) Judge
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC
Salary	$75,022 - $81,775
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 4
Position Number	0882-10-25
Agency Website	https://www.fcfcoa.gov.au/

Job Description

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

Purpose of Position

The Deputy Associate is part of a small team who assist the Judge in the day-to-day management of Chambers and Court. This role also assists with the preparation of Court materials for the judge and involves undertaking legal research and assisting with judgment preparation as required.

Duties

Key Responsibilities and Duties

1. Assist in the conduct of Court proceedings, including the transcription of orders, ensuring the orderly conduct of matters and general Courtroom management;
2. Assist the Associate in the day-to-day management of chambers including responding to enquiries and, as required, managing the Associate inbox on behalf of the Judge;
3. Undertake legal research as required by the Judge, including identifying relevant legislation, summarising key legal authorities and preparation and maintenance of legal research materials;
4. Assist the Judge with the management of cases and, as required, enter data into the Court's case management systems to reflect the outcomes of Court events;
5. Assist with the preparation of matters for both the Court and the Judge, which may include the preparation of case summaries, general file maintenance and other tasks as required;
6. Assist the Judge with the preparation and delivery of judgments, which may include undertaking complex legal research as well as editing in line with the Courts' judgments publication standards;
7. Assist with the general operation of chambers; and
8. Other duties, as required.

Eligibility

Selection Criteria

Division 2 of the Federal Circuit Court of Australia deals with family law, migration and other general federal law matters. Candidates should include their interest and experience in the relevant jurisdictions when addressing the selection criteria.

1. Ability to undertake legal research (including on-line research) and prepare reports and written correspondence.
2. Well-developed interpersonal skills including tact, discretion, initiative and the ability to communicate effectively with members of the judiciary, the legal profession, the public and other court staff.
3. Demonstrated organisational skills, including the ability to manage priorities, meet deadlines and work effectively under pressure in a team environment.
4. Demonstrated proficiency with technology, including the use of Microsoft Office applications, electronic legal resources and the ability to learn and use the Court's case management systems.
5. The ability to adapt to changing situations and priorities and participate in collective work practices.
6. Experience in a legal environment.

Other Requirements

1. It is a mandatory that candidates have completed (or near completed) a qualification in law with a strong academic record (supported by Academic transcript).
2. The ability to travel on circuits as required.

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

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.

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

About the 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	Kellie Hose, 0436 601 946
Agency Recruitment Site	https://www.fcfcoa.gov.au/careers

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Vacancy VN-0764628

Future Fund Management Agency

Closing Date:Friday 07 November 2025

Job Title	Manager - Technology Business Management
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	The Future Fund requires staff to attend office minimum 3 days per week.
Classification	APS Level 6
Position Number	JR100260
Agency Website	www.futurefund.gov.au

Job Description

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

Duties

The Manager, Technology Business Management leads the commercial and financial governance and operational management processes for the Technology Business unit. This role is responsible for the annual business planning process, financial management and commercial contract management for Technology, ensuring alignment with the Agency's objectives and driving continuous improvement.

Key Responsibilities

Business Planning Management

• Oversee the Agency's business planning processes for Technology and contribute to the wider DOT Business Plan, including periodic assessment of performance against the business plan.

• Aggregate and present Technology business unit information to the Board and executive leadership, enabling informed decision-making.

Commercial & Sourcing Management

• Lead engagement with Legal and Procurement to execute Technology contractual arrangements and Statements of Work.

• Oversee contractual management planning and negotiations for Technology procurement activities.

Financial Management

• Manage the financial planning and budgeting processes within Technology.

• Ensure proactive management of spend against budget, providing updated forecasts and guidance.

• Develop and implement financial reporting processes, tracking plan budgets against actual costs.

Communication & Change

• Act as the primary point of contact for financial operational and commercial matters for Technology across Data, Ops & Technology (“DOT”)

• Lead the creation and maintenance of financial and commercial communication and change-management activities, supporting the Technology stakeholder engagement strategy.

• Champion effective documentation and communication for financial policies, frameworks and standards.

Strategic Financial Oversight

• Drive the development of Technology’s business plan, ensuring alignment with Agency goals.

Eligibility

Qualifications

• Bachelor’s degree in finance, business or related field; or equivalent experience

Knowledge and Experience

• Demonstrated experience in financial management, governance, procurement and business management.

• Proven track record in financial management and contract management.

• Experience collaborating with cross-functional teams and influencing senior level management and key stakeholders.

• Familiarity with financial planning, forecasting and governance and procurement frameworks.

• Experience in financial services and supporting organisational transformation.

Applicants for this role should hold Australian Citizenship.

Please note that this role is open to Australian Public Services employees only.

Notes

Please note that this opportunity is only available to Australian Public Service employees

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	Vidya Iyer, (03) 8656 6400
Agency Recruitment Site	https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

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Vacancy VN-0764633

Great Barrier Reef Marine Park Authority

Closing Date:Thursday 13 November 2025

Strategic Policy and Partnerships Strategic Policy

Job Title	Senior Policy Officer – Strategic Policy
Job Type	Part-Time, Ongoing;Non-Ongoing
Location	Townsville QLD
Salary	$94,563 - $106,775
Future Merit Locations	Cairns, Canberra, Townsville
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	APS Level 6
Position Number	365
Agency Website	

Job Description

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

The Great Barrier Reef Marine Park Authority (the Reef Authority) is a Commonwealth non-corporate entity, and a statutory agency established by the Great Barrier Reef Marine Park Act 1975 (Marine Park Act), reporting to the Minister for the Environment and Water. Our objective is the long-term protection, ecologically sustainable use, understanding and enjoyment of the Great Barrier Reef for all Australians and the international community through the care and development of the Marine Park.

Managing a reef roughly the size of Italy demands many skills and talents, so you don't have to be a marine biologist to contribute to our mission. From finance to marketing roles, we have a team almost as diverse as the ecosystem we protect. Our commitment and dedication to the Great Barrier Reef and the Australian public have a long-lasting impact, and we are looking for individuals who can bring their unique skills, experience, and knowledge to our high-performing and inclusive organisation.

The Position

We are seeking an agile and skilled policy professional to join our small team in supporting the Authority’s response to key external threats to the Reef and other contemporary strategic initiatives. The position provides policy advice to Senior leadership and works with key stakeholders to ensure the Authority’s strategic direction maintains the resilience of the Reef.

Please note: This is a 12 month part-time, non-ongoing opportunity, working 19.5 hours per week.

About You

- You are a strategic thinker able to work across diverse subject matter areas with a high degree of complexity and apply innovative approaches to solving problems.
- You have a high interest in and / or broad knowledge of the Reef and its key threats and are able to negotiate a consensus in a complex landscape of competing views.
- You are resourceful and can work with limited direction to achieve high quality outcomes, applying judgement, logic and discretion appropriately.
- You have exceptional written skills, an eye for detail and routinely complete tasks on time and to a high standard.
- You are a team player, who successfully maintains relationships with internal staff and external clients.

Duties

- Develop and implement policies and strategies that support the protection of the Marine Park
- Coordinate and prepare high quality written material and reports including the provision of expert, timely, practical, evidence and risk-based advice to the Assistant Director and Director on matters relevant to the strategic policy landscape for the Reef.
- Support the delivery of Authority priorities, with a focus on delivering policy advice that shapes the strategic direction of the Authority, for long-term outcomes for the Reef; developing policies, strategies and other documents; synthesising and integrating contemporary science and best practice public policy approaches into Marine Park management and coordinating strategic communications and dissemination of information to a wide range of audiences,
- Work collaboratively to achieve results by engaging effectively with Traditional Owners, partners and internal and external stakeholders on Marine Park management issues through effective internal and external communications and appropriate liaison.
- Work collaboratively to deliver and implement strategies and policies, supporting associated projects and contribute to management solutions that provide for the protection and conservation of the Reef and that contribute to the delivery of work programs for the Strategic Policy section and Reef Authority more broadly.

Eligibility

Essential requirements

- Demonstrated experience in public sector administration and policy development preferably in natural resource or environment management.

Desirable qualifications or equivalent experience

- Tertiary qualifications in natural resource management (or a related discipline), or equivalent relevant experience in developing policies and procedures; interpreting legislation; managing protected areas; and/or conducting environmental impact assessments.

Applicants must:

- be an Australian citizen at time of applying for position,
- be able to obtain and maintain a Baseline security clearance, failure to do so will result in termination of employment.
- be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.

Notes

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

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Patricia Schluter, (07) 4750 0711
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0764668

High Court of Australia

Closing Date:Sunday 16 November 2025

Registry Branch

Job Title	Deputy Registrar
Job Type	Full-Time;Part-Time, Ongoing
Location	Parkes ACT, Sydney NSW
Salary	$128,381 - $132,232
Future Merit Locations	Various locations - ACT, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	320
Agency Website	https://www.hcourt.gov.au

Job Description

https://www.hcourt.gov.au

The Role - Deputy Registrar EL 1

The Deputy Registrar EL1 is a technical legal position, required to undertake a range of duties, primarily in relation to the filing, preparation and progression of cases filed in the Court's original and appellate jurisdiction. The Deputy Registrar provides information and assistance to legal practitioners and litigants to ensure the material lodged in the Court's Digital Lodgment System (DLS) meets the requirements of the High Court Rules, Practice Directions and relevant legislation. The Deputy Registrar (EL1) reports to a Deputy Registrar (EL2) and works collaboratively with the other Deputy Registrars to ensure the matters before the Court are processed effectively and in accordance with the applicable legal rules and procedures.

Applicants must be admitted to legal practice in the Supreme Court of a State or Territory (but need not hold a current practicing certificate).

The ideal candidate will also need to be:

- People oriented, personable and able to work with a diverse range of people including members of the public, legal practitioners and Justices of the High Court of Australia
- Able to work as part of the Deputy Registrar team and broader Registry team by being adaptable, supportive and consultative
- Able to set a high standard while delivering positive outcomes

- Able to deliver outcomes in a fast-paced environment.

Most work of the Registry team requires the ability to work constructively with others, often in challenging circumstances, whilst managing and balancing competing priorities. We have a supportive team culture, and the Deputy Registrar, as a senior role in the Registry, supports the work of others and ensures the Registry team remains a great place for people to work.

Duties

- Directly involved in the day-to-day operations of the Registry
- Assisting the Senior Registrar and Deputy Registrar (EL2) in the management of cases filed in in the Court's original and appellate jurisdiction
- Advising legal practitioners, litigants and members of the public on matters of the jurisdiction, practice and procedure of the Court
- Reviewing the form and content of court material lodged in the DLS, issuing court process, settling orders, preparing matters for consideration by the Court, preparing short particulars of cases and taxing bills of costs in accordance with the High Court Rules 2004
- Responding to general queries about High Court practice and procedure
- Triaging matters for referral to the Court
- Supporting the Justices as required in relation to the consideration and hearing of cases
- Answering enquiries by legal practitioners concerning their entitlement to practice in federal courts and supervising the entry of practitioners' names in the Register of Legal Practitioners
- Attending to correspondence and assisting the Senior Registrar and Deputy Registrar EL2 in the preparation of submissions and special projects
- Contributing to building strong, respectful and supportive workplace culture
- Supporting the Senior Registrar and Deputy Registrar EL2 with team leadership and general staff development.
- When needed, mentoring other team members, including assisting with performance plan discussions, performance management and counselling, with the Senior Registrar and Deputy Registrar (EL2) responsible for team management.

Eligibility

- To be eligible for employment at the Court candidates must be Australian citizens.
- Candidates offered employment will be required to successfully undergo a police record check. The successful candidate will be required to submit a pre-employment medical declaration. Candidates must be willing to disclose all relevant and required information.
- Successful applicants engaged by the Court will be subject to a probation period.

Selection Criteria

The selection criteria reflect the knowledge, experience, core skills and personal qualities required for the role. Your written application should specifically address each of the selection criteria below, including examples of your experience and achievements:

- experience in the conduct of litigation at the Supreme Court and/or Federal Court level
- experience in managing competing priorities to produce quality and timely outcomes in a small team environment

- knowledge of the jurisdiction, practice and procedure of the High Court and, in particular, the appellate jurisdiction and procedures
- high level written and oral communications skills
- computer literacy and experience in the use of electronic case management systems
- ability to work collaboratively as part of a small team.

Qualifications and Experience

Mandatory:

- Admission to practice as a legal practitioner in the Supreme Court of an Australian State or Territory (a current practicing certificate is not required).
- Demonstrated experience working in a Court or Legal environment (or equivalent environment).

Desirable:

- Experience supervising and leading small teams.
- A legal background in litigation is desirable but not essential.
- Experience in court administration is desirable but not essential.

What we need from you

Applications must be addressed to the contact officer, Louise Rafferty and forwarded to the HR Officer by the closing date.

A **Vacancy Information Kit** for this position is available at Employment opportunities | High Court of Australia

As part of your application, you will need to provide:

- an application cover sheet
- your current résumé
- a maximum 750 words statement of claims against the selection criteria, including relevant examples
- the names and contact details of two referees, one of whom should be a current supervisor.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please email the HR Officer or telephone (02) 6270 6952.

Applications close **Sunday, 16 November 2025, 11:59pm AEDT**

Please note late applications will not be accepted.

Notes

About the High Court of Australia

The High Court is the highest court in the Australian judicial system. It was established in 1901 by Section 71 of the Constitution. The functions of the High Court are to interpret and apply the law of Australia; to decide cases of special federal significance including challenges to the constitutional validity of laws and to hear appeals, by special leave, from Federal, State and Territory courts.

The functions of the High Court are supported by employees based in Canberra, Melbourne and Sydney. These employees are engaged to work for the High Court under Section 26 of the High Court of Australia Act 1979 (Cth). Terms and conditions of employment (other than substantive SES staff) are set out in the *High Court of Australia Enterprise Agreement 2024-2027*.

About the High Court of Australia

To Apply

Position Contact	Louise Rafferty, 02 6270 6862
Agency Recruitment Site	https://www.hcourt.gov.au

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Vacancy VN-0764795

Indigenous Land and Sea Corporation

Closing Date:Wednesday 19 November 2025

Strategic Communications Unit

Job Title	Communications Officer (Identified)
Job Type	Full-Time, Ongoing
Location	Adelaide SA
Salary	$74,605 - $78,452
Future Merit Locations	Adelaide
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 3;APS Level 4
Position Number	0000
Agency Website	

Job Description

https://www.ilsc.gov.au/about/careers/communications-officer-indigenous-identified/

- **Full time, Ongoing Opportunity**
- **Indigenous Identified opportunity - open to Indigenous applicants only**
- **Salary range $74,605 to $78,452 (plus 15.4% super)**
- **Based in Adelaide, (Kaurna Country)**

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the ATSI Act and subject to the PGPA Act. The ILSC assists Aboriginal and Torres Strait Islander people to realise economic, social, cultural and environmental benefits that the ownership and management of land, water and water related rights can bring. The ILSC provides this assistance through the acquisition and management of rights and interests in land, salt water and fresh water country.

The Strategic Communications Unit sits within the Policy, Strategy and Performance Directorate and is responsible for managing internal and external media and communications functions. Team responsibilities include internal and external communications; branding; stakeholder engagement; and provision of advice to the ILSC Board and executives on the promotion and protection of the ILSC brand and reputation.

Join Our Team as a Communications Officer!

Duties

The Communications Officer is responsible for developing and coordinating communications materials, using their creativity and knowledge of Indigenous culture, for the ILSC. The position will work closely with the Digital Communications Advisor and Senior Media and Communications Advisor to provide support to deliver communications solutions to the Unit.

Responsibilities:

· Provide communications support to the ILSC's Strategic Communications Unit

· Coordinate administrative functions for the Unit

· Input data into records management systems

· Write, edit and proof communications materials including media releases, website copy, internal communications, talking points, and speeches.

· Optimise content for the ILSC website and internal SharePoint site

· Assist in the management of ILSC's social media channels, including the development of content.

· Manage the ILSC's external facing Communications mailbox

· Respond to simple enquiries and direct more complex enquiries to appropriate employees

· Arrange for the procurement of and payment for goods and services

· Prepare correspondence, organise meetings, conferences and travel bookings;

· Contribute to planning activities within the work area

Eligibility

At the ILSC we offer:

More than just a job. We offer you the opportunity to make a real, positive difference to the lives of First Nations peoples. When we return land and water Country to Indigenous ownership, or fund a new Indigenous enterprise or management project, we strengthen and deepen Indigenous connection to Country and advance progress towards self-determination.

Generous leave entitlements and work conditions, including:

- 15.4% superannuation on top of your salary

- Flexible hybrid work environment (2 days WFH)

- Not-For-Profit salary packaging
- Paid leave over the Christmas and New Year's period
- Access to generous parental leave
- Training and development opportunities
- Generous Studies Assistance program

Health and wellbeing programs:

- Healthy Employment Scheme (HES) – An annual allowance towards your wellbeing
- Screen Based Equipment Scheme – Includes eye testing and an allowance towards spectacles
- Free Skin Checks

If you have a passion to drive change and want your work to align with your values to make a real difference, we invite you to apply now and start the conversation.

The preferred applicant will be engaged under the provisions of the ILSC Enterprise Agreement.

Identified Vacancy - *The filing of this employment opportunity is intended to constitute a special measure under subsection 8 (1) of the Racial Discrimination Act 1975. This vacancy is only available to Aboriginal and/or Torres Strait Islander people.*

Applications are to include a current CV and covering letter (covering letter to be maximum 2 pages detailing how your skills and experience align with the position profile and selection criteria). Further information may be requested if you are selected for interview. You must be an Australian resident to apply for this role.

If you'd like to find out more, please contact **Sean Turtur – Head of Strategic Communications on 08 8100 7152**

For the position profile and to apply please visit the ILSC Careers page at: https://www.ilsc.gov.au/careers/

Applications close Wednesday 19 November 2025

At the ILSC we're committed to building a diverse and inclusive workplace to ensure our workforce is representative of the communities we support.

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.

About the Indigenous Land and Sea Corporation

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the ATSI Act and subject to the PGPA Act. The ILSC assists Aboriginal and Torres Strait Islander people to realise economic, social, cultural and environmental benefits that the ownership and management of land, water and water related rights can bring. The ILSC provides this assistance through the acquisition and management of rights and interests in land, salt water and freshwater country.

To Apply

Position Contact	Sean Turtur, 08 8100 7152
Agency Recruitment Site	https://www.ilsc.gov.au/about/careers/communications-officer-indigenous

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Vacancy VN-0764710

National Capital Authority

Closing Date:Thursday 27 November 2025

Operations

Job Title	Project Manager, Built Asset
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	$115,443 - $125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	413
Agency Website	https://www.nca.gov.au/about-us

Job Description

https://www.nca.gov.au/about-us/careers/current-vacancies

About Us

The National Capital Authority (NCA) is the Australian Government agency dedicated to ensuring that Canberra is planned, designed and managed in accordance with its significance as the National Capital.

Our work encompasses urban planning, development approvals, events management, asset management, heritage management, capital works delivery, education and commercial, leasing and licencing activities.

Duties

Reporting to the Director Built Assets the successful applicant will lead the delivery of multiple maintenance or capital works projects concurrently. Projects may be in various stages of feasibility, planning and delivery, and generally require liaison with multiple internal and external stakeholders.

Operating under the broad direction of the Director of Built Assets, duties will be dependent on project priorities, but may include:

1. Manage and coordinate the successful delivery of multiple capital works projects and asset maintenance projects, inclusive of monitoring project programs, quality of works onsite, and coordinating handover activities with the maintenance team at completion.
2. Provide regular updates to relevant stakeholders as needed, including updates on progress, cost, timelines, quality, safety and risk management.

3. Lead procurement activities, including the development and release of tender documents, chair evaluation panels, write evaluation reports, manage negotiations activities, and finalise contracts, ensuring adherence to Commonwealth Procurement Rules and relevant NCA policies.
4. Manage and administer contracts, inclusive of invoicing, compliance, and value for money assessment of variations.
5. Audit Work Health and Safety requirements across projects, ensuring contractors have appropriate safety documentation in accordance with contract and legislative requirements and undertake regular site inspections to monitor adherence to these documents.
6. Prepare and maintain project documentation in accordance with relevant Records Management policies.
7. Work with relevant stakeholders to ensure that NCA Asset Management System is updated with requirements for commissioning and capitalisation of new assets, and decommissioning and disposal of replaced assets in relation to capital projects.
8. Support the administration and development of the NCA's Asset Management System (AMS) and manage various business improvement activities relating to the AMS, such as assisting in the development of the Strategic Asset Management Plan (SAMP), Asset Management Plans (AMPs), short and long-term strategic work plans and preparation of budgets, briefs and reports to support built asset maintenance works and capital forward works programs.
9. Develop and maintain effective and productive working relationships with internal and external stakeholders, including other Government departments, cultural institutions, consultants, maintenance contractors and event organisers.
10. Assist with providing updates and inputs into other reporting requirements for the NCA including the Annual Report, Authority papers and other reports as required.
11. Participate as a constructive member of the National Capital Authority and provide reasonable support with Branch functions as required.

Eligibility

- Qualifications in engineering, construction management, Project Management or equivalent field, or trade qualifications with extensive industry experience.
- Must hold a minimum of C class driver's licence.
- Ability to gain and maintain a security classification of Baseline is mandatory.

Preferred Experience

- At least ten (10) years demonstrated experience working in a building, asset or estate management environment, with recent experience undertaking Commonwealth procurement activities will be highly regarded.
- Experience managing electrical infrastructure projects (e.g. lighting and switchboard upgrades) or civil works projects (e.g. stormwater upgrades, road re-surfacing, etc) will be highly regarded.

Notes

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

About the National Capital Authority

The National Capital Authority is the Australian Government agency dedicated to ensuring that Canberra is planned and designed in accordance with its significance as the National Capital. Our work encompasses urban planning, development approvals, events management, asset management, heritage, capital works, education and leasing and licencing of the diplomatic estate.

To Apply

Position Contact	James Walsh, 6271 2853
Agency Recruitment Site	https://www.nca.gov.au/about-us/careers/current-vacancies

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Vacancy VN-0764749

National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

Closing Date:Thursday 20 November 2025

Corporate and Business Transformation Division
Perth

Job Title	Senior Adviser - Planning and Performance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	$114,440 - $128,568
Future Merit Locations	Perth
Office Arrangement	Work From Home;On Site
Office Arrangement Details	Working predominantly in the office, however, work from home may be permitted as per NOPSEMA's policy.
Classification	APS Level 6
Position Number	13513
Agency Website	https://www.nopsema.gov.au/

Job Description

https://www.nopsema.gov.au/about/careers

The National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA) is Australia's independent expert regulator for health and safety, structural integrity, well integrity and environmental management for all offshore energy operations and greenhouse gas storage activities in Commonwealth waters, and in coastal waters where regulatory powers and functions have been conferred.

NOPSEMA also administers the functions of the Offshore Infrastructure Regulator (OIR), for the offshore renewables industry. This includes the regulation of work health and safety, infrastructure integrity, and environmental management for offshore renewable energy infrastructure activities.

Working with NOPSEMA provides an opportunity to make a real difference to people working in Australia’s offshore energy industry.

We are seeking an experienced **Senior Adviser, Planning and Performance** to join the Strategy, Planning and Performance Team in our Perth Office.

Role:

Reporting to the Director Strategy - Planning and Performance, this role will support strategic, corporate, divisional and operational planning and performance reporting for NOPSEMA.

Why work for NOPSEMA?

As a highly skilled, agile, and competent regulator, our people are our number one asset. NOPSEMA offers competitive remuneration packages, five weeks annual leave, 18 personal leave days per annum, 18 weeks paid parental leave, 15.4% superannuation contribution and flexible working arrangements.

Guided by our values of professionalism, ethics, independence, leadership and collegiality the decisions we make and the actions we take affect individuals, businesses, communities and the environment. Our people can make a difference. Grow your career in the offshore energy sector. Be a part of Australia’s future and apply today.

NOPSEMA is committed to a fair, flexible, safe and rewarding workplace which allows for diversity amongst all its employees. Applicants who are First Nations people, come from a diverse cultural or linguistic background or have a disability 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 position. For more information see https://www.apsc.gov.au/recruitability

If you are an experienced advisor in planning and performance, apply now and take the next step in your career with this exciting opportunity.

Applications must be submitted by the closing date. Any applications received beyond the closing date will not be considered.

Please note this recruitment process will be valid for a period of 18 months and may be used to fill ongoing and non-ongoing positions within the Australian Public Service at this level or similar that arise over the 18-month period.

Duties

Key Responsibilities:

You will coordinate NOPSEMA’s strategic, corporate, divisional and operational planning activities, including providing guidance, advice and support to all teams within NOPSEMA.

You will provide assistance and support with the development, review and improvement of strategic, corporate and operational planning frameworks and activities.

You will be responsible for developing, implementing and supporting effective and compliant performance reporting frameworks for NOPSEMA in line with strategic and government requirements.

You will undertake research and analysis, including conducting external environmental scans, and build forecasting models to inform strategic planning and reporting initiatives.

We would like to hear from you if:

You have demonstrated experience in undertaking strategic, corporate and operational planning, preferably within a major hazard, regulatory or government environment.

Possess experience in undertaking research and analysis to provide corporate reporting to drive improvement and meet legislative requirements.

Demonstrate highly developed research, analytical and problem-solving skills together with excellent communication, influencing, negotiation and representation skills.

Eligibility

You will be required to pass a pre-employment medical and maintain medical fitness.

You must pass and maintain a security clearance to a level appropriate for the position.

Prior to any offer of employment, the recommended applicant will be required to undertake pre-employment checks, including national police clearance and declaration of conflict of interest.

NOPSEMA staff are prohibited from trading in oil and gas resources and/or offshore renewable electricity sector shares.

This position is open to Australian citizens only.

Notes

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

About the National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

NOPSEMA is Australia’s independent regulator for health and safety, well integrity and environmental management for offshore petroleum and greenhouse gas storage activities in Commonwealth waters (comprising the first three nautical miles of the territorial sea) and in coastal waters where regulatory powers and functions have been conferred. For more information see nopsema.gov.au

To Apply

Position Contact	Human Resources Adviser, (08) 6188 8778
Agency Recruitment Site	https://www.nopsema.gov.au/about/careers

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Vacancy VN-0764594

Office of National Intelligence

Closing Date:Sunday 16 November 2025

Digital & Data

Job Title	Assistant Director Financial Operations
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	$127,665 - $144,300
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	Various
Agency Website	

Job Description

https://www.oni.gov.au/vacancies

We are seeking a motivated, agile and experienced person to join ONI's Digital and Data Division in a newly established financial operations (FinOps) role.

As a FinOps Assistant Director, you will play a crucial role in managing and optimising our cloud spending, ensuring efficient resource use, and driving cost effective strategies across our current and future cloud environments.

You will help build ONI's FinOps capability and lead initiatives across the National Intelligence Community to build a community of practice and FinOps maturity.

Duties

- Provide direction on the implementation and optimisation of ONI's FinOps Framework, including engaging with senior leadership and aligning the operational tasks with organisational goals.
- Contribute expertise to the development of procedures, cost forecasts and building organisational capacity to enable digital and financial teams to plan work and budgets aligned to service delivery goals and evolving needs
- Ensure compliance with financial, regulatory and security standards while maintaining effective governance practices, including contributing to compliance and audits
- Foster collaboration with other staff involved in ONI's cloud program, and internal stakeholders such as finance, procurement and program management teams, and lead engagement across the National Intelligence Community to build maturity on FinOps
- Leverage data insights to make informed recommendations on usage efficiency, financial planning and capacity management, ensuring value-for-money outcomes.

Key Attributes

Our ideal candidate will have:

- The ability to shape strategic thinking within the agency, including how to align cloud spending with public sector objectives and accountability.
- Demonstrated personal drive and integrity including a commitment to uphold fiscal discipline and prudent financial management.
- Commitment to stewardship to achieve results, including the ability to operate in a space of continuous refinement and optimisation of cloud strategies.
- Strong leadership skills with a demonstrated ability to foster cross-government collaboration, especially within the National Intelligence Community.
- Strong communication skills including demonstrated ability to communicate clearly to a range of audiences and influence outcomes.

Desirable attributes:

- FinOps Certified Practitioner or FinOps Certified Professional (highly desirable), or the commitment to be upskilled in either area.
- Experience or ability to monitor cloud spend day-to-day and prepares reporting for review of cloud financials, and provide expenditure, projections and recommendations to senior decision makers.
- Knowledge of cloud computing concepts and FinOps methodologies, platforms and services (i.e. AWS, Azure), and familiarity with cloud billing models, cost allocation methods and pricing structures.

Eligibility

You must be an Australian citizen.

Note: 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.

Note: 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.

Note: to be eligible for employment with ONI, the preferred applicant(s) will be required to undergo a pre-employment screening assessment (see Pre-employment Screening Assessment).

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

Note: ‘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, recruit@oni.gov.au
Agency Recruitment Site	https://www.oni.gov.au/vacancies

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Vacancy VN-0764603

Office of National Intelligence

Closing Date:Sunday 16 November 2025

Digital & Data

Job Title	Technical Specialists and Technical Managers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	$127,665 - $175,329
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1;Executive Level 2
Position Number	Various
Agency Website	

Job Description

https://www.oni.gov.au/vacancies

In the Digital and Data Division, our focus is on designing, delivering, managing and protecting technology solutions and services that underpin ONI’s day-to-day operations, as well as broader

National Intelligence Community initiatives. We also develop solutions for accessing and analysing information and data that contributes to assessments and business intelligence for decision making customers.

We’re looking for adaptable, collaborative professionals who thrive in a fast-paced, mission-driven environment. You’ll be part of a team that values good culture, curiosity, initiative, and continuous learning.

We value individuals who are:

- Clear communicators across technical and non-technical contexts.
- Comfortable navigating ambiguity and shifting priorities.
- Committed to teamwork, inclusion, and public service.
- Motivated to contribute to national intelligence outcomes.

Duties

Technical Specialists are expected to work independently and collaboratively to solve complex technical problems, mentor others, and translate technical concepts for non-technical audiences. You’ll be proactive in staying current with emerging technologies and applying them to secure government systems.

Technical Managers are expected to lead by example – building team capability, managing delivery cycles, and coordinating across stakeholders. You’ll be responsible for the day-to-day operations including planning, communication and engagement, recruitment, budgeting, and agile delivery.

We are looking to fill a range of Technical Specialist and Technical Manager positions across a range of functions such as:

Enterprise Strategy & Architecture

Shape digital strategy and lead enterprise architecture to uplift technical capability, drive transformation, and influence cross-agency technology planning. This position shapes long-term strategic direction, aligns ICT initiatives with organisational goals, and influences cross-agency planning across the NIC.

Networks and Unified Communications

You'll help deliver secure, resilient and high-performing infrastructure that supports ONI's hybrid cloud and on-premises environments. This includes maintaining critical network systems and video teleconferencing services to enable seamless, secure communication across ONI and the NIC. You'll contribute to the design, implementation and support of technologies essential to mission success, while ensuring alignment with national cyber security standards.

Artificial Intelligence, Data Science & Machine Learning

Lead, design and implement AI/ML solutions to enhance ONI's analytical capabilities. Apply advanced techniques to extract insights from complex data, enabling secure, scalable, and intelligence-driven decision-making across ONI and the NIC.

Cloud & Infrastructure

Design and maintain hybrid cloud environments using automation and Infrastructure as Code, ensuring performance, reliability, and integration across platforms.

Cyber Security

Lead and implement secure system design, incident response, and governance frameworks that protect sensitive environments and meet accreditation standards.

Systems & Platforms

Engineer and manage virtualised infrastructure, enterprise platforms, and core systems to ensure operational stability and scalability across ONI's technology landscape. Design, build, and manage infrastructure, platforms, applications, and data systems using engineering, DevOps, and automation practices to ensure scalability, reliability, and insight-driven operations.

IT Service Management

Lead and deliver reliable, secure, and user-focused technology services that support ONI's mission. You'll manage service operations, drive continuous improvement, and ensure alignment with best-practice frameworks such as ITIL.

To be successful you will need:

- **Technical Expertise:** Demonstrated skills in a nominated technology field, with experience working in secure government environments.
- **Problem-Solving and Analytical Thinking:** Strong analytical and problem-solving skills, with the ability to resolve issues and provide strategic advice.
- **Project and Time Management:** Ability to set priorities, monitor progress, and deliver outcomes within defined timeframes.
- **Collaboration and Stakeholder Engagement:** Proven ability to work collaboratively and liaise effectively with internal and external stakeholders, clients, and service providers.
- **Communication and Adaptability:** Excellent written and verbal communication skills, with a driven, enthusiastic, and resilient approach to challenges.

Desirable but not essential:

- Relevant **tertiary qualifications**, or relevant **industry qualifications.**
- Extensive **professional experience** with demonstrated leadership and management capabilities.

Eligibility

You must be an Australian citizen.

Note: 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.

Note: 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.

Note: to be eligible for employment with ONI, the preferred applicant(s) will be required to undergo a pre-employment screening assessment.

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

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

Notes

Differences between the EL1 and EL2 Technical Specialist roles:

- EL1 Technical Specialists: Apply deep technical expertise to deliver secure and scalable solutions.
- EL2 Technical Specialists: Lead strategic technical initiatives, mentor others, and influence cross-agency digital capability uplift through expert judgement and stakeholder engagement.

Differences between the EL1 and EL2 Technical Manager roles:

- EL1 Technical Managers: Coordinate delivery and manage team operations to ensure effective technical outcomes.
- EL2 Technical Managers: Lead strategic planning, build cross-functional capability, and drive transformation across complex stakeholder environments.

About the Office of National Intelligence

To Apply

Position Contact	ONI Recruitment, recruit@oni.gov.au
Agency Recruitment Site	https://www.oni.gov.au/vacancies

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Vacancy VN-0764661

Sport Integrity Australia

Closing Date:Tuesday 11 November 2025

Sport Engagement Education

Job Title	Content Writer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Fyshwick ACT
Salary	$105,907 - $115,583
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	0069_1025
Agency Website	www.sportintegrity.gov.au

Job Description

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

The Team:

Education plays a critical role in protecting athletes and preventing integrity threats in Australian sport.

To that end, Sport Integrity Australia provides a range of education resources and interventions for everyone who participates in sport, from grassroots to the elite level.

Currently, we offer educational content on anti-doping, match-fixing, illicit drugs, safeguarding, and ethical decision-making being delivered across various formats including:

- eLearning courses
- videos
- print items
- digital items
- apps
- virtual and augmented reality
- targeted face-to-face sessions
- outreach events
- a schools' program to support the National Health and Physical Education Curriculum.

The Education team is supported by 12 full-time positions as well as 14 athlete educators based around Australia to deliver face-to-face and online education, including all supporting resources.

The Role:

The Content Writer works in a highly collaborative team environment and is responsible for writing and developing content to support sport integrity education interventions on topics such as doping, match-fixing, child safeguarding, racism, harassment, bullying and other sport integrity topics. This includes writing content for resources such as guides, fact sheets, eLearning courses, posters, booklets, video scripts and presentations.

Duties

The duties of the Content Writer will vary according to the needs of the Executive and as informed by the Director of Education. Reporting to the Assistant Director of Education Content, duties include but are not limited to:

- Distilling complex information into plain English for a range of audiences and education resources.
- Working with subject matter experts to write engaging content on a range of sport integrity threats for print, digital and electronic resources.
- Building and maintaining a high level of knowledge about sport integrity threats like child safeguarding, competition manipulation, member protection and doping.
- Building and maintaining strong relationships with internal and external subject matter experts on sport integrity topics.
- Managing the delivery of multiple education projects on a range of topics simultaneously.

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

- Timely and effective delivery of education resources.
- Working collaboratively as part of the Education team and the broader organisation to support the delivery requirements of the Sport Integrity Australia education strategy and the International Standard for Education.
- Ensuring confidentiality is maintained at all times.

- Ensuring the APS Values and Code of Conduct are adhered to at all times.
- Endorsing and encouraging `best practice' recordkeeping in accordance with Sport Integrity Australia's Record Keeping Policy and Information Governance Framework.
- Cooperating with the employer and complying with all relevant legislation and Sport Integrity Australia's health and safety policies, procedures and instructions.
- Cooperating with the employer and complying with all relevant legislation and Sport Integrity Australia's ICT and Information Governance Framework.
- Working and acting safely and taking all reasonable care to protect personal health and safety and the health and safety of others.

Eligibility

Selection Criteria

- Demonstrated understanding of sport integrity issues in Australian sport, or the proven ability to quickly acquire this knowledge.
- Highly developed written skills, including a demonstrated ability to write engaging content for range of audiences across a range of communication mediums.
- Strong time and project management skills, including the ability to be flexible and manage multiple projects at once in a busy environment.
- Strong liaison, communication and interpersonal skills, including the ability to work with subject matter experts to distil complex information.
- Demonstrated personal qualities of initiative, creativity, and adaptability.

Desirable:

- Tertiary qualifications and/or demonstrated experience in education, communications or a related field are highly desired.

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 delegate has agreed, in writing. The successful applicant will be required to obtain and maintain a Baseline Vetting Security Clearance and Working with Vulnerable People Card and may be required to undergo a medical assessment. Sport Integrity Australia staff must comply with security (physical, personnel and IT) security controls and mandatory training.

Conflict of Interest

Employees of Sport Integrity Australia must remain independent from Government and sport in its operational decisions and activities to comply with Article 20.5.1 of the World Anti-Doping Code (WADC) 2021. If you are currently involved in the management or operations of any sporting organisation (such as an International Federation, National Federation, Major Event Organisation, National Olympic Committee or National Paralympic Committee), or government department with responsibility for sport or anti-doping, you should seek advice from Sport Integrity Australia Recruitment before applying for Sport Integrity Australia 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 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	Chris Wilson, N/A
Agency Recruitment Site	https://sportintegrity.nga.net.au/cp/

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Agriculture, Water and the Environment

Vacancy VN-0764698

Australian Pesticides and Veterinary Medicines Authority

Closing Date:Sunday 23 November 2025

Job Title	Corporate Risk Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Armidale NSW, Canberra ACT
Salary	$92,311 - $102,294
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	APS Level 5
Position Number	01292
Agency Website	https://apvma.gov.au/node/1063

Job Description

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

Are you a curious, proactive, and driven professional with a passion for making a difference? Interested in turning uncertainty into reliable and high-quality outcomes?

The APVMA is seeking applications for a Corporate Risk Officer to contribute to the delivery of Governance Risk and Assurance functions and outcomes.

Located in either Canberra ACT or regional Armidale NSW, you will gain experience in the Australian Public Service, have access to a variety of flexible working arrangements, and take on a range of operational responsibilities that will advance your career in corporate risk.

Duties

Working under limited direction, the Corporate Risk Officer will work as part of a small team in a multidisciplinary environment, possess an outcome focused mindset, embody a proactive approach to achieving results and exhibit strong professional ethics and judgement.

Key responsibilities may include:

- Supporting a culture across the agency which advances the agency’s aspiration to be an exemplar of good governance within the Commonwealth public sector.

- Contributing to the development and maintenance of an appropriate suite of plans, frameworks, policies and procedures which support the effective delivery of functions for which the team is responsible.
- Supporting the adoption of innovative approaches and change which improves the delivery of the team's functions.

Eligibility

To be a strong contender for the role, you will have:

1. Demonstrated experience in supporting processes and projects relating to enterprise risk, quality management and/or legislative compliance functions.
2. Demonstrated experience working as part of a team in to effectively deliver services/functions and achieve outcomes for which it is responsible.
3. Demonstrated ability to manage competing priorities in a rapidly changing environment, while applying strong organisational skills and a high level of attention to detail to consistently deliver high quality outcomes.
4. Sound written and oral communication skills, and the ability to build and maintain productive working relationships across a range of stakeholders.
5. Demonstrated research, analytical, critical thinking and problem-solving skills.
6. Demonstrated ability to self-motivate, work independently and display initiative and confidence.

Notes

About the Australian Pesticides and Veterinary Medicines Authority

To Apply

Position Contact	Andrew Heath, +61 2 6770 2487
Agency Recruitment Site	https://candidate.aurion.cloud/apvma/production/

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Agriculture, Water and the Environment

Vacancy VN-0764771

Australian Pesticides and Veterinary Medicines Authority

Closing Date:Sunday 23 November 2025

APVMA

Job Title	Senior Administration Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Armidale NSW, Canberra ACT
Salary	$81,290 - $90,333
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	APS Level 4
Position Number	11332
Agency Website	https://apvma.gov.au/node/1063

Job Description

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

Do you have exceptional personal judgement, analysis and problem-solving skills? Are you a motivated, skilled administration professional with a desire to contribute to Australia’s agricultural productivity?

The APVMA’s Agricultural Chemicals program is seeking applications for a Senior Administration Officer. This program manages the pre-market evaluation and registration of pesticides in Australia.

Located in either Canberra ACT or regional Armidale NSW, you will gain experience in the Australian Public Service, have access to a variety of flexible working arrangements, and perform a variety of high-level administrative tasks.

The Senior Administration Officer will be required to utilise personal judgement, analysis, and problem-solving skills to make well-informed recommendations to supervisors. Strong time management, prioritisation skills, organisational and communication skills are essential to this position. The range of tasks includes: client liaison, initial assessments of applications and the assessment of non-technical applications. Duties may also include managing incoming enquiries and additional information provided by applicants.

Duties

Working in a fast-paced process driven area, and under limited direction, a Senior Administration Officer is responsible for performing a variety of administrative based functions in line with approved APVMA work practices including:

- Accurately entering application details and recording APVMA decisions in APVMA databases while maintaining appropriate agency records
- Assessing and deciding aspects of administrative (non-technical) applications and drafting correspondence and notices for their supervisors
- Building and sustaining positive relationships with team members, internal and external stakeholders to achieve the efficient and accurate processing of applications and enquiries
- Delivering sound advice and customer service in line with the APVMA's Service Charter, by telephone or written responses
- Ensuring adherence to legal requirements in the preparation and distribution of Product Notices, Decision Documents, Confidential Commercial Information provisions as well as other administrative documentation as required
- Applying good time management skills to complete tasks within set timeframes to meet internal, statutory and APVMA Service Charter timeframes, while displaying a proactive commitment to working towards meeting team goals and problem solving.

Eligibility

To be a strong contender for the role, you will have:

1. Well-developed organisational and planning skills with the ability to effectively plan work and manage conflicting priorities to meet deadlines and assist in delivering high-quality outcomes during periods of high demand.
2. Demonstrated experience in performing administrative work requiring strong attention to detail and accurate record keeping skills.
3. The ability to be flexible, adaptable, proactive and work collaboratively as part of a team and establish effective professional relationships with team members.
4. Proficiency in using computer-based software and the ability to learn new programs quickly.
5. Two years' experience working in a customer service environment with strong oral and written communication skills, including the ability to communicate effectively and professionally and effectively action verbal and written enquiries.
6. An interest, or relevant qualifications, in a scientific field is desirable but not mandatory (Desirable).

Notes

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

About the Australian Pesticides and Veterinary Medicines Authority

To Apply

Position Contact	Fanny Des Escotais, 02 6770 2317
Agency Recruitment Site	https://candidate.aurion.cloud/apvma/production/

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Agriculture, Water and the Environment

Vacancy VN-0764784

Australian Pesticides and Veterinary Medicines Authority

Closing Date:Sunday 23 November 2025

Job Title	Directors Chemistry and Manufacture
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Armidale NSW
Salary	$149,030 - $172,450
Future Merit Locations	Canberra, Armidale
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	11218
Agency Website	https://apvma.gov.au/node/1063

Job Description

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

Are you a motivated and skilled science professional with a passion for making a difference? Interested in making important contributions to the safety of people and animals in Australia?

The APVMA's Agricultural Chemicals is seeking applications for two Directors in Chemistry and Manufacture to play an important part in APVMA's delivery of efficient and effective agvet regulation.

Located in either Canberra ACT or regional Armidale NSW, you will gain experience in the Australian Public Service, have access to a variety of flexible working arrangements, and make important contributions to setting and achieving strategic and operational goals.

Duties

Both Directors belong to sections responsible for evaluating the chemistry aspects of applications, including manufacturing processes, composition, specifications, stability, packaging and analytical methods. They will oversee the development of assessment reports for products, chemical reviews, and permits, which provide recommendations to relevant delegates in line with statutory criteria.

Each position will also oversee advice on chemistry matters both within and outside APVMA (e.g. to applicants, industry bodies, other regulators, and the compliance, and adverse experience teams). Other key responsibilities may include:

- Leading and managing a team, with a particular focus on coaching and mentoring, managing wellbeing and developing leadership and technical capacity.
- Overseeing the preparation and quality of specialist advice on the interpretation of data, scientific reports, policies and procedures within a regulatory framework.
- Leading the development of written material including guidance documents for applicants, regulatory consultation documents and internal guidance material.

Eligibility

To be a strong contender for the role, you will have:

1. Highly developed leadership and management skills, including the ability to build capability and develop staff while managing deadlines and ensuring quality.
2. Demonstrated success in driving innovative approaches and implementing change within a specialist area.
3. The ability to exercise judgement, including in applying statutory criteria to make decisions based on technical information.
4. High level interpersonal skills, including oral and written communication skills. The ability to communicate clearly and confidently with clients, staff and coregulators. Ability to build and sustain relationships with key internal and external stakeholders.
5. Demonstrated experience in overseeing the interpretation and evaluation of scientific information related to the manufacture and formulation of chemical products. Ability to evaluate, provide pragmatic advice and make decisions based on complex information.

Notes

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

About the Australian Pesticides and Veterinary Medicines Authority

To Apply

Position Contact	Ed Cram, +61 2 6770 2539
Agency Recruitment Site	https://candidate.aurion.cloud/apvma/production/

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Agriculture, Water and the Environment

Vacancy VN-0764605

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 17 November 2025

People, Property and Security
People Strategy and Safety Work Health and Safety National Operations

Job Title	Work Health and Safety Senior Advisor
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Melbourne VIC, Adelaide SA
Salary	$95,438 - $108,360
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	subject to negotiation
Classification	APS Level 6
Position Number	2025/3575
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **People, Strategy and Safety Branch** is the centre of capability identification, acquisition, mobilisation and development in the department and supports the department to achieve its complex agenda through a highly capable, diverse and inclusive workforce. We provide valuable support and guidance to business areas through our closely connected sections: Health, Safety and Welfare Strategy and Systems; Health, Safety and Welfare Operations; Establishments and HR Reporting; Culture, Diversity, and Inclusion; Talent, Leadership and Capability; Workforce Strategy, Planning and Design.

The **WHS National Operations section** leads the engagement and practical implementation of the department's safety management system with organisational stakeholders, including the provision and support on WHS matters.

Duties

The Job

As the WHS Seniors Advisor, you will provide specialised WHS advice and support across the department, this includes (but not limited to) helping to facilitate risk management activities, supporting workplace inspections, assisting with incident investigations and playing a key role in supporting the implementation of the department's WHS strategy. The responsibilities of the WHS Senior Adviser include:

- providing expert WHS advice to executives, senior management and staff to build WHS capability and knowledge across a broad range of work environments.
- supporting stakeholders to report hazards, incidents, near miss incidents to proactively identify risks and enhance existing control measures
- supporting incident investigations with internal and external stakeholders to ensure appropriate analysis and effective risk mitigation controls are identified to minimise risk as low as reasonably practicable
- leading the development and implementation of strategies for enabling a high performing health and safety culture aimed at achieving positive safety culture in the workplace
- assisting in the implementation and continual improvement of WHS programs, policies, procedures to ensure proactive regulatory and statutory compliance
- preparing a range of correspondence, documents, reports, submissions, proposal papers and notes for internal and external stakeholders.

Please note:

- This recruitment process will initially be used to fill **two vacancies on an ongoing basis**, and the role will be open to Brisbane, QLD, Melbourne, VIC and Adelaide, SA.
- The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

Flexible working arrangements

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

Eligibility

What we are looking for

Knowledge and experience

The successful applicant will be able to demonstrate the following knowledge or experience:

- knowledge and understanding of the Work Health and Safety Act and Regulations, Codes of Practice, and relevant Australian and International Standards, and their application in workplaces with diverse hazard profiles
- competent in the application of risk management concepts and practices and WHS incident investigation methodologies
- knowledge and understanding of work health and safety management systems, including their implementation in a large organisation with a diverse hazard profile
- a minimum of three to five years’ experience working in a similar WHS role and work health and safety tertiary qualifications, would be highly regarded.

Notes

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

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Serena Solomon, 0466 467 574
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0764616

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 17 November 2025

Digital Services
Technology Infrastructure and Cloud Services Platform Services

Job Title	Assistant Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$124,861 - $134,295
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	subject to negotiation
Classification	Executive Level 1
Position Number	2025/3086
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Cloud and Infrastructure Services Branch** manages DAFF's hardware and cloud infrastructure, supporting core business functions like trade regulation, biosecurity, and science. Its main roles include providing reliable cloud and on-premises computing, maintaining a robust network for all DAFF sites and remote work, overseeing ICT infrastructure projects, and managing ICT change and release processes for the department.

Platform Services is responsible for the management of key ITIL processes and services including Service Availability, Event Management and End-to-End Monitoring, and Enterprise Operations. It also provides support and administration of the Department strategic cloud hosting platform in Azure. The End-to-End Monitoring team within Platform services provides Enterprise Monitoring services, both in project and sustainment workstreams to the Department. The team manages core monitoring tools and processes as part of a broader multivendor environment.

Duties

The Job

Key duties and responsibilities for this role include:

- assisting with the formulation and implementation of Monitoring and Event management strategies
- recruiting high quality resources, including service providers, APS and contractors
- managing a small team of dedicated individuals, both APS and contractors to deliver on business-as-usual outcomes and project work
- representing in various forums to engage stakeholders and other service providers to achieve consensus and lasting outcomes
- manage and maintain key monitoring platforms and technologies, optimising for effective change and incident management and facilitating availability reporting
- reviewing or contributing to ITIL processes including change and incident management as it relates to monitoring – including contributing while incidents are live and as part of post incident review processes and raising and managing technical changes.

Please note:

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

Flexible working arrangements

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

Eligibility

What we are looking for

Knowledge and experience

The applicant must be able to demonstrate the following capabilities:

- demonstrated organisational skills, including management of competing priorities, personal initiative
- ability to shape strategic thinking within the monitoring team, by developing strategic priorities, and monitoring workflows and performance for the team
- inspire a sense of purpose, by providing clear direction to the monitoring team regarding the intent and importance of their work
- set work tasks that align with the Departments' strategic objectives and communicate expected outcomes to team members
- experience in reviewing or contributing to change and release processes for project and sustainment tasks involving Enterprise Monitoring
- manage and enhance positive internal and external stakeholder relationships in a multi-vendor environment
- strong analytical skills and be able to problem-solve day-to-day issues and communicate effectively, in both written and oral communication.

Mandatory qualifications

- Previous experience working in, or managing, an ICT application and infrastructure monitoring team in an APS environment.
- Experience or Accreditation in one or more of the following products or similar products:
  - Azure Monitor
  - System Centre Operations Manager (SCOM)
  - Splunk and Splunk ITSI
  - ITIL4

Notes

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

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Joe Biggs, Joe.Biggs@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0764630

Department of Agriculture, Fisheries and Forestry

Closing Date:Sunday 16 November 2025

Biosecurity Operations
Several Various

Job Title	Assistant Director
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Bilinga QLD, Adelaide SA, Brisbane QLD, Cairns QLD, Townsville QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	$124,861 - $134,295
Future Merit Locations	Bilinga, Adelaide, Brisbane, Cairns, Townsville, Canberra, Darwin, Melbourne, Perth, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	Executive Level 1
Position Number	2025/2906
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

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

The **Goods & Conveyance Policy (G&CP) Branch** is responsible for determining, developing, and enabling the strategies, regulatory frameworks, tactics and interventions that manage biosecurity and other risks within the transport and trade pathways into Australia. This branch brings together how the department detects and responds to biosecurity risk and non-compliance. The branch sets operational policy for the biosecurity clearance of all air and sea cargo, conveyances and ports, mail, seasonal pests, a range of military activities and provides support and advice on policy assessment related matters.

The **Traveller Operations & Policy (TO&P) Branch** develops and implements regulatory policy for traveller biosecurity and human health, delivers biosecurity regulatory screening and inspections of goods at air and seaports, manages non-compliant travellers including by issuing infringement notices, and drives modernisation and reform initiatives. The branch is responsible for leading the planning and design of the department's requirements for the new Western Sydney International Airport.

Duties

The Jobs

The role of an Assistant Director is to provide leadership to support the achievement of regulatory outcomes in line with the department's business plan and BOD strategic direction. The successful applicants will need to influence change, while contributing to business planning and decision-making processes. Depending upon the role, duties may include all or some of the following:

• Engaging and collaborating with internal and external stakeholders to identify opportunities, achieve outcomes and facilitate cooperation.

• Effectively managing competing priorities including delivering on complex project outcomes.

• Developing, reviewing and managing well-researched policy and providing complex policy advice.

• Preparing reports, briefing papers, executive updates, decision minutes, Ministerial correspondence and discussion papers

• Monitoring the effectiveness of controls and policy settings including data analysis and the interpretation of results.

• Leading working groups to collaborate on projects and policy settings.

• Providing secretariat support where required.

• Undertaking program enabling tasks such as monitoring and providing input into budgets, expenditure tracking, invoice payments and contract management.

• Leading teams delivering regulatory services within geographically dispersed locations.

• Building the capability of teams through coaching, performance feedback, conflict resolution and career development.

• Promoting the APS Values and APS Employment Principles as well as compliance with the APS Code of Conduct.

Please note that this recruitment process will **initially be used to fill two ongoing vacancies in the division. One vacancy is in TO&P and this role may be able to be performed from any of the locations listed above. The second vacancy is in G&CP and may be able to be performed from Canberra, Melbourne, Adelaide, Sydney, Brisbane or Perth**. 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 and non-ongoing vacancies in the division** where the duties are of a similar nature.

For further information on the work of our department please click here.

Eligibility

What we are looking for

Knowledge and experience

The successful applicants will have:

• experience in evidence-based policy development, project management or data analysis and interpretation

• experience in leading, managing and supporting staff to work collaboratively in a challenging, complex and fast paced environment

• strong knowledge of regulatory decision-making frameworks and the application of legislation

• proven experience in a regulatory environment, collaborating with government bodies and engaging with external stakeholders

• experience in implementing change and managing ambiguity in the workplace

• experience in the effective coaching and mentoring of staff

• strong writing skills with experience producing briefings, minutes, ministerial responses, policy and technical documents for senior executives.

Notes

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

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Sonia Zarik, 0402 948 101
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0764747

Department of Agriculture, Fisheries and Forestry

Closing Date:Sunday 23 November 2025

Legal Division

Job Title	Chief Counsel
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements may be considered based on operational requirements.
Classification	Senior Executive Service Band 2
Position Number	2025/3692
Agency Website	https://www.agriculture.gov.au

Job Description

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

Step into a key leadership role as Chief Counsel at DAFF, where you'll shape national legal strategy, advise senior leaders, and drive outcomes that protect and grow Australia’s agricultural industries. If you're a bold legal thinker ready to lead with integrity and influence, apply now to make a lasting impact.

Duties

As the Chief Counsel, you will lead the department's legal function, providing independent, strategic, and high-quality legal advice to the Secretary, senior executives, and portfolio Ministers. Your leadership will ensure that legal risks are appropriately managed across the department, and that the department is supported in navigating complex legal landscapes. You will guide the development and delivery of legal strategies in an agile and evolving environment, considering both the immediate and long-term needs of the department and the whole-of-government perspective.

The responsibilities of the role include:

- Supporting portfolio Ministers, the Secretary, and the Senior Executive Service to manage legal risk
- Providing legal advice to the Secretary and Minister
- Leading a team that delivers independent, high quality, timely and practical legal advice that contributes to department outcomes and appropriately manages legal risk
- Managing the department's litigation, including administrative law litigation, commercial disputes, work health and safety matters and claims of negligence in a range of Courts and Tribunals
- Managing the department's Freedom of Information, CDDA and Privacy work in accordance with the law
- Leading and managing the Legal and Governance Division's budget
- Being an informed purchaser of legal services on behalf of the department and managing external legal service providers
- Developing and maintaining co-operative working relationships with senior internal and external stakeholders
- Complying with the General Counsel Charter and Statement of expectations of Australian Government lawyers
- Promoting organisational objectives, ethics, and values in the delivery of high quality, timely legal services

To be successful in the role you will need to meet the Senior Executive Service capability for the SES Band 2 level, and you will have the following:

- Proven experience providing high-level strategic legal advice and support, influencing senior leadership, and aligning legal strategies with both departmental and whole-of-government objectives
- Exceptional ability to navigate ambiguity and provide clear guidance in complex and uncertain scenarios. A demonstrated capacity to work effectively when clear-cut answers are not available
- Ability to drive broad transformational change, both internal and external to the department
- Outstanding leadership skills, a substantial record of achievement and a reputation for innovation, integrity and delivery of results
- Excellent stakeholder relationship skills and experience in engaging with internal and external stakeholders at all levels to explore opportunities and solve complex problems
- Demonstrating a strategic perspective and ability to manage competing demands and work to tight deadlines

- Highly developed management and stakeholder engagement skills and ability to represent the department at a range of forums
- Ability to communicate effectively with all audiences, be articulate and persuasive and capable of guiding negotiations to a point of resolution in a facilitative way
- Demonstrated public service professionalism and probity

Eligibility

Mandatory requirements

- The department requires the successful candidate to obtain and maintain a Negative Vetting Level 2 security clearance.
- You are required to hold a degree in Law, be admitted as a legal practitioner in an Australian court and be eligible to hold an unrestricted legal practising certificate.

Notes

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Tess Bishop, 0437 988 729
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0764568

Administrative Review Tribunal

Closing Date:Sunday 16 November 2025

Accessibility & User-centred Design

Job Title	First Nations Liaison Officer (Identified)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Melbourne VIC, Sydney NSW, Adelaide SA
Salary	$85,755 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA, Adelaide
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 5
Position Number	Multiple
Agency Website	https://www.art.gov.au/

Job Description

https://www.art.gov.au/about-us/careers

Join our team as a First Nations Liaison Officer (Identified position)

This vacancy is open to everyone, an Identified position refers to the job role. Candidates must have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples, and proven culturally appropriate engagement and communication skills.

If you are passionate about community and stakeholder engagements across First Nations communities, this could be the opportunity for you!

The Administrative Review Tribunal (the Tribunal) is looking for multiple dedicated APS5 First Nations Liaison Officers to join our Accessibility and User-Centred Design team to help strengthen outcomes and service delivery for Aboriginal and Torres Strait Islander peoples and communities. In these roles, you'll champion cultural capability and help shape more inclusive and effective services.

These hybrid positions can be located in Adelaide, Brisbane, Melbourne or Sydney.

Non-ongoing positions can be offered for a period of up to 12 months with the possibility of one extension.

These positions are ‘Identified’ positions which signifies that the roles have a strong involvement in issues relating to Aboriginal and Torres Strait Islander people. The successful applicant/s 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.

About the opportunity

First Nations Liaison Officers are part of a team that support community engagements and activities at the national level to partner with First Nations communities and their representatives to raise awareness and improve access to-the Tribunal. You will also contribute to the Tribunals overall cultural capability, cultural safety and Closing the Gap initiatives including the Reconciliation Action Plan.

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.

We believe in providing our employees with a work environment that is supportive and rewarding. Our culture is one that welcomes all and we embrace flexibility and diversity. We believe our people are our most valuable asset and we work to support the skills, knowledge and capability of our staff.

You can learn more about the Tribunal on our website.

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 flexitime and remote working to support you with your commitments outside of work
- First Nations ceremonial leave, 2 days NAIDOC leave, up to 3 days Cultural Leave
- positive and inclusive culture.
- competitive salary including generous superannuation employer contribution of 15.4%
- salary packaging options
- supportive career development opportunities
- access to holistic health and wellbeing programs including Fitness Passport which provides discount 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
- Employee Assistance Program for you and your family
- positive and inclusive culture

Further information about what we offer and our terms and conditions of employment is available on our Careers page and in our Enterprise Agreement.

Duties

- **Cultural capability:** Apply sound knowledge and understanding of the issues affecting First Nations peoples, including policy matters and engagement processes within a Tribunal context. Support the development and implementation of programs that help provide a First Nations perspective and encourage greater equity and inclusion for First Nations applicants to the Tribunal. Engage and develop First Nations employees, creating a culturally inclusive workplace, contributing to cultural awareness initiatives and policies to ensure a First Nations perspective is placed on Tribunal programs and activities.
- **Stakeholder engagement:** Effectively build and maintain a network of key stakeholders with First Nations communities and their representatives, other government agencies, and within the Tribunal. Deliver and lead information sessions to members and staff.
- **Communicate with influence:** Communicate sensitively and effectively with First Nations people, and internal and external stakeholders. Excellent communication, negotiation and liaison skills with a proven ability to communicate sensitively and effectively with a diverse range of stakeholders, in particular, Aboriginal and Torres Strait Islander communities.
- **Project and Case management:** Support specific objectives relating to raising awareness, improving access and support for First Nations people, and contribute to increased workforce understanding, value and recognition of First Nations cultures, histories, knowledge, and rights. This also includes the case management of First Nations applicants to provide cultural assistance and guidance throughout the process.
- **Strategic advice:** Develop and contribute to strategic approaches to raise awareness of, and improve experiences for, independent administrative review for First Nations peoples, including a program of work, performance targets, and priority areas. Contribute to the Tribunal’s strategic approach to Closing the Gap initiatives and our Reconciliation Action Plan.

About you:

The ideal candidates can work with a range of stakeholders, communities, and individuals.

To be successful you will have:

- Well-developed cultural competency and a deep understanding of the issues affecting First Nations peoples and communities.
- The ability to build community engagement and manage relationships in a culturally diverse environment, communicating issues sensitively and effectively to achieve mutually beneficial outcomes.
- Demonstrated project management and planning skills, and an ability to work in a fast-paced environment, managing multiple competing priorities at once in tight timeframes.
- Demonstrated strong sense of self-awareness, working to foster respect, inclusion, and cultural and psychosocial safety in the workplace.
- Demonstrated ability to take initiative, and apply a solutions-focused innovative, and agile approach to deliver quality timely advice and achieve results.

Eligibility

Essential:

- This is an identified position for an Aboriginal or Torres Strait Islander person. Aboriginality is a genuine occupational qualification and is authorised under Section 14(d) of the Anti-discrimination Act 1997
- The Tribunal requires Australian Citizenship as a condition of engagement
- All employees are required to undertake an Australian Federal Police Check and complete a health declaration

Desirable:

- Demonstrated understanding of and/or experience in liaising with First Nations Peoples
- Demonstrated knowledge of and experience in working on programs and projects relevant to Aboriginal and Torres Strait Islander Peoples and communities

More information about this position, the scope of the role, duties and required capabilities and experience, is contained within the Position Description, linked below.

Please submit a CV, cover letter, and upload a separate document addressing all the required capabilities and experience as detailed in the position description.

Notes

NO AGENCIES PLEASE

We are a Circle Back Initiative Employer and commit to responding to every applicant.

Please note a merit list/pool may be created to fill future like vacancies. Suitable candidates on this merit list/pool may be contacted in relation to identical or similar non-ongoing and ongoing roles in the Tribunal, or the broader APS, within 18 months from the original advertised date in gazettal.

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, LGBTQI+ community and mature age people. If you have any support or access requirements, we encourage you to advise us if invited to interview.

Please contact the Talent team on (02) 9276 5443 or recruitment@art.gov.au should you require assistance with accessing our website or with lodging your application.

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

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

About the 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	Tyron Day, 0438 444 349
Agency Recruitment Site	https://www.art.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0764672

Administrative Review Tribunal

Closing Date:Sunday 16 November 2025

Enterprise Technology Group
Enterprise Technology Group Technology Security, Risk & Assurance

Job Title	Enterprise ESI Lead
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Adelaide SA
Salary	$117,665 - $138,493
Future Merit Locations	Melbourne, Sydney, Canberra, Brisbane, Adelaide
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 1
Position Number	42628
Agency Website	https://www.art.gov.au/

Job Description

https://www.art.gov.au/about-us/careers

Are you a seasoned Enterprise ESI Lead looking to shape the future of technology, governance and data loss prevention. This could be the opportunity for you.

The Administrative Review Tribunal (ART) is currently seeking application for an Enterprise ESI Lead, to join the Information Technology team, internally known as the Enterprise Technology Group (ETG).

This ongoing hybrid role can be based in Adelaide, Brisbane, Canberra, Melbourne or Sydney.

The Enterprise Electronic Stored Information (ESI) Lead is responsible for day-to-day operations and management of the ART's ESI governance software (MS Purview) and implementing best practice ESI operations, governance and data loss prevention. The role is required to provide strong leadership on strategy, opportunity, risks and deliver authoritative advice and status to executive, management and stakeholders.

In this role you'll be responsible for analysing a range of M365 ESI features, planning initiatives based on business value/alignment and implementing those initiatives in conjunction with ART stakeholders. You will be instrumental in ensuring that ESI is managed in a way that is efficient, secure, economical and consistent with government information management expectations.

This role sits within the Technology Security, Risk and Assurance (TSRA) section of the Enterprise Technology Group (ETG), and reports to the Director, TSRA.

The TSRA team is comprised of eight passionate team members that are geographically dispersed across Australia and use a scrum/scrumban approach to delivery management.

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.

We believe in providing our employees with a work environment that is supportive and rewarding. Our culture is one that welcomes all and we embrace flexibility and diversity. We believe our people are our most valuable asset and we work to support the skills, knowledge and capability of our staff.

You can learn more about the Tribunal on our website.

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
- competitive salary including generous superannuation employer contribution of 15.4%
- salary packaging options
- supportive career development opportunities
- access to holistic health and wellbeing programs including Fitness Passport which provides discount 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 and options to purchase leave.
- employee Assistance Program for you and your family
- positive and inclusive culture.

Read our Enterprise Agreement for more information about our terms and conditions of employment.

Duties

- **Leadership:** Provide leadership, direction, advice, support and hands-on operation, coordination and oversight of the end-to-end eDiscovery services and capabilities with the ART. This includes providing advice on services required to meet business, technology, compliance, and control requirements. Promote positive behaviours, leading by example and taking a proactive approach to training, and increased compliance understanding.
- **Operational management:** Manage the provision of ESI technology-based services to meet defined organisational needs, including design, operation, control, maintenance, and effective use of technology services. Ensure risks are identified, documented, addressed and/or continuously managed. Maintain and contribute to operational continuity of the ART's environments and toolchain to ensure services are performing optimally and effectively. Perform eDiscovery tasks including data collection, processing, support, analytics, and production of sensitive reports. Perform quality assurance and set objectives and goals for the resolution of risk and ESI compliance issues.
- **Strategic advice and policy:** Provide authoritative and definitive expert advice and guidance on the implementation of technology and the identification of risks within solutions and architectures. Develop, maintain and interpret policies, standards and processes that effect the provision of ESI services ensuring they are fit for purpose. Review business proposals and provide advice on technology cost, opportunity, risk, issues, and implications. Deliver well-reasoned, structured, and definitive insights into achieving high quality performance.
- **Compliance and risk management:** Lead ART's ESI governance and ensure alignment and consistency of ART's controls environment and compliance with Commonwealth, ART and other legal requirements. Maintain the security, confidentiality, integrity, availability and accountability of ART's ESI assets, ensuring compliance and adherence to ART and whole of government technology policies and standards. Coordinate and compile performance reporting.
- **Delivery & stakeholder management:** Engage with program sponsors, business owners, product owners and stakeholders at all levels, both within and external to the ART, to deliver high quality technology solutions and services, including compliance with policies and best practice ICT frameworks.

To be successful in this role you will be:

- Experience with Microsoft technologies such as Purview, Entra ID, D365, Copilot, SharePoint, and Windows File Shares.
- Able to conceptualise how traditional ESI frameworks can be applied to the abstracted Cloud model and understand how contemporary architecture can mitigate risk while providing increased business flexibility
- Autonomous, inquisitive, and consistently challenge the status quo in pursuit of efficiency dividends whilst not compromising on security posture
- Well acquainted with Australian Government cyber security frameworks, the Privacy Act 1988, National Archives Act 1983, Freedom of Information Act 1982, and AI

- A thirst for continuous learning of cutting-edge technology and be able to contextually apply this knowledge when solutioning novel approaches to manage ESI risk and enable secure business.
- Able to communicate complex information clearly and succinctly, both orally and in written material.

Eligibility

Essential:

- Have the ability to obtain and maintain a Negative Vetting Level 1 security clearance
- The Tribunal requires Australian Citizenship as a condition of engagement.
- All employees are required to undertake an Australian Federal Police Check and a Health Assessment.

Desirable:

- Academic or Vocational certification in Technology and/or appropriate industry better practice standards and frameworks with specialisation in cyber security (e.g., CISM, CISSP, CCSP, CISA, GIAC).
- Degree or post graduate qualifications in information, technology, management and/or related disciplines.
- Vocational certification in modern information, communication and technology approaches including Agile, Scrum, SAFe, ITIL, TOGAF, COBIT, PRINCE2/PMBOK, etc.More information about this position, the scope of the role, duties and required capabilities and experience, is contained within the Position Description, which is linked below and available on our Career Opportunities page.

Please submit a CV (of no more than 4 pages) and cover letter (of no more than 2 pages) addressing how your experience matches the capabilities and experience of role, referring to the Position Description.

Notes

Please contact the Talent team on (02) 9276 5443 or recruitment@art.gov.au should you require assistance with accessing our website or with lodging your application.

We are a Circle Back Initiative Employer and commit to responding to every applicant.

Please note a merit pool may be created to fill future like vacancies. Suitable candidates on this merit pool may be contacted in relation to identical or similar non-ongoing and ongoing roles in the Tribunal, or the broader APS, within 18 months from the original advertised date in gazettal.

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, LGBTQI+ community and mature

age people. If you have any support or access requirements, we encourage you to advise us if invited to interview.

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

About the 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	Jason O'Dea, (03) 9454 6666
Agency Recruitment Site	https://www.art.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0764729

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Wednesday 19 November 2025

Chief Operating Officer
Corporate, Governance and Communication Enterprise Portfolio Management Office

Job Title	Coordinators - EPMO, Various Positions
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$94,563 - $105,909
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	To be negotiated
Classification	APS Level 6
Position Number	6276_10/25_CGC
Agency Website	https://www.acic.gov.au/

Job Description

https://www.acic.gov.au/about-us/careers

The Enterprise Portfolio Management Office (EPMO) is looking to fill various APS6 positions within the section including:

- APS6 Account Manager Coordinator
- APS6 Portfolio Resource Coordinator

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

As an APS6 Account Manager Coordinator, you will:

- provide support to your direct Account Manager and engage with other Account Managers to ensure workplans and dependencies are monitored appropriately.
- ensure that the initiatives within your business area have the required resources to deliver.
- build strong, trusted relationships with stakeholders to establish program, project and change initiatives, coordinating cross portfolio activities, and assist in developing portfolio plans, strategies, and objectives aligned with the ACIC’s strategic direction and enterprise outcomes.
- maintain knowledge in EPMO practices and processes, to ensure consistent advice and guidance is being provided for the program, project and change initiatives. This also includes providing governance and assurance advice to ensure delivery of value, risk management and compliance against project management standards.

- provide coordination for EPMO governance forums and project boards, to support the alignment of operational activity with strategic direction.

As an APS6 Portfolio Resource Coordinator, you will:

- maintain oversight of portfolio resourcing by identifying, tracking, and allocating resources effectively to maximise utilisation and minimise gaps using the system tools.
- assist with the evaluation and prioritisation of projects by considering factors such as risk, budget constraints, and resource availability, while proactively identifying and mitigating risks related to resource allocation and project delivery.
- assist and maintain robust resource management processes, tools, dashboards, and reporting frameworks to support performance monitoring, governance, and informed decision-making.
- build and maintain strong relationships with internal and external stakeholders to support proactive planning, continuous performance improvement, and effective service delivery.
- provide training and development programs for staff involved in program and project management, supporting capability uplift across the agency.

Your skills and capabilities

We invite applications from people with the following experience, skills and attributes:

- Proven experience in coordinating portfolio, program, project management procurement and resource management within a federal government environment.
- Experience in providing support to a program/project lifecycle, with an ability to apply quality assurance measures to support the stakeholders with their project/programs.
- Strong stakeholder engagement skills, including the ability to provide advice, consult and converse with a range of stakeholders on complex and strategic issues.
- Strong analytical, problem solving and conceptual skills, including the ability to examine information and contribute to the planning and delivery of initiatives.
- Under broad direction, the ability to work with a level of independence to resolve issues and deliver quality outcomes.

Desirable skills and experience

- Strong understanding of portfolio, program and/or project methodologies, such as: PRINCE2; Managing Successful Programs; Management of Portfolios; Portfolio, Program and Project Offices; Scaled Agile Framework (SAFe).
- Procurement and/or Resource Management experience within a Federal Government
- Experience within a small to medium Portfolio Management Office.

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 1 security clearance.

- **Pre-Employment Screening** – All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC.

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	Sarah, 0477 898 376
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0764643

Australian Federal Police

Closing Date:Monday 17 November 2025

Job Title	Senior Project Officer - Strategy & Performance Office
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$107,559 - $118,673
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible & Hybrid Work Arrangements Considered
Classification	APS Level 6;Executive Level 1
Position Number	15387
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15387/

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

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child’s date of birth or placement

- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Applications are sought from suitably qualified applicants wishing to be considered for positions in Integrated Portfolio Office (IPO) and Enterprise Program Management Office (EPMO), in the Australian Federal Police's (AFP) Strategy and Performance Office (SPO), at the Band 6 level.

SPO is focused on ideas, influence, and insights, and maximises AFP operational impact by translating the agency's strategic intent into whole-of-AFP activity and providing influence with Government and key external stakeholders. SPO plays a critical role in managing enterprise priorities, nurturing strategic thinking, and facilitating strong enterprise decision-making.

Within SPO, the IPO and EPMO teams are responsible for the provision of specialist program and project management expertise. We support strategic planning, prioritisation, investment and oversight of capabilities that are critical to achieving operational outcomes and delivering maximum impact to the criminal environment.

As a Senior Project Officer, you will be a part of a cohesive team supporting the effective planning, investment and delivery of the AFP's current and future capabilities. Our ideal candidate is someone who is eager to learn, excels in critical thinking and problem-solving, and is adaptable to changing environments while effectively managing competing priorities.

What will you do?

As a Senior Project Officer, your key responsibilities will include:

- Conducting routine investigative research and analysis of Program and Project delivery status to inform executive-level decision making.
- Researching, drafting, and preparing briefs, complex correspondence, and reports, including submissions for committee review.
- Engaging with a wide range of internal and external stakeholders to provide advice and services that align with governance and project delivery outcomes.
- Conducting targeted assurance activities on programs and projects including, providing high quality recommendations and input for reporting on assurance outcomes.
- Maintaining currency in project management tools and methodologies through ongoing professional development and learning opportunities.
- Applying a high level of discretion, judgement and initiative to all situations and decision making to achieve results and drive continuous improvement.
- Develop team members/knowledge transfer through a guiding, mentoring and advisor role.
- Model the AFP's Core Values and maintain the highest level of professional standards.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Contemporary knowledge and experience relevant to the role.
- Demonstrated stakeholder management skills and the ability to foster productive working relationships.
- Demonstrated ability to effectively communicate with a wide range of stakeholders, both verbally and in writing.
- Demonstrated ability to work effectively in a small team and have ability to complete tasks with limited guidance.

Desirable Requirements

- A proactive approach to identifying opportunities for innovation and continuous improvement.
- Strong analytical and problem-solving skills, with the ability to think strategically.

Notes

- This position is an AFP Band 6 level
- At the AFP we value the different perspectives, approaches and lived experiences of our people, and recognise that our collective intelligence and diversity is what makes us stronger. As such, we encourage applications from people from all walks of life, including people from culturally and linguistically diverse backgrounds, First Nations people, women, the LGBTQIA+ community and people with disability.

About the Australian Federal Police

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

To Apply

Position Contact	Nikki Manchanda, 02 5126 3791
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15387/

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Attorney-General's

Vacancy VN-0764646

Australian Federal Police

Closing Date:Monday 17 November 2025

Job Title	Regional Security Advisor - SIC
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Perth WA
Salary	$107,559 - $118,673
Future Merit Locations	Various locations - ACT, Canberra, Perth
Office Arrangement	On Site
Office Arrangement Details	Work in office with WFH possibility
Classification	APS Level 6
Position Number	15322
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15322/

Did you know?

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

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Applications are sought from suitably qualified applicants wishing to be considered for the role of Regional Security Advisor (RSA).

The Regional Security Advisor Network (RSAN) is attached to the AFP Security and Integrity Command. Advisors within the RSAN are responsible for the implementation of security risk management principles; promote proactive and positive organisational security culture, and effectively implement security policy as stipulated by the Protective Security Policy Framework (PSPF), within their geographic Command structure.

The RSA position relies heavily on relationship building and engagement with internal and external stakeholders. Effective communication skills, self- management and motivation are vital for this role.

The RSAN is managed under the authority of Security and Integrity Command and provides nationally consistent advice to Commands to meet the fundamental outcomes of the AFP Security Plan. The RSA is imbedded within each Command and are the conduit between their Command, and the four pillars of AFP Security: Security Governance, Information Security, Personnel Security and Physical Security.

The RSA requires a minimum Negative Vetting 2 (Top Secret) clearance, or the ability to obtain and maintain this level of clearance. As there may be short notice provided for Rapid Response Overseas Travel, the successful applicant may be required to obtain and maintain the necessary

rapid response medical clearance. The RSA position works to the Operations Working Pattern, which attracts a 22% allowance.

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

What will you do?

- Identify relevant threats, vulnerabilities and security risks to AFP sites and personnel, working collaboratively to develop appropriate security treatments to mitigate the identified risks
- Produce security risk assessments and treatment plans on AFP operations and activities
- Conduct site security assessments, identifying vulnerabilities and recommend appropriate security treatments
- Prepare, monitor, review and deliver site specific Security Response Plans
- Investigate and report on security incidents and breaches of security governance, devise risk mitigations and develop trend reporting to inform decision making
- Provide security advice for AFP hosted events, including the development of Event Security Plans
- Deliver Security Awareness and Induction Training
- Promote a robust and positive security culture through on-going consultation, collaboration, and communication with personnel
- Provide support to the Threat to AFP Personnel Program (BULWARK)
- Be the local point of contact for the contracted security guard service
- Assist all members within the Command to be aware of and fulfil their security responsibilities and obligations
- Provide updates to Security Command about any security-related events or works undertaken in their Command.

Eligibility

Essential Requirements

- You must be an Australian citizen.
- A Negative Vetting 2 (Top Secret) security clearance or the ability to obtain one.
- Demonstrated Australian Government protective security experience and/or qualifications.
- Experience in the production of site security assessments.
- Experience in the production of risk assessments and treatment plans.
- The ability to prioritise tasks and meet tight timeframes, with minimal supervision, while delivering high level outputs and contributing to the outcomes of Security and Integrity Command.
- Ability to undertake both domestic and international travel, sometimes at short notice.

Desirable Requirements

The following skills and/or experience is highly regarded:

- ASIO T4 Security Practitioners Course or or equivalent qualification/training
- Qualifications in Security Risk Management (Diploma or Cert IV)
- Qualifications in Government Investigations

Notes

- These roles are at an AFP Band 6 level
- These roles are based in WA and ACT, applicants are required to be located in either of these locations, or relocate at own expense
- Feedback from panel will only be available for applicants progressing to interview stage for this process

Commitment to Diversity and Inclusion

At the AFP we value the different perspectives, approaches and lived experiences of our people, and recognise that our collective intelligence and diversity is what makes us stronger. As such, we encourage applications from people from all walks of life, including people from culturally and linguistically diverse backgrounds, First Nations people, women, the LGBTQIA+ community and people with disability.

About the Australian Federal Police

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

To Apply

Position Contact	Damian Mouritz, (02) 5126 4393
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15322/

- 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

Attorney-General's

Vacancy VN-0764696

Australian Federal Police

Closing Date:Tuesday 18 November 2025

Job Title	Regional Deputy COMSO - DCNS
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Adelaide SA, Melbourne VIC, Perth WA
Salary	$99,285 - $107,559
Future Merit Locations	Canberra, Sydney, Brisbane, Adelaide, Melbourne, Perth
Office Arrangement	Flexible
Office Arrangement Details	Role is unable to be undertaken remotely. Successful applicant must reside in geographical location or be willing to relocate at own expense for role
Classification	APS Level 5
Position Number	15425
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15425/

Did you know?

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

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

- Six weeks (30 days) of paid annual leave per year
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
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- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

As a Team Member in the AFP, you will be required to contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments.

It is expected that the successful applicant will deliver on the core responsibilities and meet any requirements of the position as outlined below.

We're interested in hearing from people who:

- Are self-directed and have the flexibility and resilience to thrive in a dynamic, high tempo working environment.
- Operate independently with a high level of knowledge of intelligence practices and management of classified material.
- Resolve problems using expertise and complying with legislative, policy and regulatory frameworks for information management requirements.

What will you do?

As Regional Deputy COMSO will provide a key role in the protection of classified information and assets. You will also use your contemporary intelligence and analysis skills to contribute to AFP investigations and operational activity.

Duties include:

- Undertaking the role of Deputy Communications Intelligence Security Officer (DCOMSO).
- Providing briefings, refresher briefings and de-briefings on behalf of external agencies.
- Proactively plan, collect, collate and analyse information to produce and disseminate actionable intelligence.
- Maintain knowledge and understanding of the intelligence environment and relevant Commonwealth legislation.
- Develop and maintain site specific COMSO Standard Operating Procedures (SOPs).
- Support AFP COMSO in conducting inspections and audits to ensure compliance with the Protective Security Policy Framework (PSPF).
- Prepare and provide information and intelligence briefings to AFP business areas and AFP executive.
- Investigate security incidents referred to the COMSO Team as the Security Incident Report Officer (SIRO).
- Working closely with investigations and intelligence teams, provide advice on security implications to support AFP and partner agency operational activity.
- Liaise with relevant AFP business areas and external agencies on matters relevant to security.
- Provide travel briefings.
- Manage tenant agency requirements, including liaising with relevant external agencies.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- This role requires a current TS PV/PA, or ability to obtain one
- Contemporary experience in managing classified information
- Contemporary knowledge and experience in the national security intelligence environment
- Successful completion of mandatory psychological and integrity gateways
- Ability to work flexible hours (including evenings, weekends and public holidays) and undertake on-call duties

Desirable Requirements

- Experience in physical (building) security management
- Qualifications in a relevant discipline
- Experience in stakeholder liaison in intelligence environment
- Good understanding and demonstrated application of the Australian Government Protective Security Policy Framework (PSPF)

Notes

- This position is an AFP Band Level 5.
- Please note that this position is on an Operations Working Pattern and attracts a 22% composite.

- Role is unable to be undertaken remotely. Successful applicant must reside in geographical location or be willing to relocate at own expense for role and work from office in that location.

Commitment to Diversity & Inclusion

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About the Australian Federal Police

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To Apply

Position Contact	vrn15425@afp.gov.au, N/A
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15425/

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Attorney-General’s

Vacancy VN-0764639

Federal Court of Australia

Closing Date:Monday 17 November 2025

Federal Court of Australia
Corporate Services Corporate Operations

Job Title	Assistant Director - Strategic Design and Engagement
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW
Salary	$115,443 - $125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be negotiated in line with operational requirements
Classification	Executive Level 1
Position Number	0913-10-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

https://fcajobs.nga.net.au/?jati=7B6DAEE2-3524-E2A0-5C89-E44FBB38D845

Position Overview

Reporting to the Director Communications, the Assistant Director Strategic Design and Engagement, leads the development and implementation of brand strategy, visual identity, and stakeholder engagement initiatives that support the Courts' and Tribunal's strategic communications objectives.

This role requires a high level of creative execution, including the direct development of visual assets and design materials. The Assistant Director is responsible for shaping how the broader Listed Entity is perceived internally and externally, ensuring consistency, clarity, and alignment with corporate values and priorities.

Working closely with internal stakeholders, creative teams, and external partners, the role drives strategic brand positioning, produces and manages design outputs, and fosters strong relationships to enhance communication impact across the organisation.

Duties

- Design and produce visual assets, ensuring alignment with brand strategy and accessibility standards.
- Use design software to create high-quality visual communications, ensuring they meet strategic objectives and stakeholder expectations.
- Provide creative direction and quality assurance for graphic design outputs, including publications, infographics, social media content, presentations, and campaign materials.
- Manage relationships with internal stakeholders and external design suppliers to deliver timely and effective visual communications.
- Champion the integration of design thinking and user-centred design principles into communication planning and execution.
- Develop and implement a strategic brand framework, including visual identity, tone of voice, and brand guidelines.
- Oversee brand governance processes to ensure consistent application of visual identity across the organisation.
- Monitor brand performance and engagement metrics to inform continuous improvement.
- Collaborate with the broader Communications team to align visual storytelling with broader messaging and engagement strategies.
- Contribute to corporate reporting, strategic planning, and executive briefings as required.

Eligibility

Selection Criteria

- Demonstrated experience in brand strategy, graphic design, and stakeholder engagement within a complex organisation.
- Must have a strong portfolio showcasing design work and creative leadership.
- Advanced proficiency in design software (e.g. Adobe Creative Suite) and understanding of accessibility and inclusive design standards. This role requires daily use of design tools and active creation of visual content.
- Strong creative judgment and ability to translate strategic objectives into compelling visual communications.
- Proven ability to manage relationships and influence outcomes across diverse stakeholder groups.
- Excellent written and verbal communication skills, with the ability to present and explain design concepts to non-design audiences.
- Experience working in or with government, including understanding of APS values and communication protocols, is highly desirable.

Mandatory or desirable qualifications

- Degree in visual communications or graphic design
- Preferably at least five years’ experience working in a creative design agency or inhouse creative team.

Notes

How to apply

To apply for this position please click on the “apply now” button on the Federal Court’s Careers Portal Federal Court of Australia Jobs - Jobs List.

To be considered for the role you will need to upload your CV and a design portfolio of no more than 10 pages that includes a short written narrative about each campaign or design that outlines:

- The key stakeholders, how the brief was generated and how the output aligns with the brief.
- Your role in the project including, creative leadership, client management, and client presentations and approvals.
- The success of the project – what did you learn and what would you do differently?

Prior to preparing your portfolio, it is recommended you review the EL 1 Work Level Standards. It may also be useful to refer to the Integrated Leadership Systems information relevant to the classification.

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.

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

About the 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	Abbi Clifford, 02 9184 5160
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=7B6DAEE2-3524-E2A0-5C89-E44FBB38

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Attorney-General's

Vacancy VN-0764663

National Anti-Corruption Commission

Closing Date:Tuesday 18 November 2025

Enabling Services

Job Title	Security Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$77,154 - $83,775
Future Merit Locations	Brisbane, Melbourne, Perth, Sydney, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 4
Position Number	110_10/25
Agency Website	https://nacc.gov.au/

Job Description

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

About the National Anti-Corruption Commission

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

Working with us

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

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

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

Under the direction of the Senior Security Officer, the Security Officer supports all functions of the management of the NACC's protective security measures, including functions and arrangements as required by the Australian Government's Protective Security Policy Framework (PSPF), and will support the management of the physical security of the NACC's properties.

Duties

The successful candidate will work under the general direction of the Senior Security Officer.

Key activities of this position include:

- Supporting the agencies on-boarding process for employees and contractors.
- Contribute to the review and ongoing maintenance of security clearances with the Australian Government Security Vetting Agency (AGSVA).
- Providing guidance to staff and developing instructional materials on all aspects of protective security, including supporting the delivery of security awareness training.
- Supporting security investigations in response to any security breaches or incidents.
- Internal and external stakeholder engagement in support of the management of the NACC's facilities and properties.
- Contributing to the management of all electronic security systems across the Commission including CCTV, electronic access control, and key management systems.
- Providing support to the Commission's guard force across all locations.
- Participate in an on-call after-hours roster which may include after-hours attendance.

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

Eligibility

Employment with the National Anti-Corruption Commission (NACC) is subject to the following conditions:

Citizenship – Applicants must be an Australian Citizen.

Security Clearance – This is a Designated Security Assessment Position (DSAP). The occupant of this position must obtain and retain an AGSVA security clearance to Negative Vetting 2.

Suitability assessment – The NACC must be satisfied that successful applicants are of suitable character. They must undergo a rigorous pre-employment suitability screening process that can be intrusive in nature including (but not limited to) detailed background, character, employment, police, and financial checks.

Probation - A probation period will apply to any new ongoing engagement to the Australian Public Service.

Notes

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

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

The NACC provides a service allowance of $1,972 per annum (pro-rata for part-time) to non-SES employees which acknowledges the special requirements of working at the NACC. This includes the need for high-level personal security assessments, the intrusion associated with notifying private financial and social interests and the necessity to engage in practices to prevent targeting by unlawful elements.

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

About the National Anti-Corruption Commission

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

To Apply

Position Contact	Jack, (02) 6203 8084
Agency Recruitment Site	https://nacc.nga.net.au/

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Attorney-General's

Vacancy VN-0764715

National Anti-Corruption Commission

Closing Date:Thursday 20 November 2025

Enabling Services

Job Title	Security officer / Deputy COMSO
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$86,059 - $91,809
Future Merit Locations	Brisbane, Melbourne, Perth, Sydney, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 5
Position Number	109_10/25
Agency Website	https://nacc.gov.au/

Job Description

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

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Working with us

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

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

Duties

About the Role

Under the direction of the Senior Security Officer, the Security Officer supports the management of the NACC’s protective security measures, including administrative functions and arrangements that support compliance with the Australian Government’s Protective Security Policy Framework (PSPF). The role provides a key support to the effective management of the physical security of the NACC’s properties.

The successful candidate will work under the general direction of the Senior Security Officer.

Key activities of this position include:

- Contribute to the review and ongoing maintenance of security clearances and liaison with the Australian Government Security Vetting Agency (AGSVA).
- Supporting the agency on-boarding process for employees and contractors.
- Contribute to the review of security risk assessments relating to physical and personnel security and site inspections of agency facilities and infrastructure.
- Undertaking pre-employment screening processes including DVS, and NCCHC’s.
- Contributing to the management of all electronic security systems across the agency including CCTV, electronic access control, electronic key safes, safes and containers and intruder detection.
- Contribute to the review of security risk assessments relating to physical and personnel security and site inspections of agency facilities and infrastructure.
- Contributing to the agency's security governance and the security policies and procedures that support NACC's protective security obligations.

- Undertaking security investigations in response to any security breaches or incidents.
- Liaison with relevant stakeholders within the agency, external agencies and security agencies on matters relating to NACC's security, property and facilities.
- Provide support to security and property projects and contracts.
- Supporting the Commission's COMSO by performing the deputy COMSO function.

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

Eligibility

Employment with the National Anti-Corruption Commission (NACC) is subject to the following conditions:

Citizenship – Applicants must be an Australian Citizen.

Security Clearance – This is a Designated Security Assessment Position (DSAP). The occupant of this position must obtain and retain an AGSVA security clearance to Positive Vetting.

Suitability assessment – The NACC must be satisfied that successful applicants are of suitable character. They must undergo a rigorous pre-employment suitability screening process that can be intrusive in nature including (but not limited to) detailed background, character, employment, police, and financial checks.

Probation - A probation period will apply to any new ongoing engagement to the Australian Public Service.

Notes

Benefits of Working for the NACC

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

• competitive rates of pay and 15.4% superannuation.

• generous paid parental leave for primary and secondary caregivers.

• an additional 3 days paid leave between Christmas and New Year.

• flexible working arrangements such as part-time work, flexible work hours, and technology to support working from home and similar arrangements.

• an option to purchase additional leave, up to 4 weeks per year.

• access to salary sacrificing, and

• access to studies assistance.

The NACC provides a service allowance of $1,972 per annum (pro-rata for part-time) to non-SES employees which acknowledges the special requirements of working at the NACC. This includes the need for high-level personal security assessments, the intrusion associated with notifying private financial and social interests and the necessity to engage in practices to prevent targeting by unlawful elements.

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

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To Apply

Position Contact	Dennis, (02) 6203 8002
Agency Recruitment Site	https://nacc.nga.net.au/

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Defence

Vacancy VN-0764211

Department of Defence

Closing Date:Thursday 20 November 2025

Australian Defence Force Headquarters
Vice Chief of Defence Force Group

Job Title	Athena Training Development Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT, Fishermans Bend VIC
Salary	$95,187 - $108,734
Future Merit Locations	Fishermans Bend, Brindabella Business Park
Office Arrangement	On Site;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	ADFHQ/08138/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=EBE35ED1-5605-9CD5-125C-E44D2B8DEDC1

Duties

The Role

The Athena Training Officer is responsible for the development and delivery of user training for the Athena modeling tool and suite of evolving modules within the Athena Program Office (APO).

Your role will work with a variety of stakeholders internally and externally to assess training needs, develop training materials, and conduct training sessions, workshops, and presentations; and evaluating/modifying the training programs to enhance user skills/knowledge in using the Athena suite.

Athena is a workforce modelling simulation tool that supports decision making to ensure our workforce is designed to be affordable, achievable, sustainable and integrated.

It is Australian-owned Intellectual Property, developed in consultation with Defence Science and Technology Group (DSTG) and academia with funding and interest from external parties, including Allied Military Forces.

This has driven the need to establish a dedicated APS Level 6 Training Officer role to ensure Athena's continued success and relevance, including for the expanding internal and external user group.

About our Team

The APO sits within Military Workforce Design Division (MWDD) reporting to the Senior Officer Athena Program Management Office (1* ADF Reservist Officer) role. The team comprises the Athena Product Manager (EL2), Athena Service Manager (EL1) whom this role will report to, as well as having responsibility to work collaboratively with a Helpdesk Support Officer (APS Level 6) for level one technical support and triage.

The role works closely with teams within Military Workforce Design Division, as well as DSTG and academia, and external parties nationally and internationally, requiring extensive stakeholder engagement.

Our Ideal Candidate

You will have excellent communication skills, and the ability to adapt training for diverse audiences. You must be able to demonstrate your ability to be adept at training needs assessment, training material development, training delivery and evaluation of training effectiveness.

Your Ideal qualities also include strong presentation skills, the ability to engage learners, a commitment to continuous improvement, and responsiveness to achieve high quality user experience and engagement with the Athena tool.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Commodore Anthony Klenthis, Director General Workforce Design Branch, 02 5109 6234
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EBE35ED1-5605-9CD5-125C-E4

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Defence

Vacancy VN-0764404

Department of Defence

Closing Date:Sunday 16 November 2025

Capability Acquisition and Sustainment Group
Engineering, Technology and Materiel Logistics

Job Title	Policy Program Manager Materiel Protection
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$120,303 - $135,701
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	Executive Level 1
Position Number	CASG/08505/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=160D738A-BA4E-513E-8B43-E44E1946036C

Duties

The Role

In this role you will work with Defence to develop a new approach protecting the integrity, confidentiality and availability of military assets across the capability lifecycle. In this role you will to learn principles of Materiel Protection, and apply advanced Policy and Program Management skills to influence Defence and Industry, and contribute to coaching, leadership and outcomes of Materiel Protection. You will develop, adapt and apply frameworks and principles of engagement to bring representatives together to resolve issues through courses of action, and transform risks, provide advice, engage with authorities, implement decisions, and deliver outcomes. Develop, update and publish policy and doctrinal documents as an effective tool to achieve Defence, Industry and MP business outcomes.

Be prepared to write Policy and do Program Management. Have knowledge and skills in documentation hierarchy, writing style and template use for Defence or Government. Manage PMO, compliance, and reporting through traditional, agile or Lean methods. Use those traditional and agile methodologies to lead the team by formalising and structuring outcome-focused goal-based Key Performance Indicators.

About our Team

This is a new team doing original and exciting work. We are part of a recently formed division called Engineering Technology & Materiel Logistics in CASG.

We are a small but growing team that is keen to make a difference. We collaborate closely with our stakeholders to deliver advantage at speed and on task.

Our Ideal Candidate

This is a great chance to build your career and grow your reputation by working alongside experts in Defence, industry and intelligence.

We are looking for an experienced and creative specialist to lead policy and program management to keep our technology safe. You will help build a living culture and contribute to outcomes by leading policy and program management domains, as we develop and deliver new capabilities to Defence.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Jason Steward, 02 6265 2792
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=160D738A-BA4E-513E-8B43-E4

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Defence

Vacancy VN-0764418

Department of Defence

Closing Date:Sunday 16 November 2025

Security and Estate Group
Infrastructure Division

Job Title	Property & Estate Management - Assistant Director - Multiple Vacancies
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$120,303 - $135,701
Future Merit Locations	Brindabella Business Park
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 1
Position Number	SEG/08422/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=BC4AD59F-C850-4C7A-D3C7-E44E1B34F7B2

Duties

The Role

Property Management Branch (PMB) within Security and Estate Group (SEG) is recruiting **multiple EL 1 Assistant Directors** across its directorates at Brindabella Park, ACT.

Assistant Director – Estate Licencing and Leasing (DELL)

As Assistant Director in Estate Licencing and Leasing (DELL) you will lead a small team to proactively manage leasing and licencing of the Defence Estate nationally. You will engage broadly across the enterprise, with industry, local government entities and Commonwealth stakeholders to deliver strategic outcomes aligned to the National Defence Strategy. This function is complementary to licenced civil use of Defence shared airfields and domestic and overseas office accommodation leasing. DELL retains subject matter expertise for all licenced use of the Defence estate in accordance with the Defence Estate Civil Use Policy. This includes memorandums of understanding, base operations deeds, easements, licenced use of the Defence estate as Government Furnished Facilities and multi-zone licences for national users such as telecommunications providers, the Royal United Services Institute, Army and Air Force Canteens Service, Navy Canteens and Cadets.

You will lead a small team to proactively manage leasing and licencing of the Defence Estate nationally. You will engage across the enterprise to deliver strategic outcomes aligned to the National Defence Strategy. DELL retains subject matter expertise for all licenced use of the Defence estate in accordance with the Defence Estate Civil Use Policy, including memorandums of understanding, base operations deeds, easements, licenced use of the Defence estate as Government Furnished Facilities and multi-zone licences for national users.

Assistant Director – Property Projects (DPP)

As Assistant Director of Property Projects (DPP) you will lead a small team to proactively manage capital works projects and accommodation leases to support Defence’s portfolio partners. You will engage broadly across the enterprise with industry, local government entities and Commonwealth stakeholders to deliver strategic outcomes aligned to the National Defence Strategy.

You will require a solid understanding of procurement processes and contract management. You will be responsible for overseeing all national construction and fit-out activities, and manage leased office accommodation for Defence portfolio agencies and coordinate Memoranda of Understanding between Defence and its portfolio entities.

You will lead a small team to proactively manage capital works projects and accommodation leases to support Defence’s portfolio partners. You will engage broadly across the enterprise with industry, local government entities and Commonwealth stakeholders to deliver strategic outcomes aligned to the National Defence Strategy. You will require a solid understanding of procurement processes and contract management. You will be responsible for overseeing all national construction and fit-out activities, and manage leased office accommodation for Defence portfolio agencies and coordinate Memoranda of Understanding between Defence and its portfolio entities.

Assistant Director – ACT Accommodation Strategy (DAAS)

As Assistant Director of ACT Accommodation Strategy (DAAS) you will consult broadly across the enterprise and with industry partners to develop and implement a long-term accommodation strategy for the ACT. The strategy will focus on uplifting and optimising Defence’s use of office accommodation and reducing overall cost to Defence into the future. Legislative, financial and

policy drivers will shape the direction, and you will work closely with Defence's Property Services Provider, internal and external stakeholders to improve business process. You will develop recommendation papers for consideration by Defence committees and you will have the opportunity to implement your strategy as a tangible outcome. The ACT Accommodation Strategy is being delivered in a staged way, with Stage 2 currently underway until the end of 2027.

You will consult across Defence and with industry partners to develop and implement a long-term accommodation strategy for the ACT. The strategy will focus on uplifting and optimising Defence's use of office accommodation and reducing overall cost to Defence. You will work closely with Defence's Property Services Provider, internal and external stakeholders to improve business process. You will develop recommendation papers for consideration by Defence committees and you will have the opportunity to implement your strategy as a tangible outcome.

Assistant Director, Pricing and Costing Analyst – Property Contract, Procurement and Policy (DPCPP)

As Assistant Director of Property Contracts, Procurement and Policy (DPCPP) you will lead a small team to proactively manage contract and leasing program finances on behalf of Property Management Branch. You will require in-depth knowledge of relevant procurement legislation and Commonwealth financial compliance requirements. You will build productive working relationships and engage broadly with Defence stakeholders to guide strategic decision making, aligned to the National Defence Strategy. You will work closely with your peers, senior leadership, and Defence's whole of Australian Government Property Services Provider to drive financial compliance and improve business outcomes. You may be involved in sensitive projects that impact strategic, political or operational outcomes for Defence.

You will be accountable under broad direction to perform and achieve complex pricing and cost analysis activities, including the review of investigation reports and providing advice on complex and strategic price and cost investigations and issues work within an integrated workforce. You will require an in-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

About our Team

Estate Transformation Division (ETD) supports integration and collaboration across Defence to strengthen the resilience of the Defence Estate. Property Management Branch works closely with groups and services from across our organisation to support the delivery of a safe, secure, fit-for-purpose and resilient Defence estate. We engage broadly across the Commonwealth to ensure compliance with property related legislation and policy and ensure transparency in our mandated reporting. Our team are passionate about improving the working environment for Defence personnel and enjoy the challenge of working in a fast paced and rewarding environment.

We promote an inclusive culture based on mutual respect. We encourage diversity of thought and professional curiosity to deliver exciting and challenging work. We offer flexible work

arrangements, a great work-life balance and access to the best nationally recognised training and development programs. We pride ourselves on creating a professional environment that enables skills uplift and career advancement opportunities.

Our Ideal Candidate

Our ideal candidate will;

- Have experience in property and estate related matters, including delivering strategic outcomes in a large and complex environment.
- Demonstrate strong communication and negotiation skills, analytical skills, and the ability to develop and implement strategy.
- Build professional relationships with internal and external stakeholders and collaborate constructively to resolve complex issues.
- Exercise a considerable degree of independence, have the capability to lead a cohesive team and contribute to an inclusive workplace culture.
- Employ evidence based decision making and sound judgement to provide policy advice, briefing material, and recommendations to your seniors and peers.
- Engage in complex problem solving, issues management, and may coordinate and perform detailed or sensitive projects that impact on strategic, political or operational outcomes for Defence.
- Be resilient and have the ability to rapidly adapt to change in order to deliver outcomes for the enterprise.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	SEG Estate Transformation Property Management, seget.pmasoffice@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BC4AD59F-C850-4C7A-D3C7-E4

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Defence

Vacancy VN-0764443

Department of Defence

Closing Date:Sunday 16 November 2025

Defence People Group
Australian Defence College

Job Title	Deputy Director Administration
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$120,303 - $135,701
Future Merit Locations	Canberra
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 1
Position Number	DPG/08551/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=7301D88C-9E89-213D-D649-E44ECB9E79DE

Duties

The Role

The Australian Defence Force Academy (ADFA) is seeking an experienced and motivated person to join the Academy Headquarters as the Deputy Director Administration (Executive Level 1). Under broad direction you will deliver complex workforce capability and resource management within an integrated workforce.

As the ADFA HQ EL 1 DD Administration, you will be required to:

- Partner with senior leaders, managers and staff to provide high level strategic and operational advice across a broad range of workforce capability and resource management.
- Lead and manage complex personnel and resource management projects and initiatives that support organisational priorities.
- Interpret and apply relevant legislation, policies and procedures.
- Build and maintain effective relationships with internal and external stakeholders.
- Analyse workforce data and trends to provide insight and recommendations to support evidence-based decision making.
- Lead a small team in the delivery of organisational priorities as well as providing guidance, coaching and development opportunities to build capability within the team.

About our Team

Under the leadership of the Commandant Australian Defence Force Academy (ADFA) the EL1 Deputy Director Administration sits within the ADFA Headquarters team responsible for providing command and control of ADFA Formation made up of ADFA HQ, ADFA Unit and Australia’s Federation Guard.

ADFA Headquarters oversees the management and training of 1200 Trainee Officers from Navy, Air Force and Army undertaking an integrated military training and academic study program. The academic program is provided via contract with the University of New South Wales (Canberra).

The DD Administration supports ADFA leadership in the provision of high quality, timely and accurate advice on workforce capability and resource management.

This role requires engagement with internal and external stakeholders that are dispersed throughout the ADFA precinct and the wider Defence Organisation.

Our Ideal Candidate

To be successful in the role, you will possess:

- Proven experience in Workforce Capability, Personnel and Resource Management.
- Ability to interpret relevant legislation and employment frameworks, and ensure delivery of high-quality Workforce and Resource management.
- Strong analytical and problem-solving skills, with ability to provide practical and strategic advice on workforce and budgetary matters.
- Exceptional stakeholder engagement skills, and ability to build and maintain trusted relationships across internal teams and external partners
- High level of integrity, professionalism, and discretion in dealing with sensitive/confidential information.
- Demonstrate strategic awareness and planning capability by interpreting organisational drivers and translating strategic intent into actionable, workforce-aligned business outcomes.
- Lead initiatives that require sound judgement, cross-functional coordination and stakeholder engagement, and deliver outcomes shaped and managed under your direction.
- Communicate with influence, using excellent verbal and written skills to convey nuanced information, foster collaboration, and support informed decision-making at senior levels.

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	Sandra Cohayney, 0417 430 991
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7301D88C-9E89-213D-D649-E4

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Defence

Vacancy VN-0764446

Department of Defence

Closing Date:Sunday 09 November 2025

Joint Capabilities Group
Space & Cyber Capabilities

Job Title	Technical Professional - Technical Specialist
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	$95,187 - $108,734
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	JCG/08468/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=5FC3FA3E-95EE-22E9-ED44-E44ECC2187E7

Duties

The Role

Joint Survivability Tactics Validation Unit (JSTVU) is seeking a technically proficient and motivated APS 6 Technical Professional – Technical Specialist to provide specialist support, expertise and operation of an Airborne Signature Measurement System (ASMS) and a Tactical Signature Measurement System (TacSMS). This role is central to enabling JSTVU to meet its trial and exercise objectives through expert input into system operation, maintenance, and data analysis. The person in this crucial role works closely with the JSTVU signatures trial team, the Signatures Trials Lead, and support JSTVU military personnel to operate the ASMS and TacSMS.

As the APS 6 - Technical Specialist for ASMS and TacSMS, key tasks will include:

- Provide technical support to JSTVU ASMS and TacSMS trials as a SME to allow JSTVU to meet trial objectives.
- Liaising with ASMS / TacSMS stakeholders to review the efficacy of system material state, and input to obsolesce management. Stakeholders include sustainment, OEMs, contracted wet-lease helicopter charter, other JSTVU operators, and project managers involved in upgrades.
- Input to Engineering baseline including conduct of maintenance, configuration control and defect status of the system.
- Liaising with Defence Science Technology Group (DSTG) stakeholders and providing data analysis support to assist in drawing conclusions from the results of trial activities.
- On the job, and classroom, training of JSTVU military personnel to operate the ASMS and TacSMS including maintenance of training documentation.
- Participation in trials including operating the systems either in ground or air modes. This includes:
- Operator duties within contracted aircraft as an ASMS operator.
- Operation of JSTVU Unmanned Aerial Vehicles (UAVs).
- Maintenance of qualifications and accreditations required to perform these duties and UAV operations.
- Integrating where necessary with the JSTVU Modelling and Simulation (M&S) Capability / Team to gain a better understanding of the overall objectives of synthetic trials and validity of ASMS or TacSMS data outputs.
- Administrative support including preparation of trial plans, trial reports, process development, and schedule maintenance.
- Updates to operator / maintainer manuals as a consequence of Government Furnished Equipment (GFE) configuration changes.
- Lead airworthiness function in JSTVU and Chief UAV Pilot.

The workplace environment includes:

- Computer Use, Sitting at desk.
- Standing for long periods.
- Lifting 15 kg +, Bending, Squatting, Reaching, Push/pull.
- Sequential Repetitive Movements in short period of time.
- Distance walking (i.e. large building or inter-building transit).
- Works outdoors.
- Working at heights.
- Requirement to wear personal protective equipment (PPE).
- Work with energetics and explosives.
- Exposure to Petrol, Oil, Lubricant Products that may cause dermatological conditions.
- Exposure to extreme temperatures.

- Exposure to Non-ionising radiation.
- Excessive Noise.
- Low Lighting.
- Dangerous Goods/ Equipment.
- Frequent travel - Vehicle.
- Frequent travel - Aeroplane.
- Frequent Overtime.

About our Team

Joint Survivability Tactics and Validation unit (JSTVU) a small Unit under JCG (Joint Capabilities Group), initially established to provide a survivability and tactics validation capability for Navy and Army based on the Air Force airborne countermeasures development and validation exemplar. A small and dynamic team, JSTVU benefits from the diversity of its people, which includes uniformed, public service and specialist contractors.

JSTVU are supported through both Defence Science and Technology Group (DSTG) public servants and contractors and employ an end-to-end trials process to assess susceptibility and vulnerability of naval and land platforms against threats that use of the electromagnetic spectrum. In developing these assessments, JSTVU examines tactics, techniques, procedures, capability gaps and countermeasures through field trials, as well as synthetic modelling and simulation.

Our Ideal Candidate

Our Ideal Candidate will have the following experience and attributes:

- Demonstrated experience in a Technical Support role and ensuing that the delivered capability meets requirements and legislative, policy and regulatory frameworks, and implement actions.
- Ability to manage a range of competing priorities and work to tight deadlines.
- Ability to evaluate technical activities to understand critical factors for success and engage in continuous improvement and innovation.
- Strong written and oral communication skills, including the ability to present information simply.
- Strong interpersonal and organisational skills with the ability to build and sustain effective working relationships with key stakeholders.
- Flexible outcomes based approach while maintaining attention to detail.
- Ability to work autonomously, and as part of a team.
- Trustworthy, transparent and possesses the highest level of integrity.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Karishma Karishma, 03 5169 8058
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5FC3FA3E-95EE-22E9-ED44-E4

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Defence

Vacancy VN-0764447

Department of Defence

Closing Date:Sunday 16 November 2025

Defence People Group
People Services and Wellbeing

Job Title	Human Resources Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Edinburgh SA, Enoggera QLD, Melbourne VIC, Penrith NSW, Sydney NSW, Hmas Stirling WA
Salary	$86,887 - $93,066
Future Merit Locations	Canberra, Edinburgh, Enoggera, Melbourne, Penrith, Hmas Stirling, Sydney
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	DPG/08553/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=4ECB516E-7119-9DFC-2DE3-E44ECCB9C639

Duties

The Role

In this role, you will support the Human Resources (HR) Operations Team by providing advice and guidance on APS people related policies and legislation, as well as early intervention support to employees and managers on workplace issues. Your success will be evidenced by sound, timely advice and application of HR practices and procedures across Defence.

Key activities include:

- The interpretation of Legislation, Policy and working conditions for customers will form the majority of your workload.
- Provide high volume, verbal and written advice on complex People issues to support internal and external stakeholders – communication will be the key to your success in this role.
- Partnering and stakeholder engagement, being proactive in growing and maintaining strong connections.
- Provide early intervention support on complex people matters to achieve appropriate HR outcomes for employees and managers.

- Support the delivery of key APS performance processes and administration.
- Work collaboratively within a geographically dispersed team.

About our Team

The National HR Services Team, within Defence People Group, provides complex HR case management across the employment lifecycle. We work with customers to provide coaching and guidance to support the resolution of complex HR issues or concerns and provide advice and guidance on APS people policy and procedures.

The Team collaborate with colleagues across the people domain and more broadly across the Enabling groups to deliver integrated, customer focused solutions. We are trusted HR professionals to our customers and passionate about building organisational capability through people.

Our Ideal Candidate

- Strong initiative and sound judgement;
- High-level written and oral communication skills;
- Excellent interpersonal skills and strong networking ability;
- Ability to produce quality work within short time frames;
- Strong analytical skills and attention to detail; and
- A commitment to continuous improvement.

Eligibility

Security Clearance:

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

Notes

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

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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	Ailie Stoffels, 08 7375 3549
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4ECB516E-7119-9DFC-2DE3-E4

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Defence

Vacancy VN-0764449

Department of Defence

Closing Date:Sunday 16 November 2025

Associate Secretary Group
Defence Legal

Job Title	Senior Legal Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$120,303 - $147,316
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	
Position Number	ASG/08527/25
Agency Website	

Job Description https://defencecareers.nga.net.au/?jati=6DCEC196-23BC-C4F8-57EE-E44ECCC4A4CF

Duties

The Role

General Counsel – Military Law is seeking a highly motivated EL 1 Senior Legal Officer to fulfil the position of Assistant Director Defence Intelligence Law. As an Assistant Director, you will provide advice and support to Director DIL including strategic and practical advice on a diverse range of topics, including:

The conduct of Defence Intelligence Group (DIG) activities

- Intelligence, surveillance and reconnaissance polices, activities and capabilities
- Cooperative activities involving the Defence Intelligence Enterprise and National Intelligence Community
- Legislative reform affecting the Defence Intelligence Enterprise and related Defence capabilities (including National Security legislation and Electronic Surveillance Reform).

You will also be required to:

- Prepare and review legal and policy submissions on complex, and often, novel issues
- Provide training to DIG staff and wider Defence officials and members as needed
- Assist in the management of legal aspects of the Defence relationship with the Inspector General of the Intelligence and Security, and the Independent National Security Legislation Monitor.

The key duties of the position include:

- Assisting the Director to provide strong legal guidance in relation to broad range of often time-sensitive matters including the conduct of DIG activities
- Leading, supporting and providing guidance to any lawyers under your supervision to meet the legal needs of the DIG
- Supporting the Director in the development of DIG policies and procedures and other material regarding the DIG
- Engaging and collaborating with representatives from key internal and external stakeholder groups in an informed, strategic and persuasive manner to build relationships and raise awareness while managing expectations and sensitivities
- Assisting the Director in producing high-level briefs, responses to government and other reports on a broad range of new and emerging legal issues, as well as support legal policy submissions
- Providing training to DIG staff on a range of legal matters as needed.

Candidates must be able to obtain and maintain a Positive Vetting Security Clearance, and a Defence Intelligence Suitability Assessment as a condition of employment.

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 Directorate of Intelligence Law (DIL) within Defence Legal delivers General Counsel services to the Defence Intelligence Group (DIG), in particular the Australian Geospatial-Intelligence and Defence Intelligence Organisations. DIL staff are co-located with the DIG and Defence Legal, and facilitate the provision of legal advice on all areas of law affecting the Defence Intelligence Enterprise, in consultation with broader Defence Legal, other government agencies and external legal service providers.

Our Ideal Candidate

Our ideal candidates will be able to:

- Provide strong legal guidance in relation to broad range of often time-sensitive matters
- Assist in leading and supporting a small team
- Have a strong understanding of National Intelligence Community
- Have experience in intelligence law and the development of intelligence law related policies and procedures and other material regarding the Defence Intelligence Group
- Collaboratively engage with a diverse range of internal and external stakeholder groups to build relationships and raise awareness while managing expectations and sensitivities
- Effectively communicate both in writing and verbally.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This occupation requires you to have the following:

- Hold a relevant degree in law (or equivalent qualification);
- Hold a graduate diploma in legal practice (or equivalent);
- Be admitted as a lawyer, legal practitioner, barrister, solicitor or barrister and solicitor of the High Court or Supreme Court of an Australian State or Territory; and

- Be eligible to hold and maintain a practising certificate in the jurisdiction in which they practice.

Notes

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To Apply

Position Contact	George O'Kane, 02 5109 0456
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6DCEC196-23BC-C4F8-57EE-E4

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Defence

Vacancy VN-0764450

Department of Defence

Closing Date:Sunday 16 November 2025

NAVY
Fleet Command

Job Title	HR Case Manager
Job Type	Full-Time, Non-Ongoing
Location	Hmas Cerberus VIC
Salary	$95,187 - $108,734
Future Merit Locations	Hmas Cerberus
Office Arrangement	On Site;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	NAVY/08539/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=EDD97845-ACD8-5E88-E863-E44ECD2DE7E7

Duties

The Role

The APS 6 Incident Manager at HMAS Cerberus is responsible to the Maritime Human Resources Officer for coordinating the management of incidents and issues affecting base personnel. The role oversees the full incident life-cycle, from initial reporting through to resolution, ensuring actions are taken in line with Defence policy and governance requirements.

Key functions include managing the Incident Management inbox, maintaining accurate records in Defence databases, liaising with investigative authorities and support services, and providing timely briefs and advice to Maritime Human Resources Officer (N1). The position requires high levels of professional discretion, strong organisational skills, and the ability to work collaboratively within a multidisciplinary team.

This is a critical role in supporting Command to maintain the welfare and readiness of Navy personnel, and will suit an experienced incident case manager seeking to apply their skills in a dynamic and meaningful Defence environment.

Key Duties:

- Manage the Workplace Incident Management inbox, Disconnected Incident Forms, associated documentation, and registration processes.
- Direct and coordinate initial incident management procedures and determine appropriate courses of action to meet stakeholder requirements, as directed by the Maritime Human Resources Officer (MHRO) and Executive Officer (XO).
- Draft documentation for reporting incidents outside the unit/team for MHRO and XO/CO consideration and action.
- Monitor incidents to ensure issues are managed in accordance with Defence policies and procedures, and provide Command with current status of reporting lifecycle.
- Liaise with investigative authorities to ensure required information and reports are provided to facilitate appropriate civil, administrative, or Defence Force Disciplinary Act (DFDA) action.
- Work collaboratively in a team-based environment, actively participating in and contributing to team meetings, and supporting the work area and team objectives.
- Maintain a high level of professional discretion in dealing with issues at both staff and trainee level.
- Advise Command HR on appropriate reporting and incident management.
- Draft and distribute complex correspondence, including Terms of Reference, Records of Decision, and Outcome Letters.
- Quality assure the recording and control of correspondence in the Record Management Database.
- Record management within Objective, ensuring the complete resolution history is recorded from registration of documentation to closure.
- Monitor policy for currency, including Military personnel Manual (MILPERSMAN), Complaints and Resolution Manual (CARM), Incident Response Management Policy (IRMPOL), and incident management–related directives.
- Liaise with external stakeholders on incident reporting as required.
- Participate in governance compliance checks.

About our Team

HMAS Cerberus Command Element is a close-knit and supportive team that provides critical command support across the Establishment. As the home of Navy training, Cerberus hosts numerous faculties and training units, each with unique challenges and requirements. Our team works in a dynamic, high-tempo environment, responding to a broad range of incidents and providing guidance to staff and trainees alike. A key part of our role is supporting members as they make the significant transition from civilian life into the ADF, helping them to adapt to military culture, expectations and responsibilities during their formative training years. We pride ourselves on being professional, collaborative and people-focused, with a commitment to delivering consistent and effective outcomes for Command. By combining operational awareness, empathy, and attention to detail, the Command Element plays a central role in shaping the experience of our newest Officers and Sailors in strengthening Navy capability

Our Ideal Candidate

The ideal candidate is adaptable and able to remain calm and effective under pressure. They are a strong team player who builds collaborative relationships and works constructively with colleagues and external partners. With well-developed interpersonal skills, they can engage confidently with stakeholders such as SeMPRO, JMPU and other investigative services to achieve positive outcomes. They have a keen eye for detail, ensuring accuracy when producing

documents and recording incidents. Their strong communication and writing skills, guided by the ADF Writing Manual, allow them to present information clearly and professionally. By combining flexibility, attention to detail and a collaborative approach, the ideal candidate contributes to a supportive workplace culture and ensures high-quality outputs that assist in effective incident management and organisational decision-making.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	ASLT Matthew Tubman, 0434 263 960
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EDD97845-ACD8-5E88-E863-E4

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Defence

Vacancy VN-0764455

Department of Defence

Closing Date:Sunday 09 November 2025

Naval Shipbuilding and Sustainment Group
Patrol Boast and Specialist Ships

Job Title	Administration Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$95,187 - $108,734
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	NSSG/08521/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B7B9129A-3797-331B-C3C2-E44ECDD4237C

Duties

The Role

Working within the Business Management team in the Offshore Patrol Vessel Branch, you will:

- Maintain, review, and analyse the project ledger in coordination with Defence Finance Group, ensuring data integrity and accuracy.
- Support financial planning, budgeting and reporting, including Additional Estimates/Budget Estimates phasing, accruals, and preparation of inputs for Program Performance Reviews, Major Project Reports, and other corporate reporting requirements.
- Verify and process project invoices, ensuring compliance with delegations, funding approvals, and contract milestones.
- Monitor project commitments and expenditure, providing analysis and advice to Project Managers and senior stakeholders.
- Engage with internal and external stakeholders (e.g. Financial, Commercial, Project Management, Contractors, Industry) to resolve financial discrepancies and ensure timely decision-making.
- Contribute to the development and improvement of processes, templates, and tools to enhance the team’s efficiency and governance.
- Support performance reporting and financial assurance activities, including responding to audit requests and internal reviews.

About our Team

The Offshore Patrol Vessels (OPV) Branch is delivering the Arafura class Patrol Boat to the Royal Australian Navy, under Project SEA1180 Phase 1. The Arafura class is an exciting and challenging project with multiple ships in production across two Australian shipyards.

The primary role of the OPV will be to undertake constabulary missions, maritime patrol and response duties to operate alongside Australian Border Force vessels, and other Australian Defence Force units and regional partners. The OPV Branch provides the liaison between the Navy Capability Manager and the activities within the shipyards, and conducts assurance activities to ensure that the contracted capability requirements are met.

Our Ideal Candidate

We are seeking a proactive and detail-oriented business officer who can work both independently and as part of a team in a dynamic project environment.

The ideal candidate will demonstrate:

- Strong financial and analytical skills, with the ability to interpret and present complex financial data clearly and accurately.
- Experience in financial management (e.g. ledger management, accruals, invoice processing, forecasting, or commitment reporting).
- Ability to build productive relationships and communicate effectively with a wide range of stakeholders, including non-finance staff.
- Sound judgement and problem-solving skills, with the ability to identify issues, propose solutions, and escalate appropriately.
- Strong organisational skills, with the ability to manage competing priorities and deliver outcomes under tight deadlines.
- Commitment to continuous improvement, integrity, and APS Values.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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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	Ivy Li, 02 6265 2388
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B7B9129A-3797-331B-C3C2-E4

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Defence

Vacancy VN-0764456

Department of Defence

Closing Date:Monday 17 November 2025

Guided Weapons and Explosive Ordnance
GWEO Delivery Division

Job Title	Engineering Manager
Job Type	Full-Time, Ongoing
Location	Rockingham WA
Salary	$120,303 - $135,701
Future Merit Locations	Rockingham
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 1
Position Number	GWEO/08419/25
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=25DF8B87-A8E9-9193-6A97-E44ECCD5CAC2*

Duties

The Role

Are you an experienced engineer with a passion for things that go 'bang'? Are you looking for a meaningful engineering role to apply your skills?

An opportunity exist to join our dynamic and vibrant Defence project team as an EL 1 Engineering Manager based in HMAS Stirling, WA. If you are searching for new career opportunities with an agile, empowering, positive and open organisation, this could be the role for you!

You will spend your days:

- Leading a team to deliver high quality engineering activities;
- Investigating, analysing and reporting on engineering concepts and risks;
- Planning and delivering critical engineering activities;
- Providing advice to stakeholders;
- Mentoring junior members;
- Enabling good inventory decisions with quality and timely engineering advice; and
- Working towards and obtaining your Engineering Delegation within six months of commencement.

Your ability to analyse and apply systems of work, government decision-making and Defence’s mission and policy requirements will be key to allowing you to deliver outcomes. Please note that this position is an on-site position at Garden Island, Rockingham, WA.

About our Team

GWEO Maritime & Maintenance Branch, is part of the Guided Weapons Guided Weapons & Explosive Ordnance System Division. Our team consists of various disciplines (including engineering, project management, commercial, logistics, and corporate enabling services). We are located in Canberra, Penrith, Amberley, Melbourne and Stirling, and our focus is to acquire and sustain guided weapons and munitions for the Australian Defence Force.

GWEO Maritime & Maintenance Branch is dedicated to providing our staff with a diverse, manageable, favourable work-life balance, and we support flexible working arrangements. 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 GWEO Maritime and 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 for Defence-funded post-graduate study;
- Additional leave days between Christmas and New Year;
- Focus on work/life balance; and
- Salary sacrifice opportunities.

Our Ideal Candidate

Our ideal candidate will:

- Be a highly proactive and organised engineer;
- Have demonstrated experience in leading a team to deliver high quality engineering activities, including producing detailed engineering reports and artifacts, presenting information and advice to inform executive decision making;
- Have a background in mechanical, chemical or electrical engineering;
- Be a clear and concise communicator (written and verbal), strong leader and team player, able to analyse, interpret and apply engineering guidance, policy and regulations, influence stakeholders and evaluate strategies to achieve outcomes; and
- Take the initiative to resolve issues by identifying and developing ideas through analysis of alternative courses of action, whilst identifying their implications and associated risks.

If you are someone who:

- Enjoys supporting challenging and highly complex activities;
- Is creative, pragmatic and solutions focused; and
- Is not afraid to challenge the traditional ways of doing business.

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”.

Notes

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

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

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To Apply

Position Contact	CAPT Gareth Marjoram, 08 9580 3817
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=25DF8B87-A8E9-9193-6A97-E44

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Defence

Vacancy VN-0764473

Department of Defence

Closing Date:Monday 10 November 2025

Defence People Group
People Services and Wellbeing

Job Title	Digital Health Development Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brindabella Business Park ACT, Campbell ACT, Deakin ACT, Fairbairn ACT, Russell ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra, Fairbairn, Campbell, Deakin, Russell, Brindabella Business Park
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	DPG/08506/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=2ED80A88-F67A-42B1-ED4D-E44ECF979B6D

Duties

The Role

As a member of the Strategic Advisory Group within the Mental Health and Wellbeing Branch, the Digital Health Development Officer will work in an integrated team of Australian Public Service (APS) and Australian Defence Force (ADF) personnel to contribute to the sustainment and continuous improvement of Defence's digital health capabilities.

As the Digital Health Development Officer, you will have deep and practical knowledge of mobile-health, e-health and exercise communications; together with a strong knowledge of software development. This role will directly shape Defence's health and wellbeing priorities through the design, development and implementation of population health initiatives, such as the ADF Ready App - a strength and conditioning communications and access tool that will provide exercise guidance to Defence personnel, and enhance capability through rehabilitation, nutrition and sleep.

About our Team

The Mental Health and Wellbeing Branch is the lead for Workforce Mental Health policy and programs and enables the assured and continuous improvement of Mental Health & Wellbeing across the Defence enterprise. The Branch is comprised of military members and civilian employees, forms an inter-disciplinary team focused on improving the mental health and wellbeing of the Defence community. A primary function of the Branch is the facilitation and implementation of the Defence and Veterans' Mental Health and Wellbeing Strategy 2025-2030.

The role is part of the Prevention and Population Wellbeing Directorate. This team takes an environmental and structural approach to preventing physical and psychological injuries, by applying all the social determinants of wellbeing to support the greatest and most effective impact.

Our Ideal Candidate

Our ideal candidate would have the following:

- Digital health expertise: understand health service delivery in the digital environment
- ICT Software design methodologies: understand the design and implementation of software solutions to support workforce and capabilities
- Collaboration and stakeholder engagement: persuade and negotiate with influence across the Defence enterprise and at multiple levels
- Continuous improvement mindset: be open to new ideas and proactively seek opportunities to support and progress health awareness and wellbeing of the Defence workforce

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Mrs Indi Pain, 02 6127 6372
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2ED80A88-F67A-42B1-ED4D-E4

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Defence

Vacancy VN-0764476

Department of Defence

Closing Date:Sunday 16 November 2025

Capability Acquisition and Sustainment Group
Air Defence & Space Systems Division

Job Title	Deputy Project Manager
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	$95,187 - $108,734
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	CASG/08275/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=C51AB2B4-5726-616F-F787-E44F0958B2DB

Duties

The Role

This is not just another project management job - it’s your chance to work on world-leading radar technology that protects Australia’s national security. At High Frequency Sensing Systems Program Office (HFSSPO), you will be part of a team delivering the upgraded Jindalee Over the Horizon Radar Network (JORN). You’ll collaborate with Defence, industry leaders, and international partners on a complex, sovereign program that helps shape the future of air and space surveillance. If you’re looking for a role where your work truly matters and innovation is part of the culture, this is it.

As Deputy Project Manager, you will play a key role in supporting the Senior Project Manager for the JORN upgrade. You will contribute to the development, management, and coordination of the program schedule and planning activities, ensuring successful delivery of project outcomes through effective management of resources, risks, and budgets.

Your responsibilities will include:

- Managing schedule, risk, budget, and resources in line with organisational requirements, including sub-projects.
- Preparing correspondence, briefs, and reports for senior stakeholders and committees.
- Applying contemporary project management methodologies and best practices.
- Analysing project performance and developing strategies to achieve objectives.
- Coordinating project activities and maintaining compliance with standards.
- Building and maintaining strong stakeholder relationships.

About our Team

The High Frequency Sensing Systems Program Office (HFSSPO) is an exciting environment to work in, offering rewarding opportunities in world leading capabilities and emerging technologies. HFSSPO acquires, sustains, and exports High Frequency radar capabilities for the Australian Defence Force. This includes the world leading JORN capability. HFSSPO is a complex, fast-paced environment comprising a professional integrated workforce. We work in conjunction with Air Force, other Defence Groups, our Allies, and our industry partners to deliver complex programs for Defence.

In addition to being involved in unique sovereign programs, you will also have access to competitive working conditions. As an Australian Public Servant in Defence, you will be supported in balancing work and family priorities and the remuneration package includes a generous superannuation contribution (15.4%).

Our Ideal Candidate

We are looking for a strategic, results-driven project professional who thrives in complex environments and is passionate about delivering outcomes that matter. You will bring proven experience in managing large-scale projects, exceptional organisational skills, and the ability to balance competing priorities under pressure. Strong communication and stakeholder engagement skills are essential, as you will work closely with Defence and industry partners.

You will have a solid foundation in project management principles, supported by relevant qualifications, and ideally hold or be working toward a Project Management Professional (PMP) certification. Experience in Defence or similarly complex sectors will set you apart, along with a proactive mindset and commitment to innovation. If you are motivated by the opportunity to work on world-leading radar technology and contribute to Australia's national security, we want to hear from you.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Sarah Klein, 08 7375 1027
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C51AB2B4-5726-616F-F787-E44

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Defence

Vacancy VN-0764477

Department of Defence

Closing Date:Monday 17 November 2025

Guided Weapons and Explosive Ordnance
GWEO Delivery Division

Job Title	Project Manager - Logistics
Job Type	Full-Time, Ongoing
Location	Rockingham WA
Salary	$120,303 - $135,701
Future Merit Locations	Rockingham
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 1
Position Number	GWEO/08428/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=94359BD2-2BB5-D659-2E52-E44ECF131087

Duties

The Role

Operating in a fast-paced, strategically significant environment, the role demands a high-performing, self-motivated individual who can drive excellence, influence Defence Industry, and adapt to evolving priorities. You will lead multidisciplinary teams, manage stakeholder relationships, and ensure logistics operations are delivered to the highest standards.

Key Responsibilities:

- Lead and manage acquisition and logistics projects across MEOSPO product lines, ensuring alignment with Defence capability objectives;

- Oversee project and asset management to upkeep, update and upgrade inventories; including procurement, sparing, maintenance planning, warehousing, transportation, inventory control, and disposal;
- Provide strategic direction and coordination to logistics teams, ensuring timely and cost-effective delivery of support solutions;
- Engage with Defence Industry, vendors, international partners and internal stakeholders to foster collaboration and innovation;
- Manage contracts and supplier performance in accordance with Defence procurement and logistics standards;
- Prepare high-level reports, briefings, and presentations for senior leadership and government stakeholders;
- Drive continuous improvement and apply lessons learned to enhance logistics effectiveness.
- Ensure compliance with WHS, environmental, and security regulations.

Daily Tasks May Include:

- Leading a team, managing workflow, allocating resources, and setting priorities;
- Preparing timely, high-quality reports and documentation related to Defence project management;
- Coordinating project activities using recognised project management practices and methodologies;
- Supporting and mentoring team members, aligning skills and resources to deliver results;
- Representing, advocating, and negotiating on behalf of MEOSPO to achieve project outcomes;
- Analysing and interpreting project performance against plans and implementing strategies to ensure success.

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

MEOSPO is an integral part of GWEO Maritime & Maintenance Branch, which is part of the Guided Weapons Guided Weapons & Explosive Ordnance System Division. Our team consists of various disciplines (including engineering, project management, commercial, logistics, and corporate enabling services). We are located in Canberra, Penrith, Amberley, Melbourne and Stirling, and our focus is to acquire and sustain guided weapons and munitions for the Australian Defence Force.

GWEO Maritime & Maintenance Branch is dedicated to providing our staff with a diverse, manageable, favourable work-life balance, and we support flexible working arrangements. 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 GWEO Maritime 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 for Defence-funded post-graduate study;
- Additional leave days between Christmas and New Year;
- Focus on work/life balance; and
- Salary sacrifice opportunities.

Our Ideal Candidate

As our ideal candidate you will play an important role in motivating and shaping the team to achieve excellence across a variety of areas in high-profile, very complex projects. This will be attributed by your high standards, pursuing tasks to completion, and attention to detail.

You will also have the following attributes:

- A self-starter with the ability to generate positive behaviours and lead by example;
- A can-do attitude with the ability to inspire and maintain positivity in the face of complex challenges;
- Outstanding time management and organisational skills, with resilience and adaptability;
- Ability to work independently and lead teams effectively;
- Excellent written and oral communication skills, with confidence in stakeholder engagement and negotiation;
- Strong analytical and research skills, with the ability to interpret legislation and define business requirements;
- Experience in project management and a solid understanding of project management methodologies;
- Willingness and ability to undertake short-term travel, both interstate and internationally, to represent the Commonwealth of Australia.

If you are someone who:

- Enjoys supporting challenging and highly complex activities;
- Is creative, pragmatic and solutions focused; and
- Is not afraid to challenge the traditional ways of doing business.

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”.

Notes

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

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To Apply

Position Contact	Tracy Best, 02 5109 6007
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=94359BD2-2BB5-D659-2E52-E4

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Defence

Vacancy VN-0764488

Department of Defence

Closing Date:Sunday 16 November 2025

ARMY
Special Operations Command

Job Title	Communications Security Manager
Job Type	Full-Time, Ongoing
Location	Holsworthy NSW, Randwick NSW
Salary	$95,187 - $108,734
Future Merit Locations	Holsworthy, Randwick
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	ARMY/08433/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=2D2B599A-2B18-725C-DC65-E44F07222179

Duties

The Role

Special Operations Command (SOCOMD) are seeking to fill two APS6 Communication Security (COMSEC) roles across Randwick and Holsworthy. As the APS6 COMSEC, you will be required to implement maintain and monitor the processes for communications and information security relevant to key stakeholders across SOCOMD. This includes the provision of technical, professional and policy advice. The role requires the management of the COMSEC team and the management of any Australian Defence Force (ADF) members completing COMSEC related tasks. You will also be require to complete routine COMSEC accounting practices including issuing keying material, Electronic Disposition Record (EDR) management, domestic and overseas Accountable COMSEC Material (ACM) movement and compliance procedures.

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

About our Team

The APS 6 COMSEC roles will work within the COMSEC teams across SOCOMD to provide communication and information systems support including, provisioning and protection of critical systems, their protection in a multitude of environments and their use around the world. The COMSEC team is an integrated workforce of ADF members and Australian Public Servants (APS) responsible to the Commanding Officer’s within SOCOMD. SOCOMD's mission is to provide ready and relevant forces to conduct special operations in support of Australia's national interests.

Our Ideal Candidate

Our ideal candidate will have:

- Detail oriented professional with a strong commitment to communications security procedures.
- Possess high analytical and problem solving skills to support the organisations requirements.
- Knowledge or ability to gain knowledge of Communications Security procedures including the Defence Security Principles Framework (DSPF).
- Strong communication skills will be necessary to work with stakeholders and provide clear guidance on COMSEC procedures.
- Ability to build and maintain professional working relationships. Demonstrate integrity, discretion and honesty when handling and managing sensitive information.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Rufael Tsegay, 02 5131 0369
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2D2B599A-2B18-725C-DC65-E4

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Defence

Vacancy VN-0764490

Department of Defence

Closing Date:Sunday 16 November 2025

Defence Finance Group
Budgets & Financial Services

Job Title	Asset Accounting and Reporting Manager
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$120,303 - $135,701
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	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DFG/08520/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=D52608B9-937B-ED7D-1AB7-E44F0BBA4FD7

Duties

The Role

Within the Accounting function, the EL1 Asset Accounting and Reporting Manager operates under broad direction to deliver complex asset management and reporting within an integrated workforce. The role requires strong knowledge of Commonwealth financial compliance and legislative frameworks to support government decision-making and align with Defence's mission and policy. As a senior leader, you will work independently, exercise sound judgement, and provide expert policy advice. You will also coordinate sensitive projects and contribute to strategic, political, or operational outcomes for Defence.

As an EL1 – Assistant Director, you will be accountable for:

- Managing and leading a team, setting clear expectations, guiding performance, and supporting development.
- Setting work area priorities, managing workflows, and evaluating business outcomes.
- Completing work accurately within timeframes and mentoring less experienced staff.
- Overseeing asset lifecycle accounting, balance sheet management, and financial reporting.
- Leading monthly and annual asset and financial reporting requirements.
- Advising on technical asset and financial accounting issues and producing reports and briefs.
- Managing best practice application of asset policies, procedures, and systems.
- Ensuring compliance with financial governance and management frameworks.
- Building stakeholder relationships across Defence, including auditors, procurement, and military.
- Aligning financial reporting and asset management with Defence's mission and objectives.
- Evaluating financial strategies, policies, and initiatives to support continuous improvement.

About our Team

There is no single employer in the Commonwealth that offers the breadth of technical challenges that DFG tackle. Working in the Financial Reporting and Asset Accounting team means you will be applying your professional judgement and knowledge to a huge range of complex accounting issues.

The Financial Reporting and Asset Accounting Team is responsible for the full financial reporting function and the financial accounting of Defence's assets through their capability lifecycle. They are also accountable for policy advice, compliance assurance and conducting quality assurance checks on financial accounting activities. The team's judgement is relied upon to deliver professional advice and reporting around complex assets; business processes procurements and multi-year billion-dollar projects.

The teams are responsible for the financial accounting behind the largest asset base in the Commonwealth valued in the hundreds of billions of dollars. Think big, physical tangible assets like aircraft, ships, submarines plus a huge property portfolio, specialist military equipment, complex intellectual property and bespoke technology. Career growth prospects are strong because if you understand assets underpinning Defence you will understand a lot of the business.

You get to analyse complex trends, work on the forefront of changes to accounting standards, help prepare policies that impact the whole organization and you will gain a full understanding of the asset lifecycle from procurement to disposal. You will be involved in the largest ERP (SAP) implementation project in the Southern Hemisphere.

Our Ideal Candidate

Our ideal candidate will demonstrate:

- Our ideal candidate is an emerging leader, with a shared sense of purpose, who is committed to partnering with stakeholders to deliver outcomes through strategic advice and the provision of financial accounting support and reform initiatives.
- You have sound capability of leading and developing a team, an influential communication style and the ability to explain technical financial accounting information and strategy in simple terms, to accomplish business outcomes.
- You are an accomplished planner who takes a strategic outlook when aligning team activities to organisational goals and stakeholders objectives.

Other competencies we are targeting include:

- Demonstrated ability to drive sustainable change collaboratively across an organisation and externally.
- Experience building and maintaining relationships with a network of internal and external stakeholders at all levels.
- Improvement focus, strong results orientation, and seeks to add value through improving processes and systems.

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 agency.

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To Apply

Position Contact	Vivienne Ho, 02 5131 3004
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D52608B9-937B-ED7D-1AB7-E4

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Defence

Vacancy VN-0764491

Department of Defence

Closing Date:Sunday 16 November 2025

Defence Digital Group
Group Operations

Job Title	Senior Portfolio Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$95,187 - $108,734
Future Merit Locations	Canberra, 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	DDG/07758/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=AA685242-29C6-02AB-68C3-E44F07DBF2B1

Duties

The Role

The primary purpose of the Portfolio Support Officer role is to assist with Portfolio and Prioritisation functions within Portfolio Management Branch. This includes engaging with stakeholders across the Branch, the Group and Defence as necessary.

You will:

- Provide a range of portfolio management and support services, including coordination of portfolio activities, scenario planning, preparation of reports and briefs.
- Work collaboratively with stakeholders to achieve mutually beneficial outcomes.
- Maximise use of available tools to source, collate and compile data and information to identify emerging issues and track and report on project progress against established milestones and deliverables.
- Provide portfolio analysis and insights through proactive monitoring and reporting of trends and performance to facilitate informed decision-making.
- Support PMB to enable informed decision-making across the Defence Digital Portfolio.

About our Team

Portfolio Management Branch (PMB) sits within Group Operations Division in Defence Digital Group. It was established to strengthen performance across the Group by improving support for data led decision-making. PMB is responsible for prioritising and optimising resources, providing support and assurance to projects and programs, maintaining an integrated master schedule and working to build a culture of trust, transparency and continuous improvement in program and project delivery across the enterprise. The Directorate of Prioritisation is the primary entry point to PMB. It is responsible for aligning portfolio activities with strategic objectives by identifying and prioritising projects for resource allocation and delivery. The team also develops prioritisation frameworks and guidelines, conducts portfolio scenario planning, and supports a range of governance functions across committees, boards and forums.

Our Ideal Candidate

Our ideal candidate will have a broad range of skills and experience. They must be highly motivated with the ability to positively contribute to a collaborative and inclusive workplace culture. They will have exceptional communication skills including stakeholder negotiation and liaison. They will also have excellent analytical skills and an ability to think strategically when solving problems. The ability to analyse and interpret data from multiple sources to make recommendations and contribute to the continuous improvement of processes will be highly valued. They should also be able work collaboratively, support others within a team environment and have a willingness to continuously learn and contribute.

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	Kim Haines, 0437 845 587
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AA685242-29C6-02AB-68C3-E4

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Defence

Vacancy VN-0764492

Department of Defence

Closing Date:Monday 17 November 2025

Guided Weapons and Explosive Ordnance
GWEO Delivery Division

Job Title	Logistics Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT, Penrith NSW
Salary	$95,187 - $108,734
Future Merit Locations	Brindabella Business Park, Penrith
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	GWEO/08518/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=989AD2B1-DC13-0758-2A5D-E44F07B34D7E

Duties

The Role

Are you ready to be part of a cutting-edge Defence capability? The GWEO Systems Division is seeking a highly motivated APS 6 Logistics Officer to contribute to a dynamic new initiative and support the sustainment of existing capabilities within the GWEO Air Branch.

This role offers a unique opportunity to contribute to the development and delivery of advanced capabilities in a dynamic and fast-paced environment. You will play a key role in shaping logistics strategies, supporting acquisition and sustainment activities, and ensuring operational readiness across the project lifecycle.

As an APS 6 Logistics Officer, you will:

- Lead and contribute to the development of logistics and materiel support strategies for acquisition and sustainment.
- Plan, forecast and manage inventory and materiel logistics activities aligned with Defence policy and project objectives.
- Develop and implement logistics procedures, and processes to support capability delivery.
- Prepare high-level documentation including briefs, reports, and performance reviews.
- Build and maintain effective relationships with internal and external stakeholders.
- Provide expert advice on logistics matters, including compliance with legislative and regulatory frameworks.
- Support strategic planning, project management, and continuous improvement initiatives.
- Lead or coach a team, managing workflows and contributing to team capability development.

About our Team

GWEO is the newest Group in Defence and we are growing a team of dedicated employees performing activities such as requirements setting; contracting; procurement; international logistics; domestic manufacturing; item management and maintenance, and co-ordination of disposal.

GWEO Systems Division is responsible for the GWEO capability life cycle. This includes the acquisition, sustainment and disposal of all guided weapons and explosive ordnance for Defence.

The division is also responsible for:

- Maintenance of explosive ordnance.
- Developing the Australian Defence Force Weapons Capability Roadmap.
- Overseeing the remediation of GWEO preparedness.
- Enabling capability elements.

Our team is made up of various disciplines (including engineering, project management, commercial, logistics, and business enabling services). We are located in several locations across

ACT, NSW, VIC and QLD and our focus is to acquire and sustain guided weapons and munitions for the Australian Defence Force.

GWEO has a strong focus on providing our staff with a diverse and manageable work-life balance, and we support flexible working arrangements. We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally. We actively maintain a Group Culture Pan and are committed to achieving a workplace culture that is inclusive and diverse; one, which directly reflects the needs, and scope of Defence's varied operational requirements.

Our Ideal Candidate

To be successful in this role, you will have:

- Strong experience in logistics or integrated logistics support (ILS), ideally within Defence or a similar environment.
- Proven ability to manage complex logistics tasks and contribute to strategic outcomes.
- Excellent stakeholder engagement and communication skills.
- Initiative, judgement, and the ability to work independently under broad direction.
- A commitment to professional development and continuous improvement.
- Demonstrated ability to develop and implement logistics strategies, policies, and procedures.
- Experience in inventory management systems, supply chain operations, and performance reporting.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Tina Jovanovska, 02 5133 3057
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=989AD2B1-DC13-0758-2A5D-E4

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Defence

Vacancy VN-0764494

Department of Defence

Closing Date:Monday 17 November 2025

Defence People Group
Joint Health Command

Job Title	Health Learning Information Systems
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra
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/08547/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=22945987-CCC5-0FC3-9167-E44F083C1D53

Duties

The Role

This role is critical to the delivery of high-quality and relevant training to Defence health personnel. The successful candidate will be responsible for supporting the Defence Health Learning Management Authority and contributing to the development of a proficient and reputable trained health workforce. If you're a strategic thinker with a passion for learning and development, and you're looking for a challenging and rewarding role, this might be the perfect opportunity for you.

The successful candidate will be able to conduct training analysis and development, instructional design, and evaluation of health training programs. Build and maintain professional relationships with stakeholders, including Defence personnel and external partners and utilise learning management systems and associated software to support health training and education.

About our Team

The Health Learning Management team is nested within the Directorate of Workforce Optimisation and aligns health training to ADF's operational requirements as representatives of the Learning Management Authority for ADF Health Training. This work includes reviewing existing training and identifying new training in conjunction with the respective Managers of Joint Training. Ability to navigate relationships is a crucial part of the teams effectiveness.

Our Ideal Candidate

Our ideal candidate will possess the following skills and attributes:

- Strong communication and interpersonal skills.
- Competence with learning management systems and associated software.
- Ability to think strategically, with a keen eye for detail and a commitment to continuous improvement.
- Preferably the candidate will have a background in Defence and/or Health.
- A tertiary qualification in education (or similar) would be considered highly desirable.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Bethany Nyhan, 02 4449 2064
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=22945987-CCC5-0FC3-9167-E4

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Defence

Vacancy VN-0764496

Department of Defence

Closing Date:Sunday 09 November 2025

Associate Secretary Group
Defence Counsel Services

Job Title	Administration Officer
Job Type	Full-Time, Non-Ongoing
Location	Fyshwick ACT
Salary	$79,176 - $86,438
Future Merit Locations	Fyshwick
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 4
Position Number	ASG/08615/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=BCB891B3-0D72-53FC-2B98-E44F0956F9F3

Duties

The Role

We are seeking a motivated APS 4 Administration Officer to join Defence Counsel Services (DCS), to provide high-quality support and service across a range of administrative and operational functions. The successful candidate will demonstrate exceptional attention to detail, ensuring accuracy in documentation, records and processes. This role requires strong customer service skills, with the ability to communicate effectively with a diverse range of stakeholders. You will also be adept at managing competing deadlines, juggling multiple priorities while supporting the team's objectives and delivering outcomes on time.

About our Team

Defence Counsel Services (DCS) provides independent and trusted legal assistance to members of the Australian Defence Force (ADF). We support current and former ADF members by offering legal advice on administrative and military discipline matters, as well as Wills and Powers of Attorney. DCS can also provide limited guidance on certain civilian legal matters.

The DCS team is diverse, comprising both civilian and military staff, and includes a mix of in-person and remote workers.

Our Ideal Candidate

The ideal candidate is highly organised and thrives in a fast-paced environment. They will possess the ability to effectively manage competing priorities while maintaining accuracy and attention to detail. They are an excellent communicator, able to engage confidently and professionally with a wide range of stakeholders, and are skilled at delivering outstanding customer service.

The ideal candidate will also be a strong key player and collaborate seamlessly with colleagues, supporting shared goals and contributing positively to the team environment. They are also flexible and adaptable, able to respond to changing demands and take initiative when required.

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 agency.

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To Apply

Position Contact	Zoe Selvinelli, 02 5131 6966
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BCB891B3-0D72-53FC-2B98-E4

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Defence

Vacancy VN-0764506

Department of Defence

Closing Date:Monday 17 November 2025

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Configuration Manager
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	$95,187 - $108,734
Future Merit Locations	Enoggera
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/08409/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=CC42D158-A6D4-D4A7-7CA1-E44F08ED80DB

Duties

The Role

We are seeking a motivated and experienced individual to join the Attack Helicopter Systems Program Office (AHSPO) as the Configuration Manager (APS 6) for the AH-64E Apache capability. This role is responsible for maintaining master configuration records, overseeing Configuration Control Boards, and ensuring compliance with Defence and aviation regulatory frameworks.

The successful candidate will supervise a small team, liaise with engineering stakeholders, and apply technical expertise to manage configuration baselines, verify audits, and release

maintenance data. This is a key technical leadership role supporting the platform’s continuing airworthiness and operational capability. The successful candidate for this role will be required to 'work on-site' at Gallipoli Barracks, Enoggera - QLD.

About our Team

The Attack Helicopter Systems Program Office (AHSPO) is delivering LAND 4503 Apache Attack Helicopter - the $4B acquisition of 29 AH-64E Apache helicopters via Foreign Military Sale to replace the Tiger ARH. AHSPO will support the Joint Force of the late 2020s and beyond to fight and win the land battle.

As the Apache Helicopter project is an emerging capability, the team, which comprises of ADF, APS and Contractor staff, is rapidly growing. Whilst this role is based in Gallipoli Barracks, Enoggera, our growing Apache team is split between Canberra, Brisbane, and Townsville. You will have the opportunity to contribute to the delivery of high-value, advanced Defence capabilities, whilst being rewarded with a professional, inclusive and supportive team.

Our Ideal Candidate

Our ideal candidate is a technically proficient and detail-oriented professional with a strong background in configuration management and Defence aviation systems. They are confident leading a small team, engaging with stakeholders, and applying engineering judgement to ensure compliance and continuous improvement.

To be successful in this role you will demonstrate initiative, sound decision-making, and the ability to manage complex technical data. You will have experience in configuration identification, control, and verification, and be comfortable working within regulatory frameworks. Strong communication skills and a commitment to maintaining airworthiness and safety standards are essential.

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 agency.

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To Apply

Position Contact	Elizabeth Kelderman, 08 7971 3742
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CC42D158-A6D4-D4A7-7CA1-E4

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Defence

Vacancy VN-0764507

Department of Defence

Closing Date:Sunday 16 November 2025

Australian Defence Force HeadQuarters
Vice Chief of Defence Force Group

Job Title	Capability Analyst
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$95,187 - $108,734
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	ADFHQ/08620/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=BD134896-8E36-1E3E-DFDE-E44F08E43E31

Duties

The Role

Force Design Division is seeking enthusiastic individuals to contribute to the Department of Defence's key policy and national security functions to protect and further Australia's national interests.

Your role will be to strengthen Australia's national security and economic resilience by using your analytical skills to enhance Defence's capability decisions. The Investment Portfolio Management Branch (IPMB) supports VCDF in his role as chair of the Investment Committee (IC), by providing information and reports necessary to support a portfolio of the size and complexity of the Integrated Investment Program (IIP). Additionally, it coordinates engagements necessary to support Capability Management, a core One Defence business process.

We have a number of opportunities on offer across the branch, ranging from developing and enhancing the One Defence Capability System, including capability policy, guidance and process; delivery of capability-learning initiatives; managing unapproved capability funding in the IIP; managing the forward work program of capability investment decisions and approvals; through to collating portfolio information on capability performance, including analysis and developing insights and lessons.

You will work as part of a supportive team that will engage closely with Capability Sponsors, Delivery and Enabling Groups, Defence Finance Group, Contestability and Central Agencies, in particular, Prime Minister and Cabinet and the Department of Finance to understand proposed capability outcomes, as well as providing advice on Defence and Government requirements for project approvals. You will analyse capability submissions through world's best practice contesting methods, to provide evidence-based advice on affordability, best fit-for-purpose, ability to execute and risk. You will develop briefs to inform discussions and assist in decision making, as well as have opportunities to brief senior executives within the division in preparation for key committees.

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

IPMB supports the highest-level decision makers in Defence and Government to deliver the outcomes required by the ADF. We directly provide decision support to the Vice Chief of the Defence Force in his role as Chair of the Investment Committee by providing independent analysis and advice on the Defence investment portfolio. IPMB is a small, yet influential team trusted to advise Defence on investment matters. This will provide you the opportunity to work within a dynamic and flexible environment as part of an inclusive, diverse, innovative and well-respected team.

Our Ideal Candidate

We are seeking highly motivated, resilient and collaborative individuals to join our Branch, and contribute to our strategic goals. To succeed in these roles, you are encouraged to respectfully challenge conventional views to facilitate and enable the development of strategic, agile and evidence-based solutions.

You will:

- Have highly developed critical thinking and reasoning skills and be able to analyse complex and technical documents, identify issues, draw accurate conclusions and develop responses supported by evidence.
- Be highly motivated, enthusiastic, collaborative and apply initiative and resilience in your approach to your work.
- Be self-aware with a positive attitude, demonstrate consideration and respect for a diversity of ideas and perspectives of others and be willing to learn.
- Have opportunities for professional development, including formal qualification courses, continuation training and on-the job training. Through experience and feedback, you will

develop the analytical, consultative and communications skills necessary to provide trusted advice on cutting-edge capabilities and the policy and processes to acquire and sustain them.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Mwala Puteho, 02 5108 5492
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BD134896-8E36-1E3E-DFDE-E4

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Defence

Vacancy VN-0764513

Department of Defence

Closing Date:Sunday 16 November 2025

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Unit Security Officer
Job Type	Full-Time, Ongoing
Location	Amberley QLD
Salary	$95,187 - $108,734
Future Merit Locations	Amberley
Office Arrangement	On Site;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	CASG/08624/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=1B984FD9-7A43-83CE-5183-E44F0A35EA85

Duties

The Role

Are you ready to take the lead in safeguarding national security? Join the Air Combat Electronic Attack System Program Office (ACEASPO) as a Unit Security Officer (USO) and play a pivotal role in protecting Australia’s Defence capabilities. As the USO, you will be responsible to the Business Systems Manager for the day to day operation of security related activities across the Air Combat Electronic Attack Enterprise (ACEA Enterprise)

As the USO, your duties will include:

- Lead and manage security operations across the ACEA Enterprise
- Develop and implement security plans, risk assessments and incident responses
- Deliver Security On-boarding, Off-boarding, and training and awareness
- Provide expert advice on complex security policies and clearance processes
- Drive continuous improvement in security governance and assurance
- Oversee a range of performance and assurance activities

About our Team

At ACEASPO, you will be part of a high-performing team that values collaboration, innovation, and integrity. Based at RAAF Base Amberley, we work at the forefront of Australia's air combat capability, ensuring our systems and people are protected.

Our Ideal Candidate

We are looking for a proactive and detail-oriented professional who thrives in dynamic environments. If you are passionate about security, enjoy solving complex problems, and excel at building strong relationships, we want to hear from you.

Our candidate will be able to demonstrate:

- Proven ability to write and review security plans and processes.
- Strong understanding of handling sensitive information.
- Excellent stakeholder engagement and communication skills.
- Strategic thinker with strong time management and problem-solving abilities.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Lucinda Burt, 07 5362 1394
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1B984FD9-7A43-83CE-5183-E4

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Defence

Vacancy VN-0764516

Department of Defence

Closing Date:Monday 17 November 2025

Security and Estate Group
Defence Security

Job Title	Security Incident Advisor
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	SEG/08157/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=DE317D31-1392-B5A4-8ACC-E44F0A3C0923

Duties

The Role

As a Security Advisor in the Security Incident Coordination Centre, you will:

- Understand the security risk context with the Defence environment to provide advice on complex security matters.
- Identify research and analyse complex protective security issues to provide guidance and direction to stakeholders to manage security incidents.
- Collate research and analyse protective security data to contribute to the development of reports, submissions, briefings and discussion papers.

About our Team

The Security Incident Coordination Centre (SICC) form part of Security Threat and Assurance Branch which undertakes a range of specialist enterprise security functions to protect Defence people, information and capabilities from security threats.

The SICC is responsible for the assessment of all security reports relating to the Department's people, information and assets. They are responsible for providing complex protective security advice to stakeholders to enable appropriate security controls. The SICC work closely with other Directorates, as well as key stakeholders across Defence to ensure security incidents are appropriately managed and mitigated.

Our Ideal Candidate

The SICC is seeking a highly motivated APS 6, who can assess security reports in a fast-paced environment under limited direction.

To be successful in this role you need to:

- Work collaboratively in a fast-paced and dynamic team environment;
- Have a developed ability to lead and perform complex administrative and/or coordination work;
- Possess excellent oral and written communication skills, with a demonstrated ability to liaise with internal and external stakeholders across all levels;
- Have excellent time management skills with the ability to prioritise multiple tasks, and
- Be flexible and adaptable in your work practices, open to feedback and committed to professional development to enhance your skills.

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	Renee Butler, 02 5108 8925
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DE317D31-1392-B5A4-8ACC-E4

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Defence

Vacancy VN-0764534

Department of Defence

Closing Date:Monday 17 November 2025

Defence Science and Technology Group
Research Technology and Operations

Job Title	Project Manager Research Infrastructure
Job Type	Full-Time, Ongoing
Location	Fishermans Bend VIC
Salary	$120,303 - $135,701
Future Merit Locations	Fishermans Bend
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 1
Position Number	DSTG/08523/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=F64E8B94-B15B-38C0-BBEF-E44F4347F2FD

Duties

The Role

This exciting opportunity will be responsible for leading a small team and managing the sustainment planning and successful delivery of a range of Defence's research facilities and infrastructure projects, to successfully meets Defence innovation, science and technology strategic outcomes. The role will be located at Fisherman's Bend (VIC), and will be required to engage with a broad stakeholder base across the national footprint of Defence research sites in NSW, QLD and the ACT. Critical to the role will be developing strong relationships and sound understanding of Defence's specialised research infrastructure needs and the delivery processes of Security and Estate Group.

The role will also manage and oversee corporate-level services related to physical research infrastructure operations and venue management in site agnostic service hubs.

Duties include:

- Accountability, under broad direction, to perform and achieve complex to very complex estate planning and development work within an integrated workforce.
- You will be required to exercise a considerable degree of independence and perform a leadership role where you will require an in-depth knowledge of and compliance with

legislative frameworks, government decision-making and Defence’s mission and policy requirements.
- Use of sound decision making and judgement to provide expert policy advice where you may be required to coordinate and perform detailed or sensitive projects that impact on strategic, political or operational outcomes for Defence.
- Plan, lead and manage a range of human and physical resources and exercise the associated people and financial responsibilities to achieve business and project outcomes. You will manage and develop one or more teams and implement associated work plans, set performance indicators, and review individual, team and business performance, focusing on identifying opportunities for building team capability and continuous improvement.
- You will be responsible for actively managing key stakeholder relationships and will be required to identify relevant stakeholder’s expectations and concerns to develop and communicate methodologies and practices to achieve outcomes.
- You will be accountable to contribute towards ongoing self-improvement and professional development of the work area, recognising that this position has people management responsibility and as such, you will be required to exercise your people management skills, knowledge to lead a high performing, and cohesive team.

This is an exciting opportunity to work within a team that is passionate about what they do, are committed to helping Research Operations (RO) play its part in creating a more stable, secure and advanced research environment for Australia.

About our Team

Research Technology and Operations Division (RTO) delivers specialist capabilities to Defence Innovation Science and Technology (IS&T). RTO comprises a professional workforce of engineers, technicians, computational scientists and other staff who provide a wide range of highly specialised and unique research capability and innovative solutions delivering advanced research platforms for defence, national security and the wider IS&T ecosystem. RTO capabilities accelerate and protect Defence's science and technology advances and promote a collaborative, compliant, safe and healthy workplace.

RTO's work areas include:

- Emerging digital science capabilities, including computational and data intensive science, research data and information and laboratory and experimental systems.
- Nationally recognised, unique and novel research engineering capabilities.
- Development and implementation of the Outstanding Research Infrastructure Powering Innovation pillar, a major component of the More Together: Defence Science and Technology Strategy 2030.
- Defence innovation, science and technology compliance, assurance and sovereignty through complex research safety, research security, workforce capability and talent and scientific resource management.
- RTO also provides specialised research enabling capabilities to other groups and services with Defence, the Australian Intelligence community, our allies and/or our partners in industry and academia.

As part of RTO, Research Operations (RO) branch staff work closely with research divisions to provide access to, and utilisation of, highly capable, safe and secure research infrastructure including the development and delivery of the physical aspects associated with the Defence Science and Technology Strategy 2030 – Outstanding Research Infrastructure Powering Innovation.

Within RO, the Research Infrastructure and Operations (RIO) Directorate is responsible for the design, project management, implementation and sustainment of highly specialised physical research infrastructure for Defence.

The RIO team comprises subject matter experts in:

- Planning and project delivery for complex laboratory infrastructure and scientific assets
- Strategic planning for Defence innovation, science and technology estate and facilities
- Site management of corporate facilities and support to DSTG Site Leaders
- Primary engagement with Security and Estate Group for estate appraisal and delivery of sustainment and capital facilities projects

Our Ideal Candidate

Our ideal candidate is an energetic and innovative team leader who is passionate about their work and the welfare of the team. They need be able to demonstrate skills as collaborator, contributor, communicator and team player in order to be a part of our integrated workforce. Candidates should possess excellent communication and interpersonal skills, capacity for multitasking and problem solving and a demonstrated ability to develop and foster productive working relationships with a broad range of stakeholders.

Key attributes and experience we are looking for are:

- Demonstrated experience in leading a diverse team in an agile and dynamic environment.
- Experience in managing competing and changing priorities and an ability to problem solve at short notice.
- Strong interpersonal and effective communication and listening skills with superiors, peers and subordinates.
- Training/qualifications or demonstrated experience in Project Management within the infrastructure domain.
- Sound risk based decision making and judgement to provide expert policy advice and guidance

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Catherine White, 08 8534 1456
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F64E8B94-B15B-38C0-BBEF-E4

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Defence

Vacancy VN-0764539

Department of Defence

Closing Date:Wednesday 19 November 2025

NAVY
Fleet Command

Job Title	Signature Ranges Analysis Engineer
Job Type	Full-Time, Ongoing
Location	Rockingham WA
Salary	$95,187 - $108,734
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	NAVY/08637/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=6D3FB9E0-2E27-36FE-D126-E460BB60755D

Duties

The Role

As an Engineer/Technician in the RAN Maritime Warfare Centre (MWC) you will be able to apply and develop your engineering/scientific knowledge to analyse complex systems in the fields of platform signatures and to evaluate our threat susceptibility. Fundamentally, our team is dedicated to reducing the susceptibility of our fleet to modern threats through the collection and analysis platform signatures using a variety of measurement facilities (Ranges).

We do not anticipate that you will start as a subject matter expert but we commit to supporting you develop and enhance your skills including training on naval systems, signature analysis and machine learning. We are also dedicated to fostering your career growth and will provide training in project management, Test & Evaluation and leadership development that will help you achieve your professional goals.

Work activities will often require the candidate to board Naval Platforms (from Dock or via Boat Transfer).

Periods of Travel can vary from a few days and up to two weeks.

About our Team

The MWC mission is to optimise and improve the warfighting effectiveness and lethality of Australia's maritime capability. This is achieved through the delivery of highly effective warfare products that support both the Fleet Commander and the Head of Navy Capability in the context of risk based decision-making.

The teams you will be working in directly support this mission through test and evaluation activities including:

- Minimisation of platform vulnerability through effective signature management.
- Use and distribution of data as the source of truth to inform decision-making.

Our Ideal Candidate

The candidate will need to be able to solve complex issues with niche systems.

The candidate will also be required to perform extra maintenance and Field Engineering Work such as:

- The candidate will need to implement learning from the result of analysis to solve complex Engineering issues.
- The Candidate will need to be able to work independently as well as part of a team to deliver outcomes.
- Can provide evidence examples of implementing detailed engineering work from prior experience.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

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

Notes

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To Apply

Position Contact	Peter Gaca, 02 9537 5107
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6D3FB9E0-2E27-36FE-D126-E4

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Defence

Vacancy VN-0764542

Department of Defence

Closing Date:Sunday 16 November 2025

Defence Science and Technology Group
Research Technology and Operations

Job Title	National Research ICT Facility Manager
Job Type	Full-Time, Ongoing
Location	Fishermans Bend VIC, Edinburgh SA
Salary	$120,303 - $135,701
Future Merit Locations	Edinburgh, Fishermans Bend
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	
Position Number	DSTG/08530/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=D9365DB6-ACDF-491E-0A70-E44F44002271

Duties

The Role

Reporting to the Discipline Lead Scientific Compute Data Centres (SCDC), the S&T5 (EL1) Facilities Manager is responsible for the strategic development, operational oversight, and compliance management of DSTG's national research ICT facilities residing outside of data centres. This includes communications rooms, horizontal and vertical cable distribution, and associated physical infrastructure supporting secure research networks. The role ensures alignment with Defence security frameworks and contributes to the broader data centre and ICT facility strategy.

As part of the SCDC executive leadership structure. The occupant of this position will also contribute to process development relating to the overarching management of data centres, communications rooms, vertical and horizontal cable structure reticulation.

Key Responsibilities:

Infrastructure Management:

- Oversee the lifecycle management of communications rooms and ICT cabling infrastructure across DSTG sites, ensuring performance, reliability, and compliance.

Security & Compliance:

- Ensure electrical safety and WHS compliance, Lead implementation of security uplifts and manage access control systems and key/locking systems in accordance with ISM, DSPF, DCS, and other Defence policies.

Project Representation:

- Represent DSSC in internal and external project meetings, including Defence estate works and design reviews, providing expert advice on ICT infrastructure impacts and security implications.

Stakeholder Engagement:

- Develop and maintain effective relationships with internal stakeholders, Security & Estate Group, Contractors, and other external partners to support ICT cable transition and facility management.

Policy & Strategy Contribution:

- Contribute to the development and refinement of DSTG national ICT facility policies, standards, and strategic planning documents, ensuring alignment with DSTG’s research and operational goals.

Leadership & Coordination:

- Provide leadership across national ICT facility teams, coordinating activities, sharing best practices, and supporting continuous improvement.

As a smaller team, we value work/life balance and foster a supportive culture across team members and stakeholders. The position has a prime responsibility for working on estate however some activities can be coordinated into a work from home (WFH) capability.

As an executive officer flextime is not included however TOIL (time off in lieu) can be accumulated with managerial agreement.

- Travel: Required for national coordination and site inspections.
- Restriction Duty (on call after hours): May be applicable depending on operational requirements.
- Work from Home: Supported at a minimal to moderate level, subject to operational needs.

About our Team

Research Technology and Operations Division (RTO) delivers specialist capabilities to Defence Innovation Science and Technology (IS&T). RTO comprises a professional workforce of engineers, technicians, computational scientists and other staff who provide a wide range of highly specialised and unique research capability and innovative solutions delivering advanced research platforms for defence, national security and the wider IS&T ecosystem. RTO capabilities accelerate and protect Defence's science and technology advances and promote a collaborative, compliant, safe and healthy workplace.

SCDC are a small team of highly skilled professional officers with the responsibility of managing DST research data centres and communications rooms, the team has competence in the areas of security, electrical distribution, cooling systems control and building management systems.

SCDC's facilities are located in Edinburgh SA, Fishermans Bend VIC, HMAS Stirling WA, ATP NSW, Eagle Farm Qld and Scottsdale TAS.

Our Ideal Candidate

Our Ideal candidate is a person who has highly developed skills in the security compliance area, solid understanding of defence project process’s through planning and delivery and established experience dealing with stakeholder considerations.

The ideal candidate should have demonstrated capacity to execute outcomes where competing interests require evaluation, consideration and solution application.

Of importance is the value of personable skills and the ability to work under pressure, a high value consideration relates to transferrable skill sets which may augment the knowledge pool of the team.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

The S&T5/EL1 The S&T5/EL1 Senior Technologist/Technician - Computational Science, Data Science & Autonomy position requires:

• Academic qualifications in one or more of the following related fields of research; or

• Relevant vocational qualifications; or

• Relevant skills and work experience.

Ref 1297.0 ANZSRC Fields of Research 2020

Division 40 – Engineering

4007 Control Engineering, Mechatronics & Robotics

Division 46 – Information & Computing Sciences

4601 Applied Computing

4602 Artificial Intelligence

4605 Data Management & Data Science

4606 Distributed Computing & Systems Software

4609 Information Systems

4612 Software Engineering

4699 Other Information & Computing Sciences

Division 49 – Mathematical Sciences

4903 Numerical & Computational Mathematics

Notes

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To Apply

Position Contact	Brent Ayris, brent.ayris@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D9365DB6-ACDF-491E-0A70-E4

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Defence

Vacancy VN-0764544

Department of Defence

Closing Date:Wednesday 19 November 2025

Security and Estate Group
Service Delivery Division

Job Title	Director Estate and Land Management
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW, Various locations - ACT ACT, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - SA SA, Various locations - NT NT, Various locations - WA WA, Various locations - TAS TAS
Salary	$139,681 - $167,659
Future Merit Locations	Various locations - NSW, Various locations - ACT, Various locations - SA, Various locations - VIC, Various locations - WA, Various locations - NT, Various locations - QLD, Various locations - TAS
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	SEG/08643/25
Agency Website	

Duties

The Role

This role is pivotal in ensuring that the products and services that are delivered are not only technically sound but also aligned with broader Defence priorities. It requires a clear understanding of the asset management and planning and a commitment to integrating estate outcomes with Defence's long-term strategic objectives. The role is accountable to perform and achieve very complex contract management working within an integrated workforce.

The Director position demands both operational oversight and strategic foresight — balancing immediate estate needs with future capability requirements through genuine engagements and relationship building. A role that offers significant scope for leadership, influence, and impact across the Defence enterprise.

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 Directorate of Estate and Land Management (DELM) sits within the Estate Service Delivery (ESD) Branch in the Service Delivery Division (SDD).The DELM Business Operations team is responsible for delivering the Estate upkeep. The team is a highly skilled, geographically dispersed team of APS and ADF professionals who are deeply committed to sustaining the Defence estate. Our work spans a number of critical deliverables through our Industry Partners - including Estate Upkeep, Firefighting Services and Land Management, each essential to maintaining operational readiness and capability. This complies with legislation and supports the daily activities of groups and services at various Defence facilities. We promote an inclusive culture based on mutual respect and encourage diversity of thought and professional curiosity to deliver exciting and challenging work. We pride ourselves on creating a professional environment that enables upskilling and career advancement opportunities.

Our Ideal Candidate

Your key attributes will be strong communication and negotiation skills, analytical skills, and the ability to develop and implement strategy. Candidates should have experience leading teams, influencing senior decisions, and translating strategy into action. Our ideal candidate will be resilient in order to lead their team to deliver outcomes for the enterprise and will require extensive knowledge of and compliance will legislative frameworks, government decision-making and Defence's mission and policy requirements.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Brigadier Gabrielle Follett, 02 5108 7058
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AF36CC25-72FA-DB56-EB26-E4

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Defence

Vacancy VN-0764545

Department of Defence

Closing Date:Monday 17 November 2025

Security and Estate Group
Infrastructure Division

Job Title	Estate Environmental Officer
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW, Various locations - QLD QLD, Various locations - ACT ACT, Various locations - VIC VIC, Various locations - SA SA, Various locations - WA WA, Various locations - NT NT, Various locations - TAS TAS
Salary	$86,887 - $93,066
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	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	SEG/08430/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=C31BF100-1664-5574-E289-E44F4486ADE7

Duties

The Role

The Directorate of Contamination Assessment, Remediation and Management (DCARM) undertakes multiple programs of work to manage risks to the environment and human health. DCARM is a dynamic group with a collaborative work culture. This role, based in our Business Management Team, provides business operations support to the Directorate. This allows Programs to focus their environmental expertise on delivering Defence priorities. Excellent communication and interpersonal skills are key to this role. Priorities change quickly, and those with a customer service mindset, and an agile approach, will thrive.

Perfect for those:

- With a strong attention to detail and the talent to work on wide-ranging activities concurrently;
- Able to perform procurement activities including: approach to market, tender evaluation, and contract management;
- Experienced in business administration, records management, governance, reporting, process development, and human resources; and

- That enjoy challenges, and can operate outside their skillset at short notice in support of team goals.

About our Team

Our Directorate provides expertise in contamination management to enable military capability, estate management, community safety and responsible land management. We investigate, remediate and monitor risks to the environment and human health from legacy-contaminated sites. We also investigate and disclose details of contamination in property transactions and maintain public access to information about contamination on the Defence estate.

Our Business Management Team is a vibrant, high-performing group with a diverse range of specialist skills. With shared values on service delivery and continuous improvement, we collaborate closely, drawing on each other's strengths and expertise to achieve impactful results.

We are seeking a high-performing individual to join our dynamic team. Someone who values collaboration, innovation, and excellence.

Are you passionate about supporting contamination management? Do you have excellent organisational and interpersonal skills, and a flair for delivering high-quality service outcomes? If so, this could be the perfect role for you!

Our Ideal Candidate

Our Ideal Candidate will have the following experience and attributes:

- A committed professional, who is adaptable and flexible to changing work priorities;
- Contributes to the continuous improvement of the team;
- Identifies and recommends solutions to challenges;
- Able to explain and apply the technical requirements of an activity and assist in the coordination, delivery and reporting of that activity;
- Fosters productive relationships with a wide range of stakeholders;
- Highly capable in assessing and evaluating strategies, initiatives, projects, policy and procedures;
- Experienced in coordination and management of specialist advice;
- Demonstrates good judgment and initiative in progressing tasks to meet objectives;
- Able to consolidate and analyse data and information, coordinate and assist in the preparation of written submissions, corporate reports, and other correspondence for Defence and external stakeholders.

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 agency.

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To Apply

Position Contact	Ella-Jayne Rebesco, 02 4077 8114
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C31BF100-1664-5574-E289-E44

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Defence

Vacancy VN-0764556

Department of Defence

Closing Date:Wednesday 19 November 2025

Security and Estate Group
Service Delivery Division

Job Title	Base Support Officer
Job Type	Full-Time, Ongoing
Location	Hmas Cerberus VIC
Salary	$86,887 - $93,066
Future Merit Locations	Hmas Cerberus
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details
Classification	APS Level 5
Position Number	SEG/08414/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=3571F097-829D-B5D2-4D9B-E44F451BFBF2

Duties

The Role

As a Base Support Officer, you will be supported to learn about the Base Support functions or you will have experience in a similar Service Delivery role. You will lead engagement with stakeholders, customers and contractors to ensure the efficient delivery of services across the Base.

You will have an interest in the departmental business and deliverables, showing a degree of initiative and judgement in the interpretation and application of policy and work collaboratively with Defence enablers to enhance service delivery.

You will have the opportunity to represent and be involved with the department at various Base forums, and take part in solutions and management strategies to whole-of-base operational issues. You will participate in the design and development of base plans, and base activities relating to WHS, security, emergency and base management.

About our Team

Security and Estate Group, Directorate Service Delivery, South East Zone is seeking to fill a position at the APS 5 level. The Directorate of Service Delivery in the South East Zone is responsible for the operational performance and issue management to support services delivered across Southern NSW, Victoria and Tasmania.

These services include, but are not limited to, Estate and Building Maintenance; Project Delivery Support; Land, Environment and Heritage Management; Accommodation and Housing; Transport; Waste Management; Hospitality and Catering; Cleaning; Sport and Recreation; Safety, Security and Emergency Management. In order to support a dynamic and diverse capability, the APS 5 Base Support Officer will be required to have well developed organisational skills and a genuine enthusiasm and willingness to learn and apply Defence's Estate legislative obligations, related policies, processes and systems. They will also support APS 4's within the team to complete larger and more complex tasking.

Our Ideal Candidate

The Service Delivery Division prides itself on its positive, collaborative, and supportive workplace culture. For us, it is all about the team and we want people who want to be a part of the culture we have created. Our ideal candidate will enjoy working in a dynamic workplace on a wide variety of tasks, adaptability, agility to change and a leading mindset.

You will demonstrate the following characteristics:

- A customer centric approach to service delivery.
- Resilience, personal drive and a focus on enabling others in support of Defence capability.
- An ability to manage competing priorities and meet deadlines.
- A flexible approach while maintaining attention to detail within a dynamic environment.
- Outcome focused.
- Sound verbal, written and negotiation skills.
- Willingness to learn and be challenged.
- Initiative and sound judgement in the interpretation and operational application of policy.

If you are looking for a position where you will be out and about, engaging with various stakeholders and you enjoy coming to work where no two days are the same then we recommend you engage with the contact officer and discuss further.

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 agency.

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To Apply

Position Contact	Kristen Bramwell, 0439 696 632
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3571F097-829D-B5D2-4D9B-E4

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Defence

Vacancy VN-0764557

Department of Defence

Closing Date:Sunday 16 November 2025

Security and Estate Group
Defence Security

Job Title	Defence Security Manager
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	$120,303 - $135,701
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	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	SEG/08623/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=586D5D3B-5FE9-8B68-A645-E44F464F595E

Duties

The Role

The Security Incident Coordination Centre (SICC) provides a security incident advisory service that supports the identification of threat, detection of vulnerabilities and minimisation of harm that can undermine Defence's capability to defend Australia and its national interests. As an EL 1 Security Manager, you will have a considerable level of stakeholder engagement across the department with senior management, Defence Investigative Authorities and partner agencies.

You will have sound judgement, exceptional attention to detail and a proven track-record in collaborating to achieve timely and quality evidence based outcomes. You will work effectively in a high performing team and be able to exercise both initiative and judgement in the interpretation of Commonwealth security policy and legislation, as well as Defence security policy.

You are accountable under broad direction to achieve complex incident management outcomes. Knowledge of legislative frameworks and security policy is highly desirable. Further information is available from the Contact Officer.

About our Team

The Security Incident Coordination Centre delivers the security incident coordination function, for the Defence enterprise through three portfolios:

1. Triage – provides advice to enable simple and efficient security incident identification and reporting;
2. Incident Analysis – analyses security incident reports, provides advice, refers reports to the most appropriate authority to fast-track management and/or investigation, and ensures effective response and recovery actions have been undertaken, and
3. Reporting and Business Intelligence – develops consistent, actionable security incident information and insights to help inform the adequacy, effectiveness, and potential improvements in the security management system. The SICC team is a trusted, proactive and effective team of protective security professionals who are team focused, inclusive, accountable and trustworthy.

Our Ideal Candidate

To be successful in this role you need to:

- Have the investigative skills and experience to use your initiative and solve problems;
- Have an eagerness to get tasks done, coordinate and workflow business priorities;
- Have a developed ability to lead and perform complex administrative and/or coordination work;
- Possess excellent oral and written communication skills, with a demonstrated ability to liaise with internal and external stakeholders at all levels;
- Have excellent time management skills with the ability to prioritise multiple tasks;
- Be flexible and adaptable in your work practices, open to feedback and committed to professional development to enhance your skills; and
- Be a great team player and able to collaborate well with your immediate work group, the multi-skilled professional team and in the broader ‘Defence environment’.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Renee Butler, 02 5108 8925
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=586D5D3B-5FE9-8B68-A645-E4

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Defence

Vacancy VN-0764587

Department of Defence

Closing Date:Thursday 20 November 2025

Defence Science and Technology Group
Science Strategic Planning and Engagement

Job Title	Director Partnerships Security
Job Type	Full-Time, Ongoing
Location	Edinburgh SA, Fairbairn ACT, Fishermans Bend VIC
Salary	$139,681 - $167,659
Future Merit Locations	Edinburgh, Fairbairn, Fishermans Bend
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	DSTG/08640/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B614869B-3B11-5885-1EB5-E44F7F6A177E

Duties

The Role

The Science Strategic Planning & Engagement Division (SSPED) is responsible for the planning and oversight of DSTG's research programs, including developing the strategic direction, capability planning and external engagement. Partnerships Branch, a branch of SSPED, works to enhance Defence impact by curating and facilitating collaborations with research and industry partners, nationally and internationally. The Partnership Security Directorate is a part of DSTG's Science Partnerships Branch. The Partnership Security Directorate's function is to develop and implement programs and initiatives to provide security assurance for working with partners. This includes the Defence Research Innovation and Collaboration Security (DRICS) program and other security initiatives. The Directorate has responsibilities across Defence and works in close collaboration with Defence Industry Security Branch and other Agencies.

The DRICS is underpinned by the Defence Security Principles Framework (DSPF) Principle and Control 31, which applies to all of Defence and is the responsibility of this Directorate. The refinement and promotion of the DSPF Principle and Control 31 ensures there are appropriate measures in place to protect intellectual property, research and our national security interests prior to contracting research collaborations.

About our Team

The Partnerships Security Directorate operates in DSTG's Science Strategic Planning and Engagement Division. The team is responsible for ensuring that our security protections and those applied by our collaborators are contemporary and aligned with our security policies. As Defence expands its collaboration with Industry and Academia and priorities move into greater areas of sensitivity and classification, the Directorate's role is to ensure that Defence's technology and capability edge is not compromised.

Our Ideal Candidate

Experience as a security practitioner implementing protective security in a work environment. Experience in leading a team to the achievement of common goals as well as presenting as a leader in protective security at forums. The candidate must also have high-level communication skills with the ability to provide concise briefs and reports written for a senior Defence audience and including the ability to deliver these to a senior Defence audience including senior Defence committees.

Experience in financial management, with the ability to plan for and manage resources within the assigned budget for the Directorate. Tertiary qualifications in protective security or equivalent subject matter experience, including an awareness of the wider Innovation, Science and Technology ecosystem and an understanding of international partner's security frameworks (ie US/UK) would be an advantage. The Director Partnership Security is required to hold a Top Secret Positive Vetting security clearance. Applicants are to be in a position to obtain and maintain a security clearance at this level.

Eligibility

Security Clearance:

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

Notes

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

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work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit https://www.defence.gov.au/jobs-careers

To Apply

Position Contact	Darron Kavanagh, 02 5130 4850
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B614869B-3B11-5885-1EB5-E44

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Defence

Vacancy VN-0764591

Department of Defence

Closing Date:Thursday 20 November 2025

Capability Acquisition and Sustainment Group
Joint Acquisition and Sustainment Group

Job Title	Director UAS Program Office
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	$167,660 - $199,525
Future Merit Locations	Enoggera
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	CASG/08601/25
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=55635679-BACA-C359-4EE5-E44F0C5F0696*

Duties

The Role

This is an executive director position responsible for leading a newly established, independent Systems Program Office (SPO) charged with delivering acquisition and sustainment outcomes for Defence's Tactical and Small Uncrewed Aircraft System (UAS) capabilities. This executive director role is responsible for delivering acquisition and sustainment outcomes across a diverse portfolio of UAS platforms supporting Navy, Army and Air Force. Reporting directly to the Director General Army Aviation Systems, the Director will oversee a diverse workforce of approximately 130 personnel, including APS, ADF and contractors.

The role demands high-level leadership, stakeholder engagement, and program delivery expertise in a dynamic and evolving capability environment.

This position forms part of an expanded Executive Level 2 classification that incorporates three levels of work value with separate salary ranges. This position is classified as having work value commensurate with EL2.1 and the salary range of $167,660 - $199,525 + 15.4% Superannuation. This position is reviewed annually and salary may increase or decrease in accordance with the provisions of the Defence Enterprise Agreement. Applicants should familiarise themselves with the relevant provisions of the Defence Enterprise Agreement if considering applying for this position. Should an annual review determine that work is no longer available at the higher work value, the employee's classification and salary will be decreased to the lower level work value and salary within the EL 2 classification range.

Additional remuneration may be negotiated with the successful candidate, dependant on skills, experience and capability.

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 based on 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 of the UAS Program Office is a strategic and experienced leader who thrives in complex, multi-stakeholder environments. They bring a strong track record of delivering large-scale acquisition and sustainment programs, ideally within Defence or a similarly structured organisation. With a deep understanding of capability lifecycle management, they are adept at translating strategic objectives into executable plans and navigating governance frameworks to achieve outcomes. Their leadership style is inclusive and empowering, capable of building high-performing, geographically dispersed teams across APS, ADF, and contracted personnel.

The ideal candidate is confident managing significant financial resources and complex procurement arrangements, with the judgement to balance speed-to-capability with regulatory compliance and safety. They possess high-level interpersonal and negotiation skills, enabling them to influence senior stakeholders and represent Defence in national and international forums. While technical expertise in UAS systems is advantageous, their strength lies in strategic oversight, risk management, and stakeholder engagement. They are resilient, adaptable, and committed to continuous improvement, with a mindset geared toward innovation and reform in Defence capability delivery.

Key Responsibilities include:

- Lead the strategic direction and operational delivery of the UAS Program Office, ensuring alignment with Defence capability priorities.
- Manage the acquisition and sustainment of UAS platforms across multiple product classes.
- Oversee financial planning, contract management, and risk governance across a complex portfolio.
- Build and maintain strong relationships with internal Defence stakeholders, industry partners, and international counterparts.
- Represent Defence in national and international forums related to UAS capability development and delivery.
- Drive innovation and reform in acquisition and sustainment practices, with a focus on speed-to-capability and sovereign industrial development.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	COL Brendan Noller, 07 3903 5619
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=55635679-BACA-C359-4EE5-E4

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Defence

Vacancy VN-0764600

Department of Defence

Closing Date:Wednesday 19 November 2025

ARMY
Forces Command

Job Title	Business Intelligence Officer
Job Type	Full-Time, Ongoing
Location	Paddington NSW
Salary	$86,887 - $93,066
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 5
Position Number	ARMY/08681/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=CA9EAC1E-557D-C5B0-EC95-E460BAD52B4E

Duties

The Role

Headquarters Forces Command is seeking an APS 5 Business Intelligence Officer (BIO) to join our Business Support Team. This key role supports the efficient coordination of resources and business operations across the Headquarters. You will be part of a small, collaborative team responsible for resource management functions. The team is led by an APS 6 Business Analyst, whom you will support by providing timely and accurate advice on budget and financial management, reporting and compliance auditing. You will also have supervisory responsibilities for an APS 4 team member. Training will be provided for all Defence-specific systems and applications. While experience with tools such as SAP, Electronic Records Management Systems, or financial systems is highly regarded, it is not essential. We welcome applicants who are eager to learn and develop their skills in these areas.

About our Team

The Headquarters Forces Command Business Support Team is a small, integrated unit comprising full-time and part-time military personnel and APS employees. Together, the team plays a vital role in supporting the business operations of the Headquarters.

Our Ideal Candidate

The successful candidate will:

- Possess a sound understanding of, or a keen interest in, resource management; including budget tracking, reporting, invoice processing and reconciliations.
- Develop and maintain an understanding of Defence's corporate requirements, including relevant legislation, policies and procedures.
- Demonstrate strong interpersonal and verbal communication skills, with the ability to engage effectively with a diverse range of stakeholders, including ADF members, APS personnel, and contractors.
- Have well-developed stakeholder engagement and influencing skills, with the ability to build and maintain effective working relationships.
- Demonstrate a willingness to learn and develop skills in Defence systems and applications.
- Think critically and contributes to timely and accurate outcomes.
- Prioritise and manage their workload effectively to meet deadlines.
- Show initiative, resilience and the ability to work independently with minimal supervision.
- Work with a high level of attention to detail and accuracy.
- Communicate clearly and professionally in both written and verbal formats.

This role offers a unique opportunity to take on a rewarding career challenge while enjoying excellent workplace conditions, potential for flexible working arrangements and opportunities for professional development.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Brianna von der Burg, 02 8222 9107
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CA9EAC1E-557D-C5B0-EC95-E

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Defence

Vacancy VN-0764637

Department of Defence

Closing Date:Thursday 20 November 2025

Inspector-General of the Australian Defence Force
Office of the Inspector-General of the Australian Defence Force

Job Title	Coordination Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$95,187 - $108,734
Future Merit Locations	Brindabella Business Park
Office Arrangement	Work From Home;On Site;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	IGADF/08649/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=EE419358-C727-6185-A7D1-E44F826A0C4C

Duties

The Role

The Office of the Inspector-General of the Australian Defence Force (Office of the IGADF) has an exciting opportunity for a motivated and professional candidate to join the Directorate of Business Management and Governance as the Coordination Officer. This role assists in the coordination and management of Ministerials, Freedom of Information (FOI) requests, internal and external activities and is pivotal in the management of workflow across the Office.

You will be responsible for:

- The group inbox.
- Receipt, triage, coordination and management of correspondence.
- Allocation and tracking of tasks.
- Oversight and tasking of FOI requests received by the office to Authorised Decision Makers and associated support staff.

You will be responsible for the coordination of PDMS tasks, including:

- Ministerial briefs.
- Ministerial correspondence.
- Defence executive correspondence.

You will be responsible for:

- The coordination and management of Senate Estimates, ensuring senior leadership is appropriately prepared for hearings. This includes tasking and coordinating the briefs for appearance and post-hearing activities i.e. Questions on Notice.
- Contribute to the development and implementation of coordination processes and procedures for the Business Management & Governance Directorate, as well as broader office.
- You will engage with a wide variety of stakeholders including staff from other Government agencies, members of the Australian Defence Force, and Ministerial staff.
- You will be responsible for the management of 2 x APS 5 executive assistants.
- Additionally, you will be responsible for providing administrative support to the broader team as required.

About our Team

The Office supports the IGADF in their statutory functions of overseeing the effectiveness of the military justice system.

The Directorate of Business Management and Governance looks after the corporate enablement of the Office.

Our Ideal Candidate

Our Ideal Candidate will have:

- A sound understanding of the Department of Defence organisational structure, or the ability to acquire this quickly.
- A sound understanding of Parliamentary Document Management System (PDMS), or the ability to acquire this quickly.
- A sound understanding of Freedom of Information Act 1982, Freedom of Information Regulations and Freedom of Information Guidelines, or the ability to acquire this quickly.

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	Leanne Fenton, 02 5109 5139
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EE419358-C727-6185-A7D1-E44

Defence

Vacancy VN-0764638

Department of Defence

Closing Date:Thursday 20 November 2025

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Logistics Assurance Officer
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	$86,887 - $93,066
Future Merit Locations	Enoggera
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	CASG/08473/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=D7C3D29E-7F76-9B5C-ED2C-E44FBAB19E5E

Duties

The Role

The APS 5 Logistic Assurance Officer will work within the CHSPO Business Management Unit and is responsible to the Logistic Governance and Assurance Team Leader for the delivery of logistical governance and assurance activities for CHSPO. The role will require the successful candidate to work within a framework of legislation, Commonwealth policies, work practices and procedures in accordance with Defence's mission and business objectives. The successful candidate will engage in moderately complex problem solving, issues management and may coordinate internal and external stakeholder engagement. They will have a wide range of opportunities to develop their skills in a highly supportive environment.

The duties of an APS5 Logistics Assurance Officer occupation in Defence include the following:

- Prepare, perform and monitor compliance, assurance, and audit activities on SPO business units and assets.
- Through interpretation and compliance with legislation, regulatory frameworks and Department policy achieve organisational objectives and the provision of advice to SPO business units.
- Through collaboration establish and sustain effective relationships with the SPO community and key stakeholders.
- Analyse compliance and assurance outputs and prepare detailed reports with recommendations on audit results.
- Develop responses to correspondence; prepare briefs and reports for management.

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 based on 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 Business Management Unit is responsible for the delivery of Corporate Services and in conjunction with Branch, People and Workforce Management functions across the Program Office. We are accountable for the delivery of and coordination of corporate support services across our multiple work locations. Corporate Services performed by the BMU comprise Logistics Governance and Assurance, and Business Governance and Assurance (which is further broken down into the areas of Information and Records Management, internal Financial Management, Workforce Management, Security, WHS & Risk Management).

This position resides within the BMU (CHSPO) however also provides support to the Uncrewed Aircraft Systems Program Office (UASPO). UASPO is a newly formed SPO and is based in Brisbane, with detachments located in Canberra, Adelaide and Melbourne.

Our Ideal Candidate

Our ideal candidate has experience in:

- Integrated Logistics Support (ILS).
- Knowledge of Defence logistics operations, including distribution, maintenance, security, and equipment management.
- Ability to conduct internal audits, stocktake, and producing complex reports using Defence Logistic Information Systems.
- Understanding or ability to understand Defence logistics legislation and policy frameworks governing stocktaking and inventory control.

- Experience in applying compliance standards to ensure accurate asset accountability, audit readiness, and operational transparency.
- Ability to interpret and implement Defence instructions, procedural documents, and governance requirements to support logistics assurance and continuous improvement.

To achieve high quality outcomes, the following attributes and skills will be key to the role:

Adaptability, resilience and flexibility, Strong written, interpersonal and verbal communications skills, ability to work effectively both independently and as part of multi-disciplinary teams, strong stakeholder engagement skills, excellent attention to detail and strong collaboration skills.

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 agency.

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To Apply

Position Contact	Lisa Waldon, 07 3903 6429
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D7C3D29E-7F76-9B5C-ED2C-E4

Defence

Vacancy VN-0764641

Department of Defence

Closing Date:Thursday 20 November 2025

NAVY
Head Navy Engineering

Job Title	Deputy Director Nuclear Powered Submarine Regulation
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$120,303 - $135,701
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	NAVY/08515/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=D1526CC5-FED9-A0E8-46C9-E44FBBBC1BAC

Duties

The Role

The Australian Naval Seaworthiness Authority (ANSA) plays a critical role in bringing nuclear powered submarines into service in the Australian Defence Force and supporting their ongoing operations. With responsibility for regulating the submarine (not the propulsion), there is significant work underway to identify and enact required regulatory changes and establish interfaces with the future Australian Naval Nuclear Power Safety Regulator (ANNPSR) and other peer regulators.

This role will lead the planning and delivery of strategic deliverables, business as usual tasks and ad hoc activities which:

- Support the integration of (NPS) into the Defence Seaworthiness Management System (DSwMS) and the new regulations coming in January 2026 under the Defence Seaworthiness Program;
- Support the identification and addressing of co-regulatory requirements with the Australian Naval Nuclear Power Safety Regulator (ANNPSR);
- Support the provision of review and advice on legislation, regulations, codes, standards, policy, and guidance material;
- Identify and provide analysis and guidance on relevant risks; and
- Provides subject matter expertise in support of the activities of the broader organisation.

Note: This role, like all ANSA roles, will also be supporting the whole-of-ANSA project implementing a refined seaworthiness regulatory framework. It may also be subject to a change management process, pending upcoming organisational re-design.

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 Australian Naval Seaworthiness Authority (ANSA) provides the Defence Seaworthiness Authority (Chief of Navy) with independent assurance that maritime mission systems (warships, naval auxiliaries, and defence vessels) across the Defence Enterprise, comply with the Regulations as outlined in the Defence

Our Ideal Candidate

Our ideal candidate will bring either strong regulatory expertise, or strong EL 1s capabilities and the aptitude and drive to build new expertise. We are looking for candidates who understand or can quickly gain an understanding of the applicable regulatory and operational environment and can apply that knowledge to deliver the requirements of the role.

Our ideal candidate will be able to demonstrate:

- Strong regulatory experience, or the ability to quickly gain it;
- An understanding of the applicable regulatory environment, or the ability to quickly gain it;
- Experience working with legislation, regulations, codes, standards, policy, and guidance material;
- Strong communication and stakeholder engagement skills;

- The ability to create and convey advice and guidance to different audiences; and
- The ability to thrive in a changing environment.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Dr Rachel Horne, 0484 351 002
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D1526CC5-FED9-A0E8-46C9-E4

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Defence

Vacancy VN-0764655

Department of Defence

Closing Date:Thursday 27 November 2025

NAVY
Fleet Command

Job Title	Assistant Explosive Custodian Officer
Job Type	Full-Time, Ongoing
Location	Cairns QLD
Salary	$69,898 - $77,016
Future Merit Locations	Cairns
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 3
Position Number	NAVY/07865/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=47A91066-D55C-256A-74A5-E44FBBDAC19D

Duties

The Role

Are you interested in Logistics, Ships and the Australian Navy? Do you want to be part of a helping support Australia's Defence Forces?

Are you a motivated individual wanting a career with scope to increase training, development and career progression?

Then this is the job for you!

As an APS 3 store person at HMAS Cairns, you will be an integral part of a small but extremely important team assisting Fleet Units with all Explosive Ordnance (EO) requirements.

About our Team

This is a dynamic and busy team where you will act as Subject Matter Expert (SME) advising Command on all aspects of Explosive Ordnance.

One of the essential requirements to working in these conditions is ensuring commitment to maintaining a safe work environment is at the forefront of all activities.

Our Ideal Candidate

You will perform straightforward inventory management work within an integrated workforce. You are required to have basic understanding of and compliance with relevant legislative frameworks, government decision-making and Defence's mission and policy requirements.

Our Ideal Candidate will:

- Perform work against established priorities and procedures.
- Complete allocated tasks within required timeframes and procedures.
- Also undertake a range of procedural, clerical and administrative support tasks to support their work unit.
- Contribute to team discussions to achieve outcomes and will seek assistance when required.
- Involve regular contact with Naval personnel as well as contractors and supporting commercial companies.
- Be required to travel interstate to conduct training for courses if not completed already.
- Conduct additional duties to assist with Cairns Navy Port Services.
- Work with an enthusiastic workforce to support Navy's ships and contribute to the nation's security and humanitarian response efforts.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Cheyne Colley, 0417 292 091
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=47A91066-D55C-256A-74A5-E44

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Defence

Vacancy VN-0764657

Department of Defence

Closing Date:Thursday 13 November 2025

Joint Capabilities Group
Cyber Operations Division

Job Title	Assistant Director Cyber Security Operations – Threat Hunt & Detection Engineering
Job Type	Full-Time, Ongoing
Location	Harman ACT
Salary	$120,303 - $135,701
Future Merit Locations	Harman
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 1
Position Number	JCG/08596/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=8E63335B-88A8-958A-AC16-E44FBC65E689

Duties

The Role

Within Defence Security Operations Centre (DSOC), the Assistant Director Cyber Security Operations - Threat Hunt & Detection Engineering is responsible for the management of the Threat Hunt, Detection Engineering and Automation capabilities for Defence systems. They will work with the broader Security Operations Centre to ensure effective security for Defence's systems. Will be required to obtain and maintain a Positive Vetting.

Duties include:

- Managing and prioritising detection development across Defences complex cyber terrain SIEM environment;
- Providing oversight to planning and execution of Hunt operations;
- Managing and providing subject matter expertise to technical cyber security teams;
- Identifying opportunities and overseeing the development of automation to increase visibility and reduce analyst response times;
- Leading complex problem solving and coordination activities, in support of time sensitive operational outcomes; and
- Be responsible for building team capability through coaching, feedback, and mentoring activities to build resiliency and technical competency across a multi-disciplinary team.

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

DSOC is the strategic centre for Cyber Security Operations within Defence. DSOC provides mission focused services across the Defence enterprise through a range of Cyber Security Operations functions including Incident Response, Digital Forensic, and Hunt. DSOC staff have access to contemporary tools, training, and support to enable them to achieve high quality, responsive, and dynamic outcomes in support of Defence and its mission.

DSOC is a dynamic, collaborative and agile team, committed to providing opportunity for professional development whilst also contributing to key strategic outcomes. DSOC consists of a diverse workforce of complementary skillsets, inclusive of APS, ADF, and contractors. DSOC routinely engages with a wide range of stakeholders across the Department, Whole-of-Government, Defence Industry and others, to identify new opportunities for improvement and collaboration.

Our Ideal Candidate

The ideal candidate will be:

- Proven experience in detection engineering and hunt in a complex cyber environment;
- A proven leader who possesses strong communication, interpersonal, and collaboration skills to work effectively with internal and external stakeholders, in-order-to understand and contextualise the threat to Defence, and enable decision making;
- Experienced in leading cyber security operations teams and capabilities, or leading in similar high tempo operational roles, preferably with experience in the management of either hunt or cyber security-engineering teams;
- A pragmatic self-starter, comfortable with ambiguity, a flexible approach to achieving outcomes and a proven ability to manage competing priorities to a high standard of accuracy.
- Possessive of well-developed analytical skills;
- Experienced in stakeholder engagement, confident and persuasive communication with the ability to explain complex concepts and risks in plain language;
- Ability to engage with executive leadership across all levels of the organisation up to Band 3/3 Star;
- Experienced in managing multi-disciplinary teams; and
- Experienced in empowering their team through setting clear performance standards, providing constructive feedback and offering support in order to achieve a shared mission.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Joel Palmer, 02 5109 4570
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8E63335B-88A8-958A-AC16-E4

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Defence

Vacancy VN-0764666

Department of Defence

Closing Date:Thursday 27 November 2025

NAVY
Deputy Chief of Navy

Job Title	Psychologist
Job Type	Full-Time, Non-Ongoing
Location	Rockingham WA
Salary	$95,187 - $108,734
Future Merit Locations	Rockingham
Office Arrangement	On Site;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	NAVY/08638/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=2C155E18-A4F5-AB9A-5563-E44FBDFE87B5

Duties

The Role

This is a civilian (non-uniformed) role, as part of the Australian Public Service (APS) workforce within Navy.

Our psychologists have a diverse organisational and operational psychology role, in support of Navy members on Navy Establishments. We work as part of a broader psychology team of professionals, including psychology assistants, work closely with other health professionals, and command teams.

In this role, you will be a part of the Navy Psychology West section, providing psychological support to Navy members and contributing directly to Navy's capability and national security.

The services delivered by an APS 6 Psychologist include referrals from Command for advice, referrals from Navy members for work-related support, mental health training delivery, operational mental health screening, critical incident mental health support and organisational interventions.

This is a non-ongoing role until November 2026.

About our Team

The Navy Psychology West team provides the full scope of Navy Psychology services to Navy Fleet Units and the Garrison Shore Establishment, at HMAS Stirling (Garden Island in Rockingham WA).

In addition, Navy Psychology West is responsible for the delivery of the Mental Health and Wellbeing Program for the Submarine Force.

The team works together to achieve a high standard of psychology service provision, liaising regularly with command elements, health providers and other wellbeing stakeholders.

Our Ideal Candidate

We are looking for a highly motivated individual who is seeking variety in their professional career, able to work with reasonable autonomy, has a willingness to learn, and who is passionate about supporting Navy personnel to perform at their best in order to successfully fulfil Navy's Mission.

They will be capable of performing a range of psychology services including psychological assessments, training delivery and development, report writing, brief psychological intervention, critical incident management mental health support, and stakeholder engagement.

They will be drawn to working in the operational, occupational and clinical space, be able to adapt to a changing environment to match operational tempo, and be able to provide advice on complex and sensitive issues taking into account conflicting needs.

Finally, they must be able to build and sustain effective working relationships with team members and actively participate in teamwork and group activities.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

Current full and unconditional AHPRA registration as a psychologist.

Notes

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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	Belinda Radnidge, 02 6155 9043
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2C155E18-A4F5-AB9A-5563-E4

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Defence

Vacancy VN-0764680

Department of Defence

Closing Date:Sunday 23 November 2025

Defence Science and Technology Group
Platforms

Job Title	Research Leaders & Program Leaders - Science & Technology
Job Type	Full-Time, Ongoing
Location	Edinburgh SA, Eveleigh NSW, Fairbairn ACT, Fishermans Bend VIC
Salary	$186,285 - $203,805
Future Merit Locations	Eveleigh, Fishermans Bend, Edinburgh, Fairbairn
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	
Position Number	DSTG/08524/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=66FB17B9-7711-B326-21BD-E44FBC5F405C

Duties

The Role

We are seeking highly motivated Innovation, Science and Technology (IS&T) leaders with a passion for delivering advanced and valued outcomes to Defence, and in accordance with the intent of the Defence Strategic Review. There are a number of positions available if you are looking for a new, exciting and challenging role. Each IS&T Leader is accountable to the respective Capability or Program Division Chief, and under broad guidance, is responsible for leading a branch.

You will:

- Provide clear strategic leadership by articulating compelling vision for the branch's Innovation, Science & Technology (IS&T) capability.
- Offer guidance, direction, and coordination to ensure alignment with Defence priorities and the successful delivery of agreed outputs.
- Foster collaboration across internal and external stakeholders to maximize the impact of IS&T initiatives.
- Lead and integrate diverse strands of team expertise to identify and pursue opportunities for IS&T breakthroughs.
- Champion a culture of scientific curiosity and experimentation, encouraging teams to challenge conventional thinking and explore novel approaches.
- Facilitate cross-disciplinary collaboration to unlock new capabilities and accelerate innovation. Inspire staff to push the frontiers of IS&T, and work with the staff at a conceptual level to create new scientific insights.

The following positions are available:

Research Leader Operational Decision Analysis - Human and Decision Sciences Division - Edinburgh or Fairbairn - Positive Vetting

You will lead a team that brings together specialists in social sciences, operations analysis, socio-technical systems, combat management and combat systems to conduct analysis that provides expert, impartial and timely scientific advice that supports decision makers in major capability investment options and operational effectiveness. Our mission is to provide analysis that informs and enables the ADF to understanding how to operate in a complex contested environment across the competition continuum from the gray zone to high end war fighting.

Research Leader Human Systems Performance – Human and Decision Sciences Division - Fishermans Bend or Edinburgh - Positive Vetting

You will lead a team that delivers warfighter advantage through science and technology that is focused on the performance of our people and their integration with the systems they employ to prevail in their missions. It sustains an extensive set of warfighter centred research disciplines grounded in an understanding of their distinct military operating environments and tasks.

Research Leader Cyber Operations - Information Sciences Division - Edinburgh - Positive Vetting

You will lead a team involved in innovative cyber research and development and lead engagement with the science and technology community in Australia and internationally. You will be expected to develop and maintain a high level of knowledge and understanding of state-of-the-art cyber science and technology, sufficient to provide senior oversight of authoritative technical and policy advice to clients.

Research Leader Intelligence Analytics - Information Sciences Division - Edinburgh - Positive Vetting

You will lead a team of approximately 95 scientists to deliver research outcomes which improve the situational awareness of intelligence analysts for Defence and national security. Intelligence Analytics combines expertise from statistical, computational, and human sciences to provide automated sense-making from multi-source intelligence.

Our aim is to accelerate and scale the workflows of analysts and operators in building understanding of the human and physical environment.

Research Leader Power & Dynamics - Platforms Division - Edinburgh or Fishermans Bend - Negative Vetting 1

You will lead an integrated team of scientists, students, ADF members and contractors to deliver innovative concepts and solutions to ensure speed, range, endurance, maneuverability, operability, safety, availability, stealth and lethality of multi-domain, crewed and uncrewed ADF platforms. Our objective is to ensure ADF platform performance.

Research Leader Autonomy – Platforms Division - Edinburgh, Eveleigh or Fishermans Bend - Negative Vetting 1

You will lead a team that supports the development of multi-domain autonomous systems capabilities in the ADF and the development of the integrated hybrid force that brings together and integrates crewed and unscrewed capabilities. Our mission is to maintain platform-oriented Robotics and Autonomous Systems (RAS) IS&T capabilities that leverage the IS&T ecosystem to deliver impact through enhancing critical Defence RAS capabilities & creating asymmetric advantage.

Research Leader Signatures and Survivability – Platforms Division - Edinburgh, Eveleigh or Fishermans Bend - Negative Vetting 1

You will lead a team that shapes the IS&T expertise to bear on three key Defence problems: the basement, reduction and control of signatures to reduce platform detectability; the development of protective systems to maximize platforms availability and operational effectiveness; and the

incorporating physical protection, damage control and recoverability. The MSTC's mission is reducing detectability and enhancing protection to ensure mission success of the warfighter.

Program Leader Logistics & Health - Land & Integrated Force Division - Edinburgh, Fishermans Bend, Fairbairn - Negative Vetting 1

You will lead a networked team providing scientific leadership and project management of the DSTG Logistics and Health IS&T Projects. Both of the Theatre Logistics and Health IS&T Projects require extensive engagement with relevant stakeholders across Joint Logistics, Joint Health, Defence People Group, National Support Division and the five Defence domains. You will be supporting the development, acquisition and modernisation of Defence logistics and health capabilities which requires a deep and comprehensive IS&T effort that covers many science disciplines.

Program Leader Force Design & Integration – Land & Integrated Force Division - Fairbairn - Positive Vetting

You will lead a small, distributed and dynamic team providing scientific leadership and project management for innovation, science and technology (IS&T) support to Force Design and Force Integration in Defence. This role requires you to lead the delivery of operations analysis of integrated capability (including experimentation, war gaming and simulation); horizon scanning and technology foresight; and workforce simulation. Your work will touch on analysis of military operations within all five warfighting domains and require coordination and engagement across DSTG and the rest of Defence.

This recruitment activity may be used to fill other S&T8 Leader positions in DSTG as they become available.

About our Team

Information Sciences Division

Information Sciences Division drives and shapes Defence research capabilities in the areas of computational science, autonomy and cyber, communications and computing. The division focuses on Spectrum Warfare, Cyber Operations, Cyber Assurance and Resilience, Intelligence Analytics and Multi Domain Information Integration.

Platforms Division

Platforms Division develops innovative technologies and provides scientific advice to overcome existing and future Defence challenges. Collaborating within the wider S&T ecosystem, S&T solutions for crewed and uncrewed ADF platforms across the air, land, maritime and space domains are delivered to ensure capability advantage.

Human and Decisions Sciences Division

Human and Decision Sciences Division delivers science based advice to enhance decision-making and warfighter effectiveness in complex operational environments through applied operational research and research in human and social sciences. Our areas of focus include research to maximise physical and cognitive performance, enhancing the human-machine interfaces, strengthening command and control, wargaming, modelling and simulating the ADF, leading qualitative and quantitative analysis.

Land & Integrated Force Division

Land and Integrated Force (LIF) Division delivers innovation, science and technology programs in support of the Land and Integrated Force domains. The team is responsible for understanding the highest priority S&T problems and challenges across the relevant Defence stakeholders and developing an integrated, balanced set of S&T programs to address these challenges.

Why Us:

- A competitive remuneration and leave package and 15.4% superannuation.
- We know that as much as you may love your job, it is important to be able to get away. We provide generous leave entitlements for whatever happens in life.
- We offer flexible and agile ways of working to empower you to work in a way that reflects your circumstances and your lifestyle.
- Access to ongoing learning and development.

Our Ideal Candidate

Our ideal candidates will have:

- A strong background in leadership and management of highly complex multi-disciplinary research programs.
- Demonstrated ability to build and maintain relationships across multidisciplinary teams and a wide variety of partners, clients and stakeholders.
- An international reputation for excellence in a specific, relevant field of IS&T and have extensive experience, awareness and knowledge across a broad range of science.
- Excellent communication skills to convey complex information and concepts to a broad spectrum of audiences including military and civilian defence personnel, other government agencies, industry, academia, ministerial briefings, scientific journals, and reporting of Research & Development findings and implications to stakeholders.

For Research Leader roles, you will also demonstrate the ability to:

- Scientifically lead and manage significant Research and Development programs, including the development of a sound strategic direction and associated goals and identification of key research challenges.
- Initiate and implement changes of direction in research projects.
- Contribute to the body of scientific knowledge through published and unpublished works.

- Innovatively apply scientific knowledge to solving difficult problems.
- Anticipate and establish client priorities, and work to deliver required outcomes.
- Recognise opportunities from external sources to further develop knowledge for Defence, and build and maintain strong relationships with a network of external stakeholders in industry, universities and overseas organisations.

For Program Leader roles, you will demonstrate the ability to:

- Develop and maintain effective relationships with Defence Capability Program Sponsors, senior stakeholders and build a sound understanding of the stakeholder priorities and requirements that DST Group can support.
- Ensure timely development and approval of IS&T Project Plans in collaboration with stakeholders and appropriate Chiefs of Division, Research Leaders and line managers in relevant technology areas.
- Develop systems and processes to ensure that all knowledge generated by DST Group of relevance to the Program is captured and retained.
- Exercise strong project and financial management skills to ensure agreed IS&T projects and programs are delivered to stakeholder expectations of cost, timeliness and outcomes.
- Undertake other significant duties as required by the relevant Chief of Division.

We acknowledge the importance of developing and retaining an inclusive culture that produces opportunities for all. We encourage people from varied backgrounds with the right skills sets and experience to apply for this position. We understand that a diverse demographic bring unique and creative perspectives and solutions benefiting every aspect of what we do at DSTG.

Eligibility

Security Clearance:

Positive Vetting or Negative Vetting 1 depending on role

Mandatory Qualifications:

The S&T8/EL2 Science & Technology Leader position will require:

Academic qualifications in one or more of the following related fields of research; or relevant skills and work experience.

Division 30 – Agricultural, Veterinary & Food Sciences

3006 Food Sciences

Division 31 – Biological Sciences

3199 Other Biological Sciences

Division 32 – Biomedical & Clinical Sciences

3204 Immunology

3205 Medical Biochemistry & Metabolomics

3209 Neurosciences

3210 Nutrition & Dietetics

Division 34 – Chemical Sciences

3403 Macromolecular & Materials Chemistry

3405 Organic Chemistry

Division 35 – Commerce & Management Services

3503 Business Systems in Context

Division 40 – Engineering

4001 Aerospace Engineering

4015 Maritime Engineering

4016 Materials Engineering

4017 Mechanical Engineering

4099 Other Engineering

Division 42 – Health Sciences

4299 Other Health Sciences

Division 44 – Human Society

4401 Anthropology

4408 Political Science

4410 Sociology

Division 46 – Information & Computing Sciences

4602 Artificial Intelligence

4601 Applied Computing

4604 Cybersecurity & Privacy

4609 Information Systems

4699 Other Information & Computing Sciences

Division 49 – Mathematical Sciences

4901 Applied Mathematics

4903 Numerical & Computational Mathematics

4905 Statistics

Division 51 – Physical Sciences

5103 Classical Physics

5104 Condensed Matter Physics

Division 52 – Psychology

5204 Cognitive & Computational Psychology

5205 Social & Personality Psychology

Notes

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

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To Apply

Position Contact	Jade Francis, 08 7375 0833
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=66FB17B9-7711-B326-21BD-E4

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Defence

Vacancy VN-0764684

Department of Defence

Closing Date:Thursday 20 November 2025

Guided Weapons and Explosive Ordnance
GWEO Delivery Division

Job Title	Strategic and International Policy Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$86,887 - $93,066
Future Merit Locations	Brindabella Business Park
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	GWEO/08708/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=3B989EEA-EA9D-35FA-C74B-E4607E8E103A

Duties

The Role

In the Strategy and Plans Branch, within the Guided Weapons and Explosive Ordnance (GWEO) Group, there are vacancies in both the Strategy and International Engagement team and the Industry Partnerships team. You will be given the unique opportunity to work within diverse teams to deliver Australian Defence Force systems as the leading edge of Defence Capability as well as establishing the first Australian complex guided weapons industrial base.

The Strategy and International Engagement team works closely with foreign Governments to ensure the establishment of an Australian complex guided weapons industrial base, a top priority outlined by the Defence Strategic Review and detailed in the 2024 GWEO Plan.

You will be:

- Working in the development, advocacy, prioritisation, implementation and review of Defence and strategic policies (domestic and international);
- Managing administrative arrangements of divisional representation at senior committees and international meetings;
- Progressing tasks for delivery of programs, projects and activities on policy priorities, and/or international engagement activities;
- Reviewing issues on Defence and strategic policies, drafting briefing materials, policy and planning documents, reports, ministerial correspondence and other relevant documents;
- Working collaboratively with stakeholders on policy development and implementation; and
- Engaging with stakeholders to identify and address issues, provide informed advice to support objectives, and contribute to team activities aligning with work plans, and guiding team members on task completion methods.

The Industry Partnership team is responsible for developing strong relationships with industry and working with the key enabling groups including the Office of Defence Industry Support to support the development of a domestic manufacturing base. The work of the directorate also includes industry analysis and reporting, industry engagements and forums, and working closely with the GWEO project offices to drive Australian industry capability outcomes.

You will be:

- Helping to drive a strategic approach to industry development across the GWEO Group;
- Organising industry networking and engagement sessions;
- Working closely with the Office of Defence Industry Support and other areas across Defence to uplift industry and create pathways for future supply opportunities; and
- Analysing and reporting industry data and contributing to briefs that promote Australian industry capability outcomes.

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

About our Team

Both the Strategy and International Engagement team and the Industry Partnerships team are an integral part of GWEO Manufacturing Division, within the GWEO Group.

The team is dedicated to providing our staff with a diverse work-life balance, supporting flexible working arrangements. We invest in your training and development both personally and professionally.

The Strategy and International Engagement team develops the policy framework for GWEO Group, advances GWEO objectives through international engagement and provides policy advice to government on the GWEO Program.

The Industry Partnerships team was established to engage with and understand the industrial base in order to drive supply chain opportunities for Australian industry in line with The Australian GWEO Plan. The team provides information on Australian industry capabilities and works closely with key stakeholders to ensure a strategic approach to the development of the sector.

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

You will enjoy experiences and opportunities that you would not get in other organisations. Other benefits include:

- 15.4% superannuation.
- Access to personalised professional development pathways, including opportunities for Defence-funded post-graduate study.
- Additional leave days between Christmas and New Year.
- Focus on work/life balance.
- Salary sacrifice opportunities.
- Complimentary parking at the office located at Brindabella Business Park.

Our Ideal Candidate

We are seeking experienced professionals who can demonstrate:

- Leadership and Accountability - accountable for tasks and decisions; supports less experienced employees through the provision of guidance and quality assurance.
- Stakeholder Engagement - clear communicator, ability to quickly build relationships, network, and interact across all levels of the APS, Australian Forces and industry partners;
- Planning and Organisation - set objectives, plan, establish contingencies, manage time, resources, risk and people, and monitor progress;
- Adaptable and Responsive - accept new ideas, adapt to interpersonal styles, show sensitivity to different cultures or backgrounds, adapt to changing requirements and respond appropriately.

- Independent and a Decision-maker - perform objective and systematic research and analysis to obtain accurate conclusions based on evidence.

If you are someone who:

- Enjoys supporting challenging and highly complex activities;
- Is creative, pragmatic and solutions focused; and
- Is not afraid to challenge the traditional ways of doing business.

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”.

Notes

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

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To Apply

Position Contact	Melissa Campbell, 02 6246 8960
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3B989EEA-EA9D-35FA-C74B-E4

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Education

Vacancy VN-0762632

Department of Education

Closing Date:Monday 10 November 2025

Job Title	Worker Retention Payment Team Lead
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$125,220 - $138,394
Future Merit Locations	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	25/0578
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

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

The Department of Education is seeking a motivated and experienced EL1 officer to lead the delivery of the Worker Retention Payment (WRP), a key initiative supporting wage increases for the Early Childhood Education and Care (ECEC) workforce.

As the WRP Team Lead, you will report to the Director and manage a small, high-performing team in a dynamic policy and operational data environment. You will be responsible for maintaining and enhancing the WRP calculator, ensuring it reflects current policy settings and supports accurate and timely payments.

Duties

In this role, your responsibilities will include the following:

- Overseeing the maintenance and enhancement of the WRP calculator, ensuring accuracy and responsiveness to policy changes.
- Analysing monthly and annual financial data to identify trends, risks, and variances to budget, providing insights to inform program direction.
- Preparing and reviewing payment calculations for the WRP, ensuring accuracy and compliance.
- Developing and maintaining self-service reporting tools and bespoke data products to support program and policy decision-making.
- Producing high-quality briefs, reports and minutes for senior executives and stakeholders.
- Ensuring adherence to relevant program policies, legislation, Accountable Authority Instructions, delegations, and departmental policies.
- Fostering a collaborative, inclusive team culture focused on capability development, knowledge sharing, and continuous improvement.
- Building and sustaining effective relationships with internal and external stakeholders, as well as representing the department in external forums and working groups.

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

Qualifications and Education

Mandatory requirement for the role: Demonstrated ability in SAS and/or R data analysis software.

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

About the Department of 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	Mike Power, (02) 6240 2604
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education

Vacancy VN-0764648

Department of Education

Closing Date:Monday 17 November 2025

Higher Education Programs and Student Experience
Higher Education Program Delivery Regional Education Commissioner Secretariat

Job Title	Assistant Director, Regional Education Commissioner Secretariat
Job Type	Full-Time, Ongoing
Location	Hobart TAS, Canberra ACT, Adelaide SA, Brisbane QLD, Darwin NT, Melbourne VIC, Sydney NSW, Perth WA
Salary	$125,220 - $138,394
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	25/0571
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

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

As an Assistant Director at the Department of Education, you will contribute to Australia's growth in economic productivity and social wellbeing through improving access to quality education.

The Higher Education Program Delivery Branch develops, implements and strives to continually improve programs and policies that deliver support for all students. In this role, you will work closely with other members of the branch to ensure all students have access to education experiences of the highest quality and standards to ensure successful outcomes.

In this role within the Regional Education Commissioner Secretariat team, you will provide strategic advice and secretariat support to the Regional Education Commissioner. The Regional Education Commissioner role was established to provide independent advice to the Australian Government on improving education access, participation and attainment in regional and remote education across all stages of a student's education journey, from Early Childhood Education and Care through to Schools and Tertiary Education, including skills and training. As part of this role, the Commissioner and team engage with a large range of stakeholders across Australia, as well as undertaking research activities to inform the delivery of an annual report to the Minister for Education.

Duties

In this role, your responsibilities will include the following:

- Provide advice on regional education issues and opportunities across Early Childhood Education and Care, Schools and Tertiary Education, including skills and training.
- Lead the coordination and preparation of high quality papers, submissions, briefs and reports on equity policies and programs based on research and analysis.
- Manage and deliver projects, programs, contracts and procurement.
- Effective management of program finances, including administration of payments and maintaining accurate financial records.
- Communicate, and maintain relationships, with a range of internal and external stakeholders.
- Analyse data from a broad range of sources to inform future policy and program direction.
- Maintain a well-developed understanding of policies, frameworks, and research relevant to the department, education sectors and also regional communities.
- Contribute to the leadership of the team, supervise staff and work collaboratively with others.

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.
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To Apply

Position Contact	Jacqueline Ramsay, (02) 6121 6523
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education

Vacancy VN-0764718

National Gallery of Australia

Closing Date:Wednesday 19 November 2025

Marketing, Communications and Vistor Experience
Vistor Experience Chief Operating Officer

Job Title	Visitor Experience Hosts
Job Type	Part-Time;Casual, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$60,618 - $65,850
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	On-site
Classification	APS Level 2
Position Number	Multiple
Agency Website	https://nga.gov.au

Job Description

www.nga.gov.au

OVERVIEW OF THE ROLE

The National Gallery is seeking enthusiastic customer services professionals to join the Visitor Experience and Membership team in our front-facing host positions.

The Visitor Experience (VE) team welcomes people to the National Gallery and aims to provide exceptional

customer service to domestic and international visitors and National Gallery members. Hosts are responsible for providing frontline assistance to visitors including concierge, ticketing, membership services, wayfinding, accessibility support, phone and email enquiries, feedback support, exhibition invigilation and assistance for some programs and events. In providing these services, Hosts communicate and interact with a wide range of people and liaise with staff across the Gallery. Hosts also assist with the operation and servicing of members in the Members Lounge.

Successful candidates can expect to work in a busy customer-focused environment requiring strong verbal

communication, resilience and interpersonal skills. This role includes the requirement to stand for periods of up to 3hrs at a time while working and undertake some manual handling responsibilities

such as movement of bollards, chairs and restocking of marketing collateral. The Marketing, Communications and Visitor Experience portfolio works to attract and engage diverse audiences, grow earned revenue to support the Gallery's work, position the brand, and create inspiring and memorable experiences for everyone who visits.

The Gallery is open every day of the year (except Christmas Day) from 10am – 5pm.

There are multiple ongoing part-time positions available as well as a number of casual positions. Visitor

Experience Hosts are provided a fortnightly roster and are invited to attend a monthly team information and training evening.

An order of merit may be established from this selection process and may be used to fill future identical

vacancies over the next 12 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.

This position reports to the Visitor Experience Coordinator and is supported by the Visitor Experience and

Membership Manager.

Duties

WHAT WILL YOU DO?

In accordance with the APS 2 work level standards, you will:

- Provide exceptional, proactive, personable and informed customer service to visitors to the National Gallery in a range of locations including main entry, Members Lounge and entry to major exhibitions.
- Operate the Gallery's switchboard and email enquiries inbox, maintaining high standard of verbal and written communication and taking steps to follow up where required.
- Use the Gallery's Customer Relationship Management (CRM) system to process tickets, sell memberships and record visitor information maintaining strong data accuracy.
- Be the first point of contact for feedback and complaints, resolving in a sensitive and timely manner, and/or escalating where necessary.
- Maintain a high level of knowledge relevant to visitors about the National Gallery, including the national collection, exhibitions, events and amenities; confidently communicating information and highlights to visitors.

- Ensure an active contribution to a safe and secure workplace by monitoring visitor behaviour and wellbeing, promoting adherence with the National Gallery conditions of entry, identifying and reporting WHS hazards and incidents.
- Contribute ideas and participate in initiatives to improve the Visitor Experience function participating in daily briefings, debriefings, evaluations, team meetings and training to support continual improvement.

Eligibility

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

Police Check - To be eligible for this role you must complete a police check.

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

Notes

HOW TO APPLY

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

You should provide a tailored CV (maximum of three pages) along with a statement of no more than

two pages that outlines your skills, capabilities and experience, against the information above.

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

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

CONTACT

Further information about the position may be obtained by contacting Alex Reinhold on alexandra.reinhold@nga.gov.au

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	Alex Reinhold, 6240 6504
Agency Recruitment Site	www.nga.gov.au

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Education

Vacancy VN-0764725

National Gallery of Australia

Closing Date:Wednesday 26 November 2025

Exhibitions
Artistic Programs Chief Operating Officer

Job Title	Exhibitions Installer
Job Type	Part-Time;Casual, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$67,130 - $73,013
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	On-site
Classification	APS Level 3
Position Number	8108
Agency Website	https://nga.gov.au

Job Description

www.nga.gov.au

OVERVIEW OF THE ROLE

The National Gallery is seeking permanent part time and casual Exhibitions Installers to join an experienced and enthusiastic installation team. The Exhibitions Installers sit within the Gallery's Exhibitions Team and are responsible for the preparation and installation of works of art and associated display materials to high exhibition standards. Exhibition Installers may respond to all areas of the Gallery that require assistance with the installation or handling of works of art and can expect to regularly liaise with Conservation, Curatorial, Registration Travelling Exhibitions and Workshop staff through the Exhibitions Section.

Duties

WHAT WILL YOU DO? – DUTY STATEMENT

In accordance with the APS 3 work level standards, you will:

- Under the direction of the Exhibitions team will work on the installation and demount of works of art, gallery furniture and signage exhibited by the Gallery on and off site.
- With the installation team, provide installation assistance to Curatorial and other professional staff.

- Data entry into Collection Management System for installation related equipment and manuals.
- Prepare for WH&S inspections of office and contribute to the development of Safe Working Procedures and Job Safety Analyses and perform other duties 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.

Qualifications, Certifications and Registration

Role specific qualifications certification and/or registrations include:

- Current Driver's Licence.
- Forklift licence or the ability to obtain a licence.
- Elevated work platform licences or the ability to obtain licence.
- Experience installing works of art in a Gallery or Museum environment.

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.

CONTACT

Further information about the position may be obtained by contacting Louise Cummins, Exhibitions Manager on +61 2 6240 6722 or louise.cummins@nga.gov.au

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	Louise Cummins, 02 6240 6722
Agency Recruitment Site	www.nga.gov.au

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Education

Vacancy VN-0764624

Tertiary Education Quality and Standards Agency

Closing Date:Sunday 16 November 2025

Regulatory Operations

Job Title	Assessment Support Officer
Job Type	Part-Time, Ongoing
Location	Various locations - VIC VIC, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - ACT ACT, Various locations - SA SA, Various locations - NT NT, Various locations - TAS TAS, Various locations - WA WA
Salary	$78,996 - $84,490
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 role can be performed remotely. Hybrid and flexible work options are available.
Classification	APS Level 4
Position Number	Multiple
Agency Website	www.teqsa.gov.au

Job Description

https://teqsa.bigredsky.com/page.php?

The Higher Education Integrity Unit (HEIU) works with teams across TEQSA to analyse emerging threats to the integrity of Australia's higher education system. The HEIU proactively assists the sector to address identified risks, in areas such as artificial intelligence, academic integrity (including contract cheating and assessment integrity), admissions standards, and fraud and corruption.

The HEIU also works with other government agencies to promote integrity in research, detect and prevent foreign interference in provider operations, and enhance cyber security.

The Assessment Support Officer is responsible for supporting the HEIU to achieve these goals and support the Unit to conduct its enforcement activities in accordance with 114A and 114B of the Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act).

Duties

As the Assessment Support Officer, you will be responsible and accountable for:

- Liaising with TEQSA's Compliance and Investigations Team to monitor and document monthly complaints reports.
- Supporting the agency's work to analyse and respond to emerging and evolving sector risks.
- Updating the database of commercial academic cheating services – both for assessment purposes and to share annually with providers.
- Leading work to disrupt commercial academic cheating services by regularly assessing and recording sites identified to be in breach of the TEQSA Act (114A).
- Engaging with social media companies to facilitate the ongoing removal of advertisements offering commercial cheating services (114B of the TEQSA Act).
- Monitoring, responding and triaging emails in the HEIU inbox and performing other administrative support as required.
- Other duties as directed.

Eligibility

The successful applicant must:

- be an Australian citizen.
- complete a National Police Check satisfactorily.
- be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Baseline status, supported by TEQSA.

Failure to satisfy any of the above conditions may result in the withdrawal of an offer of employment or termination of employment.

Notes

- This recruitment process is being used to fill an ongoing, part-time (0.6 FTE) position.
- A merit pool of suitable applicants may be created from this process and may be used to fill similar ongoing and non-ongoing vacancies as they arise. The merit pool is active for 18 months from the date of this advertisement.
- On commencement, 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.

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

About the 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	Ben Schulz, 03 8306 2529
Agency Recruitment Site	https://teqsa.bigredsky.com/page.php?

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Education

Vacancy VN-0764775

Tertiary Education Quality and Standards Agency

Closing Date:Sunday 23 November 2025

Communications and Engagement

Job Title	Assistant Director, Communications
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Adelaide SA, Perth WA, Hobart TAS, Darwin NT
Salary	$120,581 - $133,272
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	This role can be performed remotely. Hybrid and flexible work options available.
Classification	Executive Level 1
Position Number	18013
Agency Website	www.teqsa.gov.au

Job Description

https://teqsa.bigredsky.com/page.php?

The **Assistant Director, Communications** contributes to the protection of the reputation of Australia's world-class higher education through TEQSA's quality assurance of the sector. The role works closely with TEQSA's CEO and Executive Leadership Team (ELT) in quality assurance to promote TEQSA, and its role protecting student interests.

The role is responsible for implementing and further developing the Agency's external communication strategy in consultation with the CEO and ELT and includes working with media including digital media. The role is responsible for the Agency's communications, predominantly external communications, and provides support to the Agency's internal communications, particularly through its supervision of the Web and Publications Coordinator and their responsibilities.

Duties

As **Assistant Director, Communications**, reporting to the Director, Communications and Engagement, you will be responsible and accountable for:

- implementing and continuing to update the Agency's external communications strategy, while overseeing aligned internal communication planning and delivery
- providing advice to senior managers and agency business groups to support stakeholder relations and communication activities.
- managing publicity and marketing for TEQSA's annual conference and events and webinars (TEQSA Talks).
- managing workflow, and overseeing quality of delivery, of communication activities to the Communications team.
- supporting the CEO and Commission with development of key messages or talking points for internal and external communication activities such as T*Forums and TEQSA Talks webinars.
- creating and managing website content in accordance with APS and international web publishing standards and provide advice on content accessibility and usability requirements.
- producing high-quality content for reports, briefings, presentations, media releases, feature articles, brochures, publications, and web content, including management of social media posts and podcasts and webinars.
- monitoring regulatory decisions and other outcomes of Commission meetings for publication.
- responsible for managing TEQSA's brand and style guides and providing editing support.
- managing an inbox and responding to enquiries, including journalists, members of the public, students, international counterparts, and others.
- managing a range of projects to a high standard and often within tight deadlines.
- representing the agency in cross-agency, and other forums.
- contributing to the achievement of the Engagement Group's corporate and business planning objectives.
- other duties and projects as required.

Our ideal candidate

TEQSA is looking for high-performing team members who are passionate about contributing to the excellence of Australian higher education. Our ideal candidate will have:

1. high level written and oral communication skills, including the ability to prepare and coordinate delivery of high-quality communications and presentations for internal and

external stakeholders, including translating highly technical documents into compelling content.
2. demonstrated experience in managing media relations activities: executing proactive external (media) leadership communications and engagement plans and managing reactive media queries.
3. demonstrated ability to develop and maintain relationships with internal and external stakeholders and to keep abreast of trends and developments in the higher education sector.
4. develop, or oversee the development and delivery of, external and internal communication plans to support communications related to TEQSA initiatives or projects in collaboration with subject matter experts.
5. demonstrated ability to develop communications strategy and undertake strategic planning to deliver on the team's and the agency's goals and objectives.
6. lead a small team of professionals to deliver external and internal communication priorities.
7. strong leadership skills and experience in setting and meeting clear performance targets, including managing performance for quality and timely outcomes.
8. contribute to strategic and operational planning/improvements for the team, to continuously improve quality and efficiency.
9. a knowledge of, or an ability to quickly develop a sound knowledge of, government and agency communications guidelines.
10. an ability to work autonomously, manage competing priorities and deliver high quality projects.

Qualifications and experience

- relevant tertiary qualifications in communications, journalism, public affairs, public relations.

Highly desirable:

- experience in the higher education sector and/or government communications,
- digital content production skills and experience, and
- project management experience

Eligibility

The successful applicant must:

- be an Australian citizen.
- complete a National Police Check satisfactorily.
- be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Baseline status, supported by TEQSA.

Failure to satisfy any of the above conditions may result in the withdrawal of an offer of employment or termination of employment.

Notes

- this recruitment process is being used to fill an ongoing vacancy.
- a merit pool of suitable applicants will be created from this process and may be used to fill similar ongoing and non-ongoing vacancies within TEQSA. It is active for 18 months from the date of this advertisement.
- on commencement, 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.

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

About the Tertiary Education Quality and Standards Agency

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To Apply

Position Contact	Julie Pearce, 03 8306 2489
Agency Recruitment Site	https://teqsa.bigredsky.com/page.php?

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Finance

Vacancy VN-0764635

Parliamentary Workplace Support Service (PWSS)

Closing Date:Sunday 16 November 2025

Chief Learning and Communications Officer branch PWSS Academy

Job Title	Learning Facilitator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$126,885 - $163,694
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 1
Position Number	141180
Agency Website	

Job Description

https://www.pwss.gov.au/pwss-careers-0

About the branch

The Chief Learning and Communications Officer (CLCO) Branch is responsible for providing a broad range of learning and development advice and services to the clients of the Parliamentary Workplace Support Service (PWSS), Parliamentarians and Members of Parliament (Staff) Act 1984 (MoPS Act) Employees. It also supports the important work of the PWSS by providing communications, media and data services.

About the team

The PWSS Academy is responsible for developing leading practice in parliamentary workplace education and training.

With a focus on creating safe and respectful workplaces, the Academy supports parliamentarians and their staff to achieve their full potential and perform their roles with capability, confidence and purpose.

The PWSS Academy team is also responsible for administering ad hoc training reimbursements and studies reimbursement relevant to the professional development needs of Commonwealth Parliamentary Workplace (CPW) participants, as well as managing a Professional Coaching Program.

About the role

As a Learning Facilitator within the PWSS Academy team, you will be responsible for supporting the delivery of workplace learning and development for those who work or volunteer in CPWs across Australia. The role will require you to deliver face-to-face and face-to-screen programs to diverse cohorts on subject matter that supports more positive, safe and respectful workplaces. You will also identify and implement learning opportunities to be offered within the Professional Development Program (PDP) framework. You will contribute to the continuous improvement of the PDP and program materials (including facilitator guides, visual references, workbooks, fact sheets and online modules/content).

Given the complex and sensitive nature of CPWs, this position requires a high level of personal and professional resilience, sound judgement and the ability to respond and shift priorities and approach in a fast-paced environment.

Our ideal candidate must be committed to improving parliamentary workplace culture, be able to deliver under pressure to meet tight timeframes, manage competing priorities and respond quickly and flexibly to change. You will be innovative and encourage a culture of continuous improvement through feedback. Flexibility to undertake regular interstate travel is essential.

Our ideal candidate will bring their demonstrated experience in developing and/or delivering workplace training programs or adult education initiatives to the PWSS Academy.

Duties

- Developing and delivering trauma informed specialist training courses both face to face and virtually, to diverse groups of CPW participants covering a range of subject matter including:
    - resilience and wellbeing
    - psychologically safe and respectful workplaces
    - inclusive workplace culture
    - optimising performance
    - team dynamics
    - leadership
    - integrity.
- Developing and executing processes and work plans to ensure projects and programs are managed and delivered effectively and within budget (including procurement);
- Designing and developing learning resources (including training sessions, workbooks, fact sheets and digital content) for training purposes;
- Monitoring and evaluating learning outcomes and the relevance of PWSS learning and development offerings to ensure continuous improvement;
- Providing a professional and high-quality service to all clients and stakeholders:

- Developing complex and/or sensitive correspondence and corporate documentation, reports, submissions, proposal papers and notes as directed; and
- Other duties as required.

Eligibility

- This role is being advertised as both ongoing and non-ongoing. The role may be offered as either ongoing or non-ongoing subject to business needs and/or candidate preference. Where a non-ongoing position is offered, the role will be filled as a specified term vacancy for an initial period of up to 4 months.
- 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.
- Candidates must be independent, impartial, and apolitical, and must be seen as such. A private interest disclosure form must be completed prior to an offer being made to disclose any material personal interests that may or may appear to influence a candidate's ability to discharge their responsibilities as an APS employee.
- 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 PWSS staff are required to have a minimum baseline security clearance prior to commencement.
- Successful applicants will be required to undergo a mandatory National Co-ordinated Criminal History Check (NCCHC).
- The Parliamentary Workplace Support Service 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 agency.

About the Parliamentary Workplace Support Service (PWSS)

The Parliamentary Workplace Support Service (PWSS) is a team of trusted advisors helping to build and maintain a safe, respectful, and inclusive parliamentary workplace through human resources advice, training and professional development, work, health and safety advice and trauma-informed complaint resolution and counselling. In addition, the PWSS provides 24 hour independent and confidential support services, for all Commonwealth parliamentary workplace participants.

To Apply

Position Contact	Lucy Hutchens, (02) 6277 9914
Agency Recruitment Site	https://www.pwss.gov.au/pwss-careers-0

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Foreign Affairs and Trade

Vacancy VN-0764743

Austrade

Closing Date:Thursday 20 November 2025

Trade and Investment Group

Job Title	Trade and Investment Commissioners - New Delhi, Singapore, Suva and Port Moresby
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	International International
Salary	$137,054 - $159,720
Future Merit Locations	International
Office Arrangement	On Site
Office Arrangement Details	The candidate will be required to work predominantly on site; work from home will be supported where operationally feasible
Classification	Executive Level 2
Position Number	6053_11/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

The Australian Trade and Investment Commission—Austrade—promotes Australian trade, investment, tourism and education to the world. We deliver services to grow Australia's economic prosperity.

Our purpose is to unlock opportunities that help Australian businesses go further, faster. We have a proud history of helping Australian businesses pursue their global ambitions through our international expertise and trusted networks.

We’re experts in connecting Australian businesses to the world and the world to Australian business.

Our global network turns local market connections and insights into valuable export and investment support.

We contribute to Australia’s prosperity by:

- Linking Australian businesses to global export opportunities
- Providing market and industry insights, making it easier for businesses to go global
- Attracting international investment to drive local jobs and develop skills
- Leading policy and programs for Australian tourism and the visitor economy
- Attracting international students to study with Australia.

Duties

Working in a dynamic operating environment as part of an Australian and local team, the Executive Level 2 (EL2) Trade and Investment Commissioner’s (TIC) role is to help exporters, investors, and buyers to capitalise on emerging opportunities, navigate changes in the local trading environment and mitigate risk.

Working with and leading an experienced locally engaged team, the EL2 Trade and Investment Commissioners will contribute to:

- Australia’s global reputation by promoting Australian capability in the relevant region(s) using global objectives and priorities to guide local strategy;
- Assisting Australian companies to achieve commercial trade outcomes and/or securing productive foreign investment into Australia;
- Advancing Australia’s strengths as a highly attractive destination for investors; and
- Representing Austrade and Australia in a range of high-level corporate and government settings in market and across the region.

The Trade and Investment Commissioner will be part of the regional management team and will contribute to Austrade’s broader leadership cohort.

In markets with a dual responsibility as Consul-General, the TIC will also represent the Australian Government as a senior government representative and will be responsible for

- The delivery of effective consular services and responsible for the welfare of Australians abroad, and
- Delivering efficient passport services and practical contingency planning in accordance with Department of Foreign Affairs and Trade’s (DFAT) Consular Services and Passports Client Services charters.

Eligibility

- **Australian Citizenship**– Our successful candidate must be an Australian citizen.

- **Language Proficiency** – Our successful candidate must be fluent in written and spoken English.

- **Security Clearance**– Our successful candidate is required to hold, or have the ability to obtain, and maintain a Negative Vetting Level 2 security clearance.

- **Overseas Posting Eligibility**– Internal candidates should be aware of the eligibility requirements outlined in Austrade's People Policy – Overseas Postings & Return to Australia (A-Based Employees).

Notes

The opportunities

These opportunities at the **Executive Level 2** classification are comprised of the following:

- A pre-posting placement based in Australia for a **non-ongoing (specified task)**, for a **period of up to six (6) months**, to complete mandatory pre-departure requirements; and

- A long-term overseas assignment in the advertised location(s) for a **non-ongoing (specified task)**, for a **period of up to three (3) years**.

How to apply

Applications are to be submitted via Austrade's online application system. Please ensure that you receive an email acknowledgement confirming receipt of your application.

Applications close 11:30pm Sunday, 20 November 2025 Australian Eastern Daylight Time (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 agency.

About the Austrade

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To Apply

Position Contact	SES Unit, sesunit@austrade.gov.au
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0764758

Austrade

Closing Date:Sunday 23 November 2025

Policy and Programs
Visitor Economy and Client Programs Visitor Economy, Capability, Workforce and EMDG Policy

Job Title	Policy Advisor
Job Type	Part-Time, Non-Ongoing
Location	Canberra ACT
Salary	$61,068 - $68,696
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 3
Position Number	6003_10/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

This is an exciting time to be working on the visitor economy and tourism policy for the Australian Government. The tourism industry directly employs more than 713,000 people (as of December 2024), with 1 in 7 businesses in Australia (360,202 businesses) related to tourism.

The visitor economy covers:

- domestic and international tourism
- international student, business, employment-related and leisure travellers
- visiting friends and relatives
- associated industries such as hospitality, aviation, attractions, travel agents and tour operators, transport, retail, arts and culture, sport and accommodation.

We lead the development of tourism and visitor economy policy for the Australian Government, deliver range of tourism grants and provide the Australian Government's official tourism statistics.

Our two policy branches lead on visitor economy policy and work with a range of Commonwealth agencies, States and Territories, industry and researchers to develop innovative and effective policy outcomes for tourism. We use insights from this engagement, along with tourism data, to support the Minister for Trade and Tourism and Assistant Minister for Tourism in our collective work to deliver THRIVE 2030, the national visitor economy strategy.

We have a Policy Adviser non-ongoing position to support our tourism policy agenda.

Duties

- Supporting arrangements for meetings and events involving senior industry and state, territory and Commonwealth government stakeholders. This includes travel and meeting arrangements, as well as preparing briefing and information for meeting participants.
- Supporting monitoring and reporting processes for THRIVE 2030 Strategy and Action Plan.
- Supporting development of ministerial correspondence, questions on notice, senate estimates briefings on THRIVE 2030 and broader tourism policy areas.
- Liaising with stakeholders in industry, state, territory and Australian Government agencies.
- Supporting development of presentations to stakeholders.
- Support research projects.
- Other duties, as required.

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 Baseline security clearance.
- Pre-employment checks - your suitability for employment will be assessed through a pre-employment 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 agency.

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To Apply

Position Contact	Janka Reynders, +61 7 3364 7727
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0764778

Austrade

Closing Date:Thursday 20 November 2025

Corporate Services
Digital & Technology Services Information Technology Services

Job Title	TM1 System Administrator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$117,157 - $131,786
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	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	Executive Level 1
Position Number	6057_11/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade is seeking an experienced TM1 System Administrator to join our Corporate Systems team, within the Digital and Technology Division. IBM Cognos TM1 / Planning Analytics is primarily used at Austrade for Financial Budgeting, Reporting and Forecasting (operational revenue and expenditure, capital expenditure).

A TM1 System Administrator is a critical role within the Corporate Systems team, supporting key stakeholders such as the Finance teams, Offshore Corporate Services Network (CSN), Property team, and Digital and Technology Division with their budgeting and financial planning activities. The incumbent will possess a strong background and proven expertise to confidently administer and manage the TM1 system. This includes managing the system's day-to-day operations, ensuring its optimal performance, integrity and accuracy of financial data.

This role also ensures stakeholder engagement is robust, providing ongoing professional expertise, guidance and support to TM1 users. The incumbent will work proactively, drive efficiency, alignment and consistency, and build trust with the TM1 stakeholder group.

Duties

- Enhance and streamline all processes and activities within TM1 in relation to budgets, financial forecasting and analysis for cross-functional business areas in collaboration with Finance team.
- Design, develop and maintain TM1 models, cubes, dimensions, and rules to support budgeting, forecasting and reporting obligations.

- Ensure financial modules are working effectively and efficiently, and that proper security is in place.
- Configure and maintain TM1 system components, including cubes, dimensions, and rules.
- Utilise Planning Analytics Workspace to develop interactive and user-friendly dashboards and reports, enabling stakeholders to access and analyse financial data efficiently.
- Prepare data sets, statistical reports, and applications to support Finance, budgeting and planning activities.
- Finalise End of Month (EoM) processes accurately in TM1, adhering to the End of Month timetable mandated by the External and Internal Budgets team and other advisers across offshore network teams, includes archiving results for each month, when the period is closed.
- Build and administer End of Financial Year and Mid-Year budget in TM1, including upload to SAP.
- Management of user access controls, Cost Centres, GLs, Company Codes and Cost Centre Managers, including creation/amendment of reporting lines.
- TM1 excel templates technical support, troubleshooting and resolving system-related issues in a timely manner.
- Recording of Management Representation Letters (MRLs), FBT Returns, Travel and Credit Card Breaches in TM1, as mandated by the Chief Executive Instructions.
- Partner with IT to perform periodic updates and system enhancements to ensure its efficiency and reliability.
- Integrate data from various sources into TM1 for analysis and reporting purposes.
- Ensure data accuracy, consistency, and integrity is always maintained within the system and systems TM1 integrates with (e.g. Aurion, SAP).
- Recommend and implement enhancements to optimise TM1 utilisation.

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 Baseline security clearance.
- Pre-employment checks - your suitability for employment will be assessed through a pre-employment 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 agency.

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To Apply

Position Contact	Cleo Cottaris, +61 403 219 973
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0764812

Austrade

Closing Date:Sunday 23 November 2025

Digital and Technology Services

Job Title	Chief Information and Digital Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Adelaide SA, Canberra ACT, Brisbane QLD
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;Hybrid
Office Arrangement Details	Hybrid working arrangements where operationally feasible.
Classification	Senior Executive Service Band 2
Position Number	11594 (6061_11/25)
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade is an Australian Commonwealth Government agency with approximately 1,120 staff based across 98 offices in 50 countries. Austrade reports to the Trade and Tourism Minister.

Austrade's core purpose is to grow Australia's prosperity and promote Australian trade, investment, tourism and education on the global stage.

Through our teams located across Australia and our extensive international network in 50 countries, we help Australian exporters to grow, expand and diversify internationally, facilitating high-quality international investment into Australia, boosting Australia's visitor economy, delivering commercial insights to inform government policy, executing government programs, and implementing simplified trade reforms.

We contribute to Australia's prosperity by:

• Linking Australian businesses to global export opportunities

• Providing market and industry insights, making it easier for businesses to go global

• Attracting international investment to drive local jobs and develop skills

• Leading policy and programs for Australian tourism and the visitor economy

• Attracting international students to study with Australia.

Austrade values the diversity of its workforce and strives to ensure its workplaces are inclusive for all our people.

Duties

The SES Band 2 Chief Information and Digital Officer is a pivotal leadership role within Austrade, tasked with driving strategic digital transformation and overseeing the effective delivery of technology services. This role provides visionary leadership to ensure Austrade can drive digital innovation, enable the achievement of business objectives and deliver value to stakeholders.

The Chief Information and Digital Officer is accountable for developing and executing Austrade's digital and technology strategy, fostering a culture of excellence and innovation, and ensuring the security, reliability, and efficiency of all digital services and platforms.

The Chief Information and Digital Officer is responsible for:

1. Strategic Leadership

• Developing and implementing Austrade's digital and technology strategy aligned to organisational priorities.

• Providing advice to the Executive on emerging technologies, digital transformation, and innovation.

• Championing a culture of client-focused digital solutions and continuous improvement.

2. Digital Engagement

• Enhancing Austrade's digital presence and channels to improve reach and engagement with clients and stakeholders.

• Overseeing the development and optimisation of digital platforms, including websites, client portals, and the CRM system.

• Using data and analytics to inform service design and monitor client outcomes.

3. Technology and Infrastructure

• Ensuring Austrade's global IT infrastructure is reliable, secure, and scalable.

• Leading technology operations, cybersecurity, disaster recovery, and compliance with relevant standards.

• Driving the adoption of modern digital tools, cloud services, and collaboration platforms to support global operations.

4. Leadership and Collaboration

• Leading, mentoring, and developing a high-performing global team of digital and IT professionals.

• Building strong partnerships across business areas to ensure technology initiatives support operational and strategic goals.

• Managing relationships with external providers, vendors, and government stakeholders to ensure value-for-money outcomes.

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 **Negative Vetting Level 2** security clearance.

Notes

Application closing date

Applications close at **11:30pm** on **Sunday, 23 November 2025 Australian Eastern Daylight Time (AEDT).**

Applications must be submitted to the search firm **Beaumont&Beaumont** at www.beaumontandbeaumont.com.au/11594. Please ensure that you receive an email acknowledging receipt of 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 agency.

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To Apply

Position Contact	Jonathan Beaumont, (02) 6126 4500
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Health

Vacancy VN-0764699

Australian Digital Health Agency

Closing Date:Monday 17 November 2025

Corporate Services
People and Capability Talent Acquisition

Job Title	Talent Partner
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$98,045 - $110,612
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	0616_10/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Agency

As the steward for digital enablement of Australia's health system, the Agency plays a pivotal role in leading the coordination, engagement, delivery, and adoption of digital health initiatives. By driving person-centred, connected healthcare, our work spans key national digital health services and systems including My Health Record, Electronic Prescriptions and the **my health app**, directly impacting the lives of all Australians.

Duties

About the Role

The Talent Partner role sits within our People & Capability branch and offers a dynamic opportunity to contribute to a purpose-driven organisation at the forefront of digital health transformation in Australia. As a **Talent Partner**, you'll play a strategic role in shaping the Agency's workforce by collaborating with leaders to deliver innovative, end-to-end talent solutions. From identifying and attracting top candidates to guiding hiring managers and enhancing the candidate experience, you'll help build a workforce that supports Australia's digital health transformation.

Beyond recruitment, you'll support workforce planning, talent initiatives, and process improvements. You'll be responsible for crafting job descriptions, tracking key talent metrics, and supporting the full hiring lifecycle. Additionally, you'll help strengthen our employer brand, build future talent pipelines, and ensure we're ready to meet evolving workforce needs.

Skills and Experience

We are seeking a highly experienced Talent Partner with best-practice recruitment expertise and an understanding of interpreting and applying legislation in a government context or the ability to rapidly acquire this. The ability to undertake strategic recruitment and to identify future needs for proactive resourcing solutions will be key.

This is a fast-paced role and requires a solutions-based thinker who has a high degree of drive to achieve outcomes. The ideal candidate will have strong customer service skills and will be required to provide high level advice and guidance regarding recruitment processes and workforce planning while working within the APS and the Agency's legislative and policy frameworks.

Qualifications

- Relevant experience working in a recruitment/HR environment is mandatory.
- Previous experience in strategic recruitment in the APS and/or providing recruitment services via a talent partner model are highly desired.
- Qualifications in human resources and/or relevant experience in government recruitment and entry level programs or equivalent are highly desired.

Eligibility

- Ability to obtain and maintain national police check.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a security clearance determined by the agency with the ability to obtain and maintain a higher clearance if required by the Agency.

Notes

You can be located in either Brisbane, Sydney, or Canberra. Consideration may be given to candidates outside these cities.

To apply, submit your resume and a 1-page cover letter outlining your skills and experience aligning to the APS6 Work Level Standards, and tell us what skills and experience you will bring to this role.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Danielle Hockin at Danielle.hockin@digitalhealth.gov.au

Order of Merit: Applicants rated as suitable will be placed in a merit pool that may be used to fill same or similar APS6 ongoing or non-ongoing positions throughout the Agency, for up to 18 months from date of advertising.

Closing Date: 17/11/2025, 11:00pm

Salary: This role offers between **$98,045 to $110,612** plus 15.4% superannuation depending on skills and experience.

About the Australian Digital Health Agency

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

To Apply

Position Contact	Danielle Hockin, Danielle.hockin@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0764792

Australian Digital Health Agency

Closing Date:Wednesday 19 November 2025

Technology Services Division
Technology Operations Integrated Service Operations

Job Title	Operations Analyst (Incident & Problem Management)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Brisbane QLD
Salary	$98,045 - $110,612
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	TBA
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Agency

As the steward for digitally enabling Australia's health system, the Agency plays a key role in coordinating national engagement, delivery, and adoption of digital health to facilitate person-centred, connected healthcare. Our responsibilities span national digital health services and systems, including My Health Record, Electronic Prescriptions, and the MyHealth App.

About the Role

The Operations Analyst plays the critical role of ensuring the incident and problem management processes of the Agency's digital health products and services. The Operations Analyst is responsible for coordinating and managing complex incident and problem activities, including triage, prioritisation, and resolution. This includes contributing to the continuous improvement of operational processes and ensuring timely and effective responses to service disruptions

Duties

What You'll Bring

• Strong understanding of ITIL practices and the ability to apply Service Integration and Management (SIAM) methodologies to support multi-vendor environments and integrated service delivery.

• A high attention to detail and the ability to apply critical thinking skills in dynamic scenarios with changing priorities.

• Provide accurate and specialised advice for the coordination of the Agency’s incident and problem response activities.

• Manage and monitor incident and problem management performance metrics and Key Performance Indicators (KPIs) and effectiveness of error control, making recommendations for improvements as appropriate.

• Exercise a high level of autonomy and decision-making within their area of responsibility and may be required to participate in a 24/7 on-call roster to provide complex or major incident response and support critical services

Eligibility

Eligibility

• Ability to obtain and maintain national police check.

• Australian Citizenship is a condition of eligibility.

• Ability to obtain and maintain a Baseline security clearance with the ability to obtain and maintain a higher clearance if required by the Agency.

Notes

Qualifications and Certifications

• ITIL v4 Certification (mandatory)

• Graduate Degree in Information Technology or related field or relevant work experience in a similar field - IT / Digital / Business certifications in areas relevant to the role (desirable)

• Service Integration and Management (SIAM) Certification (desirable)

• Experience in working with AI agents (desirable)

• 4-6 years relevant experience in IT Operations/Support/Delivery desirable

Our Benefits

• Salary packaging (also known as salary sacrifice) is available.

• Annual Christmas closedown– with no leave deduction!

• Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life

• Work From Home & Attractive Flexible Working Arrangements: All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.

• Collaborative workspaces with new technology available within central locations.

• Generous leave opportunities including Parental (primary & secondary), compassionate, Aboriginal & Torres Strait Islander Leave, Cultural, Emergency Response, Defence, and Half Pay option.

Additional Information

The position maybe filled in Brisbane, Sydney or Canberra. To apply, submit your resume and a cover letter.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Nathan Kumar at nathan.kumar@digitalhealth.gov.au.

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

Closing Date: Wednesday 19 November, 11:00pm

Salary: This role offers between $98,045 - $110,612 plus 15.4% superannuation depending on skills and experience.

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

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To Apply

Position Contact	Talent Acquisition Team, adharecruitment@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0764773

Australian Institute of Health and Welfare

Closing Date:Sunday 23 November 2025

Priority Populations and Capability Group Perinatal Data Unit and Maternal and Perinatal Health Unit

Job Title	EL1 Maternity Sector Advisor
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$119,501 - $133,305
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 AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	Executive Level 1
Position Number	#157_11/25
Agency Website	

Job Description

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

The AIHW's APS employee census results attest to our positive and supportive workplace culture. We are an inclusive, flexible, and productive workplace where people are treated with respect and courtesy, and diverse and unique attributes are recognised and valued.

Our results also show that we achieved top ten rankings in staff engagement, communication, wellbeing and SES manager scales out of 107 APS agencies.

We offer a range of benefits including:

- access to flexible working arrangements to support your work/life balance
- attractive remuneration packages including generous superannuation and leave provisions
- challenging and fulfilling work where you can use your skills and expertise
- opportunities for professional development including study assistance

We are committed to creating genuine opportunities for everyone and we welcome applications from First Nations people(s), people with disability, LGBTIQA+, neurodiverse people and people from diverse cultural and linguistic backgrounds.

The AIHW has offices in Canberra and Sydney and offers remote work opportunities for many roles.

For more information, visit the Benefits of working for the AIHW page of our website.

Duties

The MPHU, PDU and SaRHU are looking for a Maternity Sector Advisor to assist with their work programs as well as to advise the AIHW more broadly. The successful applicant should have experience working in the maternal and perinatal health sector in roles with a strong emphasis on the use of data and routine reporting for quality and safety and service improvement and/or clinical governance and performance management. The successful candidate will support work to improve the timeliness, utility and availability of national data.

The role involves engagement and consultation with a range of jurisdictional, policy, technical and clinical stakeholders. The Advisor role will guide and support improvements to the collection and reporting of maternal and perinatal data, and the provision of data insights back to key stakeholders, including data providers, policy developers and maternity service providers.

The role is up to 24 months with the possibility of extension.

Under general direction you will:

- lead consultations with the maternity sector, including service providers, policy makers and other entities, to ensure the AIHW data and reporting is aligned with clinical practice and maternity service needs
- advise and support teams to design and deliver high quality information and data products that
- reflect the needs of the maternity sector, including through providing insights based on clinical experiences and consultations
- work collaboratively with other Executive officers to provide leadership, direction, and the effective management of resources
- support improvements to data collection, validation, analysis and reporting processes and systems
- contribute to the provision of secretariat support for various committees
- write reports, briefings, agenda papers and business cases and give presentations to different audiences

- liaise and negotiate with other areas of the AIHW, and represent the Group/Unit at meeting.

Eligibility

- Be an Australian citizen.
- Undergo any required pre-employment checks, including a police records check obtain and maintain a valid Security Clearance if required by the institute.
- A probationary period of six months will apply to any new engagement to the APS.

Notes

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

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

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Rebecca Rodgers, 02 6249 5180
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0764328

Department of Health, Disability and Ageing

Closing Date:Wednesday 19 November 2025

Australian Industrial Chemicals Introduction Scheme
Regulatory Integrity Governance Branch Regulatory Practice Section

Job Title	APS Level 6 - Regulatory Support Officer - Regulatory Practice Section
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Surry Hills NSW
Salary	$98,336 - $110,937
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 arrangements - On site at Surry Hills and work from home arrangements considered
Classification	APS Level 6
Position Number	25-AICISDIV-30124
Agency Website	

Job Description

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

This position is required to assist in maintaining legislation that is contemporary, risk proportionate and fit-for-purpose for the regulation of industrial chemicals in Australia. This may include the Industrial Chemicals Act 2019, Ministerial Rules, Categorisation Guidelines, associated guidance materials and any other documents and/or tools relevant to industrial chemicals legislation and associated internal processes.

If you enjoy a challenge, are detail-oriented and would like to join a supportive and collaborative team based in Surry Hills, NSW, please consider applying.

This recruitment process will initially be used to fill **one vacancy on an ongoing basis.** The merit pool established through this selection process may also be used to fill future ongoing and non-ongoing vacancies in the department where the duties are of a similar nature.

Duties

The position will involve a selection of duties that may include:

- Contribute to maintaining fit for purpose legislative instruments.
- Support the process of reviewing, amending and updating industrial chemicals legislation.
- Gather and analyse information in support of projects related to industrial chemicals legislation.
- Produce and support the development of discussion papers, guidelines, website guidance materials, briefs, correspondence and a range of other documents relevant to industrial chemicals legislation and associated internal processes.
- Build and maintain relationships with internal and external stakeholders.

Eligibility

To be eligible for employment with the Department of Health, Disability and Ageing, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

Notes

- Applications close Wednesday 19 November 2025 at 11:30pm AEDT.
- Applicants are asked to quote reference number 25-AICISDIV-30124 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health, Disability and Ageing offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.
- This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

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

About the Department of Health, Disability and Ageing

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

To Apply

Position Contact	Annie Peoples, (02) 7232 5303
Agency Recruitment Site	https://www.health.gov.au/

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Health

Vacancy VN-0764522

Department of Health, Disability and Ageing

Closing Date:Monday 17 November 2025

Office of Gene Technology Regulator Division
Evaluation Branch Evaluation Section

Job Title	Executive Level 1 - Senior Evaluator - Evaluation Section
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$120,842 - $137,823
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated
Classification	Executive Level 1
Position Number	25-OGTROGTRDIV-30307
Agency Website	

Job Description

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

The Office of the Gene Technology Regulator has an exciting opportunity for people interested to develop their skills in gene technology regulation. The successful applicant for this role will manage a small team of evaluators who assess applications to work with GMOs, both in containment and for clinical and plant trials.

Duties

Under limited direction:

- provide scientific support to the Gene Technology Regulator including technical aspects of applications for work involving gene technology
- provide leadership and mentoring of staff
- provide guidance in the assessment of applications for activities with GMOs
- prepare documents including minutes, reports, guidelines, and complex technical and general correspondence
- undertake research or other project work on topics relevant to gene technology regulation
- liaise with other OGTR staff and external stakeholders, including scientific committee members, government agencies, representatives of research institutions and industry, and members of the public
- provide support for the ongoing operation and enhancement of the regulatory system for gene technology
- represent the OGTR at meetings, conferences, or other fora, as required.

Eligibility

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

Notes

- Applications close on 17 November 2025 at 11:30pm AEDT.
- Applicants are asked to quote reference number 25-OGTROGTRDIV-30307 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health, Disability and Ageing offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.
- This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

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

About the Department of Health, Disability and Ageing

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To Apply

Position Contact	Kylie Tattersall, (02) 5132 5453
Agency Recruitment Site	https://www.health.gov.au/

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Health

Vacancy VN-0764622

Department of Health, Disability and Ageing

Closing Date:Sunday 23 November 2025

Office of Drug Control Division
Office of Drug Control Branch Monitoring and Compliance Section

Job Title	APS Level 6 - Senior Inspector
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$98,336 - $110,937
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible arrangements can be negotiated - Frequent travel included
Classification	APS Level 6
Position Number	25-ODCDIV-30264
Agency Website	

Job Description

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

The Monitoring and Compliance Section within the Office of Drug Control (ODC) is seeking a suitably experienced and motivated individual to join our team in an operational role, as an APS6 Senior Inspector.

As part of a small, high-performing and dynamic regulatory team, you will play a critical role in supporting the integrity of Australia's medicinal cannabis framework under the Narcotic Drugs Act 1967. This is an exciting opportunity to contribute to public health and safety through effective regulatory oversight. This position requires frequent travel.

Duties

As an authorised person under the Narcotic Drugs Act 1967, the successful applicant will be required to:

- Prepare and conduct risk-based monitoring and compliance activities, including announced and unannounced site inspections and desktop audits of entities licenced under the Narcotics Drug Act 1967.
- Undertake investigations into potential non-compliance to completion, and preparing evidence-based reports, recommendations and enforcement action.
- Engage with regulated entities and stakeholders to promote understanding of regulatory obligations and drive voluntary compliance.
- Prepare high-quality documentation, including inspection reports, briefs of evidence, and correspondence.

- Provide considered advice to senior management on available enforcement options when non-compliance is identified, managing the process from initial referral through to completion.
- Contribute to the development and continuous improvement of compliance strategies, procedures, and operational guidance.
- Support enforcement actions where necessary, including the preparation of materials for legal proceedings.
- Manage and mentor the performance and effectiveness of junior staff members.

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.

Notes

- Applications close Sunday 23 November at 11:30pm AEDT.
- Applicants are asked to quote reference number 25-ODCDIV-30264 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health, Disability and Ageing offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.
- This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

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

About the Department of Health, Disability and Ageing

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

To Apply

Position Contact	Gavin Odell, (02) 5132 7072
Agency Recruitment Site	https://www.health.gov.au/

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Health

Vacancy VN-0764651

Department of Health, Disability and Ageing

Closing Date:Thursday 20 November 2025

Medicines Regulation Division
Scientific Evaluation Branch Pharmacy Chemistry Registration Section

Job Title	Executive Level 2 - Principal Evaluator - Pharmaceutical Chemistry Registration and Variations Section
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Parramatta NSW, Fairbairn ACT, Brisbane QLD, Melbourne VIC, Adelaide SA, Perth WA, Hobart TAS, Darwin NT
Salary	$144,175 - $170,695
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated
Classification	Executive Level 2
Position Number	25-MRDIV-30294
Agency Website	

Job Description

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

The Pharmaceutical Chemistry Sections (PCS) within the Scientific Evaluation Branch are looking for exceptional and motivated candidates to fill a number of vacant Principal Evaluator roles.

PCS are responsible for the evaluation of chemistry, manufacturing, quality control (CMC) and biopharmaceutic data submitted by pharmaceutical companies in support of applications for new and variations to existing prescription medicines.

Principal Evaluators lead teams of scientific evaluators and possess a high-level understanding of the CMC and regulatory aspects of prescription medicines.

Successful candidates will be able to efficiently manage workload, apply a risk-branch approach to decision making, function effectively under pressure and be strong communicators.

Duties

- Leading a team responsible for the evaluation of chemistry, manufacturing, quality control and biopharmaceutic data supplied by pharmaceutical companies in support of new prescription medicines and variations to existing prescription medicines.
- Anticipating and establishing priorities and the delivery of high quality and timely evaluations and robust, risk-based regulatory decisions.
- Overseeing technical work with a high level of risk-based regulatory decisions and providing expert scientific and regulatory advice to a wide range of stakeholders.
- Ensuring evaluators maintain a high level of specialist, professional and/or technical expertise are supported in their role and that resources are utilised to optimum capacity.
- Developing and managing key strategic relationships and collaborations with a broad range of internal and external stakeholders.
- Identifying and leading business improvements and providing leadership in supporting change.
- Providing advice that influences the strategic direction of the Branch and, where appropriate, the Division.
- Working collaboratively with colleagues to help build organisational capability and a positive and motivated work environment.
- Representing the TGA and providing expert advice in national and international working groups where required.

Eligibility

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

Notes

- Applications close Thursday 20 November 2025 at 11:30pm AEDT.
- Applicants are asked to quote reference number 25-MRDIV-20394 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health, Disability and Ageing offices, in the locations specified in this advertisement. Remote working is possible and is

negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

- This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

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

About the Department of Health, Disability and Ageing

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

To Apply

Position Contact	Michael Harding, (02) 5132 4345
Agency Recruitment Site	https://www.health.gov.au/

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Home Affairs

Vacancy VN-0764049

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 16 November 2025

Enterprise Enablement
Finance, Property & Procurement Financial Operations and External Reporting

Job Title	Senior Officer, Finance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC
Salary	$90,411 - $99,126
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 work arrangements will be discussed on commencement.
Classification	APS Level 5
Position Number	2185
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

AUSTRAC, Australia's financial intelligence unit and anti-money laundering and counter-terrorism financing (AML/CTF) regulator, is evolving to strengthen its fight against money laundering and terrorism financing. As we expand our regulatory reach, and leverage international partnerships, we work to protect Australia from serious and organised crime to help build a more resilient global financial system. To help achieve these goals, we are seeking individuals who are open and curious about new perspectives, new thinking and new ways of working.

APS5 Senior Officer, Finance

The Senior Officer, Finance is a key member of the Financial Operations and External Reporting Team within the Finance, Property and Procurement Branch. You'll play an important role in supporting AUSTRAC's financial operations. You'll utilise your skills by entering and reconciling revenue and expenditure transaction through the Financial Management Information System (FMIS), Technology 1. This includes vendor records, journal entries, bank reconciliations, month end processing and credit cards.

If you're ready to take the next step in your finance career and contribute to AUSTRAC, we encourage you to apply now!

For more information about the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC Careers Page.

Duties

- Assist with goods receipting of contractor invoices
- Reconciliation of monthly travel expenditure allocation
- Assist with vendor record maintenance in the Financial Management Information System (FMIS), Technology 1
- Coordinate the credit cards of the agency, including monthly statement acquittal
- Contributing to agency-wide compliance with accounting and financial management policy, consistent with relevant legislation
- Communicate with internal stakeholders to provide relevant process and policy advice
- Prepare various internal and external reports
- Assist the Finance team in the completion of ad hoc tasks

Eligibility

Who are we looking for

We are seeking motivated financial professionals with transferrable skills to join the team at AUSTRAC.

Required

- Demonstrated knowledge of Finance and Accounting principles, Australian Accounting pronouncements, and the *Public Governance, Performance and Accountability Act 2013 (PGPA)*

Desirable

- Demonstrated experience in using Technology1 or similar system
- Accounting degree or progression towards an accounting qualification

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC’s pre-engagement checks.
- Will need to obtain and maintain an ongoing Baseline security clearance.

Notes

This recruitment process is used to:

- Fill one non-ongoing APS5 position. The vacancy will be contracted for 12 months where there may be opportunities for ongoing positions.
- Build a merit pool to fill similar vacancies (ongoing or non-ongoing) within the next 18 months in the event positions become vacant.

Why AUSTRAC?

Flexible, hybrid work environment: We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement with 60% at home and 40% in office.

Generous Leave Entitlements including parental leave, cultural leave, compassionate leave, carers leave, blood donation leave and community work leave.

Diversity and Inclusion: Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.

Mission Driven: Make an impact at Australia's anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful work.

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to: • prevent criminal abuse of the financial sector • help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes • build and maintain trust and integrity in Australia's financial system. Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Steven Chen, 02 7262 7251
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0764533

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 16 November 2025

Data
Operational Analytics Intelligence Analytics

Job Title	APS6 Senior Engineer, and EL1 Lead Engineers, Artificial Intelligence
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Brisbane QLD
Salary	$101,303 - $140,935
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible arrangements discussed upon commencement
Classification	APS Level 6;Executive Level 1
Position Number	Various
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

AUSTRAC is hiring two positions to join the Intelligence Analytics team where our purpose is to service the data analytics needs of the Intelligence Division and provide data analytics support for the intelligence needs of partner agencies.

These roles offer a unique opportunity to innovate at the forefront of next generation data enablement and delivery of emerging AI technology and capability for AUSTRAC's future priorities.

APS6 Senior Engineer, Artificial Intelligence

As a Senior AI Engineer, you'll be hands-on in developing and delivering high-impact AI and ML model automation. You'll play a crucial role in building and optimising AI and ML models that transform data into financial information and intelligence. As a curious thinker, you'll thrive on experimenting with models and systems and willing to explore innovative ways to compose AI-powered solutions for SMEs across AUSTRAC.

At the APS6 level, we're looking for (selection criteria):

- **Programming Skills** - Excellent software engineering skills, including experience in delivering production-grade software in mainstream general-purpose languages such as Python, and Java or JavaScript
- **Knowledge and experience** in AI and Machine Learning Operations and model development Operations. Computer Engineering experience with AI workflow components (e.g MLFLow, Ollama, DspY and Large language models).
- **Communication -** ability to understand and manage client expectations to effectively manage and monitor models in production. Ability to communicate transparently, troubleshoot issues and effectively manage change processes.
- **Qualifications** - Degree in computer or data science or equivalent experience in a relevant field or industry.
- For a complete list of the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC Job listing.

EL1 Lead Engineer, Artificial Intelligence

As Lead Engineer AI, you'll provide strategic direction and technical leadership across AI initiatives.

You'll be a pivotal, technical lead and the driving force behind developing and delivering scalable, and secure AI solutions. As an established AI/ML engineer, you will architect and lead the implementation of and strategically deploy ML models that support AUSTRAC's operational and strategic priorities.

At the EL1 level, we're looking for (Selection Criteria)

- **Extensive experience in AI/ML development**, with recent experience on implementing large language models with assurance and quality metrics for use of automated agents.
- **Programming skills** - Excellent software engineering skills, including experience leading the delivery of production-grade software in mainstream general-purpose languages such as Python, and Java or JavaScript
- **AI/ML engineering**
  - experience working with model management, model evaluation, and machine learning pipelines along with creating large, complex datasets that improve business outcomes.
  - computer engineering experience with AI workflow components (eg: MLFLow, Ollama, DspY, and Large language models).

- **Familiarity with cloud-based services** (eg: AWS) and open-source container orchestration (eg: Kubernetes).
- **Exceptional leadership and communication skills** – to inspire teams and explain complex AI concepts clearly to both technical and non-technical audiences.
- **Qualifications** - Graduate Degree in Computer, Data Science, Statistics, Mathematics, or a related field or relevant professional industry certifications with experience.
- For a complete list of the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC Job listing.

Duties

Depending on the role you've applied for, you may be expected to:

Model Development and Optimisation

- Design, develop and maintain scalable, assured AI and machine learning models.
- Implement and apply data preprocessing, feature engineering, and optimisation techniques to enhance model accuracy and performance.
- Establish and maintain model training, validation, and evaluation metrics to ensure quality and consistency.

Integration and Infrastructure Management

- Build and maintain API integration points to operationalise model outputs.
- Manage and optimise model-serving and AI/ML infrastructure in collaboration with platform teams.
- Collaborate with multi-disciplinary teams to align AI solutions with business and technical needs.

Monitoring and Continuous Improvement

- Implement and action monitoring, alerting, and troubleshooting processes to ensure system reliability and performance.
- Drive workflow improvements through automation and prompt-engineering optimisation.
- Evaluate and refine models and systems to improve scalability, efficiency, and value delivery.

Governance and Integrity

- Ensure adherence to data security, privacy, policy and compliance.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC’s pre-engagement checks.
- Will need to obtain and maintain an ongoing Negative Vetting 1 Clearance.

Notes

Why AUSTRAC?

- **Flexible, hybrid work environment:** We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family,

caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement.

- **Diversity and Inclusion:** Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.
- **Employer of Choice:** We have a strong reputation as an Employer of Choice, renowned for our exceptional work culture and outstanding employee census results which highlight our dedication to creating a positive and engaging environment.

Notes

AUSTRAC is conducting bulk recruitment for Data roles across a range of teams and classification levels. This recruitment process will be used to fill current vacancies and build a merit pool for future roles.

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to: • prevent criminal abuse of the financial sector • help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes • build and maintain trust and integrity in Australia's financial system. Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Neil Fraser, Data.Recruitment@austrac.gov.au
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0764598

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 16 November 2025

Enterprise Enablement
Finance, Property & Procurement Financial Operations and External Reporting

Job Title	Senior Officer, Finance - (Affirmative Measures Disability)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC
Salary	$90,411 - $99,126
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 work arrangements will be discussed on commencement.
Classification	APS Level 5
Position Number	2185
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

AUSTRAC, Australia's financial intelligence unit and anti-money laundering and counter-terrorism financing (AML/CTF) regulator, is evolving to strengthen its fight against money laundering and terrorism financing. As we expand our regulatory reach, and leverage international partnerships, we work to protect Australia from serious and organised crime to help build a more resilient global financial system. To help achieve these goals, we are seeking individuals who are open and curious about new perspectives, new thinking and new ways of working.

APS5 Senior Officer, Finance

The Senior Officer, Finance is a key member of the Financial Operations and External Reporting Team within the Finance, Property and Procurement Branch. You'll play an important role in supporting AUSTRAC's financial operations. You'll utilise your skills by entering and reconciling

revenue and expenditure transaction through the Financial Management Information System (FMIS), Technology 1. This includes vendor records, journal entries, bank reconciliations, month end processing and credit cards.

If you’re ready to take the next step in your finance career and contribute to AUSTRAC, we encourage you to apply now!

For more information about the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC Careers Page.

Duties

- Assist with goods receipting of contractor invoices
- Reconciliation of monthly travel expenditure allocation
- Assist with vendor record maintenance in the Financial Management Information System (FMIS), Technology 1
- Coordinate the credit cards of the agency, including monthly statement acquittal
- Contributing to agency-wide compliance with accounting and financial management policy, consistent with relevant legislation
- Communicate with internal stakeholders to provide relevant process and policy advice
- Prepare various internal and external reports
- Assist the Finance team in the completion of ad hoc tasks

Eligibility

Who are we looking for

We are seeking motivated financial professionals with transferrable skills to join the team at AUSTRAC.

Required

- Demonstrated knowledge of Finance and Accounting principles, Australian Accounting pronouncements, and the *Public Governance, Performance and Accountability Act 2013 (PGPA)*

Desirable

- Demonstrated experience in using Technology1 or similar system
- Accounting degree or progression towards an accounting qualification

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC’s pre-engagement checks.
- Will need to obtain and maintain an ongoing Baseline security clearance.

Notes

This recruitment process is used to:

- Fill one non-ongoing APS5 position. The vacancy will be contracted for 12 months where there may be opportunities for ongoing positions.
- Build a merit pool to fill similar vacancies (ongoing or non-ongoing) within the next 18 months in the event positions become vacant.

Why AUSTRAC?

Flexible, hybrid work environment: We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement with 60% at home and 40% in office.

Generous Leave Entitlements including parental leave, cultural leave, compassionate leave, carers leave, blood donation leave and community work leave.

Diversity and Inclusion: Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.

Mission Driven: Make an impact at Australia's anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful work.

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 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 agency.

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To Apply

Position Contact	Steven Chen, 02 7262 7251
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0764601

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 16 November 2025

Enterprise Enablement
Finance, Property & Procurement Financial Operations and External Reporting

Job Title	Senior Officer, Finance - (Affirmative Measures - First Nations)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC
Salary	$90,411 - $99,126
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 work arrangements will be discussed on commencement.
Classification	APS Level 5
Position Number	2185
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

AUSTRAC, Australia's financial intelligence unit and anti-money laundering and counter-terrorism financing (AML/CTF) regulator, is evolving to strengthen its fight against money laundering and terrorism financing. As we expand our regulatory reach, and leverage international partnerships, we work to protect Australia from serious and organised crime to help build a more resilient global financial system. To help achieve these goals, we are seeking individuals who are open and curious about new perspectives, new thinking and new ways of working.

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Duties

- Assist with goods receipting of contractor invoices
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- Contributing to agency-wide compliance with accounting and financial management policy, consistent with relevant legislation
- Communicate with internal stakeholders to provide relevant process and policy advice
- Prepare various internal and external reports
- Assist the Finance team in the completion of ad hoc tasks

Eligibility

Who are we looking for

We are seeking motivated financial professionals with transferrable skills to join the team at AUSTRAC.

Required

- Demonstrated knowledge of Finance and Accounting principles, Australian Accounting pronouncements, and the *Public Governance, Performance and Accountability Act 2013 (PGPA)*

Desirable

- Demonstrated experience in using Technology1 or similar system
- Accounting degree or progression towards an accounting qualification

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
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- Will need to obtain and maintain an ongoing Baseline security clearance.

Notes

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Mission Driven: Make an impact at Australia's anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful work.

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 agency.

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To Apply

Position Contact	Steven Chen, 02 7262 7251
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0764652

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 16 November 2025

Data
Operational Analytics

Job Title	APS6 Senior Engineer, and EL1 Lead Engineers, Artificial Intelligence - Affirmative Measures Disability
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Brisbane QLD
Salary	$101,303 - $140,935
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible arrangements discussed upon commencement
Classification	APS Level 6;Executive Level 1
Position Number	Various
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

AUSTRAC is hiring two positions to join the Intelligence Analytics team where our purpose is to service the data analytics needs of the Intelligence Division and provide data analytics support for the intelligence needs of partner agencies.

These roles offer a unique opportunity to innovate at the forefront of next generation data enablement and delivery of emerging AI technology and capability for AUSTRAC's future priorities.

APS6 Senior Engineer, Artificial Intelligence

As a Senior AI Engineer, you'll be hands-on in developing and delivering high-impact AI and ML model automation. You'll play a crucial role in building and optimising AI and ML models that transform data into financial information and intelligence. As a curious thinker, you'll thrive on experimenting with models and systems and willing to explore innovative ways to compose AI-powered solutions for SMEs across AUSTRAC.

At the APS6 level, we're looking for (selection criteria):

- **Programming Skills** - Excellent software engineering skills, including experience in delivering production-grade software in mainstream general-purpose languages such as Python, and Java or JavaScript
- **Knowledge and experience** in AI and Machine Learning Operations and model development Operations. Computer Engineering experience with AI workflow components (e.g MLFLow, Ollama, DspY and Large language models).
- **Communication -** ability to understand and manage client expectations to effectively manage and monitor models in production. Ability to communicate transparently, troubleshoot issues and effectively manage change processes.
- **Qualifications** - Degree in computer or data science or equivalent experience in a relevant field or industry.
- For a complete list of the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC Job listing.

EL1 Lead Engineer, Artificial Intelligence

As Lead Engineer AI, you'll provide strategic direction and technical leadership across AI initiatives.

You'll be a pivotal, technical lead and the driving force behind developing and delivering scalable, and secure AI solutions. As an established AI/ML engineer, you will architect and lead the implementation of and strategically deploy ML models that support AUSTRAC's operational and strategic priorities.

At the EL1 level, we're looking for (Selection Criteria)

- **Extensive experience in AI/ML development**, with recent experience on implementing large language models with assurance and quality metrics for use of automated agents.
- **Programming skills** - Excellent software engineering skills, including experience leading the delivery of production-grade software in mainstream general-purpose languages such as Python, and Java or JavaScript
- **AI/ML engineering**
  - experience working with model management, model evaluation, and machine learning pipelines along with creating large, complex datasets that improve business outcomes.
  - computer engineering experience with AI workflow components (eg: MLFLow, Ollama, DspY, and Large language models).
- **Familiarity with cloud-based services** (eg: AWS) and open-source container orchestration (eg: Kubernetes).
- **Exceptional leadership and communication skills** – to inspire teams and explain complex AI concepts clearly to both technical and non-technical audiences.
- **Qualifications** - Graduate Degree in Computer, Data Science, Statistics, Mathematics, or a related field or relevant professional industry certifications with experience.
- For a complete list of the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC Job listing.

Duties

Depending on the role you've applied for, you may be expected to:

Model Development and Optimisation

- Design, develop and maintain scalable, assured AI and machine learning models.
- Implement and apply data preprocessing, feature engineering, and optimisation techniques to enhance model accuracy and performance.
- Establish and maintain model training, validation, and evaluation metrics to ensure quality and consistency.

Integration and Infrastructure Management

- Build and maintain API integration points to operationalise model outputs.
- Manage and optimise model-serving and AI/ML infrastructure in collaboration with platform teams.
- Collaborate with multi-disciplinary teams to align AI solutions with business and technical needs.

Monitoring and Continuous Improvement

- Implement and action monitoring, alerting, and troubleshooting processes to ensure system reliability and performance.
- Drive workflow improvements through automation and prompt-engineering optimisation.
- Evaluate and refine models and systems to improve scalability, efficiency, and value delivery.

Governance and Integrity

- Ensure adherence to data security, privacy, policy and compliance.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC’s pre-engagement checks.
- Will need to obtain and maintain an ongoing Negative Vetting 1 Clearance.

Notes

Why AUSTRAC?

- **Flexible, hybrid work environment:** We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement.
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Notes

AUSTRAC is conducting bulk recruitment for Data roles across a range of teams and classification levels. This recruitment process will be used to fill current vacancies and build a merit pool for future roles.

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To Apply

Position Contact	Neil Fraser, Data.Recruitment@austrac.gov.au
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0764653

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 16 November 2025

Data
Operational Analytics Intelligence Analytics

Job Title	APS6 Senior Engineer, and EL1 Lead Engineers, Artificial Intelligence - Affirmative Measures First Nations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Brisbane QLD
Salary	$101,303 - $140,935
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible arrangements discussed upon commencement
Classification	APS Level 6;Executive Level 1
Position Number	Various
Agency Website	https://www.austrac.gov.au/

Job Description

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About the opportunity

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At the APS6 level, we're looking for (selection criteria):

- **Programming Skills** - Excellent software engineering skills, including experience in delivering production-grade software in mainstream general-purpose languages such as Python, and Java or JavaScript
- **Knowledge and experience** in AI and Machine Learning Operations and model development Operations. Computer Engineering experience with AI workflow components (e.g MLFLow, Ollama, DspY and Large language models).
- **Communication -** ability to understand and manage client expectations to effectively manage and monitor models in production. Ability to communicate transparently, troubleshoot issues and effectively manage change processes.
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  - experience working with model management, model evaluation, and machine learning pipelines along with creating large, complex datasets that improve business outcomes.
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Integration and Infrastructure Management

- Build and maintain API integration points to operationalise model outputs.
- Manage and optimise model-serving and AI/ML infrastructure in collaboration with platform teams.
- Collaborate with multi-disciplinary teams to align AI solutions with business and technical needs.

Monitoring and Continuous Improvement

- Implement and action monitoring, alerting, and troubleshooting processes to ensure system reliability and performance.
- Drive workflow improvements through automation and prompt-engineering optimisation.
- Evaluate and refine models and systems to improve scalability, efficiency, and value delivery.

Governance and Integrity

- Ensure adherence to data security, privacy, policy and compliance.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
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Why AUSTRAC?

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

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Home Affairs

Vacancy VN-0764677

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Tuesday 18 November 2025

Data
Operational Analytics Collaborative Analytics & Data Partnerships

Job Title	EL1 Senior Data Scientist, and EL2 Director, Collaborative Analytics & Data Partnerships
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Brisbane QLD
Salary	$123,799 - $170,488
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible arrangements discussed upon commencement
Classification	Executive Level 1;Executive Level 2
Position Number	Various
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

AUSTRAC is hiring two positions to join the Collaborative Analytics and Data Partnerships team where our vision is to strengthen data leveraging and data discovery through strategic data partnerships and co-development of solutions. You'll play a crucial role in supporting the growth and expansion for data partnerships within Fintel Alliance and beyond with other agencies. The Fintel Alliance is AUSTRAC's public private partnership, consisting of over 30 partners made up of government and private industry organisations.

These roles offer a unique opportunity to help shape major enterprise shifts and drive AUSTRAC's data-driven culture across AUSTRAC.

Be part of our transformation journey as we evolve into a world leading data-driven, digital agency in financial regulation and intelligence.

EL1 Senior Data Scientist, Collaborative Analytics

You will work closely with partner analytics teams and internal operational analytics to deliver collaborative data products, insights, capabilities, and analytics. In this role, you'll use

best-practice data science methodologies to solve challenging business problems and ensure data is translated into meaningful and actionable insights.

What are we looking for (Selection Criteria)

- Tertiary qualifications and/or equivalent experience in a relevant field such as Analytics, data science or statistics.
- Graduate qualification and/or equivalent experience in a relevant field or equivalent industry experience.
- Demonstrated Programming skills in Python, R, Matlab, Java, Scala or Julia (*PySpark desirable*) and ability to demonstrated experience with end-user dashboards and solutions (*Power BI desirable*).
- Demonstrated knowledge and experience working within legislative, regulatory and compliance frameworks.
- Familiarity with DevOps and MLOps practices.
- Demonstrated ability to mentor and guide AUSTRAC colleagues.

EL2 Director Collaborative Analytics and Data Partnerships

You will work closely with the Director of Fintel Alliance Operations, inter-agency partners and private industry organisations, as well as internal teams. You'll play a pivotal role in leading the delivery of data and analytics solutions to fuel collaboration on Intelligence outcomes. You'll lead a team of data professionals who are dedicated to guiding the innovative use of data to solve complex challenges posed by the Fintel Alliance and designing the environments and products that will enable data to be exchanged and utilised to achieve AUSTRAC's outcomes.

What are we looking for (Selection Criteria)

- Tertiary qualification in a relevant field (e.g. engineering, statistics, analytics, data science, ICT or related discipline) and/or equivalent experience in a relevant field or equivalent industry experience.
- Proven leadership capability in leading a team of data practitioners/analysts in delivering bespoke analytics and projects.
- Exposure to cloud based collaborative data exchanges.
- In-depth knowledge and experience working within legislative, regulatory and compliance frameworks and industry standards is *desirable*.
- Industry experience with Anti-Money Laundering (AML) in banking or financial services sector is *desirable.*
- For a complete list of the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC Job listing.

Duties

As **EL1 Senior Data Scientist, Collaborative Analytics,** your duties will include:

- Coordinate the development of new and innovative data products, business intelligence, data models, analytical reporting and risk-based solutions including creation of end-to-end data products and insights.

- Work collaboratively with key stakeholders, including architecture and engineering teams, to create useful, scalable and sustainable analytics solutions, including shared libraries and frameworks.
- Build robust, sustainable and adaptable pipelines, platforms and tools.
- Engage with stakeholders to gain understanding at a strategic level the business, their functions and environment.
- Facilitate knowledge sharing to achieve whole of agency outcomes.

As **EL2 Director Collaborative Analytics and Data Partnerships,** your duties will include

- Generate insights and plans that address business problems, and a deep understanding of modernised collaboration systems.
- Lead the development of strategic data partnerships, including contributing to future state design needs of data exchange environments and a design model to meet business partner needs.
- Lead the design and implementation of data and BI engineering solutions. Ensure solutions are compliant, secure and manage data access and permissions in line with privacy and partnership obligations.
- Oversee the collection and cleansing of data from relevant partners.
- Oversee the development of self-service visualization tools.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC’s pre-engagement checks.
- Will need to obtain and maintain an ongoing Negative Vetting 1 Clearance.

Notes

Why AUSTRAC?

- **Flexible, hybrid work environment:** We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement.
- **Diversity and Inclusion:** Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.
- **Employer of Choice:** We have a strong reputation as an Employer of Choice, renowned for our exceptional work culture and outstanding employee census results which highlight our dedication to creating a positive and engaging environment.

Notes

AUSTRAC is conducting bulk recruitment for Data roles across a range of teams and classification levels. This recruitment process will be used to fill current vacancies and build a merit pool for future roles.

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to: • prevent criminal abuse of the financial sector • help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes • build and maintain trust and integrity in Australia's financial system. Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Neil, Data.Recruitment@austrac.gov.au
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0764740

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Tuesday 18 November 2025

Data
Operational Analytics Collaborative Analytics & Data Partnerships

Job Title	EL1 Manager and EL2 Director, Collaborative Analytics & Data Partnerships - Affirmative Measures Disability
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Brisbane QLD
Salary	$123,799 - $170,488
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible arrangements discussed upon commencement
Classification	Executive Level 1;Executive Level 2
Position Number	Various
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

AUSTRAC is hiring two positions to join the Collaborative Analytics and Data Partnerships team where our vision is to strengthen data leveraging and data discovery through strategic data partnerships and co-development of solutions. You'll play a crucial role in supporting the growth and expansion for data partnerships within Fintel Alliance and beyond with other agencies. The Fintel Alliance is AUSTRAC's public private partnership, consisting of over 30 partners made up of government and private industry organisations.

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What are we looking for (Selection Criteria)

- Tertiary qualifications and/or equivalent experience in a relevant field such as Analytics, data science or statistics.
- Graduate qualification and/or equivalent experience in a relevant field or equivalent industry experience.
- Demonstrated Programming skills in Python, R, Matlab, Java, Scala or Julia (*PySpark desirable*) and ability to demonstrated experience with end-user dashboards and solutions (*Power BI desirable*).
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- Familiarity with DevOps and MLOps practices.
- Demonstrated ability to mentor and guide AUSTRAC colleagues.

EL2 Director Collaborative Analytics and Data Partnerships

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What are we looking for (Selection Criteria)

- Tertiary qualification in a relevant field (e.g. engineering, statistics, analytics, data science, ICT or related discipline) and/or equivalent experience in a relevant field or equivalent industry experience.
- Proven leadership capability in leading a team of data practitioners/analysts in delivering bespoke analytics and projects.
- Exposure to cloud based collaborative data exchanges.
- In-depth knowledge and experience working within legislative, regulatory and compliance frameworks and industry standards is *desirable*.
- Industry experience with Anti-Money Laundering (AML) in banking or financial services sector is *desirable.*
- For a complete list of the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC Job listing.

Duties

As **EL1 Senior Data Scientist, Collaborative Analytics,** your duties will include:

- Coordinate the development of new and innovative data products, business intelligence, data models, analytical reporting and risk-based solutions including creation of end-to-end data products and insights.

- Work collaboratively with key stakeholders, including architecture and engineering teams, to create useful, scalable and sustainable analytics solutions, including shared libraries and frameworks.
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- Engage with stakeholders to gain understanding at a strategic level the business, their functions and environment.
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As **EL2 Director Collaborative Analytics and Data Partnerships,** your duties will include

- Generate insights and plans that address business problems, and a deep understanding of modernised collaboration systems.
- Lead the development of strategic data partnerships, including contributing to future state design needs of data exchange environments and a design model to meet business partner needs.
- Lead the design and implementation of data and BI engineering solutions. Ensure solutions are compliant, secure and manage data access and permissions in line with privacy and partnership obligations.
- Oversee the collection and cleansing of data from relevant partners.
- Oversee the development of self-service visualization tools.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC’s pre-engagement checks.
- Will need to obtain and maintain an ongoing Negative Vetting 1 Clearance.

Notes

Why AUSTRAC?

- **Flexible, hybrid work environment:** We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement.
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- **Employer of Choice:** We have a strong reputation as an Employer of Choice, renowned for our exceptional work culture and outstanding employee census results which highlight our dedication to creating a positive and engaging environment.

Notes

AUSTRAC is conducting bulk recruitment for Data roles across a range of teams and classification levels. This recruitment process will be used to fill current vacancies and build a merit pool for future roles.

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 agency.

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To Apply

Position Contact	Neil, Data.Recruitment@austrac.gov.au
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0764742

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Tuesday 18 November 2025

Data
Operational Analytics Collaborative Analytics & Data Partnerships

Job Title	EL1 Manager and EL2 Director, Collaborative Analytics & Data Partnerships - Affirmative Measures First Nations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Brisbane QLD
Salary	$123,799 - $170,488
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible arrangements discussed upon commencement
Classification	Executive Level 1;Executive Level 2
Position Number	Various
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

AUSTRAC is hiring two positions to join the Collaborative Analytics and Data Partnerships team where our vision is to strengthen data leveraging and data discovery through strategic data partnerships and co-development of solutions. You'll play a crucial role in supporting the growth and expansion for data partnerships within Fintel Alliance and beyond with other agencies. The Fintel Alliance is AUSTRAC's public private partnership, consisting of over 30 partners made up of government and private industry organisations.

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- Tertiary qualifications and/or equivalent experience in a relevant field such as Analytics, data science or statistics.
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- Proven leadership capability in leading a team of data practitioners/analysts in delivering bespoke analytics and projects.
- Exposure to cloud based collaborative data exchanges.
- In-depth knowledge and experience working within legislative, regulatory and compliance frameworks and industry standards is *desirable*.
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- For a complete list of the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC Job listing.

Duties

As **EL1 Senior Data Scientist, Collaborative Analytics,** your duties will include:

- Coordinate the development of new and innovative data products, business intelligence, data models, analytical reporting and risk-based solutions including creation of end-to-end data products and insights.

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- Lead the design and implementation of data and BI engineering solutions. Ensure solutions are compliant, secure and manage data access and permissions in line with privacy and partnership obligations.
- Oversee the collection and cleansing of data from relevant partners.
- Oversee the development of self-service visualization tools.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC’s pre-engagement checks.
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Notes

Why AUSTRAC?

- **Flexible, hybrid work environment:** We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement.
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Notes

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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 agency.

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to: • prevent criminal abuse of the financial sector • help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes • build and maintain trust and integrity in Australia's financial system. Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Neil, Data.Recruitment@austrac.gov.au
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Industry, Science, Energy and Resources

Vacancy VN-0764586

Australian Nuclear Science and Technology Organisation

Closing Date:Tuesday 11 November 2025

Financial and Business Support
Group Finance Financial Planning and Analysis

Job Title	Finance Business Partner
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	$133,902 - $149,880
Future Merit Locations	Lucas Heights
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	
Position Number	PD-2328
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

www.ansto.gov.au

Finance Business Partner

Position Overview

- Ongoing | Full Time | Salary commensurate with experience | 15.4% Super
- Qualified Accountant CA/ CPA/ ACCA | Minimum 5+ years Finance Business Partnering experience
- Sutherland Shire location | Flexible work practices | On-site Childcare facility for employees
- Partner with Enabler Executives and Business Managers to achieve ANSTO Financial outcomes
- Exposure to working with large-scale Forecasting, Analytical and ERP Business tools

About the Opportunity

The Finance Business Partner is part of a team which provides business and advisory services to assigned divisions or business units within Enabler Divisions. Service is provided through periodic financial reporting & forecasting and engagement with executives and business managers. The

role also incorporates maintenance of forecasting and accounting business tools which support this function.

The Finance Business Partner reports to the Manager Financial Planning and Analysis.

About Us

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

Benefits of Working with Us

ANSTO offers training and development, performance-based salary increases and an extensive range of leave provisions to help employees balance work and personal commitments.

- 18 days personal/carers leave for each year of service
- 3 days paid leave between Christmas and New Year
- Generous parental leave provisions:
    - 18 weeks Parental leave for primary caregiver
    - 11 weeks Parental leave for secondary caregiver (with incremental increase to a maximum of 18 weeks effective 01/03/2027)
- Annual flu vaccinations
- Cultural, Naidoc and First Nations ceremonial leave

Duties

Your Duties and Responsibilities

- Internal customer support, business partnering, reporting on month-end and forecast operational P&Ls.
- Administering Forecasting tools which enable periodic reporting, Team support for System Administration of SAP, support the Integrated Business Planning (IBP) process.
- Assist clients with business case development of capital cases, attend capital meetings, load capex budgets and support the AUC closure process.

- Support the FP&A Manager with IBP reporting requirements.

Please view the Position Description for full details or click apply to view.

Eligibility

Requirements:

Qualified Accountant, Minimum 5 years experience in Business Partnering in a comparable organisation. Excellent communication and interpersonal skills needed for engagement with executives.

Significant experience to deliver high-quality financial analysis, reporting, and strategic insights.

Proficiency in ERP systems, SAP, Anaplan (or other major forecasting tool), Advanced Excel.

How to Apply

For further technical information relating to this position please refer to the Position Description or contact Linnet D'Sylva on 0438 468 756 (please text prior, thanks). For all other queries please contact Talent Acquisition on +61 (02) 9717 9361.

To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: 11:59pm 11th November 2025

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

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To Apply

Position Contact	Linnet D'Sylva, +61 2 9717 9889
Agency Recruitment Site	www.ansto.gov.au

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Industry, Science, Energy and Resources

Vacancy VN-0764673

Australian Nuclear Science and Technology Organisation

Closing Date:Tuesday 28 October 2025

Finance and Business Support
Corporate Affairs Government Affairs

Job Title	Strategic Project Advisor
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	$115,707 - $129,822
Future Merit Locations	Lucas Heights
Office Arrangement	Flexible
Office Arrangement Details	Hybrid
Classification	
Position Number	PD-2338
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

www.ansto.gov.au

Strategic Project Advisor

Position Overview

- Tenure | Full Time | $115k - $129k +15.4% super | Salary Sacrificing available
- Sutherland Shire | Hybrid role | Inclusive and Diverse Organisation | childcare centre on site
- Flexible Working Supported | Prime opportunity to manage complex communication projects
- Experts of the nuclear technology industry
- Provide integral communication advice to build strong government relations

About the Opportunity

The Strategic Projects Advisor leads the Organisation’s Corporate Planning Reporting. This includes managing the content creation and regulatory framework of the Corporate Plan and Annual Report.

The position also supports ANSTO’s interactions with the Australian Government (ministerial, parliamentary, departmental and agencies) to promote ANSTO’s reputation and maintain good relationships with key stakeholders.

About You

"We are looking for someone with a background in Government Affairs and Communications and Organisational Strategy who enjoys working in a fast- paced environment and interacting with a diverse range of stakeholders".– Leonie Lamont, Senior Manager Government Affairs

About Us

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Working with us you will enjoy

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- 18 days personal/carers leave for each year of service
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- Generous parental leave provisions:
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  - 11 weeks Parental leave for secondary caregiver (with incremental increase to a maximum of 18 weeks effective 01/03/2027)
- Annual flu vaccinations
- Cultural, Naidoc and First Nations ceremonial leave

If you want to join a world class organisation that's making a difference in the lives of Australians, apply now!

Duties

Your Duties and Responsibilities

- Lead the end-to-end project management of ANSTO's Corporate Plan and Annual Report, ensuring timely delivery, alignment with strategic objectives, and compliance with regulatory, legislative, and government reporting requirements.
- Contribute to ANSTO's interactions with political representatives and government departments.
- Manage ANSTO's engagement and required responses to government, ministerial, parliamentary and departmental enquiries.
- Prepare and co-ordinate briefs, submissions, speeches, reports and policy proposals ensuring consistency of communication and alignment with ANSTO's strategic priorities.
- Undertake additional duties as required and during periods of leave of other staff.

For full position details please view the Position Description

Eligibility

How to Apply

For further technical information relating to this position please refer to the Position Description or contact government.liaison@ansto.gov.au. For all other queries please contact Talent Acquisition on +61 (02) 9717 9361.

To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: 11:59pm 28 November 2025

All applicants must be Australian citizens.

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Notes

About the Australian Nuclear Science and Technology Organisation

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To Apply

Position Contact	Leonie Lamont, +61 2 9717 3111
Agency Recruitment Site	www.ansto.gov.au

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Industry, Science, Energy and Resources

Vacancy VN-0764676

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date:Wednesday 12 November 2025

IMT

Job Title	High Performance Compute Team Leader
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW, Brisbane QLD
Salary	$135,000 - $158,000
Future Merit Locations	Canberra, Melbourne, Sydney, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	
Position Number	101528
Agency Website	http://www.csiro.au

Job Description

https://jobs.csiro.au/

CSIRO's Information Management & Technology (IMT) team is seeking an experienced Team Leader to head the High-Performance Computing (HPC) Team, supporting CSIRO's large-scale CPU and GPU compute infrastructure. This capability underpins critical research across areas such as climate modelling, genomics, materials science, and AI.

The successful candidate will lead a high-performing technical team, foster strong collaborations, and ensure the delivery of reliable, scalable, and innovative HPC services. The role requires a strategic thinker with deep technical expertise, with excellent people leadership skills, and proven experience managing large budgets and complex procurements.

Duties

- Manage a large facility, lead staff (possibly representing a range of disciplines) and manage resources.
- Develop strategic and operational plans for the services and have significant independence of action.
- Take responsibility for effective team performance including the development of team members.
- Represent the organisation on external forums and may establish and lead technical forums.

Location: Canberra (preferred) All other Australian Capital cities with CSIRO sites considered

Salary: AU$135K - AU$158K plus up to 15.4% superannuation

Tenure: Indefinite

Reference: 101528

Eligibility

- Proven experience leading technical teams in HPC or large-scale IT infrastructure environments.
- Strong interpersonal and people management skills.
- Demonstrated ability to build and maintain strategic partnerships and collaborations.
- Experience managing large budgets and complex procurement processes.
- Excellent communication and stakeholder engagement skills.
- Ability to obtain and NV1 clearance.

Desirable:

- Deep understanding of HPC architectures, including CPU/GPU clusters, storage, and networking.
- Familiarity with scientific computing workloads and research environments.
- Experience working with national HPC facilities.
- Knowledge of cloud-based HPC and hybrid compute models.
- Understanding of ITIL or other service management frameworks.

For full details about this role please review the Position Description

Applications for this position are open to Australian Citizens; the successful candidate will be required to obtain and maintain a security clearance at the Negative Vetting 1. Appointment to this role is subject to provision of a national police check and may be subject to other security/medical/character requirements.

Notes

At CSIRO Australia's national science agency, we solve the greatest challenges through innovative science and technology. We put the safety and wellbeing of our people above all else and earn trust everywhere because we only deal in facts. We collaborate widely and generously and deliver solutions with real impact.

CSIRO is committed to values-based leadership to inspire performance and unlock the potential of our people.

Join us and start creating tomorrow today!

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-0764535

Department of Industry, Science and Resources (DISR)

Closing Date:Thursday 20 November 2025

Job Title	Manager - Multiple Opportunities
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT
Salary	$147,408 - $158,710
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 work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	Executive Level 1
Position Number	1994_10/25
Agency Website	https://www.industry.gov.au/

Job Description

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

About the department

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

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

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

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

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

About the team

The Property and Place branch is a key enabler for the department and supports a safe, resilient, and productive work environment. The branch maintains properties and facilities to support the department's vision, strategic priorities and preparedness to maintain critical functions during emergencies or disruptions.

The branch manages the departments Business Continuity program and coordinates the department's efforts to help achieve APS Net Zero by 2030 within its property footprint.

The opportunity

We are seeking skilled and motivated professionals to lead various teams with the branch. These roles include:

Property Leasing and Sustainability Team: This team is responsible for the department's property leasing function and coordinates the department's APS Net Zero by 2030 program.

Property Projects Team: This team is responsible for the department's end-to-end management of a diverse property capital works portfolio, including site fit-outs and upgrades. The team also oversees the department's acquisition, management, and disposal of the property portfolio that encompasses office space, warehouse storage facilities, laboratories, and special use facilities across Australia.

Property Strategy Team: This team is responsible for governance support for the property function, oversees the property budget and expenditures, manages the department's Property Service Provider, leads the Work our Way initiative and manages the business continuity arrangements for the department.

Successful candidates will play a key role in shaping and optimising our property portfolio to meet evolving needs of the department – now and into the future.

Our ideal candidate

We're looking for candidates who bring a strong mix of expertise, leadership, and strategic thinking to the role. Ideal applicants will demonstrate:

- Proven experience leading a team in one (or more) of the following areas:
  - Leading and delivering a large capital works program
  - Leading a large and diverse leasing property portfolio
  - Contributing to the APS Net Zero agenda by 2030 program
  - Leading a long term asset management lifecycle maintenance, lifecycle costs and sustainability.
  - Leadership and people management skills that inspires and empowers teams.
  - Leading the enterprise continuity framework by supporting the development and upkeep of a consistent, organisation-wide approach to Business Continuity.
  - Providing strategic advice to the branch on property matters and ensures strong governance structures are in place and appropriately maintained.
- Exceptional stakeholder engagement skills, with the ability to build trusted relationships across diverse groups.
- Outstanding written and verbal communication skills, tailored to a range of audiences.

- Advanced organisational, analytical, and financial capabilities to support complex decision-making.
- Demonstrated leadership in delivering complex projects or initiatives with measurable impact.
- A solid understanding of relevant legislation, regulations, and standards, including the *Public Governance, Performance and Accountability Act 2013* and the *Commonwealth Property Management Framework.*

Duties

These roles require you to:

- Drive the planning, development, and delivery of property strategies, leasing transactions and projects that align with the department's strategic direction.
- Lead a team in managing day-to-day operations whilst delivering complex property initiatives across a diverse property portfolio.
- Collaborate with internal and external stakeholders to resolve issues and ensure successful outcomes.
- Prepare high-quality reports, briefs, and advice to inform senior decision-making.
- Oversee budget planning, monitoring and reporting to ensure projects and leasing decisions deliver value, align with organisation priorities and demonstrate value for money.

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 ACT - Industry House based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

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

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

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Industry, Science, Energy and Resources

Vacancy VN-0764707

Department of Industry, Science and Resources (DISR)

Closing Date:Wednesday 26 November 2025

Job Title	Senior Network Engineer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT
Salary	$122,235 - $129,811
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
Position Number	1950_10/25
Agency Website	https://www.industry.gov.au/

Job Description

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

About the department

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

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

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

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

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

About the team

About the Division

The Chief Information Officer Division (CIO Division) is an exciting, fast-paced division that drives the digital agenda for the Department of Industry, Science and Resources. Leading the delivery of the department's digital offerings, the CIO Division partners with business areas and stakeholders to:

- Realise the digital policy objectives of the Department
- Define the Departments digital landscape
- Drive the innovation and transformation of its IT services

About the Branch

The ICT Operations Branch is one of three branches within the Chief Information Officer Division (CIOD) and is responsible for the management and deployment of all ICT services to support the running of the organisation. The branch is comprised of teams that support:

- Networks and Infrastructure
- Enterprise Projects
- End User Services
- Platform Services
- Corporate systems
- Cloud Platforms
- Corporate and Digital Support (service desks)
- Desktop and Executive ICT Support
- IT Service Management
- Regional ICT support for remote sites

The ICT Operations branch is a fast paced and exciting part of the CIO portfolio, and the Infrastructure Services team is an important function that is provides key critical services to staff and maintains the underpinning technologies that allow the department to operate.

About the Section

The Networks and Infrastructure section in the ICT Operations Branch is responsible for leading the management of the Departments ICT Networks. The team provides critical and regular management and maintenance of various classification networks that keep the department operating, including wired and wireless network access, voice and video conferencing and traffic management.

Our ideal candidate

The ideal candidate will have:

- Proven experience as an extremely high performing Senior Network Engineer providing technical leadership within a team with a focus on the security, reliability, performance, sustainment and maintenance of complex network infrastructure and services.
- Broad high level networking technical experience including technologies from Cisco, Fortinet, Palo Alto, Citrix, F5, Azure, Netskope, Elastiflow, VMware, Splunk, as well as solutions such as MPLS, SDWAN, BGP, IPSEC, Wi-Fi, Microsoft Teams, Dot1x based security, SASE/SSE, Azure networking, etc
- Demonstrated problem solving skills with the ability to analyse and resolve complex incidents.
- The ability to operate under broad direction, exercising a significate degree of independence.
- Excellent communication and collaboration skills to effectively collaborate with internal and external stakeholders.
- Ability and willingness to adapt quickly to changing expectations and priorities by being agile and flexible

Duties

As a Senior Network Engineer, you will be the ‘Senior of seniors’ that will help lead technical outcomes within a complex multi-vendor environment. You will provide senior technical expertise, mentor staff, participate in Business-As-Usual and Project delivery workloads; organise, and prioritise work activities to achieve agreed objectives.

You must be a good communicator, team player and possess qualities in line with the expectations for an Executive Level 1 in the Australian Public Service Commission’s Integrated Leadership System (ILS). Your key responsibilities will be:

- Design, build, operate, and maintain complex network environments across on-premises and cloud infrastructure including routing, switching, wireless, VPN, and firewalls
- Coach and develop team members through coaching, guidance, and development opportunities.

- Provide input and expert advice on technology direction including the adoption of new technologies, tools or systems.
- Develop detailed documentation such as Detailed Designs, Network Diagrams, Operating Procedures
- Ensure system availability and uptime.
- Continuous improvement and innovation to enhance the service delivery experience.
- Disaster recovery planning.

Eligibility

The successful applicant must be able to obtain and maintain a Negative Vetting Level 1 security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

Successful applicants are required to satisfy an employment screening process which includes demonstrating Australian citizenship, satisfactory completion of security and integrity checks and successful completion of a medical assessment.

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Notes

The department does currently offer flexible work opportunities for many roles. This position requires participation in a rostered after hours on-call support arrangement shared throughout the team and will require the ability to complete after hours work and Interstate travel. Please reach out to the contact officer to discuss this further.

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

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

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

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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	Robert Van Den Hoek, 02 6102 8540
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0764711

Department of Industry, Science and Resources (DISR)

Closing Date:Thursday 20 November 2025

Job Title	Senior Commercial Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - VIC VIC, Various locations - WA WA
Salary	$122,235 - $129,811
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 work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	Executive Level 1
Position Number	2026_10/25
Agency Website	https://www.industry.gov.au/

Job Description

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

About the department

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

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

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

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

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

About the team

This position is in the **Commercial – Economic Analysis team** of the National Offshore Petroleum Titles Administrator (NOPTA) and the Offshore Infrastructure Registrar (the Registrar). NOPTA is responsible for the day-to-day administration of petroleum and greenhouse gas titles in Commonwealth waters in Australia. The Registrar administers licences for offshore renewable energy projects, including transmission and related infrastructure in Australian Commonwealth waters. Staff supporting the Registrar are located within NOPTA.

The **Economic Analysis team** is responsible for providing advice on the viability of offshore projects, evaluation of key commercial risk and economic metrics, and reviews of internal and external business and regulatory reporting and internal benchmarking, for existing companies and proposed new entrants to the regimes administered by NOPTA. The team determines project viability under the OEI Act, for projects such as offshore wind, and the OPGGS Act, for petroleum and greenhouse gas/carbon capture and storage projects. The team works closely with teams responsible for licence and titles administration, engineering, geoscience, applicant suitability, and policy development, to provide advice to decision makers including the Minister for Energy and the Minister for Resources.

The opportunity

We are seeking motivated candidates with relevant skills in commercial analysis, financial modelling and planning, market evaluation and the preparation of briefings and advice on offshore Australian petroleum, greenhouse gas storage or electricity infrastructure applications and projects. To be successful in this role, you will have a strong knowledge of relevant accounting, economic and business-related issues to inform multi-disciplinary analysis and advice.

What's in it for you?

As an administrator and regulator, we value innovation and encourage curiosity. We strive for continuous improvement and have a unique and supportive environment where communication, collaboration and respect are at the forefront of everything we do. Our management team is focused on encouraging and providing:

- A values-based culture
- Role autonomy
- Individual and team-based work with a focus on outcomes
- Opportunities for remote and hybrid work arrangements
- Supportive, people-focused leadership
- Strong commitment to diversity, equity, inclusion and belonging

Our ideal candidate

Our ideal candidate is enthusiastic, and ready for the challenge of being part of an informed and innovative organisation. You will have strong interpersonal and communication skills, good judgement and the ability to work well both independently and as an integral member of a highly motivated team.

To be considered for this role, you will have skills and experience in line with the APSC Work Level Standards for an EL1 position, and be able to demonstrate the following:

- A proven ability to undertake corporate cash-flow modelling or project analysis and evaluating commercial feasibility at a project specific and corporate entity level and apply this to the offshore petroleum, greenhouse gas storage or offshore electricity infrastructure industries.
- Advanced level of proficiency in Excel with extensive experience in financial and project feasibility modelling, and dealing with large and multiple data sources.
- Proficiency in analysing and interpreting complex data and the ability to objectively assess evidence and apply facts within a regulatory and policy framework.
- Excellent problem-solving and critical-thinking abilities including a strong ability to interpret complex commercial agreements and reporting.
- Strong and influential communication skills, including experience in effective stakeholder engagement and collaboration to deliver an outcome.
- Ability to maintain subject matter expertise through ongoing professional development and learning opportunities.
- Relevant qualifications in Finance, Business, Accounting or Economics.

Duties

You will support the team manager to ensure NOPTA and the Registrar meet their legislative and corporate obligations, including but not limited to the following key responsibilities:

- Use expertise in modelling and business-related issues, preferably in petroleum, greenhouse gas storage or electricity infrastructure industry, to inform multi-disciplinary commercial, project, and benchmarking analysis and advice.
- Use judgement and professional scepticism to assess evidence and issues and continuously develop and improve internal data sources and models to support informed analysis.

- Undertake complex analysis across multiple data sources relating to offshore Australian petroleum, greenhouse gas storage or electricity infrastructure applications, corporate entities and projects.
- Contribute to multi-disciplinary teams within the Branch and Department, to deliver outcomes within defined timeframes.
- Monitor global events and identify potential commercial disruptions impacting Australia's offshore petroleum, greenhouse gas storage or electricity infrastructure projects.

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

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

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

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

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

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the 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	Steve Taylor, 08 6424 5302
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0764716

Department of Industry, Science and Resources (DISR)

Closing Date:Thursday 20 November 2025

Job Title	Assistant Manager - Suitability Assessment Team
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - VIC VIC, Various locations - WA WA
Salary	$122,235 - $129,811
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 work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	Executive Level 1
Position Number	2025_10/25
Agency Website	https://www.industry.gov.au/

Job Description

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

About the department

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

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

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

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

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

About the team

This position is located in the **Commercial – Suitability Assessment team** of the National Offshore Petroleum Titles Administrator (NOPTA) and the Offshore Infrastructure Registrar (the Registrar). NOPTA is responsible for the day-to-day administration of petroleum and greenhouse gas titles in Commonwealth waters in Australia. NOPTA is the first point of contact for matters relating to offshore titles administration. The Registrar administers licences for offshore renewable energy projects, including transmission and related infrastructure in Australian Commonwealth waters. Staff supporting the Registrar are located within NOPTA.

The **Suitability Assessment team** is responsible for assessing and providing advice on the financial capability and corporate governance arrangements of applicant's offshore projects. The team determines if applicants have the financial capability and the corporate governance arrangements under the OEI Act and OPGGS Act, for projects such as offshore wind, petroleum, and greenhouse gas/carbon capture and storage projects. The Suitability Assessment team works closely with teams responsible for licence and titles administration, engineering, geoscience, economic analysis, and policy development, to provide advice to decision makers including the Minister for Energy and the Minister for Resources.

The opportunity

With the establishment of the Registrar, the Branch has taken on additional responsibilities in relation to the licensing of offshore wind and electricity transmission projects. This has resulted in an expanded role for the Suitability Assessment team and a new opportunity being created. This integral assistant management role will lead a team focussed on assessing financial capability and corporate governance arrangements, project analysis, and reviews of internal and external reporting and benchmarking, for existing companies and proposed new entrants to the regimes we administer.

This position will be preferably based in Perth or Melbourne office, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

What’s in it for you?

As an administrator and regulator, we value innovation and encourage creativity. We strive for continuous improvement and have a unique and supportive environment where communication, collaboration and respect are at the forefront of everything we do. Our management team is focused on encouraging and providing:

- A values-based culture
- Role autonomy
- Individual and team-based work with a focus on outcomes
- Supportive, people-focused leadership
- Strong commitment to diversity, equity, inclusion and belonging

Our ideal candidate

Our ideal candidate is enthusiastic, and ready for the challenge of being part of an informed and innovative team. You will have strong interpersonal and communication skills, good judgement and the ability to work well both independently and as an integral team member.

To be considered for this role, you will have skills and experience in line with the APSC Work Level Standards for an EL1 position, and be able to demonstrate the following:

- A strong ability to lead and/or contribute to a high performing team, managing workflows and positively influencing team culture.
- Strong interpersonal and stakeholder engagement skills, including an openness to receiving and constructively responding to feedback.
- Ability to objectively assess evidence and apply facts within a legal and policy framework.
- Proficiency in effective communications, with clear and concise writing, strong attention to detail, and the ability to tailor communication and reporting for a non-technical audience.
- Ability to undertake financial and/or corporate governance project analysis and apply this to the offshore petroleum, greenhouse gas storage or offshore electricity infrastructure industries.
- Sound judgement and an aptitude for pre-empting and creatively solving problems.
- A focus on continuous improvement including proactive identification of opportunities to enhance operational efficiencies.
- CPA/CA highly desirable.

Duties

You will support the team manager to ensure NOPTA and the Registrar meet their legislative and corporate obligations, including but not limited to the following key responsibilities:

- Provide trusted leadership and support positive team culture by guiding, mentoring, recognising and developing staff.
- Represent the branch through engagement and collaboration across both government and private sectors, on critical and emerging offshore Australian petroleum, greenhouse gas storage or electricity infrastructure issues.
- Prepare briefings and advice, including input to guidance and processes, on offshore Australian petroleum, greenhouse gas storage or electricity infrastructure applications and projects.
- Using strong attention detail, provide clearly written and concise communications and advice, tailoring to both technical and non-technical audiences as required.
- Bring expertise (or the capacity to develop expertise) to offshore Australian petroleum, greenhouse gas storage or electricity infrastructure economics in order to inform analysis and advice.
- Use judgement and professional scepticism to assess evidence and issues.
- Monitor global events and identify potential economic disruptions impacting Australia’s offshore petroleum, greenhouse gas storage or electricity infrastructure projects.

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

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

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

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

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

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the 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	Aldo Donato, 03 8199 0333
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0764721

Department of Industry, Science and Resources (DISR)

Closing Date:Thursday 20 November 2025

Job Title	Specialist - Commercial Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - VIC VIC, Various locations - WA WA
Salary	$147,408 - $158,710
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 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	2024_10/25
Agency Website	https://www.industry.gov.au/

Job Description

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

About the department

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

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

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

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

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

About the team

This position is in the **Commercial – Economic Analysis team** of the National Offshore Petroleum Titles Administrator (NOPTA) and the Offshore Infrastructure Registrar (the Registrar). NOPTA is responsible for the day-to-day administration of petroleum and greenhouse gas titles in Commonwealth waters in Australia. The Registrar administers licences for offshore renewable energy projects, including transmission and related infrastructure in Australian Commonwealth waters. Staff supporting the Registrar are located within NOPTA.

The **Economic Analysis team** is responsible for providing advice on the viability of offshore projects, evaluation of key commercial risk and economic metrics, and reviews of internal and external business and regulatory reporting and internal benchmarking, for existing companies and proposed new entrants to the regimes administered by NOPTA. The team determines project viability under the OEI Act, for projects such as offshore wind, and the OPGGS Act, for petroleum and greenhouse gas/carbon capture and storage projects. The team works closely with teams responsible for licence and titles administration, engineering, geoscience, applicant suitability, and policy development, to provide advice to decision makers including the Minister for Energy and the Minister for Resources.

The opportunity

We are seeking motivated candidates with relevant skills in the preparation of briefings and advice on offshore Australian petroleum, greenhouse gas storage or electricity infrastructure applications and projects. To be successful in this role, you will contribute your expertise to inform complex analysis and provide input on key processes. Drawing on your leadership skills, you will assist the team leader with management and workflow coordination.

What's in it for you?

As an administrator and regulator, we value innovation and encourage curiosity. We strive for continuous improvement and have a unique and supportive environment where communication, collaboration and respect are at the forefront of everything we do.

Our management team is focused on encouraging and providing:

- A values-based culture
- Role autonomy
- Individual and team-based work with a focus on outcomes
- Opportunities for remote and hybrid work arrangements
- Supportive, people-focused leadership
- A strong commitment to diversity, equity, inclusion and belonging

Our ideal candidate

Our ideal candidate is enthusiastic, and ready for the challenge of being part of an informed and innovative organisation. You will have strong interpersonal and communication skills, good judgement, and the ability to work well both independently and as an integral member of a highly motivated team.

To be considered for this role, you will have skills and experience in line with the APSC Work Level Standards for an EL2 position, and be able to demonstrate the following:

- The ability to identify and find practical solutions to complex legislative and regulatory issues and produce a range of documents to navigate challenging situations.
- Extensive experience in undertaking complex risk-based analysis and in working within and providing expert advice on established legislative and policy frameworks, including the ability to focus on research, business-related analysis and judgement to manage complex legal or regulatory issues.
- The ability to work under broad direction, with a concurrent need to resolve issues and deliver quality outcomes including and contributing to an effective, high performing team.
- Proven experience in creating productive and collaborative relationships and the ability to engage and collaborate with key stakeholders to identify opportunities, achieve outcomes and facilitate cooperation.
- Strong interpersonal and communication skills (both oral and written) including a proven ability to write clearly and concisely, maintain excellent attention to detail, and tailor communication and reporting products for a non-technical audience.
- A history of successfully leading projects and managing workflows.

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 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

You will support the team manager to ensure NOPTA and the Registrar meet their legislative and corporate obligations, including but not limited to the following key responsibilities:

- Assist the Economic Analysis team manager to manage the Economic Analysis team workflows, and with mentoring and developing team members.
- Undertake complex analysis and prepare briefings and advice, including input to guidance and processes, on offshore Australian petroleum, greenhouse gas storage or electricity infrastructure applications and projects.
- Coordinate projects and contribute to multi-disciplinary teams within the Branch and Department, to deliver outcomes within defined timeframes.
- Represent the branch in collaboration with other government agencies, regulators and the private sector on critical and emerging offshore Australian petroleum, greenhouse gas storage or electricity infrastructure issues.
- Monitor global events and identify potential economic disruptions impacting Australia’s offshore petroleum, greenhouse gas storage or electricity infrastructure projects.
- Collaborate with staff within the Regulatory Support Team and the Registrar to help implement legal advice.

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

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

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

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

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

The department’s Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision

supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the 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	Steve Taylor, 08 6424 5302
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0764645

Geoscience Australia

Closing Date:Sunday 16 November 2025

Space Division
Space Management Earth Observation Program Management Office

Job Title	Earth Observation Program Systems Engineer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Symonston ACT
Salary	$117,669 - $133,019
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	19231
Agency Website	www.ga.gov.au

Job Description

https://www.ga.gov.au/about/careers/current-vacancies

Geoscience Australia acknowledges the Traditional Custodians of Country throughout Australia and recognises the continuing connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islanders Cultures, and to elders past and present.

About us

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.

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

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture click here.

The opportunity

Geoscience Australia has established the Earth Observation (EO) Program to holistically manage, govern, and deliver EO capability. The EO capability will make available time-series, continental scale data and insights of the Australian landscape and environment to inform decision making about Australia's resources and environment by Australian government, industry and the community. The EO Program includes Australia/United States partnership on Landsat and Landsat Next, Digital Earth, and collaboration nationally and internationally on standards, technology, and science.

Our team

The Earth Observation Program Management Office (EO PMO) within Space Division provides specialist advice and program management services to facilitate delivery, governance and assurance and whole-of-life capability management of Geoscience Australia's Earth Observation Program. The EO PMO supports Chief of Space Division and the two Branches, Satellite Land Imaging Collection Branch (SLIC) and Digital Earth (DE) Branch, responsible for delivery of the Program. As a small team, the EO PMO combines diverse skillsets including procurement and commercial, scheduling, financial management, project and program management, engineering, capability management and governance to deliver the services.

Duties

Reporting to Director EO PMO, this role will undertake engineering related duties to support whole-of-life capability and program management of the Earth Observation capability. This will include program planning and management, capability strategy development, engineering planning and governance, change management, technical certification, capability acceptance, and asset management.

As an EL1 officer, you will utilise engineering and technical knowledge and skills to develop sound engineering processes and procedures, implement practices to support organisational goals and program objectives, develop technical and integration requirements, and contribute to development of engineering community of practice. The role will include interactions within Geoscience Australia, other Government departments and stakeholders, and international partners.

In this role you will:

- Provide high-level specialist technical/professional advice on technical assurance, compliance, and technical progress;
- Provide systems engineering expertise and technical knowledge;
- Perform quality assurance and technical information review activities;
- Develop engineering processes, procedures, and guidelines for the Program;
- Develop and manage technical certification framework;
- Maintain professional knowledge and continue to develop knowledge and expertise in relation to professional skills;
- Support life-cycle management of capability and program, including requirements development and management, monitoring and reporting, and capability acceptance;
- work closely with EO delivery Branches and cross-functional teams, stakeholders, and partners to achieve program objectives;
- lead and foster a collaborative and productive work environment; and
- undertake duties as directed.

To be successful in the role you will:

- have experience in managing engineering aspects of capability or projects in government or industry;
- possess exceptional problem-solving skills;
- have excellent people skills and strong stakeholder engagement capabilities;
- have a proven ability to communicate with influence and the ability to nurture productive working relationships with a wide range of stakeholders including science and research specialists;
- have excellent oral and written communications skills, including developing business cases and proposals;
- have the ability to manage multiple priorities and work under pressure; and
- adhere to the Australian Public Service Values and the Code of Conduct and consistently behave in an honest, ethical and professional way.

Required skills, knowledge, experience and/or qualifications

- At least 5 years experience as a systems engineer working on complex projects in Government or industry.
- A Bachelor of Engineering degree, preferably in systems engineering.
- Demonstrated understanding of technical certification and engineering compliance.
- Demonstrated organisational skills, self-drive, initiative and ability to work under pressure.
- Highly developed written and oral communication skills.

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. The applicant may be able to commence on Baseline clearance while obtaining NV1 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.

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 Guna Gounder on (02) 6249 5969 or email guna.gounder@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’.

Notes

Recruitability

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information please visit the Australian Public Service Commission website.

Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677, and requesting to be connected with our Recruitment team on 02 6249 9777 in order to obtain selection documentation.

Technical Assistance

If you require technical assistance, call Human Resources on (02) 6249 9777 or email recruitment@ga.gov.au.

While the position on offer is ongoing, a merit list/pool may be created from this process to fill similar positions over the next 18-months. 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.

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	Guna Gounder, 02 6249 5969
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0764650

Geoscience Australia

Closing Date:Tuesday 30 June 2026

Job Title	Temporary Employment Register
Job Type	Full-Time;Part-Time;Casual, Non-Ongoing
Location	Symonston ACT
Salary	-
Future Merit Locations	Symonston
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 1;APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	0000
Agency Website	www.ga.gov.au

Job Description

https://www.ga.gov.au/about/careers/current-vacancies

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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

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture click here.

Duties

We are seeking registrations from eligible candidates for non-ongoing (temporary) employment and intermittent/irregular (casual) employment opportunities across a broad range of classifications and business areas.

Opportunities may vary across classification levels and may be for a specified term, for a specified task, or for duties that are irregular or intermittent. You should indicate the areas of work you have expertise and experience in and the areas you are interested in.

We maintain four separate temporary registers:

- Science
- ICT
- Engineering, Technical & Laboratory
- General (includes administrative, communications, finance, governance, HR and information management)

You are welcome to include your details on more than one register.

When submitting your details you will be asked to identify areas of interest and the levels at which you would like to be considered.

Eligibility

To be eligible to apply for the temporary register you must meet the below eligibility criteria.

- Be an Australian Citizen.
- Must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to the role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Notes

If you require technical assistance, call our Recruitment team on (02) 6249 9777 or email recruitment@ga.gov.au.

About the Geoscience Australia

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To Apply

Position Contact	Recruitment, 02 6249 9777
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0764658

Geoscience Australia

Closing Date:Sunday 16 November 2025

Place and Communities Division
Ocean, Reefs, Coasts and the Antarctic Maritime Jurisdiction Advice

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Symonston ACT
Salary	$84,286 - $93,584
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	Flexible working arrangements will be considered in accordance with the Geoscience Australia Enterprise Agreement 2024–27.
Classification	APS Level 5
Position Number	19113
Agency Website	www.ga.gov.au

Job Description

https://www.ga.gov.au/about/careers/current-vacancies

Geoscience Australia acknowledges the Traditional Custodians of Country throughout Australia and recognises the continuing connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islanders Cultures: and to elders past and present.

About us

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.

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 offer a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture click here.

Our Team

The Maritime Jurisdiction Advice section is in the Oceans, Reefs, Coasts and the Antarctic Branch. The Maritime Jurisdiction Advice Section is responsible for defining the authoritative location of Australia’s maritime boundaries and providing digital spatial data representation of marine jurisdiction rights, restrictions and responsibilities under Commonwealth Legislation.

The Maritime Jurisdiction Advice Section advises the Australian Government on matters where the location of maritime boundaries are a part of the decision-making process or affect Australian Government interests. This includes:

- Providing advice during the drafting of legislation such as ensuring the legislation can be represented geographically and coordinated with other offshore legislation;
- Translating legislation into precise and fit-for-purpose geospatial data to enable legal decision making and support enforcement.
- Making geospatial regulatory data publicly accessible through digital platforms.
- Extending these capabilities to governments in our region.

Duties

As part of the Department of Foreign Affairs and Trade’s Southeast Asian Maritime Partnerships, Geoscience Australia assists Southeast Asian maritime states in the Marine Resources Initiative to address maritime challenges via training, technical advice, and cooperation. To date, we have been delivering activities in partnership with Indonesia, the Philippines and Vietnam and we are expanding into Malaysia and Brunei. This continues Australia’s long history of partnership with countries to improve administration, planning and sustainable resource management in their offshore jurisdictions, and work with the international community to improve global marine planning and information sharing.

The section comprises a diverse team with capabilities in geospatial and data science, geodesy, maritime law and marine zone management that work to deliver certainty, stability, predictability and visibility to Australia's international and domestic maritime boundaries.

Joining our team presents an exciting opportunity to contribute geoscience data information and advice to secure and manage Australia's maritime jurisdiction and support Australia's commitment to a sustainable ocean.

In this role you will:

- Work in a team to implement the Marine Resources Initiative project to assist Southeast Asian countries manage their marine resources in line with the team, ORCA and GA's goals and objectives
- Support engagement with officials from the Department of Foreign Affairs and Trade's Southeast Asia Branch, Australian Government embassies, officials from the MRI partner States, and service providers, exercising judgement and professionalism to build productive working relationships.
- Support and coordinate meetings including preparing agendas and supporting materials, recording meeting minutes, outcomes and decisions.
- Contribute to the improvement of project management processes that support key business outcomes and perform administrative tasks as necessary to support the work of the team.
- Use initiative and experience to analyse, plan, review and adjust priorities and work activities to deliver outcomes with a high degree of flexibility.
- Communicate effectively, both written and spoken and contribute to the provision of professional advice on sensitive matters.
- Represent the Australian Government in a professional manner in regional and international forums.

To be successful in the role you will have:

- Strong verbal and written communication skills, including being able to tailor to an audience with attention to detail to ensure consistency and accuracy of documentation.
- Excellent organisational skills, including time management and the ability to operate in a dynamic environment to meet changing and competing priorities.
- Strong stakeholder engagement skills with the ability to liaise with internal and external stakeholders at various levels.
- Knowledge of the organisational relationships and responsibilities of Geoscience Australia as well as relevant legislation, policies and procedures including but not limited to:
    - Public Service Act 1999
    - Public Governance, Performance and Accountability Act 2013
    - Official Travel Policy
- Strong judgement and decision-making ability including critical thinking skills to be able to analyse issues and develop reasoned conclusions.
- Discretion and ability to deal with confidential and sensitive business matters.
- High level of initiative, flexibility and resourcefulness.

Required skills, knowledge, experience and/or qualifications

- Project management and excellent organisational skills
- Experience in procurement and contract management would be an advantage

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 NV2 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.

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 500 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 Lauren Power on (02) 6249 5957 or email lauren.power@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’.

Notes

RecruitAbility

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information please visit the Australian Public Service Commission website.

Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677, and requesting to be connected with our Recruitment team on 02 6249 9777 in order to obtain selection documentation.

Technical Assistance

If you require technical assistance, call Human Resources on (02) 6249 9777 or email recruitment@ga.gov.au.

While the position on offer is ongoing, a merit list/pool may be created from this process to fill similar ongoing and non-ongoing roles over the next 18-months. 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.

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	Lauren Power, 02 6249 5957
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0764770

Geoscience Australia

Closing Date:Sunday 23 November 2025

Office of the Chief Executive Officer
Transformation Office Program Delivery

Job Title	Senior Lean Service Designer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Symonston ACT
Salary	$117,669 - $133,019
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	19195
Agency Website	www.ga.gov.au

Job Description

https://www.ga.gov.au/about/careers/current-vacancies

Geoscience Australia acknowledges the Traditional Custodians of Country throughout Australia and recognises the continuing connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islanders Cultures, and to elders past and present.

About us

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.

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

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture click here.

Our team

We are undertaking an Organisational Transformation Program (the Program) to design and implement operating model changes to ensure that the organisation remains fit for purpose into the future. The Program will undertake organisational design and incorporate recommendations from recent internally initiated reviews and audits. The Program will align activities into cohesive, achievable workstreams that will allow us to deliver effective long-term change. The Program will uplift key areas to improve our performance, resilience and impact and ensure that the organisation can continue to successfully deliver into the future.

The Transformation Office is responsible for planning, coordinating, delivery, monitoring and reporting of the program of work. In particular, the Transformation Program Office ensures that work is effectively defined and sequenced, risks, issues and dependencies are managed, change and communication activities are effective and that benefits are defined and measured.

Duties

In this role, you will lead the design, evaluation and continuous improvement of end-to-end service experiences across the organisation by understanding user needs, business goals, and operational constraints. You will apply Lean and human-centred design approaches to transform organisational processes, improve service delivery, and build internal capability. You will work closely with cross-functional teams to design services that are user-centred, efficient, and scalable. You will also support service definition, measurement and improvement. This role is critical to embedding Lean and Service Design practices within the Transformation Office and across the enterprise.

In this role you will:

- Plan and execute service design activities that help improve the products and services that we deliver to our internal and external stakeholders, including:
  - Facilitate co-design workshops and stakeholder engagement sessions to gather insights and align understanding on service opportunities.
  - Lead rapid qualitative and quantitative research to understand user needs, pain points, and behaviors. Translate research findings into actionable insights and design recommendations.
  - Map current and future state service experiences, including value stream maps, user journeys and service blueprints.
  - Apply Lean and Agile techniques such as the “5 Whys”, Kanban, Kaizen and root cause analysis to identify and eliminate waste, streamline workflows and enhance service value.
  - Lead prototyping activities to test and validate ideas with staff and stakeholders.
  - Collaborate with project managers, analysts, designers, developers, and business stakeholders to ensure service design is integrated across activities, teams and touchpoints.
- Work closely with project or delivery teams to design services that are valuable, efficient, and scalable.
- Support development and curation of learning and guidance materials, content and activities to coach, guide, demonstrate and advise on a range of digital ways of working, especially on Lean and Service Design. Provide on the job learning experiences to develop digital competencies in others.
- Build strong internal and external professional relationships, leveraging them to positively influence stakeholders to meet organisational goals.
- Work collaboratively with the Program Manager and the leadership team of the Transformation Program Office to contribute to the broader direction and governance of the program.
- Lead and exemplify a healthy and safe working environment, modelling and promoting ethical behaviour and practices consistent with the APS Code of Conduct.

To be successful in the role you will:

- Have strong understanding of digital practices, with both theoretical and practical skills.
- Be able to communicate design decisions and rationale clearly through presentations, reports, and visual storytelling.
- Execute initiatives to deliver on strategic intent.
- Drive a culture of continuous improvement
- Focus on value, demonstrating ability to achieve outcomes and align with organisational priorities.
- Be innovative and challenge the organisation to explore new ways of doing things.
- Take accountability, lead by example and demonstrate behaviours consistent with the APS values.

Required skills, knowledge, experience and/or qualifications

- 4+ years of experience in lean, service design or related field (e.g. delivery management, product management, process engineering).

- Demonstrated experience leading service design initiatives at a product and/or enterprise level.
- Excellent communication, facilitation, and stakeholder management skills, with the ability to influence and align diverse stakeholders.
- Ability to work independently and collaboratively across multiple projects, products and services.

Desirable skills

- Demonstrated experience leading user research and synthesising insights.
- Experience leading teams within an Agile and/or Lean environment.
- Strong understanding of other human-centered design disciplines.

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.

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 Tim Webster on (02) 6249 9024 or email Tim.Webster@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’.

Notes

Recruitability

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information please visit the Australian Public Service Commission website.

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Technical Assistance

If you require technical assistance, call Human Resources on (02) 6249 9777 or email recruitment@ga.gov.au.

While the position on offer is ongoing, a merit list/pool may be created from this process to fill future ongoing and non-ongoing roles over the next 18-months. 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.

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To Apply

Position Contact	Tim Webster, 02 6249 9024
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764649

Australian Maritime Safety Authority

Closing Date:Sunday 16 November 2025

Corporate Services
Communications Corporate Communication and Media

Job Title	Communication Coordinator
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Canberra ACT, Coffs Harbour NSW, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	$87,891 - $101,891
Future Merit Locations	Canberra, Coffs Harbour, Brisbane, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	flexible hybrid
Classification	APS Level 5
Position Number	1338
Agency Website	https://www.amsa.gov.au/about

Job Description

https://careers.amsa.gov.au/en/listing/

Communication Coordinator

AMSA Level 4 – $87,891 - $101,891 + 15.4% superannuation

Canberra, Brisbane, Melbourne, Sydney, Coffs Harbour (WFH flexibility available)

Non-ongoing, fulltime (part-time considered), for up to 12 months

- **Supportive and collaborative team culture**
- **Opportunity to work on national campaigns**
- **Flexible working arrangements available**

ABOUT THE ROLE

Join AMSA's Corporate Communication and Media team to deliver engaging communication and stakeholder engagement activities that promote maritime safety and environmental protection.

You will create user-centred content and communication products for internal and external stakeholders for distribution across various channels.

You will be responsible for:

- coordinating communication activities and evaluating impact
- creating engaging content for diverse audiences
- supporting AMSA media operations and internal events
- assisting internal stakeholders with communication needs
- managing team mailbox and supporting communication projects

SKILLS AND EXPERIENCE

To be successful in this position, you will have the following skills and experience:

- Experience developing and evaluating communication products and activities, including campaigns, for internal and external stakeholders.
- Strong writing skills and ability to tailor content for varied audiences.
- Understanding of digital channels including such as social media, email marketing, intranet, and website.
- Computer skills including proficiency in Microsoft Office.
- Ability to acquire an understanding of AMSA and its role in the Australian community.

Note: Information about our terms and conditions of employment are contained in the *AMSA Enterprise Agreement 2024 - 2027*

Duties

ABOUT AMSA

The Australian Maritime Safety Authority (AMSA) is responsible for the safety of international shipping and domestic commercial vessels, protection of the environment from ship sourced pollution and search and rescue nationally.

AMSA offers unique and interesting career opportunities, and we employ around 450 people across Australia. To learn more about our organisation please visit our website.

AMSA BENEFITS

We are committed a supportive and collaborative work environment, which is why AMSA offers:

- Flexible work including work from home arrangements
- Health and wellbeing programs including annual flu vaccinations and a healthy lifestyle reimbursement
- An office-wide Christmas period shutdown (in addition to annual leave provisions)
- An ability to work for an organisation charged with protecting our marine environments and saving lives

DIVERSITY AND INCLUSION

Diversity and inclusion are a priority at AMSA.

Our role means that we impact and influence communities right across Australia, this is why it is essential that we draw on the diversity of our people to successfully deliver our mission of *“ensuring safe vessel operations, combatting marine pollution and rescuing people in distress”.*

We are proud to have been recognised as an Inclusive Employer 2022-2023 by the Diversity Council of Australia, and continue to focus on embedding inclusive values within our organisation.

Don’t meet every single requirement? At AMSA we are dedicated to building a diverse, inclusive and authentic workplace, so if you’re excited about this role but your past experience doesn’t align perfectly with every qualification in the job description, we encourage you to apply anyway – you might just be the person we’re looking for!

We encourage applications from people of all diverse backgrounds and are committed to supporting you to reach your full potential. You can find more information about our diversity and inclusion commitments in our Diversity and Inclusion Strategy.

HOW TO APPLY

Please complete your application on our website via the Careers at AMSA page by 11.55PM Sunday 16th November 2025. You will need to provide:

- your resume (maximum of 3 pages)
- a brief cover letter (maximum 800 words) outlining what you will bring to this role.

For any questions regarding the role please contact Michelle Burke on 02 6279 5014.

If you have any questions about the recruitment process please contact Human Resources on recruitment@amsa.gov.au

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	Michelle Burke, 02 6279 5014
Agency Recruitment Site	https://careers.amsa.gov.au/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764580

Civil Aviation Safety Authority Australia

Closing Date:Sunday 16 November 2025

Corporate Services
Organisational Strategy, Change and Information Management

Job Title	Enterprise Change Lead
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT
Salary	$103,940 - $114,037
Future Merit Locations	Canberra, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	APS Level 6
Position Number	4386
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://www.casa.gov.au/about-us/careers-casa

About the opportunity

The Enterprise Change Lead sits within the Enterprise Change Office (ECO), which forms part of the Organisational Strategy, Change and Information Management (OSCIM) branch. The OSCIM branch supports CASA by delivering a range of strategic and enabling functions, including strategic business planning and reporting, information and knowledge management and innovation, centralised portfolio management and oversight of projects and programs, and human-centred change management, design, and user experience research.

The Enterprise Change Lead reports to the Enterprise Change Team Leader and plays a key role within the Enterprise Portfolio Office (EPO). The EPO supports and enables the success of programs, projects, and change initiatives across CASA. It comprises three teams that work together to strengthen organisational performance and capability: the Enterprise Portfolio Management Office (EPMO), the Enterprise Change Office (ECO), and the Enterprise Design Office (EDO).

The Enterprise Change Office supports CASA staff to prepare for and deliver change through a structured and human-centred approach to change management. This approach ensures initiatives align with CASA’s strategic priorities, deliver intended business outcomes, and foster adoption and engagement at all levels of the organisation.

Working collaboratively with business areas, the ECO co-designs change solutions and approaches that are people-centred and culturally aligned. By building internal capability and organisational maturity, the ECO helps CASA adapt and move through change with confidence, safety, and resilience. Capability uplift is central to its purpose—providing advice, guidance, coaching, mentoring, and support to Senior Leaders, Project Managers, Section Heads, and business areas in line with CASA's enterprise change model. The Enterprise Change Lead plays a pivotal role in this process, equipping leaders and teams with the tools, templates, resources, and support they need to lead and navigate change effectively.

The Enterprise Change Lead is responsible for the following deliverables, which represent an ongoing body of work:

- Building strong relationships with business areas and project managers/teams delivering complex changes across the organisation.
- Supporting business areas and projects to manage and deliver change activities including facilitating workshops, undertaking change assessments and providing advice/recommendations to improve change outcomes.
- Analysing the scope and impacts of change and helping to assess and facilitate business readiness.
- Providing advice, guidance, and support to other change leads and change contractors outposted on CASA's high priority projects or within business areas.
- Building and managing relationships with internal and external stakeholders and supporting effective stakeholder engagement to achieve change management outcomes.
- Helping build and maintain change tools and templates and educate others to understand CASA's change practices.
- Helping create and review change impact assessments, change management plans, schedules, business readiness surveys, change reporting, training programs and artefacts.
- Contribute to maintaining a positive health and safety culture at CASA, including psychosocial wellbeing in the workplace and providing input, where appropriate, into decisions that may impact upon personal health, safety and wellbeing in the workplace.

Duties

Our ideal candidate

Our ideal candidate must demonstrate the following:

- Minimum 2 years' experience in supporting business areas and projects/programs with a strong ability to build effective relationships with stakeholders, and colleagues through consultation and collaboration.
- Experience in providing change advice and delivering change activities under limited guidance using change methodology, processes, and tools to support successful change outcomes.
- Experience in undertaking change activities, such as stakeholder identification, impact and business readiness assessments, communication and training plans and change artifacts.
- Ability to identify and articulate change risks both verbally and in writing.
- Demonstrated ability to work effectively with all levels within an organisation, including the ability to mentor, guide and support teams delivering projects.
- Ability to engage with Aboriginal and Torres Strait Islander employees in a sensitive, respectful and equitable manner.

- Promotion of workplace safety, equity and diversity, and act in accordance with the CASA Values and Behaviours.

The following ideal candidate requirements are desirable:

- Industry level qualifications in Change Management, Project Management or similar.

Eligibility

Eligibility Requirements

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. 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.
- Must be an Australia citizen with the ability to obtain and maintain the required level of security clearance (Baseline)

Notes

Affirmative Measures

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 Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Simon Boddy, 0731447401
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764581

Civil Aviation Safety Authority Australia

Closing Date:Sunday 16 November 2025

Corporate Services
Organisational Strategy, Change and Information Management

Job Title	Enterprise Change Lead - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT
Salary	$103,940 - $114,037
Future Merit Locations	Canberra, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	APS Level 6
Position Number	4386
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://www.casa.gov.au/about-us/careers-casa

About the opportunity

The Enterprise Change Lead sits within the Enterprise Change Office (ECO), which forms part of the Organisational Strategy, Change and Information Management (OSCIM) branch. The OSCIM branch supports CASA by delivering a range of strategic and enabling functions, including strategic business planning and reporting, information and knowledge management and innovation, centralised portfolio management and oversight of projects and programs, and human-centred change management, design, and user experience research.

The Enterprise Change Lead reports to the Enterprise Change Team Leader and plays a key role within the Enterprise Portfolio Office (EPO). The EPO supports and enables the success of programs, projects, and change initiatives across CASA. It comprises three teams that work together to strengthen organisational performance and capability: the Enterprise Portfolio Management Office (EPMO), the Enterprise Change Office (ECO), and the Enterprise Design Office (EDO).

The Enterprise Change Office supports CASA staff to prepare for and deliver change through a structured and human-centred approach to change management. This approach ensures initiatives align with CASA's strategic priorities, deliver intended business outcomes, and foster adoption and engagement at all levels of the organisation.

Working collaboratively with business areas, the ECO co-designs change solutions and approaches that are people-centred and culturally aligned. By building internal capability and organisational maturity, the ECO helps CASA adapt and move through change with confidence, safety, and resilience. Capability uplift is central to its purpose—providing advice, guidance, coaching, mentoring, and support to Senior Leaders, Project Managers, Section Heads, and business areas in line with CASA's enterprise change model. The Enterprise Change Lead plays a pivotal role in this process, equipping leaders and teams with the tools, templates, resources, and support they need to lead and navigate change effectively.

The Enterprise Change Lead is responsible for the following deliverables, which represent an ongoing body of work:

- Building strong relationships with business areas and project managers/teams delivering complex changes across the organisation.
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- Analysing the scope and impacts of change and helping to assess and facilitate business readiness.
- Providing advice, guidance, and support to other change leads and change contractors outposted on CASA's high priority projects or within business areas.
- Building and managing relationships with internal and external stakeholders and supporting effective stakeholder engagement to achieve change management outcomes.
- Helping build and maintain change tools and templates and educate others to understand CASA's change practices.
- Helping create and review change impact assessments, change management plans, schedules, business readiness surveys, change reporting, training programs and artefacts.
- Contribute to maintaining a positive health and safety culture at CASA, including psychosocial wellbeing in the workplace and providing input, where appropriate, into decisions that may impact upon personal health, safety and wellbeing in the workplace.

Duties

Our ideal candidate

Our ideal candidate must demonstrate the following:

- Minimum 2 years' experience in supporting business areas and projects/programs with a strong ability to build effective relationships with stakeholders, and colleagues through consultation and collaboration.
- Experience in providing change advice and delivering change activities under limited guidance using change methodology, processes, and tools to support successful change outcomes.
- Experience in undertaking change activities, such as stakeholder identification, impact and business readiness assessments, communication and training plans and change artifacts.
- Ability to identify and articulate change risks both verbally and in writing.
- Demonstrated ability to work effectively with all levels within an organisation, including the ability to mentor, guide and support teams delivering projects.
- Ability to engage with Aboriginal and Torres Strait Islander employees in a sensitive, respectful and equitable manner.
- Promotion of workplace safety, equity and diversity, and act in accordance with the CASA Values and Behaviours.

The following ideal candidate requirements are desirable:

- Industry level qualifications in Change Management, Project Management or similar.

Eligibility

Eligibility Requirements

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. 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.
- Must be an Australia citizen with the ability to obtain and maintain the required level of security clearance (Baseline)

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 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 agency.

About the Civil Aviation Safety Authority Australia

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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	Simon Boddy, 0731447401
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764595

Civil Aviation Safety Authority Australia

Closing Date:Sunday 16 November 2025

Stakeholder Engagement
Industry and Government Engagement

Job Title	Government Relations Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$103,940 - $114,037
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	APS Level 6
Position Number	4213
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://www.casa.gov.au/about-us/careers-casa

About the opportunity

The Government Relations Officer plays a key role in supporting CASA's engagement with government stakeholders and parliamentary processes. The position works closely with the Office of the CEO, the Department of Infrastructure, Transport, Regional Development, Communication, Sports and the Arts, the Minister's office, CASA's business areas and other key stakeholders to manage CASA's corporate correspondence and contribute input into various government processes, including ministerial correspondence, question time briefs, questions on notice and ad hoc requests.

In addition to core responsibilities, the Government Relations Officer contributes to broader section initiatives. This may include support for governance documentation, stakeholder engagement activities, and coordination of CASA's consultative forums, depending on operational priorities and emerging needs.

This role is part of a small collaborative team in the Industry Consultation and Government Engagement section.

In this position, you'll navigate competing demands with composure and independence, applying sound judgement to complex challenges. Your adaptability and curiosity will support collaborative

efforts and foster strong, productive relationships across varied teams. With clear, confident communication and a proactive mindset, you'll contribute to continuous improvement in daily operations and drive meaningful outcomes.

The Government Relations Officer is responsible for the following activities and deliverables, which represent an ongoing body of work:

- Develop relationships across CASA and with relevant Commonwealth agencies to support strategic coordination and information exchange.
- Conduct research and analysis to produce clear insights that inform shape responses.
- Provide accurate, timely advice on CASA corporate issues to key stakeholders including the Minister, Senators and Members of Parliament, the Minister’s office, the Department and other government agencies.
- Prepare and refine materials for Parliamentary Committees and hearings, provide reliable ontheday support and ensure timely postevent reporting.
- Assisting in the co-ordination of the Questions on Notice register and other Parliamentary Committee engagement.
- Preparation and support of team activities, including the circulation of agendas for team meetings, team governance and reporting
- Manage ministerial correspondence workflows, including oversight and administration of the Parliamentary Document Management System, ensuring compliance and timely delivery.
- Provide support to consultative forums, including the Aviation Safety Advisory Panel (ASAP) Technical Working Groups (TWGs) and the Aviation State Engagement Forum (AvSEF), ensuring effective coordination and governance alignment.
- Contribute to continuous improvement initiatives, including evaluation and refinement of documentation and governance frameworks.

Duties

Our ideal candidate

Our ideal candidate must demonstrate the following:

- An understanding of the operation of government including coordination, ministerial and the broader accountability framework in which CASA operates.
- Sound research and analytical skills.
- Strong written communication skills, with demonstrated ability to draft reports, briefings, procedural manuals and governance documentation for diverse audiences.
- Strong attention to detail and sound judgement in managing complex, sensitive or politically aware information under limited direction.
- An understanding of regulatory, legal or governance environments, with the ability to apply contextual knowledge to stakeholder engagement, procedural drafting and decision-making.
- Experience in coordinating a variety of inputs, including legal and technical information, into a single, succinct and responsive document tailored to senior stakeholders.
- Commitment to promoting workplace safety, equity and diversity, and alignment with CASA’s Values and Behaviours.

The following ideal candidate requirements are desirable:

- Familiarity with parliamentary processes, including Senate Estimates.

- Experience using the Parliamentary Document Management System (PDMS) or similar correspondence platforms.
- Strong analytical skills to assess risk and inform decision-making.
- Relevant tertiary qualifications in public policy, law, communications, or a related field.

Eligibility

Eligibility Requirements

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. 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.
- Must be an Australia citizen with the ability to obtain and maintain the required level of security clearance (Baseline)

Notes

Affirmative Measures

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	Danielle Tooke, +61262171567
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764597

Civil Aviation Safety Authority Australia

Closing Date:Sunday 16 November 2025

Stakeholder Engagement
Industry and Government Engagement

Job Title	Government Relations Officer - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$103,940 - $114,037
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	APS Level 6
Position Number	4213
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://www.casa.gov.au/about-us/careers-casa

About the opportunity

The Government Relations Officer plays a key role in supporting CASA’s engagement with government stakeholders and parliamentary processes. The position works closely with the Office of the CEO, the Department of Infrastructure, Transport, Regional Development, Communication, Sports and the Arts, the Minister’s office, CASA’s business areas and other key stakeholders to manage CASA’s corporate correspondence and contribute input into various government processes, including ministerial correspondence, question time briefs, questions on notice and ad hoc requests.

In addition to core responsibilities, the Government Relations Officer contributes to broader section initiatives. This may include support for governance documentation, stakeholder engagement activities, and coordination of CASA’s consultative forums, depending on operational priorities and emerging needs.

This role is part of a small collaborative team in the Industry Consultation and Government Engagement section.

In this position, you'll navigate competing demands with composure and independence, applying sound judgement to complex challenges. Your adaptability and curiosity will support collaborative efforts and foster strong, productive relationships across varied teams. With clear, confident communication and a proactive mindset, you'll contribute to continuous improvement in daily operations and drive meaningful outcomes.

The Government Relations Officer is responsible for the following activities and deliverables, which represent an ongoing body of work:

- Develop relationships across CASA and with relevant Commonwealth agencies to support strategic coordination and information exchange.
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- Provide support to consultative forums, including the Aviation Safety Advisory Panel (ASAP) Technical Working Groups (TWGs) and the Aviation State Engagement Forum (AvSEF), ensuring effective coordination and governance alignment.
- Contribute to continuous improvement initiatives, including evaluation and refinement of documentation and governance frameworks.

Duties

Our ideal candidate

Our ideal candidate must demonstrate the following:

- An understanding of the operation of government including coordination, ministerial and the broader accountability framework in which CASA operates.
- Sound research and analytical skills.

- Strong written communication skills, with demonstrated ability to draft reports, briefings, procedural manuals and governance documentation for diverse audiences.
- Strong attention to detail and sound judgement in managing complex, sensitive or politically aware information under limited direction.
- An understanding of regulatory, legal or governance environments, with the ability to apply contextual knowledge to stakeholder engagement, procedural drafting and decision-making.
- Experience in coordinating a variety of inputs, including legal and technical information, into a single, succinct and responsive document tailored to senior stakeholders.
- Commitment to promoting workplace safety, equity and diversity, and alignment with CASA's Values and Behaviours.

The following ideal candidate requirements are desirable:

- Familiarity with parliamentary processes, including Senate Estimates.
- Experience using the Parliamentary Document Management System (PDMS) or similar correspondence platforms.
- Strong analytical skills to assess risk and inform decision-making.
- Relevant tertiary qualifications in public policy, law, communications, or a related field.

Eligibility

Eligibility Requirements

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. 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.
- Must be an Australia citizen with the ability to obtain and maintain the required level of security clearance (Baseline)

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 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 agency.

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To Apply

Position Contact	Danielle Tooke, +61262171567
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764659

Civil Aviation Safety Authority Australia

Closing Date:Sunday 16 November 2025

Regulatory Oversight Division
Regulatory Services 2 and Surveillance Various sections

Job Title	Airworthiness Inspector / Senior Airworthiness Inspector
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Brisbane QLD, Perth WA, Adelaide SA, Darwin NT, Cairns QLD
Salary	$121,285 - $171,201
Future Merit Locations	Melbourne, Sydney, Brisbane, Perth, Adelaide, Darwin, Cairns
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	
Position Number	1610
Agency Website	https://www.casa.gov.au/about-us/careers-casa

About the Roles

CASA is recruiting for both Airworthiness and Senior Airworthiness Inspectors in multiple locations. We seek applications from appropriately qualified Licensed Aircraft Maintenance Engineers from the Mechanical and Avionic streams. Candidates should have experience in one or more of the following aircraft categories:

- Rotary
- Fixed wing general aviation
- Fixed wing commuter
- Fixed wing transport

The vacancies advertised are within Perth, Adelaide, Melbourne, Sydney and Brisbane offices. Vacancies exist within both the Regulatory Service and Surveillance teams. In addition to the identified vacancies, CASA seeks to develop a merit pool for these locations and Darwin and Cairns. Please specify in your pitch which location you wish to apply for.

Duties

Key Duties

Regulatory Services Positions

Assessment of:

- Initial issue and Significant change to CASR part 145 Approved Maintenance Organisations.
- Initial issue and Significant change to CASR part 42 Continuing Airworthiness Maintenance Organisations.
- Airworthiness aspects associated with Initial and variations of Air Operators Certificates and other operational approvals.
- Initial issue and variations to CAR 30 Maintenance organisations.
- Initial and variation to Systems of Maintenance and Aircraft Maintenance Programs and Reliability Programs.
- various ad hoc airworthiness approvals – Maintenance Controllers, alternate logbooks, life extensions of components, alternate logbooks etc.
- Minimum Equipment Lists.
- Certificate of Airworthiness.

Surveillance Positions

Audit of:

- Domestic and international CASR part 145 and CAR 30 Approved Maintenance Organisations.
- CASR part 42 Continuing Airworthiness Maintenance Organisations
- Industry delegates authorised to issue Certificates of Airworthiness, Special Flight Permits, Minimum Equipment Lists and Systems of Maintenance.
- Airworthiness aspects of Air Operators Certificates and other operational approvals.

Qualifications, Licences and Experience

Airworthiness Inspector

Mandatory

- 8 years of appropriate experience as a Licensed Aircraft Maintenance Engineer (LAME).
- Extensive experience in continuing airworthiness, maintenance management tasks and responsibilities.
- Civil Aviation Safety Regulation (CASR) Part 66 license (or equivalent).
- Hold, or be eligible to hold, an Australian Security Identification Card (ASIC).

Desirable

- An Australian Class C drivers' licence.
- Knowledge of relevant Civil Aviation Safety Regulations (CASRs) and Civil Aviation Regulations (CARs).
- Knowledge of relevant aviation guidance materials and legislative instruments.
- Auditing experience.

Senior Airworthiness Inspector

Mandatory

- 8 years of appropriate experience as a Licensed Aircraft Maintenance Engineer (LAME).
- Extensive experience in continuing airworthiness and the management of maintenance activities.
- In-depth understanding of Australia's Civil Aviation Act 1988, and relevant CASRs and CARs, guidance materials and other legislation.
- Civil Aviation Safety Regulation (CASR) Part 66 license (or equivalent).
- Hold or be eligible to hold an Australian Security Identification Card (ASIC).

Desirable

- An Australian Class C drivers' licence.
- Coaching and mentoring of others, preferably in a regulatory environment.
- Auditing experience.

Eligibility

Eligibility requirements

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 required level of security clearance as required.
- As an employee in a safety sensitive position, perform, or be available to perform, safety sensitive aviation activities, as defined in the Civil Aviation Safety Regulations 1998.
- Undertake and pass a pre-employment alcohol and drug test as part of CASA's Alcohol and Other Drugs Directive and Procedure.

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	David Edwards, 03 9927 5310
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764664

Civil Aviation Safety Authority Australia

Closing Date:Sunday 16 November 2025

Regulatory Oversight Division
Regulatory Services 2 and Surveillance Various sections

Job Title	Airworthiness Inspector / Senior Airworthiness Inspector - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Brisbane QLD, Perth WA, Adelaide SA, Darwin NT, Cairns QLD
Salary	$121,285 - $171,201
Future Merit Locations	Melbourne, Sydney, Brisbane, Perth, Adelaide, Darwin, Cairns
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	
Position Number	1610
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://www.casa.gov.au/about-us/careers-casa

About the Roles

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Duties

Key Duties

Regulatory Services Positions

Assessment of:

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- Airworthiness aspects associated with Initial and variations of Air Operators Certificates and other operational approvals.
- Initial issue and variations to CAR 30 Maintenance organisations.
- Initial and variation to Systems of Maintenance and Aircraft Maintenance Programs and Reliability Programs.
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- Minimum Equipment Lists.
- Certificate of Airworthiness.

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- Industry delegates authorised to issue Certificates of Airworthiness, Special Flight Permits, Minimum Equipment Lists and Systems of Maintenance.
- Airworthiness aspects of Air Operators Certificates and other operational approvals.

Qualifications, Licences and Experience

Airworthiness Inspector

Mandatory

- 8 years of appropriate experience as a Licensed Aircraft Maintenance Engineer (LAME).
- Extensive experience in continuing airworthiness, maintenance management tasks and responsibilities.
- Civil Aviation Safety Regulation (CASR) Part 66 license (or equivalent).
- Hold, or be eligible to hold, an Australian Security Identification Card (ASIC).

Desirable

- An Australian Class C drivers' licence.
- Knowledge of relevant Civil Aviation Safety Regulations (CASRs) and Civil Aviation Regulations (CARs).
- Knowledge of relevant aviation guidance materials and legislative instruments.
- Auditing experience.

Senior Airworthiness Inspector

Mandatory

- 8 years of appropriate experience as a Licensed Aircraft Maintenance Engineer (LAME).
- Extensive experience in continuing airworthiness and the management of maintenance activities.
- In-depth understanding of Australia's Civil Aviation Act 1988, and relevant CASRs and CARs, guidance materials and other legislation.
- Civil Aviation Safety Regulation (CASR) Part 66 license (or equivalent).
- Hold or be eligible to hold an Australian Security Identification Card (ASIC).

Desirable

- An Australian Class C drivers' licence.
- Coaching and mentoring of others, preferably in a regulatory environment.
- Auditing experience.

Eligibility

Eligibility requirements

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	David Edwards, 03 9927 5310
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764579

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Closing Date:Thursday 20 November 2025

Job Title	EL1 - Assistant Director, Finance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$122,667 - $139,534
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	47254
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

The Finance, Budget and Governance Division is looking to fill one Assistant Director position in the Financial Accounting Team and create an order of merit for our Finance Business Partner teams.

The Financial Accounting Team is responsible for meeting the department's statutory financial reporting, asset management, tax and appropriation management requirements, including

preparation of annual financial statements and monthly reporting to the Department of Finance and is seeking high performing candidates. The team works collaboratively with internal and external stakeholders.

The Finance Business Partners deliver customer focused, fit-for-purpose and professional financial management and budgeting services on behalf of the Chief Financial Officer, to Senior Executives and staff, particularly on complex matters such as financial analysis, forecasting, budgeting, costing and reporting.

We are currently looking to fill 1 financial accountant position and create merit pool for both these roles to fill in future vacancies.

Duties

What will you do?

The Assistant Director within the Financial Accounting Team will be focused on financial reporting.

The role is dynamic and includes the following responsibilities:

- Meet statutory financial reporting requirements such as for the soft close and end of financial year financial statements,
- Performing month-end and year-end close processes,
- Assist preparing the annual financial statements plan including papers and advice for the Financial Statements Subcommittee and the Audit and Risk Committee,
- Prepare high quality accounting position papers and file notes,
- Cultivate productive working relationships with key internal stakeholders and external stakeholders including the Australian National Audit Office and the Department of Finance; and
- Prepare guidance documents.

The role of Assistant Director, Finance Business Partner key responsibilities include:

- Develop and manage departmental budgets, including staffing.
- Prepare monthly financial reports for Senior Executive, including variance analysis and commentary.

- Monitor and review monthly forecasts in partnership with our stakeholders.
- Provide advice on emerging and material financial impacts on the financial performance of our stakeholders.
- Foster and maintain effective working relationships to promote partnerships and seamless financial services.
- Track divisional staffing movements and recruitment activity.
- Support the development of internal funding proposals.
- Prepare monthly financial accruals.
- Co-ordinate input into the end of financial year process and ANAO audit requests and compliance activities

Eligibility

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 satisfactory 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.
- **Qualifications**: Degree in Accounting, Commerce or similar discipline and studying towards CPA/CA (or equivalent) full member status is highly desirable.

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 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	Emily Jasprizza, 0435035006
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764604

National Archives of Australia

Closing Date:Friday 14 November 2025

Collection Management Preservation

Job Title	Senior Preservation Officer
Job Type	Full-Time, Non-Ongoing
Location	Mitchell ACT
Salary	$85,418 - $91,809
Future Merit Locations	Mitchell
Office Arrangement	On Site
Office Arrangement Details	Due to the nature of the role, you will be required to work on site at our Mitchell office.
Classification	APS Level 5
Position Number	30383
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

http://careers.naa.gov.au/cw/en/listing/

The Collection Management Branch is responsible for setting information management requirements for Australian Government agencies, and selecting, managing and preserving the National Archives' collection so it remains accessible for future generations. The Branch develops policies and systems as well as provides services, undertakes research, and plans and implements projects relating to the care, management and accessibility of archival records.

The Preservation section is responsible for the preservation and long-term accessibility of the most significant records of the Commonwealth in both physical and digital form. This position supports daily operations for the preservation of archival records in all formats and contributes to long term decisions to ensure that the collection will be available years from now regardless of technology.

Qualifications or extensive high-level professional experience in Cultural Materials Conservation is preferred.

Duties

Under limited direction the main duties of the role are to:

- Undertake and manage project, and complex treatments, to support the preservation of archival records, including the preservation and management of physical records to meet long term preservation objectives, with particular emphasis on paper and photographic formats.
- Contribute to the planning, management, and reporting activities as they relate to the preservation of the national archival collection.
- Contribute to the National Archives' change agenda, problem identification and solving, training and professional development.
- Contribute to the development of user guides, procedures, specifications and guidelines relevant to the preservation of the national archival collection ensuring that the best practices are in place.
- Provide high-level technical advice on preservation issues to internal and external stakeholder. Including providing advice relating to the display of National Archives collection, materials analysis, collection conditions and appropriate supplies and materials to use.
- Respond to disasters within the National Archives' collection and provide advice to government agencies regarding incidents that they may experience.
- Maintain a well-developed understanding of National and International Preservation practices, standards and policies.
- Develop relationships with relevant internal and external stakeholders, both national and international, cultural institutions, government agencies and private companies.
- Apply the principles of APS Values, Code of Conduct, workplace diversity principles, work health and safety and participative management within a work and team environment.
- Apply the National Archives' Vision, Mission and Commitments as expressed in *Strategy 2025-2030: Evolving National Archives* and *Our Values*.

Eligibility

To be eligible for the role you must be an Australian citizen. If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a security clearance at a Negative Vetting 1 clearance level.

Notes

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

About the National Archives of Australia

The National Archives of Australia has a skilled and diverse workforce. We value our people, performance, integrity and service. We encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. National Archives has a presence in all state and territory capital cities. Our national office and exhibition spaces are in Canberra, and all centres offer public reading rooms where visitors are able to examine original records. Some offices are co-located with the state or territory archives, providing one-stop public access. National Archives collection is housed in several repositories located around Australia. We offer a high standard of service as outlined in our service charter. If you would like to join our team, we invite you to apply for this vacancy.

To Apply

Position Contact	Sally Kneebone, (02) 6212 3757
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764665

National Film and Sound Archive of Australia

Closing Date:Sunday 16 November 2025

Collection Preservation Collection Digitisation

Job Title	Audiovisual Technical Lead
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Acton ACT
Salary	$94,563 - $105,910
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	You may apply for flexible working arrangements.
Classification	APS Level 6
Position Number	89173
Agency Website	https://www.nfsa.gov.au/

Job Description

https://nfsa.elmogov.com.au/careers/nfsa/jobs

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.

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 Video Services team is in the Collection Digitisation Section of the Collection Preservation Branch. The team is responsible for the preservation and digitisation of historical analogue audiovisual material.

The Opportunity

The Audiovisual Technical Lead supports the Video Services Team Lead, and the broader Collection Digitisation section, by coordinating and supporting technical systems and software associated with digitisation infrastructure and digital media delivery. The position also provides hands-on training and technical support to Collection Digitisation staff to ensure technical, quality control, post-production and digital preservation/restoration services are delivered in line with collection preservation priorities and standards.

The role works closely with the Curatorial and Accessioning, Access and Digital teams to test, maintain, administer and improve streamlined workflows, processes and outcomes.

The role requires a proven track record of working within a broadcast media, audiovisual preservation, audiovisual archiving and/or post-production environment.

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:

- Coordinate the effective maintenance and operability of legacy analogue and file-based audiovisual systems, equipment and facilities, to ensure that operators can deliver digitisation to the required standards.
- Provide day-to-day technical and post-production expertise and services to stakeholders in the production and delivery of complex audiovisual projects, including:
    - digitisation workflows,
    - transcoding and quality checking; and
    - final delivery pathways of digital files to collection and data management systems and storage systems.
- In collaboration with the Video Team Lead, Engineering and Digital Operations teams, undertake specialised analysis, procurement, trouble-shooting, integration and implementation of industry standard AV technical systems and software to improve AV production processes and workflows.
- Provide operational and administrative oversight of AV media data storage systems and media backups ensuring the integrity of media assets are maintained across Video Services and are in line with security protocols.
- Provide leadership, support team members and develop training programs in archival video digitisation, post-production and AV technical workflows.

Selection Criteria

The successful candidate will demonstrate their capacity against the following:

1. Demonstrated experience within an audiovisual preservation, post-production and/or technical broadcast media environment with a proven ability to manage audiovisual technical systems.
2. Proven ability to provide a solutions-based approach to the planning, development and implementation of new technologies required for audiovisual digitisation and digital file delivery workflows.
3. Demonstrated ability to manage multiple projects and to coordinate administrative functions such as procurement, scheduling and documentation of processes and procedures.
4. Well-developed negotiation, written and oral communication skills and ability to collaborate effectively with technical specialists.

Desired Skills and Experience

Desirable:

- Relevant tertiary degree or technical qualifications and/or the equivalent experience in an industry, technical and/or cultural environment.
- Minimum of 5 years within an audiovisual media or digital media preservation or archiving environment.

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen.
- Satisfactorily complete an Australian Federal Police National Police Check.

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.

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	Gordon MacPhail, (02) 6248 2238
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764786

National Film and Sound Archive of Australia

Closing Date:Wednesday 19 November 2025

Curatorial and Accessioning Operations and Accessioning

Job Title	Accessioning Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Acton ACT
Salary	$66,823 - $74,307
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	You may apply for flexible working arrangements.
Classification	APS Level 3
Position Number	88095
Agency Website	https://www.nfsa.gov.au/

Job Description

https://nfsa.elmogov.com.au/careers/nfsa/jobs

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 Operations and Accessioning section is part of the Curatorial and Accessioning Branch. The team is responsible for all of the NFSA's accessioning functions, Collection data quality and data management, and collaboration with curators. The team also has responsibility for the Curatorial and Accessioning team's infrastructure requirements and National Collection preservation queues and backlogs which represent Australia's audiovisual experience through the creativity and history represented in film, television, radio, recorded sound, augmented reality, social media, video games and associated contextual documentation and ephemera.

The Opportunity

The Accessioning Officer plays a key role in the Operations and Accessioning section in its work accessioning both analogue and digital formats, including documentation and artefacts. The role requires an understanding of the application of accessioning practices, standards and guidelines within a curatorial framework. The role reports directly to the Senior Curator.

Under close supervision and working as part of a team, the tasks include improving the control and accessibility of the collection by examining, assessing and packaging collection items, and undertaking accessioning and research activities across all audiovisual formats consistent with curatorial values and archival practices. This role requires a high attention to detail to create descriptive databases records for collection materials.

Please note: This recruitment process is intended to fill both current and future vacancies. While the position on offer is non-ongoing for 8-months, a merit pool of suitable applicants may be established to fill similar ongoing and non-ongoing positions within the next 18 months.

Duties

Under general direction, this position is responsible for delivering the following functions:

- Undertake the full range of accessioning and packaging of moving image, recorded sound, paper, photographic, digital materials and artefacts according to the NFSA's standards and guidelines.
- Prepare and label collection materials for storage, including identifying material that may need conservation treatment.
- Undertake research to assist in the identification of items being added to the National Collection.
- Create detailed records for collection material with particular attention to accuracy, spelling and grammar.
- Work together in a small team accessioning large collections.
- Participate in the development of NFSA's Accessioning Guidelines and Procedures and strategies for accessioning specific collections.
- Provide administrative assistance and contribute to the development and testing of the Collection Management System.

Selection Criteria

The successful candidate will demonstrate their capacity against the following:

1. Ability to apply the principles of collection description, handling and control of collection materials in the archive, museum or library environment, with particular reference to audiovisual materials, documents and artefacts, and born-digital material.
2. Experience in accurate record keeping combined with demonstrated administrative problem-solving skills and the ability to conduct research and analysis.
3. Ability to work collaboratively as a member of a team and undertake tasks requiring persistence and focus.
4. Good understanding of Australian history, particularly in relation to audiovisual production, culture and industry.

Desired Skills and Experience

- Relevant experience in a collecting institution and/or audiovisual industry.
- Library, Archive or Museum qualifications and/or other relevant tertiary studies.

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen.
- Satisfactorily complete an Australian Federal Police National Police Check.

How to Apply

When applying via our online e-recruitment system, please address the details in the ‘Key Responsibilities/Duties’ and ‘Selection Criteria’ by outlining 500 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 LGBTQIA+ communities, from Aboriginal and/or Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds.

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).
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Notes

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To Apply

Position Contact	Bronwyn Barnett, 02 6248 2277
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764808

National Film and Sound Archive of Australia

Closing Date:Wednesday 19 November 2025

Corporate Workforce and Culture

Job Title	Workforce and Culture Advisor - Administration
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Acton ACT
Salary	$75,281 - $81,775
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	You may apply for flexible working arrangements.
Classification	APS Level 4
Position Number	89555
Agency Website	https://www.nfsa.gov.au/

Job Description *https://nfsa.elmogov.com.au/careers/nfsa/jobs*

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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.

About the Team

Our Workforce and Culture (W&C) Team is a critical part of the NFSA's transformation. The team partners with managers across the organisation to achieve our strategic goals, with deep networks and a strong partnership approach to all of its functions. The team delivers all elements of Human Resources to the NFSA including workforce planning, payroll, learning and development (L&D), Work Health, and Safety (WHS), wellbeing, recruitment, performance management, employee relations (ER), industrial relations (IR), and HR reporting. The team is responsible for leading and managing NFSA's current and future workforce, including driving the strategic future and culture of the NFSA.

The Opportunity

The Workforce and Culture Advisor is responsible for providing HR advice and assistance to the staff within the NFSA. The role will play a pivotal role in supporting the workforce of the NFSA and requires an enthusiastic, highly motivated and keen to learn approach. The role will work as part of a small team to deliver quality outcomes.

The Workforce and Culture Advisor requires strong problem-solving skills, highly developed communication and stakeholder management skills, and will be a team player in collaborating to achieve outcomes.

Please note: This recruitment process is intended to fill both current and future vacancies. While the position on offer is a 6-month (with possible extension) non-ongoing contract, a merit pool of suitable applicants may be established to fill similar ongoing and non-ongoing positions within the next 18-months.

Duties

Under general direction, this position is responsible for delivering the following functions:

- Provide Workforce and Culture (W&C) services to the NFSA on a range of HR related functions whilst escalating any complex matters to senior team members.
- Complete HR administrative tasks associated with the delivery of W&C systems and services, including:
    - accurate and timely processing of invoices, including maintaining relevant budget sheet,
    - processing and maintaining Studies Assistance, Scholarship, and Fellowship Programs,
    - processing and maintaining relevant records for flexible working arrangements,
    - updating team communication on internal platforms e.g., SharePoint and internal newsletter,
    - monitoring, updating and maintaining staff parking arrangements, process and register for Acton,
    - processing stationery, stores and equipment requests as identified; and
    - assisting with the drafting of reports for the Board and relevant NFSA committees.
- Provide timely and accurate advice to staff and managers to ensure compliance.
- Undertake policy and legislative research as necessary to support allocated tasks.
- Actively participate in a variety of short-term projects in maintaining, developing, and promoting HR related activities.

Selection Criteria

The successful candidate will demonstrate their capacity against the following:

1. Demonstrated experience in supporting HR related administration functions in providing efficient and effective outcomes.
2. Ability to interpret, research and apply relevant HR related legislation, policies, and procedures.

3. Well-developed organisational and time management skills, with the ability to balance workload whilst meeting deadlines and having attention to detail.
4. Demonstrated communication and stakeholder management skills and in being an active member of a small team.

Desired Skills and Experience

- Background or interest in Human Resources.

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen.
- Satisfactorily complete an Australian Federal Police National Police Check.

How to Apply

When applying via our online e-recruitment system, please address the details in the ‘Key Responsibilities/Duties’ and ‘Selection Criteria’ by outlining 500 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.

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Notes

Cultural Values

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RecuitAbility

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To Apply

Position Contact	Ceinwyn Whittaker, 02 6248 2255
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Prime Minister and Cabinet

Vacancy VN-0764654

Aboriginal Hostels Limited

Closing Date:Monday 17 November 2025

NSW Operations
Grey street Hostel

Job Title	Residential Youth Worker
Job Type	Full-Time, Ongoing
Location	Dubbo NSW
Salary	$66,823 - $72,837
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	Onsite
Classification	APS Level 3
Position Number	5211
Agency Website	https://www.ahl.gov.au/work

Job Description

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

Who is Aboriginal Hostels Limited?

Our Purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access medical services, education and economic opportunities. dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

Our Secondary Education Hostels provide a Home Away from Home for Indigenous Australians (aged 12-18 years) attending partner schools (grades 7 - 12). Our commitment in our student hostels is to ensure that we provide a fair, honest and culturally respectful environment that values each student and their connection to country.

What We Offer:

- **Competitive Pay & Benefits:** $66,823 — $72,837 per annum (pro-rated for part-time). You'll receive an above-award salary, 15.4% superannuation, and generous leave entitlements to make sure you're well Looked after.
- **Job Security & Career Growth:** Enjoy stable, ongoing employment with plenty of opportunities to grow and move within the organisation.
- **Supportive Team Environment:** You'll be part of a friendly, inclusive team where your work is valued.
- **Generous shift penalties** apply for work after hours, weekends and public holidays. This role requires weekend work - 50% penalty rates apply for Saturday, and 100% penalty rates apply for Sunday.
- **Regular salary packaging options** for vehicles, superannuation and laptops etc PLUS, ability to salary sacrifice $15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.
- **Generous Leave Entitlements** — including additional days off when a your RDO falls on a public holiday, 18 days sick/personal leave per annum, cultural and NAIDOC day leave.
- **Employee Assistance Program:** Employees, their partners, and their dependents/children will have access to a confidential, professional counselling service to assist employees to manage personal and work issues.

Duties

Residential Youth Workers are key in creating a home away from home environment for students. You will support students out of school hours, arrange and engage in creative, culturally rich programs and guide the students to build life-long skills and achieve their personal goals.

- **Student services** - support students with routine activities, including class preparation, provide transport to school/sport/medical appointments, homework and life skills. You will promote and safeguard the safety and welfare of students, always adhering to AHL’S child safeguarding framework.
- **Community Engagement** - develop cooperative relationships with schoolteachers, parents and community members. You will work alongside your team and with the guidance of the Head of Boarding, resolve issues to ensure a positive, culturally appropriate experience and quality stay.
- **Customer service** - are integral in creating a "home away from home" environment and ensure that a clean, neat and welcoming environment is provided to all students. You will liaise with internal and external stakeholders to ensure student's needs are attended to.
- **Work, Health and Safety** - perform all tasks in a manner which upholds AHL's commitment to safety of its staff and residents by adhering to relevant WHS practices. You will report unsafe, hazardous or emergency situations using AHL's Hazard and Incident reporting procedures.

Eligibility

Prior to engagement, you are required to:

- Provide evidence of Australian Citizenship.
- Undergo, obtain and maintain a Satisfactory National Criminal History Check.

- Meet Fitness for Duty requirements.
- Hold and maintain NSW Working with Children Check.
- Hold or ability to obtain the essential qualifications.

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

- Current First Aid Certificate
- Current Drivers Licence
- Mental Health First Aid Certificate (desirable)
- Bronze Medallion (desirable)
- Certificate 4 in Community Services or equivalent training or relevant experience

Notes

How to apply:

Complete the Application Form on our website (Work with us | Aboriginal Hostels Limited)

Email your current Resume and completed Application Form to jobs@ahl.gov.au by 11:59pm AEST by Monday, 17 November 2025. Please include your name and the job reference (VN-0764654) in the subject of your email.

For any questions about the role please contact Kristy Hill on 0491 217 013 or email jobs@ahl.gov.au

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

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

About the Aboriginal Hostels Limited

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

To Apply

Position Contact	Kristy Hill, 0491 217 013
Agency Recruitment Site	https://www.ahl.gov.au/work

This notice is part of the electronic Public Service Gazette PS44 Weekly Gazette Thursday (Vacancy Notices) - 06 November 2025.pdf Published by Australian Public Service Commission.

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Prime Minister and Cabinet

Vacancy VN-0764667

Aboriginal Hostels Limited

Closing Date:Monday 17 November 2025

NSW Operations
Grey street Hostel

Job Title	Night Attendant
Job Type	Part-Time, Ongoing
Location	Dubbo NSW
Salary	$59,520 - $64,877
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	Onsite
Classification	APS Level 2
Position Number	5272
Agency Website	https://www.ahl.gov.au/work

Job Description

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

Join our team and make a difference!

Aboriginal Hostels Limited (AHL) is looking for a reliable and motivated Night Attendant to join our team and help create a safe, clean, and welcoming environment at our facilities and hostels. This is a great opportunity to be part of important work that supports First Nations peoples across Australia. If you’re looking for a stable job in a supportive team where your efforts truly matter, we’d love to hear from you.

The Night Attendant position will be for someone who is highly motivated, energetic and passionate about delivering quality services to our residents in Grey Street Hostel Dubbo, NSW.

What We Offer:

- **Competitive Pay & Benefits:** $59,520 - $64,877 per annum (pro-rated for part-time). You'll receive an above-award salary, 15.4% superannuation, and generous leave entitlements to make sure you're well looked after.
- **Job Security & Career Growth:** Enjoy stable, ongoing employment with plenty of opportunities to grow and move up within the organisation.
- **Supportive Team Environment:** You'll be part of a friendly, inclusive team where your work is valued.
- **Generous shift penalties** apply for work after hours, weekends and public holidays. Please see work pattern attached to vacancy information
- **Work pattern** for the night attendant role in Grey Street hostel is a parttime role of 52.5 hours/fortnight, Sunday to Friday and includes 42 hours of 30% afterhours penalty payments and 03 hours of 100% Sunday penalty rates.
- **Paid Leave during School Holidays** - 4 weeks Annual Leave (to be used in school holiday periods only) PLUS, 6-8 weeks paid Close Down leave during school holiday periods. Note: staff may be asked to work up to 2 weeks in total during the school holidays to undertake training, relief work, and hostel preparation for new term or hostel closedown
- **Regular salary packaging options** for vehicles, superannuation and laptops etc PLUS, ability to salary sacrifice $15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.
- **Generous Leave Entitlements** – including additional days off when a your RDO falls on a public holiday, 18 days sick/personal leave per annum, cultural and NAIDOC day leave
- **Employee Assistance Program**: Employees, their partners, and their dependents/children will have access to a confidential, professional counselling service to assist employees to manage personal and work issues.

Duties

Key responsibilities for a Night Attendant

- Maintain the security of premises, monitor premises to preserve order and protect property.
- Monitor and authorise entrance and departure of residents, staff and visitors.
- Respond to emergencies as required.
- Write reports on daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorised persons, or unusual occurrences.
- Perform other general cleaning duties to ensure hostel grounds, gardens, windows, and the property are kept clean, tidy and clear for residents.

What we are looking for:

- Attention to detail and the ability to work on your own when needed.
- A positive attitude and the ability to work well with others.
- Australian citizenship
- Ability to get and maintain a police check, along with NSW Working with Children Card.

At AHL, we welcome all candidates and value the unique skills and perspectives each person brings. If you're looking for a stable job that lets you make a real difference, apply today and help us support First Nations peoples across the country.

Eligibility

- Be an Australian Citizen.
- Undergo a Satisfactory National Criminal History Check (prior to engagement).
- Meet Fitness for Duty requirements (prior to engagement).
- Hold and maintain an NSW Working with Children Check (prior to engagement).
- Hold or obtain relevant qualifications.

Notes

How to apply:

Complete the Application Form on our website (Work with us | Aboriginal Hostels Limited)

Email your current Resume and completed Application Form to jobs@ahl.gov.au by 11:59pm, **Monday, 17 November 2025**. Please include your name and the job reference (VN-0764667) in the subject of your email.

If you have any questions regarding the position, please contact Kristy Hill on 0491 217 013 or email jobs@ahl.gov.au

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

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

About the Aboriginal Hostels Limited

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

To Apply

Position Contact	Kristy Hill, 0491 217 013
Agency Recruitment Site	https://www.ahl.gov.au/work

- 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

Prime Minister and Cabinet

Vacancy VN-0764671

Aboriginal Hostels Limited

Closing Date:Monday 17 November 2025

NSW Operations
Grey street Hostel

Job Title	Deputy Head of Boarding
Job Type	Full-Time, Ongoing
Location	Dubbo NSW
Salary	$75,022 - $81,775
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 4
Position Number	5204
Agency Website	https://www.ahl.gov.au/work

Job Description

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

Our purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access medical services, education and economic opportunities.

Across its network of hostels, dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

AHL also supports the Australian Government’s efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every

opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service.

Our Secondary Education Hostels are dedicated to providing a Home Away from Home for Indigenous Australians (aged 12-18 years) attending partner schools (grades 7 - 12). Our commitment in our student hostels is to ensure that we provide a fair, honest and culturally respectful environment that values each student and their connection to country.

What We offer:

- **Competitive Pay & Benefits**: $75,022 - $81,775 per annum (pro-rated for part-time). You'll receive an above-award salary, 15.4% superannuation, and generous leave entitlements to make sure you're well looked after.
- **Regular salary packaging options** for vehicles, superannuation and laptops etc PLUS, ability to salary sacrifice $15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.
- **Generous shift penalties and leave entitlements** apply for work on weekends and public holidays. This role requires weekend work - 50% penalty rates apply for Saturday, and 100% penalty rates apply for Sunday. 18 days sick/personal leave per annum, cultural and NAIDOC day leave
- **Paid Leave during School Holidays** - 4 weeks Annual Leave (to be used in school holiday periods only) PLUS, 6-8 weeks paid Close Down leave during school holiday periods. Note: staff may be asked to work up to 2 weeks in total during the school holidays to undertake training, relief work, and hostel preparation for new term or hostel closedown.
- **Training Opportunities**: Induction training, Corporate Induction; Job Specific Orientation, AHL Child Protection Framework Training, AHL Toolbox Talk Training.
- **Meals** provided when eating with students.
- **Employee Assistance Program**: Employees, their partners, and their dependents/children will have access to a confidential, professional counselling service to assist employees to manage both personal and work issues.

Duties

As Deputy Head of Boarding

You will be critical in assisting in the management and supervision of the day to day operations of the hostel to ensure appropriate pastoral care is provided to students. This is an exciting opportunity to contribute to the educational, social and cultural development of young First Nations students. You will play a key part in the leadership for Residential Youth Workers and Hostel Workers, and contact for students, teachers, parents and stakeholders. You will have prior management experience and be able to assist in managing staff matters as well as difficult student situations and behaviours.

The successful candidate will need to demonstrate:

- In-depth understanding of Aboriginal and Torres Strait Islander cultures and issues affecting First Nations peoples.
- Proven staff management experience and ability to handle difficult student situations.
- Proven ability to support outcomes for First Nations peoples.

- Demonstrated ability to communicate sensitively and effectively with First Nations peoples.
- Ability to uphold high ethical youth worker practices and principles, including duty of care towards young people, maintaining confidentiality and respecting privacy of individuals, and be transparent, honest and maintaining appropriate boundaries with them.

Eligibility

- Be an Australian Citizen.
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold and maintain a Working with Children Check in NSW (prior to engagement)
- Hold or obtain relevant qualifications.

Essential Qualifications and Training:

- First Aid Certificate, Emergency Warden Training, Food Safety Supervisor Certificate and/or ability to obtain these qualifications in the first six months of employment. Training is provided by AHL where required.
- Have a current driving licence.

Notes

How to apply:

Complete the Application Form on our website (Work with us | Aboriginal Hostels Limited)

Email your current Resume and completed Application Form to jobs@ahl.gov.au by 11:59pm AEST by Monday, 17 November 2025. Please include your name and the job reference (VN-0764671) in the subject of your email.

For any questions about the role please contact Kristy Hill on 0491 217 013 or email jobs@ahl.gov.au

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

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

About the Aboriginal Hostels Limited

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

To Apply

Position Contact	Kristy Hill, 0491 217 013
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0764809

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date:Sunday 16 November 2025

Collection Services Group
Collection Access & Family History

Job Title	Senior Collection Access Officer (Affirmative Measures)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$94,563 - $105,910
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 work arrangements may be negotiated with the successful candidate
Classification	APS Level 6
Position Number	115_10/25
Agency Website	https://aiatsis.gov.au/

Job Description

https://aiatsis.gov.au/about/work-us/current-vacancies

About the Group

The Collections Services Group is responsible for the development, management, preservation and provision of access to the AIATSIS Collection at both the Maraga (Canberra) and Mparntwe (Central Australia) sites. The Group manages, describes, preserves, digitises and provides access to the AIATSIS Collection.

About the Program

The Collection Access and Family History Unit sits within the Collections Services Group. The Unit manage services and policies for culturally appropriate access to the AIATSIS collection and Indigenous family history research.

Role Summary

This position plays a key role in Collection Access, supporting the Assistant Director to deliver responsive, culturally safe, and legally compliant access services that reflect AIATSIS' strategic priorities. As the APS6 Access Officer, the successful candidate will play an active role in the leadership of complex client services, supervision of staff, and contribute to policy and workflow improvements that enhance both community and researcher engagement with the AIATSIS collection.

Duties

- allocating and processing requests for AIATSIS collection material and providing general reference and library services.
- high-level research of the AIATSIS collection, navigating complex rights matters clarifying the copyright and Indigenous Cultural Intellectual Property rights of AIATSIS collection materials and clearance for use.
- managing community access visits, tours and supporting collection education activities.
- lead complex client services.
- supervision and mentoring of staff modelling high levels of cultural competency and integrity, while fostering a collaborative, adaptable team culture.
- provide guidance to external researchers while ensuring culturally safe engagement with Aboriginal and Torres Strait Islander peoples in accessing sensitive materials.
- represent AIATSIS in community consultations, tours, and public events.
- support training and capability-building and contribute to data reporting to support transparency and accountability to inform backlog reduction. The role also advances AIATSIS' strategic priorities with a focus on cultural governance, digital access reform and community-centred digital return projects.

Eligibility

Cultural capability - essential

Roles at AIATSIS require candidates to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills. The nature of this role requires the candidate to consistently demonstrate the following specific cultural capabilities:

- understand Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering.
- understand Aboriginal and Torres Strait Islander stakeholders and the dynamics of engaging with them respectfully.
- understand the heritage, cultural and intellectual property rights of Aboriginal and Torres Strait Islander peoples and communities as they apply to research.
- understand the sources of knowledge resting with Aboriginal and Torres Strait Islander employees, stakeholders, and networks.
- understand the impact of attitudes, beliefs, and past experiences of Aboriginal and Torres Strait Islander peoples in the engagement and consultation process.
- an authentic and respectful interest in Aboriginal and Torres Strait Islander culture, policy, and implementation matters.

AIATSIS embodies Yindyamarra in everything we do

Skills, knowledge and personal attributes

To be successful in this role, you will be a dynamic professional with high level communication and research skills with the ability to communicate respectfully with Aboriginal and Torres Strait Islander communities. Candidates will have a high level of demonstrated cultural capability.

You will come with the following skills, experience and attributes:

- demonstrated ability to undertake high-level research of the archival collections, apply critical thinking, and provide evidence-based advice on complex rights, access, and governance matters effectively both verbally and in writing.
- proven ability to supervise, motivate, and train staff whilst supporting professional growth.
- contribute to team planning in alignment with agency goals adapting to unit priorities in a flexible manner as required.
- capacity to anticipate challenges, recognise emerging opportunities, and use initiative to develop creative, sustainable solutions that strengthen access services.
- highly developed verbal and written communication skills, with demonstrated ability to engage diverse stakeholders including Indigenous clients, community organisations, researchers, and government agencies with clarity, sensitivity, and authority.
- experience in information management, collection access systems, and digital workflows, with the ability to contribute to modernisation and reform initiatives.
- ability to prioritise tasks and work to deadlines efficiently and effectively, whilst maintaining excellent attention to detail.
- proficient in Microsoft office suite and Adobe acrobat Pro.
- strong understanding and experience of the content management system Drupal (desirable).
- strong understanding and experience of the collection management system Axiell (desirable).

Notes

Applications close **11.30pm** Sunday 16 November 2025.

The successful candidate/s will need to undergo:

- Police check

- 6 month probation
- Medical clearance

This vacancy is being advertised concurrently under an identified and affirmative measure recruitment process.

Affirmative Measures positions

Jobs in the APS are open to all Australian citizens. There are some jobs, though, that are open only to specific members of the Australian population. This practice is known as an Affirmative measure and is a targeted strategy to ensure the diversity of the APS workforce reflects the diversity of the Australian population.

Any job can be restricted to Aboriginal and/or Torres Strait Islander people only, and it doesn't necessarily have to involve working on Indigenous issues. If a position has been advertised as an Affirmative measure, it will be clearly marked as such.

The use of the Indigenous Affirmative Measures provision at AIATSIS allows for targeted recruitment of Indigenous Australians into the organisation. If you are applying for an Affirmative Measures position, you will need to indicate your Aboriginal and/or Torres Strait Islander heritage on our application form and provide confirmation if required.

What is Cultural Capability?

As all positions at AIATSIS are ‘Identified’ each position will have various elements of involvement with the delivery of Indigenous specific services, programs, and policies as part of AIATSIS core functions. AIATSIS therefore needs to also identify the cultural knowledge; skills and personal attributes needed to deliver the required outcomes.

Every part of how we work, who we work with and for, requires varying levels of knowledge of Aboriginal and Torres Strait Islander cultures, protocols and an understanding of issues that enable effective communication and ultimately effective performance in the role. To assist you in determining the required cultural capabilities of this role, you can refer to the Aboriginal and Torres Strait Islander Cultural Capability – A Framework for Commonwealth Agencies.

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 agency.

About the Australian Institute of Aboriginal and Torres Strait Islander Studies

We are Australia's only national institution focused exclusively on the diverse history, cultures, and heritage of Aboriginal and Torres Strait Islander Australia. We house the world's most important and extensive collection of cultural information and material and we provide leadership, publish and promote greater understanding and appreciation of Aboriginal and Torres Strait Islander peoples. We create opportunities for people the world over to engage with and be transformed by the knowledge, the culture and the story of Australia's Indigenous peoples. We are Australia's national institution for leadership in Aboriginal and Torres Strait Islander research. We care for a priceless collection, including films, photographs, video and audio recordings as well as the world's largest collection of printed and other resource materials for Aboriginal and Torres Strait Islander studies. We undertake and encourage scholarly, ethical, community-based research in a variety of sectors, including health, native title, languages and education. Our publishing house, Aboriginal Studies Press, regularly publishes outstanding writing that promotes Australian Indigenous cultures. Our activities affirm and raise awareness of the richness and diversity of Aboriginal and Torres Strait Islander cultures and histories.

To Apply

Position Contact	Philip Khalu-Reindl, 02 6246 1642
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0764810

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date:Sunday 16 November 2025

Collections Services Group
Collection Access & Family History

Job Title	Senior Collection Access Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$94,563 - $105,910
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 work arrangements may be negotiated with the successful candidate
Classification	APS Level 6
Position Number	120_10/25
Agency Website	https://aiatsis.gov.au/

Job Description

https://aiatsis.gov.au/about/work-us/current-vacancies

This is an Identified position open to all Australian Citizens

About the Group

The Collections Services Group is responsible for the development, management, preservation and provision of access to the AIATSIS Collection at both the Maraga (Canberra) and Mparntwe (Central Australia) sites. The Group manages, describes, preserves, digitises and provides access to the AIATSIS Collection.

About the Program

The Collection Access and Family History Unit sits within the Collections Services Group. The Unit manage services and policies for culturally appropriate access to the AIATSIS collection and Indigenous family history research.

Role Summary

This position plays a key role in Collection Access, supporting the Assistant Director to deliver responsive, culturally safe, and legally compliant access services that reflect AIATSIS' strategic

priorities. As the APS6 Access Officer, the successful candidate will play an active role in the leadership of complex client services, supervision of staff, and contribute to policy and workflow improvements that enhance both community and researcher engagement with the AIATSIS collection.

Duties

- allocating and processing requests for AIATSIS collection material and providing general reference and library services.
- high-level research of the AIATSIS collection, navigating complex rights matters clarifying the copyright and Indigenous Cultural Intellectual Property rights of AIATSIS collection materials and clearance for use.
- managing community access visits, tours and supporting collection education activities.
- lead complex client services.
- supervision and mentoring of staff modelling high levels of cultural competency and integrity, while fostering a collaborative, adaptable team culture.
- provide guidance to external researchers while ensuring culturally safe engagement with Aboriginal and Torres Strait Islander peoples in accessing sensitive materials.
- represent AIATSIS in community consultations, tours, and public events.
- support training and capability-building and contribute to data reporting to support transparency and accountability to inform backlog reduction. The role also advances AIATSIS' strategic priorities with a focus on cultural governance, digital access reform and community-centred digital return projects.

Eligibility

Cultural capability - essential

Roles at AIATSIS require candidates to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills. The nature of this role requires the candidate to consistently demonstrate the following specific cultural capabilities:

- understand Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering.
- understand Aboriginal and Torres Strait Islander stakeholders and the dynamics of engaging with them respectfully.
- understand the heritage, cultural and intellectual property rights of Aboriginal and Torres Strait Islander peoples and communities as they apply to research.
- understand the sources of knowledge resting with Aboriginal and Torres Strait Islander employees, stakeholders, and networks.
- understand the impact of attitudes, beliefs, and past experiences of Aboriginal and Torres Strait Islander peoples in the engagement and consultation process.
- an authentic and respectful interest in Aboriginal and Torres Strait Islander culture, policy, and implementation matters.

AIATSIS embodies Yindyamarra in everything we do

Skills, knowledge and personal attributes

To be successful in this role, you will be a dynamic professional with high level communication and research skills with the ability to communicate respectfully with Aboriginal and Torres Strait Islander communities. Candidates will have a high level of demonstrated cultural capability.

You will come with the following skills, experience and attributes:

- demonstrated ability to undertake high-level research of archival collections, apply critical thinking, and provide evidence-based advice on complex rights, access, and governance matters effectively both verbally and in writing.
- proven ability to supervise, motivate, and train staff whilst supporting professional growth.
- contribute to team planning in alignment with agency goals adapting to unit priorities in a flexible manner as required.
- capacity to anticipate challenges, recognise emerging opportunities, and use initiative to develop creative, sustainable solutions that strengthen access services.
- highly developed verbal and written communication skills, with demonstrated ability to engage diverse stakeholders including Indigenous clients, community organisations, researchers, and government agencies with clarity, sensitivity, and authority.
- experience in information management, collection access systems, and digital workflows, with the ability to contribute to modernisation and reform initiatives.
- ability to prioritise tasks and work to deadlines efficiently and effectively, whilst maintaining excellent attention to detail.
- proficient in Microsoft office suite and Adobe acrobat Pro.
- strong understanding and experience of the content management system Drupal (desirable).
- strong understanding and experience of the collection management system Axiell (desirable).

Notes

Applications close **11.30pm** Sunday 16 November 2025.

The successful candidate/s will need to undergo:

- Police check
- 6 month probation
- Medical clearance

This vacancy is being advertised concurrently under an identified and affirmative measure recruitment process.

Identified positions

Identified positions are roles that require people to understand the issues affecting Indigenous Australians and a proven ability to communicate sensitively with them. These requirements are generally for jobs that involve providing services or developing policies for Indigenous Australians, and/or direct interaction with Indigenous communities.

Identified positions are crucial in ensuring that the APS has the right people working on initiatives to improve the delivery of services and close the gap between Indigenous and non-Indigenous Australians and are open to all Australian citizens.

At AIATSIS all positions are Identified positions where candidates are required to demonstrate an understanding of the diversity of Aboriginal and Torres Strait Islander peoples, their cultures, and their issues and to be able to communicate respectfully with them.

You must provide the name and contact details of an Aboriginal and Torres Strait Islander referee. This referee will be contacted to determine your cultural capability.

What is Cultural Capability?

As all positions at AIATSIS are ‘Identified’ each position will have various elements of involvement with the delivery of Indigenous specific services, programs, and policies as part of AIATSIS core functions. AIATSIS therefore needs to also identify the cultural knowledge; skills and personal attributes needed to deliver the required outcomes.

Every part of how we work, who we work with and for, requires varying levels of knowledge of Aboriginal and Torres Strait Islander cultures, protocols and an understanding of issues that enable effective communication and ultimately effective performance in the role. To assist you in determining the required cultural capabilities of this role, you can refer to the Aboriginal and Torres Strait Islander Cultural Capability – A Framework for Commonwealth Agencies.

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

About the Australian Institute of Aboriginal and Torres Strait Islander Studies

We are Australia’s only national institution focused exclusively on the diverse history, cultures, and heritage of Aboriginal and Torres Strait Islander Australia. We house the world’s most important and extensive collection of cultural information and material and we provide leadership, publish and promote greater understanding and appreciation of Aboriginal and Torres Strait Islander peoples. We create opportunities for people the world over to engage with and be transformed by the knowledge, the culture and the story of Australia’s Indigenous peoples. We are Australia’s national institution for leadership in Aboriginal and Torres Strait Islander research. We care for a priceless collection, including films, photographs, video and audio recordings as well as the world’s largest collection of printed and other resource materials for Aboriginal and Torres Strait Islander studies. We undertake and encourage scholarly, ethical, community-based research in a variety of sectors, including health, native title, languages and education. Our publishing house, Aboriginal Studies Press, regularly publishes outstanding writing that promotes Australian Indigenous cultures. Our activities affirm and raise awareness of the richness and diversity of Aboriginal and Torres Strait Islander cultures and histories.

To Apply

Position Contact	Philip Khalu-Reindl, 02 6246 1642
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0764683

Australian Public Service Commission

Closing Date:Sunday 16 November 2025

APS Academy & Capability
People Insights Workforce Metrics

Job Title	Data Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - WA WA, Various locations - VIC VIC, Various locations - SA SA, Various locations - TAS TAS
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	Work From Home;On Site;Flexible;Hybrid
Office Arrangement Details	Flexible
Classification	APS Level 5
Position Number	2025_48
Agency Website	https://www.apsc.gov.au/

Job Description

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

About the team

The Workforce Metrics team manages and maintains data for the APS workforce, such as the APS Remuneration Survey and the Australian Public Service (APS) Employment Database (APSED). It also supports public sector workplace gender equality reporting. Data reported by the team assists in the management of a capable and effective APS workforce and contributes to key publications such as the annual State of the Service Report.

Duties

The Workforce Metrics team (within People Insights Branch) is looking for a Workforce Data Analyst to join a busy and outcome-focused team. The successful candidate will work in a small team that is responsible for collecting and validating workforce data relating to the APS, have demonstrated experience working with statistical code or applications, and will be able to analyse, understand and communicate workforce data in an informative way.

The APS 5 will:

- undertake collection, checking and reporting of data from contributing APS agencies
- interrogate the APS Employment Database (APSED)
- check and review data outputs
- plan and prioritise concurrent activities to ensure timely task completion
- contribute to innovative process improvement strategies
- engage with different stakeholders, including APSC groups and APS agencies, to overcome any barriers to successful data collection
- contribute to data and analysis for the production of reports, answering queries and contributing to key Commission publications including the Remuneration Report and State of the Service Report

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) 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 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	Andrew Powierski, (02) 8239 5346
Agency Recruitment Site	https://apsc.nga.net.au/cp/

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Prime Minister and Cabinet

Vacancy VN-0764549

Department of the Prime Minister and Cabinet

Closing Date:Sunday 16 November 2025

Corporate Division
Governance, Performance and Audit Branch Fraud and Risk

Job Title	Fraud Investigator, Governance, Performance and Audit Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$126,342 - $143,993
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements will be considered
Classification	Executive Level 1
Position Number	PMC/2025/136
Agency Website	

Job Description

https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

Who we are

PM&C is seeking a motivated professional to join the Governance, Performance and Audit Branch as a Fraud Investigator. The branch plays a key role in building and sustaining the department's culture of integrity, transparency and professionalism.

The branch manages investigations into allegations of suspected fraud and corruption, as well as being responsible for the creation and implementation of fraud and corruption related policies and procedures. The branch is also responsible for education and awareness around fraud and corruption prevention, detection and response.

What you will do

As a Fraud and Corruption Investigator you will:

- Plan and undertake complex and sensitive fraud and corruption investigations arising from allegations involving employees and contractors of the department.
- Providing advice on matters specific to fraud and corruption across the department
- Conduct investigations in accordance with relevant legislative and procedural requirements
- Work both independently and collaboratively and represent the interests of the department in a professional manner
- Communicate confidently with internal and external parties to obtain and exchange information during an investigation
- Contribute to the development of staff capability through training and mentoring
- Prepare reports and briefs for various stakeholders, including senior management
- Developing internal fraud and corruption frameworks and procedures, and ensuring they remain current and compliant with any changes to external frameworks and legislation
- Designing and undertaking fraud and corruption education and awareness raising activities for the department
- At all times demonstrate the highest standards of ethical behaviour and integrity.

Duties

What you will bring

Our ideal candidate will have:

- Experience in conducting investigations, either in a law enforcement or government environment
- Well-developed understanding of internal fraud with demonstrated knowledge of addressing corruption risks
- Adheres to documented procedures, including the rules of evidence, legislation and policies relevant to fraud/corruption and criminal conduct, including the AGIS requirements
- Experience with, (or the ability to apply their experience), to liaising with the Australian Federal Police (AFP), the National Anti-Corruption Commission (NACC) and the Commonwealth Director of Public Prosecutions (CDPP)
- Excellent verbal and written communication skills, including writing correspondence, reports, policies, and procedures
- Demonstrated strong analytical and research skills, including the ability to synthesise and analyse information, and make decisions
- Excellent negotiation and liaison skills and a demonstrated commitment to maintaining effective relationships with internal and external stakeholders
- Sound capability to consistently deliver a high standard of accuracy and attention to detail.

The successful candidate **must hold:**

- Qualifications consistent with the Commonwealth Fraud and Corruption Control Framework 2024 and Australian Government Investigations Standards 2022 (AGIS). This includes the Certificate IV in Government (Investigations), or equivalent
- Negative Vetting Level 1 security clearance.

Eligibility

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen by the completion of the recruitment process, except under exceptional circumstances.
- The successful candidate must be able to obtain and maintain a security clearance, or hold a current security clearance of an appropriate level.
- The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

Ongoing & Non-ongoing (for a period of up to 24 months)

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the PM&C delegate.

Where a non-ongoing specified term is offered, this would be for a maximum period of two (2) years. If the initial contract is for less than 2 years, it may be extended or renewed once, up to the 2 year limit.

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

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

About the Department of the Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia's national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private, public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

Position Contact	Tara Rutter, (02) 6271 5042
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0764682

Department of the Prime Minister and Cabinet

Closing Date:Wednesday 19 November 2025

Defence and Veterans' Service Commission
Defence and Veterans' Service Commission Corporate and Governance

Job Title	Assistant Director, Corporate and Governance, Defence and Veterans' Service Commission
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$126,342 - $143,993
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements will be considered
Classification	Executive Level 1
Position Number	PMC/2025/137
Agency Website	

Job Description

https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

About the Defence and Veterans' Service Commission

The Defence and Veterans' Service Commission (DVSC) provides independent oversight and evidence-based advice to government on reforms to improve suicide prevention and wellbeing outcomes for serving and ex-serving Australian Defence Force (ADF) members.

The Australian Government established the DVSC as a new Non-corporate Commonwealth Entity (NCE) on 29 September 2025 in response to the key recommendation of the Final Report of the Royal Commission into Defence and Veteran Suicide.

Key functions of the DVSC include: monitoring, inquiring and reporting on issues relevant to suicide and suicidality for serving and ex-serving ADF members; monitoring, inquiring and reporting on the implementation of the Government's response to the recommendations of the Defence and Veteran Suicide Royal Commission, improving supports for serving and ex-serving ADF members, working with coroners to understand issues contributing to Defence and veteran deaths by suicide, and promoting an understanding of suicide risks and wellbeing for Defence members and veterans, including through engaging with people with lived experience.

Working at the DVSC

As a new agency, the DVSC is now recruiting staff and capabilities and will continue to do so over the coming year. You have an opportunity to join us now where your expertise can help influence and shape our strategy in support of the Commissioner's independent oversight of wide-ranging reforms across the Defence and veteran ecosystem.

We are looking to recruit high performing and dedicated staff with a range of capabilities, who demonstrate integrity, independence and compassion.

A key focus of the DVSC's work is the prevention of suicide and suicidality. While the DVSC has a proactive wellbeing program, applicants are encouraged to consider their personal circumstances when applying for this role. Applicants can familiarise themselves with the findings and recommendations of the Final Report of the Royal Commission into Defence and Veteran Suicide for further information.

The DVSC is an independent agency. We are currently physically located in Canberra, within the Department of the Prime Minister and Cabinet under a shared service arrangement. While we transition our employment framework, the successful candidate may be on-boarded via the Department of the Prime Minister and Cabinet and subsequently transitioned to the DVSC.

Employment with the DVSC is offered under the Public Service (Terms and Conditions of Employment) (Defence and Veterans' Service Commission) Determination 2025.

About the Role

The Corporate and Governance team is responsible for delivering enabling services that support the operation of the Commission and facilitates the Commission’s compliance with legislation, policies and guidelines as a non-corporate Commonwealth entity.

The section is responsible for managing the efficient and effective operations of the DVSC, across finance, procurement, security, property, ICT, information management and governance. The section ensures DVSC's compliance with regulatory requirements and obligations and manages operational risk to protect the Commission’s assets and reputation. The team develops the Commission’s strategic framework, delivers on strategic objectives and strategic projects relating to enabling functions and contributes to the delivery of whole of agency priorities. The section supports efficient resource management and corporate accountability through functions such as financial management, performance reporting, parliamentary services, procurement and property management.

We are seeking a skilled and experienced Assistant Director, Corporate and Governance to join the DVSC. You will operate under broad direction to coordinate enabling functions, governance frameworks, compliance processes, and assurance activities that support effective decision-making and uphold the DVSC’s integrity and accountability. You will:

- Coordinate corporate reporting obligations, including Corporate and Annual Reports, Senate Estimates briefing, and internal governance documentation
- Contribute to development, implementation and continuous improvement of the DVSC’s enabling functions, operating model, policies and processes
- Coordinate and support the Commission’s enabling services including finance, procurement, security, facilities, ICT, information management, parliamentary and governance
- Work with the Finance Officer to support sound financial management and enable high quality approaches to internal budgeting, cash management, external budget processes and reporting internally and externally
- Support compliance with the Public Governance, Performance and Accountability (PGPA) Act 2013, the Protective Security Policy Framework (PSPF) and other government policies and legislation
- Build and maintain productive working relationships across the Commission to support effective operations
- Work with the secretariat function to support the Audit and Risk Committee, including through advising on agendas, and scheduling.

Duties

Our ideal candidate

The occupant of this role demonstrates integrity, independence and compassion while delivering the work of the Commission and has:

- Experience developing corporate strategy and reporting documents including Corporate and Annual Reports, Senate Estimates briefing, and internal governance documentation
- Strong understanding of governance principles, frameworks and best-practice in the APS
- Experience in the provision and management of enabling services across finance, procurement, security, property, ICT and information management, parliamentary and governance
- Experience in financial management and reporting, including a strong understanding of internal and external budget processes
- Proven experience in risk management, compliance monitoring and corporate reporting, including in relation to the PGPA, Commonwealth Procurement Rules (CPRs) and the PSPF
- Excellent written and verbal communication skills and experience in drafting informative and useful documents for colleagues and executives
- A flexible and adaptable approach, and is comfortable in working in a dynamic environment.

Qualifications / Experience

The following is **required:**

- Demonstrated experience in a leadership role within one or more enabling service domains
- Demonstrated experience in managing the production of the Corporate Plan and Annual Report within a Commonwealth government setting
- Demonstrated understanding of the PGPA Act 2013, PSPF and CPRs and associated compliance requirements
- Experience in financial and resource management, including management reporting
- Demonstrated ability to work under limited guidance, identify problems or issues and resolve them.

The following is **highly regarded:**

- Experience in managing parliamentary and ministerial processes
- Chartered public accountant, project management, ICT, certificate IV in procurement, or other relevant qualification.

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 the DVSC to be eligible for this position you should be an Australian Citizen by the completion of the recruitment process, except under exceptional circumstances.

- The successful candidate must be able to obtain and maintain a security clearance, or hold a current security clearance of an appropriate level.
- The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.
- Due to the nature of work the DVSC undertakes, some roles may require staff to obtain and maintain a WWVP registration card, as per the Working with Vulnerable People (Background Checking) Act 2011.

Notes

Ongoing & Non-ongoing (For a period of up to 24 months)

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the PM&C delegate.

Where a non-ongoing specified term is offered, this would be for a maximum period of two (2) years. If the initial contract is for less than 2 years, it may be extended or renewed once, up to the 2 year limit.

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

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

About the Department of the Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia's national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private, public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

Position Contact	DVSC Recruitment, N/A
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0764401

National Indigenous Australians Agency

Closing Date:Monday 17 November 2025

Central Group
Central Australian Region Alice Springs Team

Job Title	Director - Central Australian Region, Central Group
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Alice Springs NT
Salary	$147,052 - $175,016
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	Executive Level 2
Position Number	NIAA/2025/147
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=1B552179-9143-6760-541C-E44E196FCE9D

We’re excited to announce an opportunity for an experienced Director to join our Central Australia Regional team, based in our Alice Springs office. As the Director, you'll have the unique opportunity to:

- work on Regional Strategies and Priorities across the Central Australia region, including leading economic development
- work with a range of communities, including key senior leaders and service providers
- drive outcomes that align with the aspirations of communities and lead staff to deliver the NIAA's work program within the Agency's Key Performance Measures and quality indicators
- research, analyse and provide a regional perspective informing national procedures, programs, policy, this includes a detailed analysis of diverse data and views where there are a range of viable options
- provide advice and support on complex grant processes, including providing feedback on draft guidelines, assessment of application and management of key contracts
- provide excellent stakeholder engagement skills, effectively managing relationships with internal and external partners, individuals and service providers and promote the NIAA's business objectives through key strategic relationships
- create a culturally safe workplace by fostering an environment where the concept of culture, and how it influences the workplace, is understood
- guide the implementation of culturally appropriate strategies for working with people from diverse cultural backgrounds.

Duties

As our ideal candidate, you will play a pivotal leadership role in driving strategic direction, managing high-performing teams, and delivering impactful community engagement programs.

This role is responsible for overseeing the branch’s work program, ensuring alignment with national priorities such as Closing the Gap targets, self-determination and economic development while fostering strong partnerships with First Nations communities and stakeholders.

You’ll provide expert advice, champion innovation, and lead culturally informed initiatives that support the NIAA’s mission, with accountability for performance, strategic planning, and stakeholder engagement. This role is ideal for a strategic thinker and collaborative leader ready to make a meaningful difference in a dynamic regional setting.

As the lead Commonwealth Agency for Indigenous Australians affairs, you will need to have an appreciation, awareness and understanding of matters relating to Aboriginal and Torres Strait Islander peoples and communities and be committed to strengthening your ongoing cultural competency, as well as demonstrate the following skills and attributes:

- builds a culture that aligns with NIAA values and behaviours
- leads and provides support to a team to deliver the work programs of the Central Australia region including stakeholder visits
- supports budget, business, risk and quality assurance planning processes using the appropriate NIAA Frameworks

- maintains and influences strong stakeholder partnerships with a broad range of stakeholders including First Nations peoples, community partners, business and organisations
- engage and manage stakeholder expectations of the NIAA work program, priorities, giving particular consideration to local and cultural sensitivities and stakeholder business imperatives
- represents and negotiates on behalf of the NIAA to advance the Agency's interests in cross agency forums
- provides a strategic level of specialist, professional and/or technical expertise and advice to the NIAA Executive
- leverage the expert skills and knowledge of staff
- communicate effectively and make decisions that may have significant impact on the day-to-day operation of the branch and other parts of the Agency; and/or a direct and significant impact on the outcome of a program or major project for the Agency.

Eligibility

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

Notes

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

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

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

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

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

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

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

About the National Indigenous Australians Agency

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

To Apply

Position Contact	Byron Matthews, (08) 8958 4251
Agency Recruitment Site	https://niaa.nga.net.au/?jati=1B552179-9143-6760-541C-E44E196FCE9I

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Prime Minister and Cabinet

Vacancy VN-0764413

National Indigenous Australians Agency

Closing Date:Monday 17 November 2025

Central Group
Central Australian Region Executive Support

Job Title	Strategy, Planning and Coordination Senior Officer, Central Group
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Alice Springs NT
Salary	$98,314 - $110,483
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement.
Classification	APS Level 6
Position Number	NIAA/2025/160
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=62E4862B-E336-B562-67B0-E44E1B03D55B

Are you ready to take the next step in your leadership journey and make a real difference in the lives of Indigenous Australians? The NIAA's Central Australia Region is offering an exceptional opportunity to join our Strategy, Impact & Performance team as the Strategy, Planning and Coordination Senior Officer — a key role supporting the delivery of NIAA priorities and the outcomes of the National Agreement on Closing the Gap at the regional level.

This is more than just a job — it's a chance to lead and shape strategic outcomes and contribute to the work of NIAA in the Central Australia Region. As a Strategy, Planning and Coordination Senior Officer, you'll play a critical role in strategic planning, coordination, and projects that drive continuous improvement and deepen understanding of how NIAA efforts are making a difference, driving outcomes that align with the aspirations of communities through the following key responsibilities:

- lead the preparation and coordination of ministerial briefs, estimates material, and executive-level correspondence, ensuring timely and high-quality delivery
- draft strategic narratives that showcase program achievements and community impact
- work collaboratively with Engagement Teams and partners to collate and coordinate qualitative data and insights to better understand outcomes and learning and inform strategic content development
- maintain consistency in tone, messaging and structure across all written outputs to uphold Agency standards

- provide editorial oversight and quality assurance of written outputs, ensuring accuracy and alignment with regional priorities
- contribute to strategic planning and projects across the region.

The position is based in Alice Springs, working across the Central Australia Region to deliver on the Commonwealth Government's objectives of improving the lives of Indigenous Australians in a place-based setting. We leverage local knowledge and our stakeholder relationships to create connections between community, private sector and all levels of government to contribute to positive outcomes with Indigenous Australians.

Duties

We’re on the lookout for a dynamic, strategic leader who thrives in complex, fast-paced environments and is driven by purpose. If you're passionate about making a real difference and have strong writing and coordinating capabilities, this is your chance to lead with impact.

To be successful in this role, you will be authentic, act with integrity and deliver with purpose to achieve high quality results for First Nations people in the region. As the lead Commonwealth Agency for Indigenous Australians affairs, you will need to have an appreciation, awareness and understanding of matters relating to Aboriginal and Torres Strait Islander peoples and communities and be committed to strengthening your ongoing cultural competency, as well as demonstrate the following skills and attributes:

- demonstrated ability to manage complex procedural, administrative, and service-related tasks that support business operations or project delivery within a government context
- proven capability in preparing, reviewing, and overseeing the development of high-quality written materials, including reports, briefs, and other documentation
- strong analytical and research skills, with the ability to investigate complex issues and provide evidence-based insights within a specialised area of expertise
- sound judgement and decision-making skills, drawing on professional knowledge, experience, and contextual awareness to make informed choices
- understanding of and ability to apply appropriate delegations, ensuring decisions are compliant with relevant legislation, best practice principles, and organisational policies and procedures
- commitment to creating a culturally safe workplace, fostering an environment where cultural awareness and respectful engagement are embedded in everyday interactions.

Eligibility

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

Notes

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

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

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

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

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

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

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

About the National Indigenous Australians Agency

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

To Apply

Position Contact	Adam Lacey, 0407 284 509
Agency Recruitment Site	https://niaa.nga.net.au/?jati=62E4862B-E336-B562-67B0-E44E1B03D55

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Prime Minister and Cabinet

Vacancy VN-0764421

National Indigenous Australians Agency

Closing Date:Monday 24 November 2025

Integrity Group
Governance, Assurance and Risk Audit and Assurance

Job Title	Assurance Officer - Governance, Assurance and Risk, Integrity Group
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Woden ACT, Brisbane QLD
Salary	$88,887 - $95,028
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 5
Position Number	NIAA/2025/161
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=1D94BBEC-B115-D679-0651-E44E1C3E5018

Are you ready to bring your skills to a role that truly matters?

The Integrity Group is calling on passionate, driven professionals to join our Governance, Risk and Assurance Branch in a pivotal role within the Audit and Assurance team. This is more than just a job – it’s a chance to contribute to meaningful work that supports the Agency’s purpose: ensuring Aboriginal and Torres Strait Islander peoples are heard, recognised, and empowered.

We’re looking for individuals who are:

- **detail-oriented and analytical**, with a knack for turning complex information into clear, actionable insights
- **motivated and experienced**, ready to take on challenges and deliver high-quality advice
- **collaborative and curious**, eager to work across teams to strengthen governance and accountability

In this role, you'll help ensure that systems and processes are working as they should, risks are being managed effectively, and legislative obligations are being met. Your work will provide assurance that the Agency is operating with integrity and purpose.

As an APS 5 you will be expected to:

- engage in intellectually challenging work while exercising autonomy and professional judgement
- contribute to managing the NIAA audit and assurance work program
- ensure audit and assurance processes are rigorously followed, in keeping with relevant standards
- monitor appropriate auditing and assurance techniques, in compliance with relevant standards
- assist in completing assurance analysis and stakeholder interviews
- contribute to assurance reporting including cyclical reporting to NIAA's audit and risk committee/s, senior leadership forums and relevant government agencies
- assist with the development and delivery of assurance related advice, training and education to all staff, relevant stakeholders and partners
- contribute to the development and implementation of projects to improve NIAA audit and assurance practices, monitoring and control.

Duties

Our ideal APS 5 candidates are motivated, agile, and eager to learn. We are looking for people who:

- enjoy being part of an agile team
- have demonstrated leadership, emotional intelligence and interpersonal skills
- have well-developed verbal and written communication skills
- display sound analytical, research, decision-making and problem-solving skills
- are confident in learning new systems and processes
- can manage competing priorities and work independently in a fast-paced environment
- can maintain cultural competency and commitment to continual development of cultural competency skills.

Eligibility

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

Notes

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

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

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

About the National Indigenous Australians Agency

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To Apply

Position Contact	Morgan Hitchcock, (02) 6152 3352
Agency Recruitment Site	https://niaa.nga.net.au/?jati=1D94BBEC-B115-D679-0651-E44E1C3E501

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Prime Minister and Cabinet

Vacancy VN-0764555

National Indigenous Australians Agency

Closing Date:Monday 17 November 2025

Central
Central Australian Region Various

Job Title	Engagement Officer/Senior Engagement Officer, Central Australian Region
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Alice Springs NT, Tennant Creek NT
Salary	$88,887 - $110,483
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement
Classification	APS Level 5;APS Level 6
Position Number	NIAA/2025/164
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=70E22426-D1EB-C9A8-6715-E44F451A58E3

Join the National Indigenous Australians Agency (NIAA) in the Northern Territory and help shape meaningful change. We're on the lookout for passionate and experienced Engagement Officers who are ready to make a real impact by delivering government initiatives that reflect and support the aspirations of Aboriginal and Torres Strait Islander peoples. This is your chance to be part of a

challenging, rewarding, and purpose-driven work, engaging across all levels of government and working directly with communities to drive positive outcomes.

As an Engagement Officer, you'll play a key role in bringing NIAA's work program to life. You'll be part of a collaborative and high-performing team, supporting day-to-day operations, building strong relationships and driving continuous improvement. Your ability to juggle priorities, contribute to projects and connect meaningfully with stakeholders will be essential.

We're looking for someone who brings initiative, adaptability and cultural competence, along with a strong commitment to quality service delivery. If you're ready to use your skills to support real change and work in a space where your contributions truly matter, this is the role for you.

As an APS 5 Engagement Officer, you will:

- support the delivery of branch and team outcomes aligned with NIAA's strategic direction
- undertake procedural, administrative, and service-related tasks that contribute to business activities and project management
- build and maintain effective relationships with stakeholders, providers, and partners
- respond to enquiries and complaints with professionalism and cultural sensitivity
- contribute to a culturally safe and inclusive workplace, supporting strategies for working with diverse communities.

As an APS 6 Senior Engagement Officer, you will:

- build and maintain effective relationships with stakeholders, providers, and partners
- deliver work aligned with NIAA's Key Performance Measures and quality indicators
- support coaching and mentoring within the team, contributing to a positive and high performing culture
- provide technical and operational support, including interpretation of procedures and guidelines
- conduct research and analysis on matters within area of expertise
- analyse and evaluate information to inform decision-making and provide operational advice
- participate in forums and represent the team in collaborative engagements
- support continuous improvement by identifying opportunities to enhance team performance and service delivery.

A current Australian driver's license is a requirement of this role.

Duties

To be successful in this role, you will be authentic, act with integrity and deliver with purpose to achieve high quality results for First Nations people in the region.

As the lead Commonwealth Agency for Indigenous Australians affairs, you will need to have an appreciation, awareness and understanding of matters relating to Aboriginal and Torres Strait Islander peoples and communities and be committed to strengthening your ongoing cultural competency.

Our ideal APS 5 Candidates will demonstrate the following skills and attributes:

- strong stakeholder engagement capabilities, with the ability to navigate sensitive and complex environments
- an ability to work within legislative, policy, and ethical frameworks
- strong analytical and problem-solving skills
- excellent communication skills, with the ability to tailor messages and build trust across diverse audiences
- a high level of cultural awareness and demonstrated experience working respectfully with Aboriginal and Torres Strait Islander peoples.

In addition, our ideal APS 6 candidates will demonstrate the following skills and attributes:

- proven experience in leading small teams and delivering complex programs or initiatives
- strong stakeholder engagement capabilities, with the ability to navigate sensitive and complex environments
- a collaborative leadership style that fosters development, succession planning and high performance in a flexible and changing environment
- excellent communication skills, with the ability to tailor messages and build trust across diverse audiences
- a high level of cultural awareness and demonstrated experience working respectfully with Aboriginal and Torres Strait Islander peoples.

Eligibility

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

Notes

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

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

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

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

About the National Indigenous Australians Agency

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To Apply

Position Contact	Sarah Crossman, 0400 248 431
Agency Recruitment Site	https://niaa.nga.net.au/?jati=70E22426-D1EB-C9A8-6715-E44F451A58E

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Prime Minister and Cabinet

Vacancy VN-0764634

National Indigenous Australians Agency

Closing Date:Sunday 09 November 2025

Coporate
Communications Creative and Digital

Job Title	Graphic Designer, Communications and Media
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Woden ACT
Salary	$98,314 - $110,483
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement.
Classification	APS Level 6
Position Number	NIAA/2025/165
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=256D741F-FC85-5C8D-D70A-E44F85EC4887

Are you motivated by making a real difference in people's lives? Does the idea of joining an agency with a truly rewarding mission excite you? Then the National Indigenous Australians Agency (NIAA) is for you.

Our agency is leading a transformative journey, in partnership with Aboriginal and Torres Strait Islander peoples, to help improve life outcomes for First Nations peoples.

The Communications and Media Branch is looking for an experienced and talented graphic designer to broaden and strengthen the NIAA's visual identity. Bring your creative flair to the role to create engaging, culturally appropriate digital and printed communications materials – ranging from posters, flyers and social media tiles to substantial corporate documents and everything in between.

Draw on your great team spirit to collaborate with a wide range of people both within the agency and outside, including printers and design agencies. Tap into your expertise to get the job done on brief and on time, ensuring materials meet the NIAA style guidelines and government accessibility standards.

In this role, you'll be part of a creative and supportive environment where your ideas are valued and encouraged. You'll help shape how we deliver high-quality, impactful communications that reflect and advance the NIAA's vision: that Aboriginal and Torres Strait Islander peoples are heard, recognised, and empowered.

Duties

Our ideal candidate will be a motivated and autonomous worker with the following skills, experience and attributes:

- extensive experience using the Adobe Suite design tools, such as InDesign, Illustrator, Photoshop, Premier Pro, Dreamweaver, and Acrobat Pro, and a willingness to upskill in new design software
- demonstrated experience and sound understanding of accessibility principles to produce a high-quality range of accessible communication products that meet diverse audience needs
- proven high-quality graphic design skills (including portfolio at interview)
- excellent attention to detail and ability to deliver quality work on time
- strong organisational skills with a proven ability to manage competing priorities
- sound written and oral communication skills
- great team player
- flexible attitude and comfort with ambiguity
- commitment to continuously learn and apply new knowledge and skills
- an appreciation of Aboriginal and Torres Strait Islander peoples and cultures
- respectful and inclusive of diversity in all its forms.

Formal qualification in graphic design or similar will be highly regarded.

Eligibility
Notes

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.

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To Apply

Position Contact	Karen Zaveri, (02) 6152 3732
Agency Recruitment Site	https://niaa.nga.net.au/?jati=256D741F-FC85-5C8D-D70A-E44F85EC48

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Prime Minister and Cabinet

Vacancy VN-0764704

National Indigenous Australians Agency

Closing Date:Monday 01 December 2025

Integrity
Governance, Assurance and Risk Planning and Performance

Job Title	Assistant Director, Governance, Assurance and Risk
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Woden ACT, Newcastle NSW, Sydney NSW, Brisbane QLD, Cairns QLD, Melbourne VIC, Adelaide SA, Perth WA, Darwin NT, Alice Springs NT
Salary	$126,342 - $143,993
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	Executive Level 1
Position Number	NIAA/2025/166
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=5D28AB5A-D39A-E393-2EB3-E4608125DD8B

As an Assistant Director in the Governance, Assurance and Risk Branch, you will lead critical projects and deliver key accountability mechanisms for the agency. Your responsibilities will include:

- delivering the NIAA Corporate Plan, Annual Report, Annual Performance Statement and enterprise Performance Measures
- leading the development and implementation of agency-wide projects focused on improving performance reporting and governance models
- supporting audit and compliance activities, including liaison with the Australian National Audit Office (ANAO)
- managing risk in accordance with the Public Governance, Performance and Accountability Act (PGPA Act)
- providing strategic advice and high-quality briefs to the NIAA Executive and governance committees
- building and maintaining effective relationships with internal and external stakeholders
- leading initiatives to educate staff and stakeholders on performance and compliance requirements
- overseeing complex research and analysis to resolve sensitive matters.

The role provides expertise across a broad range of activities including corporate governance and administration, project management, community and partner engagement and culture.

Duties

We are seeking a leader with strong capabilities and experience in governance and performance management. You will bring:

- advanced writing and communication skills
- strong stakeholder engagement and relationship management
- proven leadership and team-building ability
- strategic thinking and problem-solving skills
- project management expertise in complex environments
- an understanding of governance frameworks, performance reporting, and risk management
- experience in performance reporting, audit, compliance and/or governance roles within government or similar complex settings
- familiarity with the PGPA Act and public sector accountability mechanisms.

Qualifications

- Tertiary qualifications or certifications in law, accounting, audit, policy, governance, or equivalent work experience are highly desirable.

Eligibility

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

Notes

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

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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.

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To Apply

Position Contact	Rachel Allen, 02 6150 6780
Agency Recruitment Site	https://niaa.nga.net.au/?jati=5D28AB5A-D39A-E393-2EB3-E4608125DD

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Prime Minister and Cabinet

Vacancy VN-0764679

Northern Land Council

Closing Date:Monday 17 November 2025

Job Title	Manager Business Strategy and Performance
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	$172,500 - $178,000
Future Merit Locations	Darwin
Office Arrangement	On Site
Office Arrangement Details	Onsite - Darwin NT
Classification	
Position Number	N84
Agency Website	www.nlc.org.au

Job Description

https://jobs.nlc.org.au/job-details/query/Manager+-+Business+Strategy+and+Performance/in/Australia/9643711/

Management level Opportunity: Fulltime - Ongoing

Location: Darwin, NT (relocating to new office premises in Berrimah in early 2026)

Total Remuneration Package: $172,500 - $178,000 depending on experience and inclusive of 15% superannuation.

Lead strategic impact across land and sea management

If you’re a strategic leader who thrives on driving organisational performance and meaningful impact, the **Northern Land Council (NLC)** offers an opportunity to apply your expertise within one of Australia’s leading Aboriginal organisations. In this role, you’ll help shape strategies that strengthen governance, foster sustainable growth, and uphold cultural integrity, contributing to positive outcomes for Aboriginal communities across the Northern Territory.

Join us as we transition into our brand-new, purpose-built office in Berrimah - a modern facility with enhanced collaboration spaces, free onsite parking, and an improved collaborative working environment that supports both people and performance.

Duties

Reporting to the General Manager Land and Sea Management, you will lead a multidisciplinary team responsible for business systems, governance, and strategic operations for the **Caring for Country (CFC)** and **Learning on Country (LoC)** Programs. Working closely with the **CFC Operations Manager** you will drive program planning, compliance, performance, and workforce capability to ensure effective, sustainable delivery across remote and dispersed locations.

Your leadership will ensure the alignment of operational delivery with long-term strategic goals-embedding sound planning, contract and funding compliance, and evidence-based decision-making. You'll guide reforms that improve accountability, workforce capability, and program sustainability while ensuring Traditional Owner priorities remain central to every decision.

Eligibility

You're a proven senior manager with a record of leading people and systems that deliver real impact. You bring business acumen, cultural awareness, and the ability to balance strategic direction with operational excellence.

You will have:

At least three years in a senior leadership or program management role within a complex organisation;

Expertise in business planning, contract management, financial oversight, and performance reporting;

Experience managing large-scale funding agreements and compliance frameworks;

Strong relationship-building skills across internal teams, Traditional Owners, and external partners;

ound understanding of Aboriginal peoples' interests in land and sea management; and

· A current NT C Class driver's licence and willingness to travel remotely (4WD and light aircraft).

Postgraduate qualifications in business, management, or a related discipline will be highly regarded.

Notes

Why Join the NLC?

As Manager - Business Strategy and Performance, you'll influence how two nationally significant programs are governed, funded, and delivered. You'll lead reforms that build stronger systems, enable local decision-making, and ensure the NLC's land and sea work remains sustainable for the future.

You'll work alongside Traditional Owners, community leaders, and dedicated teams who share a common purpose ,caring for Country and supporting the next generation of Aboriginal land and sea managers.

This is an opportunity to shape strategy where it matters most, in an organisation that blends cultural knowledge with modern management to achieve real, lasting impact.

We offer:

· A total remuneration package value of $172,500 - $178,000 depending on experience and inclusive of 15% superannuation.

· Salary packaging benefits (up to $15,900 + $2,500 for meals/holiday accommodation).

· Generous leave provisions; 5 weeks annual leave, 18 days personal leave,

· The opportunity to work across diverse regions, communities and cultures, supporting country, culture and people in ways that few leadership roles can offer.

How to apply

All applications must be lodged via the NLC Jobs Website jobs.nlc.org.au and include:

· A cover letter (maximum 2 pages) addressing the selection criteria.

· A current CV.

· Copies of relevant qualifications.

Applications close: **Monday 17 Nov 2025**

This position is designated for Aboriginal and/or Torres Strait Islander applicants under section 57 of the Anti-Discrimination Act 1992 (NT). Applicants who identify as Aboriginal and/or Torres Strait Islander are strongly encouraged to apply and will be given priority consideration.

Please note: New employees will commence from 20 January 2026, following the NLC's annual close-down period from 22 December 2025 to 4 January 2026.

About the Northern Land Council

To Apply

Position Contact	N/A, N/A
Agency Recruitment Site	https://jobs.nlc.org.au/job-details/query/Manager+-+Business+Strategy+a

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Prime Minister and Cabinet

Vacancy VN-0764756

Northern Land Council

Closing Date:Monday 24 November 2025

Job Title	Consultation and Administration Officer
Job Type	Full-Time, Ongoing
Location	Nhulunbuy NT
Salary	-
Future Merit Locations	Nhulunbuy
Office Arrangement	On Site
Office Arrangement Details	On-Site
Classification	
Position Number	CF43
Agency Website	www.nlc.org.au

Job Description

https://jobs.nlc.org.au/job-details/query/Consultation+and+Administration+Officer+-+Nhulunbuy/in/Australia/964515

This position offers a practical and rewarding opportunity to support Traditional Owners and Aboriginal communities across East Arnhem Land. It will suit someone who values good organisation, clear communication, and working respectfully with others to achieve fair and transparent outcomes.

The Northern Land Council (NLC) is seeking a Consultation and Administration Officer to join the Benefits Distribution team in Nhulunbuy. The role involves working closely with Traditional Owners and community groups to coordinate meetings, record instructions, and support the distribution of income from Aboriginal land in line with NLC policies and procedures.

This is a meaningful administrative role where your attention to detail and commitment to service will directly contribute to effective and transparent decision-making.

Location and Lifestyle

This position is based in Nhulunbuy, Northern Territory, and offers the opportunity to live and work in one of the region’s most connected and culturally rich communities. Applicants should already be residing in or be able to reside in Nhulunbuy to take up the position. NLC does not currently have any staff housing available.

Duties

About the Role

As a Consultation and Administration Officer, you'll be part of a small, dedicated team that helps Traditional Owners make informed decisions about how income from Aboriginal land is distributed.

Each day brings a mix of work: from organising meetings and recording community instructions to preparing documentation that ensures payments are processed accurately and on time. You'll build respectful relationships with Traditional Owners and community groups and provide support that helps them navigate processes with confidence and clarity.

You'll work with the Coordinator, Benefits Distribution (Consultation and Administration) and colleagues across the NLC to make sure every consultation is culturally appropriate, well-documented, and consistent with legislative and policy requirements.

Eligibility

- Experience in administration, consultation, or community engagement;
- Strong communication and organisational skills, with attention to detail;
- The ability to work respectfully with Aboriginal people and build positive relationships;
- Confidence using basic computer programs such as Microsoft Office;
- C Class driver's licence and willingness to travel within the region.

Notes

Why Join the NLC?

At the NLC, you'll work with purpose, supporting Aboriginal decision-making and the fair distribution of benefits that flow from Aboriginal land.

We offer:

· Base salary **$84,985 + 15% superannuation**

· **Salary packaging** up to $15,900 p.a. (+ $2,650 for meals/accommodation)

· **District allowance**: $9,926 (with dependents) or $6,114 (without)

· Five (5) weeks annual leave, leave loading, 20 days personal leave

· **Annual airfare** benefit (net value $3,177 after 12 months' service)

Important Dates

The NLC's annual close-down period runs from 22 December 2025 to 4 January 2026.

New employees will commence from 20 January 2026.

How to Apply

Please submit your CV and a cover letter outlining your interest in this position and how your experience aligns with the role.

A full copy of the Position Description is available via the link below.

For further information, contact John Hughes on 0459 957 659.

Applications close: 24 November 2025

About the Northern Land Council

To Apply

Position Contact	John Hughes, 0459 957 659
Agency Recruitment Site	https://jobs.nlc.org.au/job-details/query/Consultation+and+Administration

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0764565

Australian Institute of Family Studies

Closing Date:Wednesday 26 November 2025

Research
Research Research

Job Title	Theme Head - Research
Job Type	Full-Time, Ongoing
Location	Southbank VIC
Salary	$137,125 - $160,757
Future Merit Locations	Southbank
Office Arrangement	Hybrid
Office Arrangement Details	Combination of office attendance and work from home
Classification	Executive Level 2
Position Number	25-26
Agency Website	https://aifs.gov.au/

Job Description

https://aifs.gov.au/main/work-with-us

We are seeking highly motivated individuals with demonstrated senior leadership experience, who can bring their strategic planning, business development and stakeholder management skills and expertise in social sciences.

The Theme Head will play an instrumental role in leading the achievement of complex research projects, providing strategic leadership to drive the Institute's research agenda.

About us

The Australian Institute of Family Studies (AIFS, or 'the Institute') is the Australian Government's key research advisory agency in the area of family wellbeing. It is an independent statutory authority established in 1980 under the *Family Law Act 1975.* It is also home to the Australian Gambling Research Centre (AGRC), established under the *Gambling Measures Act 2012* which builds the evidence base on gambling-related harm. The Institute is an agency within the portfolio of the Department of Social Services (DSS).

AIFS' approach to research is applied and policy relevant, coming from a tradition of social science and strengthened by our multidisciplinary expertise. We draw together expertise from a

broad range of disciplines including sociology, psychology, social work, economics, political science, demography, law, public health and data science. Our research is generated through a combination of AIFS initiated and commissioned projects.

Our AIFS initiated and led research allows us to respond to critical trends and emerging issues for families in Australia and contribute independent insights to inform policy and practice.

Our commissioned research for government departments and agencies addresses specific policy questions and program needs, drawing on our multidisciplinary research expertise and methodological rigour.

About our Themes

As a Theme Head at AIFS, you will be expected to demonstrate deep policy and research expertise in one of the Institute's key research areas, depending on the theme you are applying for.

Research Themes

There are 4 key research themes related to our core legislative functions. The first 3 themes apply to our core function as the leading Institution for family studies in Australia.

1. Child and Family Wellbeing

2. Child and Family Safety

3. Families and Society

Enabled under the *Family Law Act 1975*, AIFS is the leading institution for family studies in Australia.

4. Gambling Harm

AIFS has a secondary function under the *Gambling Measures Act 2012.*

Position Requirements

The Theme Head is a senior research leadership role responsible for the strategic and scientific direction of a designated research theme at AIFS. This role ensures the delivery of high-quality, policy-relevant evidence that informs government decision-making and contributes to improved outcomes for children, families, and communities.

The Theme Head sets the vision for the theme, leads strategic planning, and ensures alignment with AIFS's Strategic Research Agenda. They are accountable for the coherence, innovation, and

impact of research within the theme, and contribute to cross-theme collaboration and strategic initiatives.

This role involves managing senior researchers and research teams, fostering a collaborative and high-performing research culture, and supporting career development. The Theme Head actively engages with senior government officials and external stakeholders to influence policy and translate research into practice.

Strong commercial acumen and business development capabilities are essential, including leading large-scale funding proposals, identifying strategic opportunities, and building partnerships that support the Institute’s long-term objectives.

The Theme Head maintains an active research profile and contributes to the scientific leadership of AIFS. This includes active networking and promotion of AIFS work both in person as well as through key channels such as LinkedIn.

Duties

Key Responsibilities

Strategic Leadership

- Leads specific theme strategy and sets vision and direction for this area.
- Works collectively with other Theme Heads and leaders of our longitudinal studies to:

- lead the AIFS Strategic Research Agenda, jointly considering all current and future research work to ensure it aligns to AIFS priorities

- configure and lead multi-disciplinary teams from across the theme streams as required to progress research and evidence projects

- champion a collective capability mindset that enables a OneAIFS approach to all work

Policy Engagement

- Provides expert analysis of policy environment as relevant to their Theme to inform strategic direction of work.
- Displays policy-relevant research leadership and consulting-style responsiveness to government needs.
- Liaises, consults and negotiates with counterparts in Government, sector and other groups in policy areas relevant to the research theme.

Research Excellence and Innovation

- Designs and directs high-quality, policy-relevant research and evidence projects that align with the Strategic Research Agenda
- Ensures research quality and innovation.
- Works closely with other Theme Heads to ensure a coherent style and approach to all research products.

Operational Oversight

- Works closely with other Theme Heads and leaders of our longitudinal studies and the Executive Leadership Team.
- Oversees theme-level operations and scientific quality, with ultimate accountability for ensuring projects run to time, cost and quality requirements.
- Ensures consistent use of project management tools and templates by teams so that all research projects across AIFS are undertaken to the same standards.
- Maintains expert knowledge in relevant areas and provides advice and technical expertise to guide project and program activities.
- Collaborate with the AIFS Privacy Team to incorporate privacy practices into all work.

Stakeholder Engagement

- Represents theme externally; builds partnerships by communicating the strategic direction and vision of the Institute to stakeholders.
- Complex stakeholder engagement resolving conflict and managing sensitivities.

Business Development

- Represents theme externally; builds partnerships.
- Leads large-scale tenders and proposals.
- Manages strategic business development aligned with organisational and government priorities.
- Builds business development from initial leads and/or existing work.

Team Leadership

- Manages senior researchers; builds team culture.

Essential Criteria

- Deep knowledge of the policy environment for the relevant Strategic Research Agenda theme
- Demonstrated experience in leading strategic, policy-relevant research or evidence
- Strong strategic planning and leadership skills
- Proven ability to lead and build high-performing teams
- Excellent stakeholder engagement skills
- Experience in business development

- Strong communication and interpersonal skills
- Commitment to diversity, inclusion, and culturally safe practices

For a comprehensive overview of the Essential Criteria, please see the Job Description for more information.

Eligibility

To be eligible for engagement, applicants **must be Australian citizens** unless special approval is granted in exceptional circumstances. For example, applicants with permanent resident status who have applied for Australian citizenship may be considered for engagement.

Conditions of engagement including probation, health and character clearances (including police records check, Working with Children Check and security clearance) may apply to this position.

Terms

The Theme Head position may be offered as a full-time ongoing role at the EL2 level. This will be with an annual salary range of between $137,125 to $160,757 depending on the skills and experience of the successful candidate, plus 15.4% superannuation. Our salaries and conditions of employment are set out in our Enterprise Agreement.

Application information

Please visit: **Work with us | Australian Institute of Family Studies** for full application requirements.

For your application to be considered, please:

1. Complete the Application form.

2. Submit a current resume/CV detailing your recent employment history.

3. Provide a cover letter (maximum 2 pages) pitch telling us why you are the best person for the job by outlining your skills, knowledge and experience against the 'Key Responsibilities' and 'Essential Criteria' – refer to the Job Description and Job Pack.

4. Please indicate which of the following Research themes you are applying for on your application:

- Child and Family Wellbeing

- Child and Family Safety

- Families and Society

Applications for this position close at **11.59 PM on 26 November 2025.**

Notes

AIFS is committed to providing an inclusive and diverse workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, those from culturally and linguistically diverse backgrounds, people who identify as LGBTQIA+, and people with parenting and/or caring responsibilities.

We provide a collaborative and family-friendly work environment that supports the wellbeing and professional development of our diverse workforce. Benefits include workplace health and wellbeing initiatives and events, a hybrid flexible work arrangement policy, a good health promotion allowance and Christmas closedown period with no deduction from leave credits.

About the Australian Institute of Family Studies

We are the Australian Institute of Family Studies (AIFS), the Australian Government's key independent research body and advisor in the area of family wellbeing, based in Melbourne's CBD. We produce research about 'what works for families' and make it accessible to decision makers, practitioners and the general public.

To Apply

Position Contact	Human Resources, 03 - 9214 7888
Agency Recruitment Site	https://aifs.gov.au/main/work-with-us

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0764521

Services Australia

Closing Date:Monday 17 November 2025

Face to Face Services
Western Australia

Job Title	Service Officer (Identified) - Kalgoorlie, WA
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Kalgoorlie WA
Salary	$68,830 - $84,996
Future Merit Locations	Kalgoorlie
Office Arrangement	On Site
Office Arrangement Details	This role is expected to be performed on site in the advertised location.
Classification	APS Level 3;APS Level 4
Position Number	EXT-M-2025-1327
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

https://servicesaustraliacareers.nga.net.au/?jati=2A5F4C86-39E8-641C-93EF-E44F0913F46F

We are seeking motivated people to join our team and become the face of Australian Government services within the community.

Service Officers assist customers across a range of payments, programs and services via one or more service delivery channels.

We stand for diversity, inclusion and belonging in our teams. We want everyone to feel included, respected, supported, valued and empowered. We embrace the benefits this brings to our work every day.

These roles have a strong involvement in issues relating to Aboriginal and/or Torres Strait Islander peoples and will involve direct interaction with Aboriginal and/or Torres Strait Islander communities.

To be considered for these jobs, you will need to have a good understanding of issues affecting Aboriginal and/or Torres Strait Islander peoples and be able to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples.

On top of your salary, we offer a 15.4% superannuation contribution, annual salary increments, overtime opportunities, and flexible working arrangements, including flex time. You will also have access to a generous suite of leave entitlements, such as cultural and ceremonial leave, as well as study assistance. Plus, if you work in Kalgoorlie, you will be eligible for fortnightly district allowance of up to $2,860 per annum. Go to our Services Australia Enterprise Agreement 2024-2027 to see all conditions we offer.

As a new team member, you are not expected to know everything at once. You will learn to understand and explain Centrelink, Medicare or Child Support payments and services to customers when they come into your local Service Centre.

Working with us, you will be helping your community when they need to access government services. To do this, we will train and support you.

When you apply, we will ask you a few questions to better understand the skills and capabilities you bring to the role.

We will be looking for skills and work-related qualities that show your ability to undertake relevant duties.

Duties

- Help someone understand and self-manage their payments and services.
- Use computer systems to find a way to solve a problem for someone.
- Make decisions and tell people about them.
- Tell someone about any complaints or issues.

Eligibility

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant’s suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia values local community knowledge and diversity. We encourage people from diverse cultural backgrounds, First Nations Australians, people with disability, mature age people and people from the LGBTI+ community to apply. Services Australia accommodates people with disability by making reasonable workplace adjustments.

The jobs can be full time or part time with access to flexible working arrangements. We may offer you a permanent or temporary role. You will be paid fortnightly and have access to cultural and ceremonial leave. You will work with others in a comfortable, air-conditioned office and be given a uniform once you have settled in.

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

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

About the Services Australia

We are one of Australia’s largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and a Platinum tier LGBTQIA+ inclusive employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It’s rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Vanessa Wilkinson, 0428 945 094
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au/?jati=2A5F4C86-39E8-641C-9

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0764531

Services Australia

Closing Date:Monday 17 November 2025

Face to Face Services
Central and Northern Queensland

Job Title	Service Officer – Longreach, QLD
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Longreach QLD
Salary	$68,830 - $84,996
Future Merit Locations	Longreach
Office Arrangement	On Site
Office Arrangement Details	This role is expected to be performed on site in the advertised location.
Classification	APS Level 3;APS Level 4
Position Number	EXT-M-2025-1333
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/(

Job Description

https://servicesaustraliacareers.nga.net.au/?jati=33537581-B1AB-5634-14CC-E44F0A9EE4FA

We are seeking motivated people to join our team and become the face of Australian Government services within the community.

Service Officers assist customers across a range of payments, programs and services via one or more service delivery channels.

We stand for diversity, inclusion and belonging in our teams. We want everyone to feel included, respected, supported, valued and empowered. We embrace the benefits this brings to our work every day.

On top of your salary, we offer a 15.4% superannuation contribution, annual salary increments, overtime opportunities, and flexible working arrangements, including flex time. You will also have access to a generous suite of leave entitlements, such as cultural and ceremonial leave, as well as study assistance. Plus, if you work in Longreach, you will be eligible for fortnightly district

allowance of up to $9,340 per annum. Go to our Services Australia Enterprise Agreement 2024-2027 to see all conditions we offer.

As a new team member, you are not expected to know everything at once. You will learn to understand and explain Centrelink, Medicare or Child Support payments and services to customers when they come into your local Service Centre.

Working with us, you will be helping your community when they need to access government services. To do this, we will train and support you.

When you apply, we will ask you a few questions to better understand the skills and capabilities you bring to the role.

We will be looking for skills and work-related qualities that show your ability to undertake relevant duties.

Duties

- Help someone understand and self-manage their payments and services.
- Use computer systems to find a way to solve a problem for someone.
- Make decisions and tell people about them.
- Tell someone about any complaints or issues.

Eligibility

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant’s suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia values local community knowledge and diversity. We encourage people from diverse cultural backgrounds, First Nations Australians, people with disability, mature age people and people from the LGBTI+ community to apply. Services Australia accommodates people with disability by making reasonable workplace adjustments.

The jobs can be full time or part time with access to flexible working arrangements. We may offer you a permanent or temporary role. You will be paid fortnightly and have access to cultural and ceremonial leave. You will work with others in a comfortable, air-conditioned office and be given a uniform once you have settled in.

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

About the Services Australia

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To Apply

Position Contact	Roslyn Shepherd, 0432 627 865
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au/?jati=33537581-B1AB-5634-1

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0764559

Services Australia

Closing Date:Monday 17 November 2025

Face to Face Services
Service Zone South and Northern Australia

Job Title	Service Officer (Identified) - Tennant Creek, NT
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Tennant Creek NT
Salary	$68,830 - $84,996
Future Merit Locations	Tennant Creek
Office Arrangement	On Site
Office Arrangement Details	This role is expected to be performed on site in the advertised location.
Classification	APS Level 3;APS Level 4
Position Number	EXT-M-2025-1332
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

https://servicesaustraliacareers.nga.net.au/?jati=4D3307D2-5364-3A12-9988-E44F452FE24F

We are seeking motivated people to join our team and become the face of Australian Government services within the community.

Service Officers assist customers across a range of payments, programs and services via one or more service delivery channels.

We stand for diversity, inclusion and belonging in our teams. We want everyone to feel included, respected, supported, valued and empowered. We embrace the benefits this brings to our work every day.

These roles have a strong involvement in issues relating to Aboriginal and/or Torres Strait Islander peoples and will involve direct interaction with Aboriginal and/or Torres Strait Islander communities.

To be considered for these jobs, you will need to have a good understanding of issues affecting Aboriginal and/or Torres Strait Islander peoples and be able to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples.

On top of your salary, we offer a 15.4% superannuation contribution, annual salary increments, overtime opportunities, and flexible working arrangements, including flex time. You will also have access to a generous suite of leave entitlements, such as cultural and ceremonial leave, as well as study assistance. Plus, if you work in Tennant Creek, you will be eligible for fortnightly district allowance of up to $13,730 per annum. Go to our Services Australia Enterprise Agreement 2024-2027 to see all conditions we offer.

As a new team member, you are not expected to know everything at once. You will learn to understand and explain Centrelink, Medicare or Child Support payments and services to customers when they come into your local Service Centre.

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When you apply, we will ask you a few questions to better understand the skills and capabilities you bring to the role.

We will be looking for skills and work-related qualities that show your ability to undertake relevant duties.

Duties

- Help someone understand and self-manage their payments and services.
- Use computer systems to find a way to solve a problem for someone.
- Make decisions and tell people about them.
- Tell someone about any complaints or issues.

Eligibility

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Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

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To Apply

Position Contact	Karen Harlan, 08 7970 5192
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au/?jati=4D3307D2-5364-3A12-9

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0764631

Services Australia

Closing Date:Thursday 13 November 2025

Job Title	General Counsel, Legal Services (several positions)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Brisbane QLD, Melbourne VIC
Salary	-
Future Merit Locations	Sydney, Canberra, Brisbane, Melbourne
Office Arrangement	On Site
Office Arrangement Details	Flexible arrangements may be considered
Classification	Senior Executive Service Band 1
Position Number	Various
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/(

Job Description

https://www.beaumontandbeaumont.com.au/11612

- Senior Executive Service Band 1
- Provide high level legal and strategic advice to the Commonwealth
- Applications close 11:30pm AEDT, Thursday 13 November 2025

About us

Services Australia (the Agency) is at the frontline of government service delivery, supporting millions of Australians with economic, health and social wellbeing payments and services.

We’re making government services simple, so people can get on with their lives. Our goal is to make it easier to engage with the services that Australians rely on. To achieve this goal, we’re transforming the way we work to deliver a simple, helpful, respectful and transparent experience for customers.

In the 2023-24 financial year, the Agency delivered $241 billion in total payments across Centrelink, Medicare and Child Support services. We delivered this through our digital channels with 1.1 billion transactions, 53.9 million phone calls and 10.7 million face-to-face engagements at our 318 service centres. The Agency is one of the largest Australian Public Service (APS) agencies in Australia, with more than 32,500 ongoing staff, located in every state and territory.

Legal Services Divisions

The Legal Services – Customer Division and Legal Services – Corporate Division are a large and dynamic Commonwealth legal practice managing one of the Commonwealth's largest litigation practices, as well as advising on cutting-edge administrative law issues, emerging information law issues, a range of complex corporate and employment law issues, Freedom of Information and privacy law including operational privacy. The Divisions provide independent legal services, advice and assistance to the Minister, the Chief Executive Officer and the Executive.

Additional details on the divisions can be found in the candidate pack.

Duties

General Counsels are responsible for the provision of high-quality and timely strategic legal advice, advocacy and support. As a senior leader in the agency, General Counsels are also responsible for the leadership and management of a branch.

There are immediate vacancies for the following General Counsel roles.

General Counsel, Litigation

This role is responsible for the following legal functions:

- Manage Administrative Review Tribunal (ART) merits review matters for Centrelink, Child Support and Health programs.
- Manage appeals from the ART to the Federal Circuit and Family Court of Australia, and the Federal Court for Centrelink, Child Support and Health program matters.
- Manage debt litigation for Centrelink and Child Support programs.
- Provide advice and support to program areas in relation to litigated and other court matters, including:
    - responding to court proceedings served on the agency (other than employment related claims)
    - providing responses to Coronial investigations and inquests
    - responding to requests for information from Royal Commissions/Commissions of Inquiry

- support for staff called upon to provide a witness statement or give evidence in courts and tribunals (other than employment related claims or criminal prosecutions managed by Fraud Control and Investigations Division).

The role is not responsible for managing commercial, property, employment, FOI or privacy litigation or disputes but does provide advice on subpoena management where required.

The preferred locations for the General Counsel, Litigation position are **Canberra, Brisbane, Melbourne** or **Sydney**, other major city locations may be considered by exception.

General Counsel, Program Advisory Legal

This role is responsible for the following legal functions:

- Provide legal advice on all agency programs and legislation, including Centrelink, Child Support, Medicare and health programs, and indemnity schemes.
- Manage agency delegations and authorisations and statutory appointments.
- Provide legal advice on agency governance.
- Legal liability advising compensation on program decisions to support discretionary customer compensation management.

The preferred location for the General Counsel, Program Advisory Legal position is **Canberra**; other locations may be considered by exception.

General Counsel, FOI and Reviews

This role is responsible for the following legal functions:

- Managing the distinct teams within FOI and Reviews, comprising:
  - FOI Customer Process;
  - FOI Significant (Complex) Processing and Reporting;
  - FOI and Review Legal;
  - Review Investigations (which includes CDDA); and
  - Complex and Escalated Reviews
- Providing advice on FOI requests from customers and third parties.
- Responding to enquiries from the Australian Information Commissioner.
- Managing the agency’s relationship with the Commonwealth Ombudsman and coordinating the agency’s response to inquiries, investigations and other correspondence and engagement with the Ombudsman.
- Managing a large Compensation for Detriment caused by Defective Administration practice and acts of grace and debt waivers from the Department of Finance.

- Managed applications to the Administrative Review Tribunal and Courts regarding FOI.

The preferred location for the General Counsel, FOI and Reviews position is **Canberra**, other locations may be considered by exception.

Qualifications

• Bachelor of Laws degree or equivalent

• Admission as a legal practitioner in an Australian court

• Eligibility to hold an unrestricted practising certificate

These roles may be filled on an ongoing or non-ongoing (fixed term) appointment.

This process will also be used to establish a merit pool for vacancies across the agency, as they become available within an 18-month period.

Salary and benefits

- The Senior Executive Band 1 level offers an attractive remuneration package, including 15.4% superannuation and salary packaging options.
- Conditions that support your health, wellbeing and lifestyle.
- Generous leave provisions, including accruable annual leave of 23 days per year with the capacity to purchase an additional 4 weeks' annual leave per year after 12 months service.
- Accruable personal leave including sick and carers leave at 18 days per year.

Eligibility

To apply you need to be an Australian citizen.

You will need to pass our pre-employment screening process, which includes a pre-employment check, and where relevant, a working with children and vulnerable people check.

You will also need, or have the ability to acquire, an Australian Government security clearance, to the appropriate level for the position. This will be arranged for you, if successful.

Apply

Before applying, please obtain Candidate Information Pack from the Beaumont and Beaumont vacancies page: https://www.beaumontandbeaumont.com.au/11612

If you require further information, please contact **Jonathan Beaumont** on **(02) 6126 4500** or ServicesAustralia@beaumontandbeaumont.com.au. Enquiries will be kept in strict confidence.

Notes

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

About the Services Australia

We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and a Platinum tier LGBTQIA+ inclusive employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Jonathan Beaumont, (02) 6126 4500
Agency Recruitment Site	https://www.beaumontandbeaumont.com.au/11612

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Social Services

Vacancy VN-0764318

Department of Social Services

Closing Date:Thursday 30 April 2026

Job Title	Temporary Employment Register - Executive Assistants
Job Type	Full-Time, Non-Ongoing
Location	Perth WA, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Newcastle NSW, Sydney NSW
Salary	$81,795 - $139,157
Future Merit Locations	Perth, Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Newcastle, Sydney
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	TER-2025-0386
Agency Website	https://www.dss.gov.au/

Job Description

https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

Be part of a purpose-driven team that impacts the lives of every Australian. The Department of Social Services (DSS) works to improve the economic and social wellbeing of individuals, families and vulnerable members of Australian communities. With us, your work directly contributes to shaping, designing and delivering the social policies and reforms that positively impact people's lives. In a career with us, you can support and change the life circumstances of some Australia's most vulnerable, doing your best to ensure no-one is left behind.

We are looking for people who want to make a difference.

Our ideal employees reflect our cultural values of curiosity, contestability, courage and collaboration.

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 Executives 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 Executives 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 briefings and coordinating document management via the Parliamentary Document Management System (PDMS)
- providing secretariat duties for branch 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

This is a register of interest only.

There is no guarantee that an offer of employment will be made whilst your application remains on the register.

You will only be contacted regarding your application if a vacancy arises that matches your skills and experience.

All applications to the Temporary Employment Register will be assessed and unsuccessful candidates will be notified as soon as possible.

Non-ongoing opportunity will be offered for a specified term.

Non-ongoing opportunities may be offered for a specified term or for a period of up to 12 months.

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-0764662

National Disability Insurance Agency

Closing Date:Tuesday 18 November 2025

Job Title	APS5 Executive Assistants
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Penrith NSW, Deakin ACT, Brisbane QLD, Geelong VIC, Richmond VIC, Darwin NT, Perth WA, Chermside QLD, Hobart TAS, Surry Hills NSW, Adelaide SA
Salary	$86,624 - $93,253
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, Hobart, Perth, Surry Hills, Chermside, Darwin, Adelaide
Office Arrangement	Flexible
Office Arrangement Details	Working from home arrangements can be discussed with your line manager.
Classification	APS Level 5
Position Number	3040_10/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

https://www.ndis.gov.au/about-us/careers-ndia

A new role awaits

Looking for an exciting opportunity to showcase your skills and make a real difference? The NDIA is currently recruiting dynamic and driven individuals to join us as Executive Assistants (EA) at the APS5 level.

You will provide essential support to our SES leaders across the agency, helping them to navigate a fast-paced and challenging environment. With multiple opportunities available in locations across Australia, this is your chance to join a talented team and build a career with an organisation focused on making a difference in the lives of people with a disability.

This recruitment exercise will be used to fill current vacancies whilst also establishing a Merit Pool, giving you the chance to be considered for future APS5 Executive Assistant opportunities that may arise over the next 18 months.

NOTE: In the application form we will ask you to select a location to understand your preferences.

Duties

Where you can add value

As an APS5 Executive Assistant, you will be at the forefront of day-to-day operations, providing critical administrative, secretarial, and research services to help drive the success of the agency. This is your chance to showcase your exceptional organisational and communication skills while working alongside some of the most talented professionals in the industry. This opportunity will allow you to showcase your skills and experience by contributing to the following activities:

- Coordinating meetings, travel arrangements and official functions on behalf of the branch manager, and other Agency staff
- Diary and email management, responding to changing priorities and timeframes
- Undertaking research and investigations as requested
- Scheduling meetings and preparing documentation for committees and projects.

Enough about us, let’s talk about you

You will be highly motivated, possess strong communication and collaboration skills, and be able to provide advice on moderately complex matters to both internal and external stakeholders. While experience in an executive assistant role or the APS is desirable, it is not essential. Commitment to service and delivering quality work is crucial. Additionally, you must have a positive attitude towards people with disabilities, an understanding of disability's impact on participants, be able to manage confidential information, be adaptable to change, and uphold integrity and professionalism to align with our values and mission.

For more information on NDIS including our values, capabilities and behaviours along with our application process, please refer to our website.

Eligibility

- 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.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

- This position will be offered as ongoing or non-ongoing.
- We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.
- 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.

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

About the National 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	Annette Hira / Kirsty Anderson, email preferred
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0764709

National Disability Insurance Agency

Closing Date:Tuesday 18 November 2025

Strategic Communications Division
Platform and Channels Branch Digital Delivery

Job Title	APS5 Web Services Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Geelong VIC, Surry Hills NSW, Deakin ACT, Brisbane QLD, Adelaide SA, Hobart TAS, Perth WA
Salary	$86,624 - $93,253
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Work from home arrangements to be discussed with line manager
Classification	APS Level 5
Position Number	2603_09/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

https://www.ndis.gov.au/about-us/careers-ndia

A new role awaits

Are you ready to utilise your skills in delivering strategic and impactful digital content, supported by data driven research and insights and work for a leading Federal Government Agency? The Web Services Team within the Digital Channels and Marketing Branch at the National Disability Insurance Agency (NDIA) is seeking a motivated and experienced APS5 Web Services Officer to publish accessible digital content for a variety of audiences. Utilise your skills in website design and work for an Agency creating lasting changes for Australians living with a disability.

Duties

Where you can add value

The APS5 Web Services Officer is a team membership position and is accountable for organising their workflow and making independent decisions relating to an area of responsibility.

Responsibilities of the role include but are not limited to:

- Understanding of key website functionality and website technical terminology, digital accessibility, and current WCAG standards and requirements.

- Using Drupal CMS to, delivering on Agency goals and working collaboratively with colleagues.
- Sound stakeholder management skills to work with internal stakeholders.
- Contributing to the efficient publishing of evidence-based web content.
- Reviewing and analysing data that inform decisions about content placement, channels, and usefulness for the end user.
- Leading the publishing of content across several NDIA web assets (sites) based on best practice web accessibility and user experience principles.
- Managing correspondence and administration through Jira service desk and team inboxes.

Eligibility

- 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.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
- The health and safety of workers, Participants and other visitors in our offices is our highest priority. A number of roles, activities or work types within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory COVID-19 vaccinations. Where a government Order or Directive applies, successful applicants will be required to provide evidence of COVID-19 vaccination or approved exemption as per ATAGI guidance, prior to commencement Position.

Notes

- This position will be offered as ongoing or non-ongoing.
- We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.
- 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.

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

About the National 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	Steph Conte, 0429 948 136
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0764720

National Disability Insurance Agency

Closing Date:Thursday 20 November 2025

QLD Division
QLD Service Delivery Branch

Job Title	APS5 Planner (General & Affirmative Measures - Disability & First Nations)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Mount Isa QLD
Salary	$86,624 - $93,253
Future Merit Locations	Mount Isa
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be considered
Classification	APS Level 4;APS Level 5
Position Number	2479_08/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

https://www.ndis.gov.au/about-us/careers-ndia

QLD Service Delivery Branch is responsible for engaging with participants and managing participant plans and supports. Planning teams provide direct service delivery for NDIS participants; engaging with participants and managing participant plans and supports to ensure nationally consistent participant experiences aligned to the Participant Service Guarantee.

The APS5 Remote Planner will be required to undertake planning activities and tasks using available information where options are not always evident. The position will be required to perform procedural, clerical, administrative and operational tasks that supports and contributes to NDIA's objectives to "build a world-leading National Disability Insurance Scheme".

Duties

As the APS5 Remote Planner you will have a considerable level of contact with internal and external stakeholders and will be required to communicate with and provide advice on a range of service delivery matters to resolve moderately complex to complex enquiries.

for people.

You will be passionate about working in your local rural and remote communities to support people in the communities with their NDIS journey. Attend external locations offsite including participants' homes (which may have multiple stories or be accessible only via uneven ground, stairs). Perform high levels of phone usage and/or face to face work. Drive vehicle over possible long distances in remote locations on unsealed roads and in all traffic and weather conditions, including the capacity to deal with minor vehicle problem (e.g., changing a tyre). Travel via light aircraft may be required to access remote communities. You will require physical capacity and mobility to safely navigate uneven terrain, including unsealed roads, footpaths, steps and stairs, in a variety of weather conditions.

Duties of the Role may include:

- Working with service providers and participants to gather and verify relevant information to facilitate access, plan development, ensure successful plan implementation and maintain community supports.
- Developing outcome-based plans reflecting participant choice and control within a reasonable and necessary framework.
- Undertaking reviews of plans with participants, delivering and approving plans to meet targets.
- Building participant capacity to maintain effective networks by liaising with individuals, families/ carers and their communities to improve natural and community supports.
- Providing information to members of the community about the NDIS, mainstream services and community supports to improve participation and inclusion.

Eligibility

The ideal candidate will:

- Well-developed understanding of relevant legislation, policy frameworks, and procedures.
- Exercise sound judgement to resolve complex or difficult issues.

- Strong attention to detail and ability to conduct thorough research and analysis.
- Proven ability to work independently, manage competing priorities and proactively take initiative.
- Ability to communicate information clearly and concisely.
- Experience working within a high-performing team and thriving in a fast-paced work environment.
- Excellent interpersonal skills to effectively develop and maintain stakeholder relationships.
- Excellent verbal and written communication skills to effectively present and collaborate with stakeholders.
- Maintain a positive and contemporary attitude towards people with disability.
- Ability to understand, communicate and interact effectively with people from diverse cultural backgrounds, including remote Indigenous communities.

These roles are to be performed from Mount Isa and alternate/remote working locations won't be considered.

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and Working with Children Check and provide evidence of Australian Citizenship.

Notes

This position may be offered as ongoing or non-ongoing.

We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 6 months may be offered.

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.

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

About the National 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	Karyn Jones, 07 4747 2642
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0764697

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Monday 17 November 2025

Regulatory Policy, Insights and Review
Executive

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Parramatta NSW
Salary	$88,155 - $94,143
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	This position requires the incumbent to be in the office approximately three (3) days per week with additional days as required.
Classification	APS Level 5
Position Number	228_10/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

The Regulatory Policy, Insights and Review Division supports the NDIS Commission's delivery of legislative functions through strategic policy development and advice, market design and oversight, data and analysis activities, major projects and initiatives.

This includes innovative and strategic thinking, data analysis and evidence reviews, to solve complex policy issues that facilitate upholding the rights of people with disability through regulation of the NDIS market, to enable the provision of safe and quality supports.

The Division supports the NDIS Commission's contributions and response to the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability. It also supports the NDIS Commissioner with inquiries and reviews, delivery of NDIS workforce initiatives.

Duties

The Executive Assistant provides high-level administrative support to the Deputy Commissioner-Regulatory Policy, Insights and Review through the management of competing priorities, coordination and corporation with other members of the Executive Support team. They provide support to the Deputy Commissioner on a day-to-day basis to ensure they are able to operate efficiently and effectively.

The Commission supports flexible work arrangements. The Executive Assistant position requires the incumbent to be in the office approximately three (3) days per week, with additional days as required. They are also required to be contactable during standard business hours.

Duties may include, but are not limited to, the following:

- Provide high level administrative support including scheduling meetings, managing calendars and organising travel
- Establish administrative processes for the smooth running of the Deputy Commissioner's Office
- Monitor the group mailbox, prioritising and actioning items while escalating urgent matters
- Liaise with internal and external stakeholders to manage requests, organise meetings, create meeting agendas, take meeting minutes and track action items
- Confidentially handle sensitive material and information, maintain confidentiality and model ethical behaviour and practices consistent with the APS Code of Conduct and APS Values.

Please view the Candidate Information Package for the full position description.

Eligibility
Notes

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

About the 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	Emma Smith, 0428 793 696
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0764623

Australian Securities and Investments Commission

Closing Date:Thursday 13 November 2025

Job Title	Senior Executive Leader - Investigation & Enforcement
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	-
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	Senior Executive Service Band 1
Position Number	ASIC/1893004
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226396920

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.

Lead Investigation & Enforcement teams to deter financial misconduct and protect consumers and drive strategic enforcement actions that uphold the integrity of Australia's financial system.

- **Sydney or Melbourne location preferred – all other locations considered**
- **Permanent opportunity**
- **Applications close at 11:59pm AEDT, Thursday 13 November 2025**

The team

ASIC's Enforcement and Compliance Group (ECG) is responsible for the conduct of ASIC's initial inquiries, compliance and enforcement work across all sectors excluding markets. The ECG comprises Investigations, Special Operations, Enforcement Inquiries and Compliance, and Enforcement Services.

The role

As a **Senior Executive Leader (SEL) – Investigation & Enforcement** you are accountable for the effective use of investigation and enforcement powers to deter misconduct and protect consumers from financial harm.

- Lead and oversee teams that conduct complex investigations and enforcement actions to deter financial misconduct and protect consumers.
- Build, inspire, and develop high performing, engaged teams within ASIC's Enforcement & Compliance Group.
- Set strategic direction and drive continuous improvement in investigation and enforcement practices.
- Collaborate as a key member of the executive leadership group, contributing to collective decision-making and strategic priorities.
- Provide thought leadership and ensure regulatory priorities are integrated into organisational objectives.
- Foster a culture of accountability, professionalism, and teamwork across the group.

About you

You bring deep expertise in leading complex investigations and enforcement actions within a regulatory environment, with a proven ability to deliver successful outcomes. Your strategic mindset is matched by your capacity to build high performing, engaged teams and collaborate effectively as part of an executive leadership group.

You are an inspiring leader who thrives in dynamic environments, communicates with influence, and fosters a culture of accountability, professionalism, and teamwork.

You will also demonstrate:

- Extensive experience leading complex investigations and enforcement actions
- Strong understanding of regulatory and compliance frameworks
- Strategic and analytical thinking at a senior level
- Proven ability to manage risk and drive operational excellence
- Experience building and developing high-performing teams

- Ability to translate regulatory knowledge into practical, strategic action

View the position description for more information or click ‘apply' to start your application. Applications close at 11:59pm AEDT, Thursday 13 November 2025.

About ASIC

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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

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	Claire Greening, (02) 9911 2687
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0764674

Australian Securities and Investments Commission

Closing Date:Friday 14 November 2025

Job Title	Integrity Risk Specialist
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	-
Future Merit Locations	Canberra, Melbourne, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	Executive Level 1
Position Number	1891117
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226398467

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.

Play a pivotal role in upholding ASIC's integrity risk framework and supporting a culture of accountability, professionalism, and teamwork across the organisation.

- **Location – Canberra, Melbourne or Sydney**
- **Salary range – $127,641~$149,295 (depending on experience) plus 15.4% superannuation**
- **Permanent role**
- **Applications close at 11:59pm AEDT, Friday 14 November 2025**

The team

The Chief Risk Office manages ASIC's integrity risk framework, including the coordination of risk and control review programs, providing critical oversight and analysis of risk culture and integrity across the organisation.

The role

As an Integrity Risk Specialist, you will be accountable for:

- Providing oversight of ASIC's integrity risk and controls framework, including fraud management, conflicts of interest, bribery, and corruption.
- Collaborating with business units to identify integrity risks and design appropriate controls.
- Working with the Central Compliance team to evaluate key integrity controls.
- Contributing to the ongoing development of team artefacts, including training materials.
- Preparing Commission and Executive-level briefing papers.

Duties

About you

Are you ready to shape the future of integrity risk management and make a real impact where it matters most?

We're looking for candidates with:

- Advanced experience in a second line risk management/risk consulting role, or a role focused on conduct and integrity in a government agency or regulated entity.
- Cert IV in Government Investigations (highly valued).
- Demonstrated ability or understanding of managing whistleblower complaint platforms and investigations.
- Experience in developing risk and control frameworks, especially integrating legal and legislative obligations.
- Strong stakeholder engagement and communication skills.
- Analytical skills to interpret and report on risk issues and incidents.
- Experience in developing and leading group and 1-on-1 training.

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- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

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	Jennifer Pai, +61299112027
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_org

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Treasury

Vacancy VN-0764701

Australian Securities and Investments Commission

Closing Date:Sunday 09 November 2025

Job Title	Junior Business Analyst
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	$97,401 - $109,171
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	APS Level 4
Position Number	ASIC/1891699
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?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.

ASIC’s Business Analysis team is currently seeking a Junior Business Analysts to join their high-performing team to contribute to a wide range of technology projects within.

- **24-month fixed term contract role**
- **Sydney or Melbourne location**
- **Salary from $97,401 to $109,171 (depending on experience) + 15.4 % superannuation**
- **Applications will close at 11:59pm AEDT, Sunday 9 November 2025**

The team

The Digital, Data & Technology (DD&T) Portfolio Office delivers a broad suite of services in portfolio management, project delivery, business planning, and governance to support ASIC’s strategic priorities. We work in close partnership with ASIC’s Digital, Data & Technology group and the newly established RegistryConnect (RC) program to ensure projects are aligned with both strategic direction and operational needs.

The role

The Junior Business Analyst will collaborate with business subject matter experts and IT teams to analyse and clarify business requirements. This role will involve identifying the underlying business needs through stakeholder workshops and discussions, ensuring requirements are accurately captured and aligned with organisational objectives.

More specifically, you will:

- Prepare and document business, functional, and non-functional requirements in a clear, structured format that is easily understood by both business and IT stakeholders.
- Contribute to the development of user interface designs by applying User-Centred Design (UCD) principles and ensuring compliance with industry standards and Australian Government accessibility and usability guidelines.
- Provide support for test planning, preparation and execution activities.
- Assist with User Acceptance Testing (UAT) and system implementation, including the creation of user manuals and delivery of training materials.
- Provide additional project support as required across various initiatives.

About you

The ideal candidate will demonstrate a strong willingness to learn and grow within the business analysis discipline. They should possess a foundational understanding of requirements gathering and process modelling, coupled with attention to detail and sound problem-solving skills. Familiarity with concepts such as BPMN, UAT and user-centred design is advantageous. Excellent written and verbal communication skills will be essential for effective collaboration with stakeholders.

In addition, you will have:

· Tertiary qualifications in Information Technology or a related discipline.

- Proficient in using industry-standard process modelling and requirements management tools.
- Good understanding of process modelling techniques, including BPMN, as well as data analysis and modelling.
- Skilled in requirements elicitation, documentation, and validation.
- Demonstrated ability to troubleshoot issues and perform detailed analysis.
- Excellent communication skills, with the ability to present information clearly and effectively to diverse audiences, both verbally and in writing.

Click ‘apply' to start your application. Applications will close at 11:59pm AEDT, Sunday 9 November 2025.

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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, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_org

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Treasury

Vacancy VN-0764706

Australian Securities and Investments Commission

Closing Date:Monday 17 November 2025

Job Title	Hearing Delegate
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD
Salary	-
Future Merit Locations	Sydney, Melbourne, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	Executive Level 2
Position Number	1891204
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226399449

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.

It is a great opportunity to lead high-impact hearings and make pivotal administrative decisions on behalf of ASIC. You'll represent ASIC on external decision-making bodies, directly shaping the integrity of Australia's financial system.

- **Sydney, Melbourne or Brisbane (other locations to be considered)**
- **Salary - $152,074 - $202,614 (depending on experience), plus 15.4% superannuation**
- **Temporary role (24 months)**
- **Applications close at 11:59pm AEDT, 17 November 2025**

The team

The Hearing Delegates team is part of the Legal Services Group. The Legal Services Group provides legal advice and support to ASIC across a range of regulatory, enforcement and corporate legal matters, and is also responsible for a range of other functions including the conduct of hearings and making of administrative decisions by Hearing Delegates. We work closely with other teams across ASIC, as well as a range of external stakeholders.

The role

As a **Hearing Delegate**, you will

- Conduct ASIC hearings and make administrative decisions, mainly for financial services and credit industry participants.
- Chair and co-decide in Financial Services and Credit Panel and Liquidator committee matters.
- Assist the Markets Disciplinary Panel.
- Draft timely, clear, and legally sound written decisions.
- Review concerns, assess facts, and conduct research and support ASIC teams by providing feedback on administrative briefs.

Duties

About you

To excel in this role, you'll need substantial experience in administrative and corporate law, ideally supported by legal qualifications. You must be able to conduct and manage hearings with respect and objectivity, comply with administrative laws and processes, and effectively identify and manage risks in decision-making.

Strong independent judgement, efficient work habits, and excellent communication and research skills are essential. You should also be able to build and maintain productive relationships with a diverse range of stakeholders, working both effectively and influentially

View the position description for more information or click ‘apply' to start your application. Applications close at 11:59pm AEDT, 17 November 2025.

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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

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, +61299115321
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0764724

Australian Securities and Investments Commission

Closing Date:Tuesday 18 November 2025

Job Title	Category Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD, Perth WA, Adelaide SA, Hobart TAS, Traralgon VIC, Darwin NT, Canberra ACT
Salary	-
Future Merit Locations	Sydney, Melbourne, Brisbane, Perth, Adelaide, Hobart, Traralgon, Darwin, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	APS Level 5;APS Level 6
Position Number	1892405
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226400142

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians.

This is a great opportunity to empower stakeholders with expert procurement guidance while ensuring compliance with the PGPA Act and government standards.

- **Sydney (other locations to be considered)**
- **$97,401- $115,820 (depending on experience), plus 15.4% superannuation**
- **Permanent role**
- **Applications close at 11:59 pm AEDT, Tuesday, 18 November 2025**

The team

The Enterprise Services Group consists of four teams including Finance, Procurement, Property and Contracts, Performance Reporting and Planning and the Enterprise Resource Planning (ERP) Program. The Group provides a range of support, advice and analysis services across ASIC.

As a Category Officer, you will be required to:

- Provide expert advice on the PGPA Act and government procurement framework.
- Bring a strong understanding of the professional services category, including key trends and supplier markets relevant to government procurement.
- Demonstrate government procurement experience, particularly with the Management Advisory Services Panel (MAS) and People Panel arrangements.
- Support stakeholders to deliver compliant, value-for-money procurement outcomes.
- Lead end-to-end procurement, including risk assessment, documentation, supplier engagement, and contract management.
- Review procurement documents and consult with legal specialists as needed.
- Offer probity and process advice throughout procurement and continuously improve procurement processes and systems.

Duties

About you

To excel in this role, you'll bring hands-on experience supporting the full procurement lifecycle, from strategy and planning through to negotiation and contract management.

A solid understanding of government procurement policies, frameworks, and probity requirements is essential, along with experience working within the professional services category and familiarity with the Management Advisory Services (MAS) and People Panels. The ability to resolve procurement challenges and manage projects effectively will be highly regarded.

You'll also need a strong customer focus, attention to detail, and excellent communication skills both written and verbal. Building positive stakeholder relationships, working independently, and simplifying complex concepts to influence decision-makers will set you up for success.

View the position description for more information or click ‘apply' to start your application.

Applications close at 11:59 pm AEDT, Tuesday, 18 November 2025.

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- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

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, +61299115321
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0764746

Australian Securities and Investments Commission

Closing Date:Monday 17 November 2025

Job Title	Market Intelligence Data Analyst
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	$97,401 - $149,295
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	Executive Level 1
Position Number	ASIC/1893484
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226400394

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.

We are seeking a highly motivated Market Intelligence Data Analyst to join our Markets Group. In this role, you will play a critical part in identifying and assessing evolving market trends, systemic misconduct, and emerging risks across Australian financial markets. You will work on high-impact projects that directly contribute to regulatory insights and outcomes, leveraging your data expertise to deliver actionable intelligence.

- **Melbourne or Sydney**

- **Salary $97,401 - $149,295 (Appointment to the position will be either at the ASIC 4 to Executive Level 1 - depending on experience) plus 15.4% superannuation**
- **18-month contract opportunity**
- **Applications close at 11:59pm AEDT, Monday 17 November 2025**

The team

ASIC's Markets Group is responsible for ensuring investors have the trust and confidence to invest in Australia's financial markets and ensuring all Market participants, infrastructure providers and gatekeepers operate with integrity, resilience, and transparency. This is done by managing the end-to-end process for regulating markets including supervision, triage, investigation, and enforcement. The Markets Group also provides regulatory advice, considers applications and engages with stakeholders pertaining to the regulation of markets.

As part of Markets Group, the Market Intelligence Team conducts thematic reviews and research in relation to Market Integrity issues and maintains the market surveillance system. We produce quantitative market integrity analysis, lead innovative projects to enhance detection of market misconduct, input into evidence-based policy making and collaborate with other teams on data solutions.

The role

As a **Market Intelligence Data Analyst**, you will:

- Develop and apply innovative data methods to collect, manage, analyse, and communicate insights from multiple market data sources.
- Conduct quantitative analysis, thematic reviews, and create data-driven models to monitor market integrity, participant behaviour, and financial products.
- Prepare clear and concise reports, briefings, dashboards, and data visualisations to support regulatory understanding and decision-making.
- Support analytics projects by designing and advising on data collection, cleansing, and exploration processes.
- Engage with key stakeholders, providing timely and accurate data insights, and contribute to the continuous enhancement of market intelligence capabilities.

About you

You hold relevant tertiary qualifications in a quantitative discipline such as finance, statistics, mathematics, physics, computer science, engineering, or actuarial studies. You bring strong

statistical and programming skills, with experience in analytical roles within corporate, consulting, government, or academic environments. Proficiency in programming languages such as Python or R is highly desirable, with additional knowledge of KDB+ and Q considered a strong advantage.

You have experience working with large, complex datasets from diverse market vendors and proprietary sources, and can efficiently collate, process, and analyse data to extract meaningful insights. You are adept at applying diverse technologies and analytical techniques to distil complex data into actionable regulatory intelligence.

You possess excellent analytical, investigative, and problem-solving skills, enabling you to draw robust conclusions from both qualitative and quantitative data. With strong business acumen and a sound understanding of Australian financial markets and the regulatory environment, you exercise professional judgment and critical thinking in assessing risks and identifying potential issues.

You are a confident communicator, capable of presenting complex information in a clear, intuitive, and persuasive manner to diverse stakeholders. You thrive in dynamic environments, demonstrating adaptability, initiative, and the ability to quickly respond to emerging trends and priorities. Your ability to build and maintain strategic relationships allows you to collaborate effectively across multiple teams and stakeholders.

View the position description for more information or click ‘apply' to start your application.

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Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Nicole Moore, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0764800

Australian Securities and Investments Commission

Closing Date:Friday 21 November 2025

Job Title	Litigation Lawyers
Job Type	Full-Time, Ongoing
Location	Perth WA, Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA, Hobart TAS, Darwin NT, Traralgon VIC
Salary	-
Future Merit Locations	Perth, Canberra, Sydney, Melbourne, Brisbane, Adelaide, Hobart, Darwin, Traralgon
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	APS Level 5;APS Level 6;Executive Level 1
Position Number	1871246
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226401672

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Are you looking for a litigation role where the work you do will make a difference for all Australians and be challenging and rewarding? If so, apply now for a Litigation Lawyer role in ASIC's Civil Litigation or Administrative Law teams.

- **Based in Sydney, Melbourne or Brisbane (other locations to be considered)**
- **ASIC 4 & Executive Level 1 roles available**
- **Salary: ASIC 4 from $94,198 to $112,011 and Executive Level 1 from $123,444 to $142,790 (depending on experience), plus 15.4% superannuation**
- **Permanent roles**
- **Applications close at 11:59pm AEDT, 21 November 2025**

The practice

Enforcement Legal Services is responsible for ASIC's civil, administrative and criminal enforcement activities, and provides legal advice and litigation services to ASIC's Enforcement and Compliance teams and the Commission. This includes advising on investigations, conducting civil litigation and defending ASIC's administrative decisions.

Enforcement Legal Services sits within the broader Legal Services group that is responsible for the delivery of legal services across ASIC and is instrumental in driving ASIC's reputation as a modern and effective regulator. The Civil Litigation team is responsible for the conduct of ASIC's civil litigation in the High Court of Australia, the Federal Court of Australia and the State Supreme Courts. The Civil Litigation team also manages ASIC's relationship with external law firms and provides strategic guidance in those matters where ASIC has engaged an external law firm to act for it.

The Administrative Law team is also part of ASIC's in-house litigation practice. The team is responsible for carriage of merits review proceedings in the Administrative Review Tribunal and judicial review proceedings in the Federal Court in respect of administrative decisions made by ASIC. The team also provides advisory services to all of ASIC concerning administrative law issues such as procedural fairness.

We are proud of our highly committed, experienced and close-knit collegiate teams.

About the roles

Under the supervision of highly experienced civil and administrative law litigators you will deliver high quality representation and advice in matters conducted by ASIC's in-house practice by:

- being responsible for the day-to-day conduct of ASIC's administrative law or civil litigation including:
    - collating and/or reviewing evidence;
    - drafting pleadings, affidavits, statements, submissions and/or other Court/Tribunal documents;
    - briefing and working with counsel;
    - briefing and working with expert witnesses; and
    - attending Court/Tribunal hearings
- providing strategic advice and guidance to the Commission in relation to ASIC's administrative law or civil litigation; and
- providing advice to Enforcement & Compliance teams regarding the conduct of investigations.

Duties

To be a **Litigation Lawyer** in our teams you will need to have:

- Up to 5 years post admission experience and hands-on litigation experience (and be admitted to practice in the High Court, Federal Court and State Supreme Courts)
- strong technical legal, communication and organisational skills
- a commitment to providing superior client service
- a real interest in making a difference through important regulatory litigation with a consumer protection focus.

Your application should include a CV of no more than 3 pages, with a covering letter of no more than 2 pages that addresses the selection criteria in the position description. The position descriptions for these roles can be found on ASIC's Careers page.

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 committed to a 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.

To work with us, you also 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, +61299115321
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0764359

Australian Taxation Office

Closing Date:Friday 14 November 2025

ATO People
SES Services

Job Title	Executive Assistant
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	$90,596 - $96,042
Future Merit Locations	Sydney
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	APS Level 5
Position Number	EXT_EA_769_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=2A5957BD-D1EA-BD95-9E8A-E44DA6B46B53

Duties

We are seeking experienced, enthusiastic and professional Executive Assistants to provide executive and administrative support to our Second Commissioners and Deputy Commissioners. If you're highly organised, an excellent communicator, and a great problem solver, this Executive Assistant role could be for you.

As an Executive Assistant, you will work closely with the executive team. You'll be a trusted advisor and your ability to build strong relationships, anticipate needs, and create a positive experience in every interaction will be key to your success.

While flexible work arrangements may be considered, this role is primarily office-based to support the dynamic and responsive nature of executive operations.

You will be co-located with your senior executive and undertake a variety of tasks which, will include:

- diary management:
  - providing clear daily guidance on priority meetings, emails and actions
  - tracking high priority work to ensure deadlines are met
  - escalating urgent matters for attention and response and identifying issues that may impact priorities and delivery
  - tracking high priority work to ensure deadlines are met
- scheduling of meetings and forward planning (including management of conflicts)
- managing the flow of correspondence and documents, ensuring accuracy, confidentiality, and timeliness
- co-ordinating meetings and events (on site or virtual) including preparation of electronic and hard copy papers and providing secretariat support
- co-ordinating travel arrangements and itineraries, assisting with budget management, credit card acquittals, procurement and financial management tasks
- supporting teams across the business line or branch with administrative requirements e.g. ordering stationery, printing, and escorting visitors
- communicating with business partners and clients
- supporting and mentoring APS 4 Executive Assistants, sharing your knowledge to help build a supportive, high-performing business line.

The relationships you build, the experience you gain and the development opportunities you access will pave the way for career growth through:

- support from a dedicated relationship manager
- networking opportunities to create valuable professional connections
- contributing to engagement in the site, through support and participation in a range of workplace initiatives and events.

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 disabilityor neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility

Notes

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

About the 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	Rebecca Nelson, (02) 6216 1607
Agency Recruitment Site	https://ato.nga.net.au/?jati=2A5957BD-D1EA-BD95-9E8A-E44DA6B46B5

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Treasury

Vacancy VN-0764523

Australian Taxation Office

Closing Date:Wednesday 19 November 2025

Enterprise Solutions and Technology
Midrange Database Services

Job Title	IT Midrange Database Specialist
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT, Melbourne VIC
Salary	$125,291 - $136,595
Future Merit Locations	Adelaide, Box Hill, Canberra, Dandenong, Melbourne, Moonee Ponds
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 1
Position Number	EXT_EST_776_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=36555E8E-6FE7-0356-6DED-E44ECD2B0A5D

Duties

We are seeking experienced IT Midrange Database Specialists (Administrators and Engineers) to join our Midrange Database Services team within the Enterprise Solutions and Technology business area.

As an IT Midrange Database Administrator, you will be at the forefront of designing, implementing, and optimising SQL Server environments across on-premises and cloud platforms. Your expertise will ensure our database systems remain secure, scalable, and high-performing, supporting critical business operations and future-ready solutions.

You will provide expert technical leadership in managing SQL Server environments across on-premises and cloud platforms, with a strong focus on performance, reliability, and automation. Responsibilities include providing on-call support, implementing security controls, optimising database performance, and designing high availability and disaster recovery solutions. The role also emphasises proactive capacity planning, modernisation of architecture, and adoption of emerging technologies like cloud-native and AI-driven tools.

As an IT Midrange Database Engineer, you are a blend of database engineering and administration expert who applies sound engineering principles, operational discipline, mature development, administration, and automation practices, specialising in databases (particularly Microsoft SQL Server).

You will focus on leading the design, automation, and delivery of scalable database solutions within ATO Midrange. It combines strategic and operational responsibilities, including providing on-call support, modernising infrastructure, developing long-term architecture and technology roadmaps, and collaborating across government agencies and service providers. You'll guide teams in assessing current systems, designing sustainable solutions, and advising senior executives, all while ensuring the database environment is robust, future-ready, and aligned with digital transformation goals.

Candidates may be considered for both the Midrange Database Administrator and Midrange Database Engineer roles, depending on their skills and experience.

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 recruitment process.

Eligibility
Notes

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

About the Australian Taxation Office

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To Apply

Position Contact	Giang Dinh, (02) 6216 8193
Agency Recruitment Site	https://ato.nga.net.au/?jati=36555E8E-6FE7-0356-6DED-E44ECD2B0A5

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Treasury

Vacancy VN-0764611

Australian Taxation Office

Closing Date:Wednesday 19 November 2025

Enterprise Solutions and Technology
EST Infrastructure Services

Job Title	IT Mainframe Database Administrator
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$125,291 - $136,595
Future Merit Locations	Box Hill, Canberra, Dandenong, Melbourne, Moonee Ponds, Parramatta, Penrith, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 1
Position Number	EXT_EST_787_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=0D658B9D-838E-79CC-37BD-E44F81575C59

Duties

We are seeking an IT Mainframe Database Administrator to join our Enterprise Solutions and Technology business area.

As an IT Mainframe Database Administrator, you will plan, co-ordinate and deliver detailed, technical or sensitive projects that impact on strategic or operational outcomes. You'll provide advice to technical specialists and business partners, and seek their cooperation in the provision of database administration, problem solving and issues management.

You will play a central role in database design, data integration across multiple platforms, and the collection of performance statistics to support tuning improvement and troubleshoot issues with DB2 databases. You'll also assist clients with the creation and management of test databases. To support these responsibilities, you'll be required to participate in an on-call roster to provide out-of-hours support.

You will assist with project management, operational and business planning and financial year forward planning, and assist with strategy planning by collaborating with business partners. Your team will be involved with modernisation, automation and continuous improvement to existing services, ensuring the mainframe is ready for business at all advertised times.

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 recruitment process.

Eligibility
Notes

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

About the 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	Jan Lee, (02) 6216 5514
Agency Recruitment Site	https://ato.nga.net.au/?jati=0D658B9D-838E-79CC-37BD-E44F81575C5

Treasury

Vacancy VN-0764627

Australian Taxation Office

Closing Date:Thursday 20 November 2025

Integrity Assurance and Law
Fraud Prevention and Internal Investigations

Job Title	Assistant Commissioner, Fraud Prevention and Internal Investigations
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Senior Executive Service Band 1
Position Number	EXT_SES_792_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=894DDEF5-4E4A-7832-97FE-E44F843682A6

Duties

We are seeking an influential and highly respected and experienced senior leader to join our Integrity, Assurance and Law Executive team.

As the Assistant Commissioner, Fraud Prevention and Internal Investigations (FPII), in our Enterprise Strategy and Corporate Operations Group you will provide advice and assurance on fraud and corruption prevention within the ATO, strategic leadership for our FPII branch and work closely with the ATO Audit and Risk Committee.

You will lead the ATO's fraud prevention and anti-corruption initiatives, ensuring compliance with mandated government standards and requirements. Your work will be instrumental in safeguarding the integrity of the organisation through the design and implementation of proactive and innovative measures to prevent, detect, and respond to internal fraud and corruption.

As a trusted advisor to the Commissioner of Taxation and ATO Executive, you will provide strategic guidance on issues that could significantly affect the ATO's reputation and integrity.

You will cultivate strong, collaborative relationships with internal stakeholders and key partners across Commonwealth and law enforcement agencies to strengthen our collective response to fraud & integrity risks. Your oversight will extend to maintaining and evolving core fraud control strategies, while actively monitoring and addressing emerging threats to uphold the ATO's high-integrity culture.

You will be an experienced leader of people and have the ability to traverse ambiguity and provide strategic direction to the ATO and its people clearly and with empathy.

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 recruitment process.

All our senior leaders are expected to:

- develop a clear vision of the future that links with the big picture of the organisation
- 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
- have an outward focus and work collaboratively across boundaries to influence better outcomes for the system and the community, and make progress on issues that cut across agencies, sectors and communities
- have the capacity to persuade others towards an outcome, winning and maintaining the confidence of government and key stakeholders
- be self-aware and courageous, creating an environment that empowers, mentors and coaches individuals and teams to deliver their best
- be passionate about building trust and confidence in the ATO and the tax and superannuation systems.

To be considered you must also have:

- a working knowledge of the fraud and corruption field and the methods used to deter, detect and respond to integrity risks, or the ability to quickly acquire this knowledge

- a proven ability to work collaboratively and lead manage a large diverse team, working in a complex and challenging environment
- an ability to understand and be able to identify trends in fraud and corruption control as well as identifying emerging issues that have implications for the ATO's practices
- the capability to understand and improve complex operational processes, including with the assistance of digital technologies and data
- strong influencing, relationship management and representational skills, including the ability to work effectively with senior leaders across the ATO and Government
- the ability to provide expert independent and impartial advice.

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 agency.

About the Australian Taxation Office

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To Apply

Position Contact	Nicholas Shizas, (02) 9374 2176
Agency Recruitment Site	https://ato.nga.net.au/?jati=894DDEF5-4E4A-7832-97FE-E44F843682A6

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Treasury

Vacancy VN-0764564

Royal Australian Mint

Closing Date:Monday 17 November 2025

Operations

Job Title	Project Management Office (PMO) Manager
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	$121,066 - $134,960
Future Merit Locations	Deakin
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated.
Classification	Executive Level 1
Position Number	1459
Agency Website	https://www.ramint.gov.au

Job Description

https://www.ramint.gov.au/about-us/work-us

About the Mint

The Royal Australian Mint is a small government agency working within the Commonwealth Government Portfolio of the Treasury. The Mint is a non-corporate Commonwealth Entity and is listed under the *Public Governance Performance and Accountability Act 2013* (PGPA Act). The Mint is also covered by the *Public Service Act 1999* (Cth) (PS Act).

The Royal Australian Mint makes coins and other minted products to serve the needs of the Australian economy, foreign countries, investors and collectors. We are stewards of a thriving national institution that showcases our Nations stories through the National Coin Collection, and a world class museum and gallery experience.

The Royal Australian Mint creates public value through a range of coining and minting-related activities. We play a key role in sharing the stories of Australia by recognising significant anniversaries, events, organisations and cultural perspectives through coins.

The Mint offers some of the most unique career opportunities within the public service, including roles such as:

- Coin making – polishing, laser frosting, 3D engraving, Physical Vapour Deposition hard coating, chrome plating, dies inspection and collars manufacture.
- Machinery – operate and maintain minting critical machines.
- Coin Sculpting – design coins, medals, medallions, and token, etc.
- Graphic Design – design coin packaging materials, exhibition graphics, etc.
- Engineering – technical support and manufacturing operations.

About the Branch

The Operations Branch is the manufacturing arm of the Mint. It is an operationally focused, multi-disciplinary team, responsible for the manufacture of both Australian and foreign circulating coin, collectable coins, and tooling to support those production requirements. The branch covers, coin manufacture, die preparation, blank preparation, electro plating and chemical processing, tooling and machining services, planning and packing.

In addition to meeting production targets, the branch has a strong focus on safety, continuous improvement, and quality. The Operations branch is currently embarking on a large program of uplift initiatives, providing a great opportunity for enthusiastic leaders to contribute to meaningful change and development.

About the Role

The PMO Manager is a new position to lead the newly established PMO function in support of the delivery of the Operations Branch Business Plan. This recruitment is to support a large program of uplift projects over a three-year plan. These projects may include the replacement of crucial assets such as presses, laser systems, and automation technology, or support improvement initiatives such as supply chain uplift, data collection and craft skills training, or injury prevention.

The PMO Manager will be responsible for establishing and managing the PMO and providing project management services to the Mint. The PMO Manager provides holistic project management capability across the Mint, delivering outcomes related to improved systems, processes and technology, and capital investment for equipment. They also support the delivery of smaller projects through structured approaches, systems and mentoring. The PMO Manager will build and maintain positive relationships with a range of stakeholders and project sponsors.

The PMO Manager supervises a small team of Project Managers. They are responsible for creating and providing appropriate project management methodologies to the Project Management team, as well as governance systems, documentation and reporting, and resource management. They will report to the Executive Manager of Operations and will be required to present to other members of the Senior Leadership Team on occasion.

The PMO Manager works with a high level of autonomy, using contemporary project management practices that are appropriately tailored to the specific project being undertaken. The role is dynamic and requires a ‘can do’ approach, while managing risk and delivering milestones.

Duties

1. Establishing and managing the PMO capability, applying contemporary project management methodologies appropriately tailored to the specific projects’ complexity and risk.
2. Providing leadership, advice, guidance and support to the PMO team and other Mint employees undertaking project work, to ensure effectiveness and minimise risk in delivering project outcomes.
3. Manage and monitor delivery of program outcomes, including identifying opportunities to improve program outcomes and make recommendations on program changes.
4. Identifying and managing risks and opportunities and incorporating these in project planning and decision-making and escalating to the Executive Manager of Operations.
5. Completing practical project management activities during all stages of the project lifecycle, from scoping, stakeholder engagement, requirements elicitation and initiation, reporting, delivery, change management and post implementation review.
6. Managing the procurement of goods and services related to projects in accordance with the Public Governance, Performance and Accountability Act 2013 and allocated budgets.
7. Ongoing collaboration with internal and external stakeholders, including consulting and negotiating with influence, in order to achieve specific project outcomes.
8. Preparing briefing papers, project documentation, reports, project schedules, correspondence and other written documents for both internal and external audit
9. Collecting, analysing and interpreting data and requirements, and implementing performance reporting and governance arrangement.
10. Contribute and assist with resource allocation in order to achieve outcomes in the most cost-effective manner. This includes coordinating with members of the Branch to maximise organisational resources.
11. Foster a collaborative team environment that shares lessons learned to ensure a continuous improvement approach is taken to project management.

Eligibility

Security clearance

This position requires a **Baseline** security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Notes

How to apply

Applications will need to be submitted through our recruitment portal on the Employment Opportunities page of the Mint Website at **Employment Opportunities | Royal Australian Mint**

Please submit your application by **11:30pm** on **Monday 17 November 2025**. You will need to upload:

- A current resume

- A two-page-pitch that describes how your skills meet the requirements of the role as detailed in the position description.

Information on applying for a job in the Australian Public Service is available at the Employment page of our website.

About the Royal Australian Mint

To Apply

Position Contact	Teagan Payne, 02 6202 8723
Agency Recruitment Site	https://www.ramint.gov.au/about-us/work-us

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Treasury

Vacancy VN-0764607

Royal Australian Mint

Closing Date:Monday 17 November 2025

Sales, Marketing and Innovation

Job Title	Senior Graphic Designer
Job Type	Full-Time, Non-Ongoing
Location	Deakin ACT
Salary	$99,145 - $108,328
Future Merit Locations	Deakin
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated
Classification	APS Level 6
Position Number	1460
Agency Website	https://www.ramint.gov.au

Job Description

https://www.ramint.gov.au/employment-opportunities

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 P*ublic Governance Performance and Accountability Act 2013* (PGPA Act). The Mint is also covered by the *Public Service Act 1999* (Cth) (PS Act).

The Royal Australian Mint makes coins and other minted products to serve the needs of the Australian economy, foreign countries, investors and collectors. We are stewards of a thriving national institution that showcases our Nations stories through the National Coin Collection, and a world class museum and gallery experience.

The Royal Australian Mint creates public value through a range of coining and minting-related activities. We play a key role in sharing the stories of Australia by recognising significant anniversaries, events, organisations and cultural perspectives through coins.

The Mint offers some of the most unique career opportunities within the public service, including roles such as:

- Coin making – polishing, laser frosting, 3D engraving, Physical Vapour Deposition hard coating, chrome plating, dies inspection and collars manufacture.
- Machinery – operate and maintain minting critical machines.
- Coin Sculpting – design coins, medals, medallions, and token, etc.
- Graphic Design – design coin packaging materials, exhibition graphics, etc.
- Engineering – technical support and manufacturing operations.

About the Branch

The Sales, Marketing and Innovation Branch is responsible for a variety of important functions, which impact Australian citizens, customers, clients, collectors and visitors to the Mint. The Branch encompasses coin and graphic design, product development, sales, and business to business (B2B) relationship management.

The Branch is responsible for delivering a significant commercial program for the organisation, designing and developing numismatic products, driving innovation in product design, generating awareness and engagement and converting this into ongoing relationships with customers.

The Branch is also responsible for custom minting, foreign circulating coins and foreign effigy management. Custom minting includes the design and manufacture of medals and medallions for important Australian clients, and exclusive investment and numismatic coin products for international clients. The foreign coin business stream enables the Mint to support regional partners by offering expert advice, design, manufacturing and storage services for their circulating coins, as well as effigy brokerage services for commemorative coins. Effigy brokerage generates a revenue stream for these emerging nations that are important regional partners to Australia.

About the Role

The Senior Graphic Designer applies their design expertise and passion for delivering impactful visuals that resonate with a diverse audience to develop exciting packaging and promotional materials, exhibition graphics and various reports.

As a senior member of the design team, the Senior Graphic Designer mentors and supports junior team members to enhance the team’s capability. They provide advice to internal and external stakeholders on all matters of design, working with clients through the conceptual and design phases, to create and deliver high-quality, technically-sound, creative solutions.

The Senior Graphic Designer ensures all work complies with relevant legislation, including copyright laws, and the Mint’s style guides, and that designs support the promotion of the Mint’s brand.

Duties

The duties of this position include:

1. Conceptualising, designing and producing a wide range of materials, including packaging and promotional materials, exhibition graphics and various reports, ensuring design solutions are creative, technically sound and suitable for print and/or digital.
2. Collaborating with the Lead Designer, the design team, key stakeholders (internal and external) and suppliers, to interpret design briefs, make recommendations and provide advice throughout the concept development and design phase.
3. Managing multiple design projects simultaneously, including monitoring and communicating progress effectively, identifying and managing risks, and managing resources and suppliers, to ensure targets and deadlines are met.
4. Contributing to the continuous improvement of processes and design practice including identifying and implementing current design trends and new ways of working.
5. Providing guidance and mentoring to junior team members to support their professional development and enhance the team's capability.
6. Ensuring own designs and the designs of the team comply with relevant legislation and style guides, and support the Mint's brand and business plan.
7. Liaising with printers to specify appropriate print solutions and checking printers' proofs.

Eligibility

Security clearance

This position requires a Baseline security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Qualification

A relevant qualification in graphic design.

Notes

Applications will need to be submitted through our recruitment portal on the Work with us page of the Mint Website at Employment Opportunities | Royal Australian Mint

Please submit your application by **11:30pm** on **Monday 17 November 2025**. 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
- Design Portfolio (PDF preferred). Showing a selection of relevant work.

Information on applying for a job in the Australian Public Service is available at the Employment page of our website.

About the Royal Australian Mint

To Apply

Position Contact	Madelyn Chandra, 02 6202 8776 or 0401 480 804
Agency Recruitment Site	https://www.ramint.gov.au/employment-opportunities

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Treasury

Vacancy VN-0764640

Royal Australian Mint

Closing Date:Tuesday 25 November 2025

Engineering and Facilities Services

Job Title	Electrician
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	$99,145 - $108,328
Future Merit Locations	Deakin
Office Arrangement	On Site
Office Arrangement Details	On site work is required.
Classification	APS Level 6
Position Number	1179
Agency Website	https://www.ramint.gov.au

Job Description

https://www.ramint.gov.au/about-us/work-us

About the Mint

The Royal Australian Mint is a small government agency working within the Commonwealth Government Portfolio of the Treasury. The Mint is a non-corporate Commonwealth Entity and is listed under the *Public Governance Performance and Accountability Act 2013* (PGPA Act). The Mint is also covered by the *Public Service Act 1999* (Cth) (PS Act).

The Royal Australian Mint makes coins and other minted products to serve the needs of the Australian economy, foreign countries, investors and collectors. We are stewards of a thriving national institution that showcases our Nations stories through the National Coin Collection, and a world class museum and gallery experience.

The Royal Australian Mint creates public value through a range of coining and minting-related activities. We play a key role in sharing the stories of Australia by recognising significant anniversaries, events, organisations and cultural perspectives through coins.

The Mint offers some of the most unique career opportunities within the public service, including roles such as:

- Coin making – polishing, laser frosting, 3D engraving, Physical Vapour Deposition hard coating, chrome plating, dies inspection and collars manufacture.
- Machinery – operate and maintain minting critical machines.
- Coin Sculpting – design coins, medals, medallions, and token, etc.
- Graphic Design – design coin packaging materials, exhibition graphics, etc.
- Engineering – technical support and manufacturing operations.

About the Branch

The Engineering and Facilities Services (EFS) Branch includes engineering and technical roles across two sections – Engineering and Facilities Management. The Engineering section has three teams: Process Engineering, Product & Tooling Engineering and Industrial Engineering. The Facilities Management section consists of staff that provide wide-ranging facilities maintenance functions and a specialised asset management team.

The Process Engineering team is responsible for establishing, developing and maintaining coin product and packaging capabilities, including developing production methods and processes. They provide production support and improvements for all the manufacturing areas via continuous improvement methodologies (e.g. Lean principles).

The Product & Tooling Engineering team provides technical services for the design and implementation of tooling to support the production of coins, tokens, medals and medallions. This includes: the development of master tools, coining dies and collars for the manufacture of individual products; mechanical design support for press tooling, production equipment and machinery; and the provision of drafting services for engineering drawings of coining dies, press tooling and mechanical parts.

The Industrial Engineering Team is responsible for commissioning and maintaining production technology. Activities include machine specification and procurement, commissioning new machines and equipment, upgrading legacy equipment, in-house development of automation and mechanical systems, troubleshooting existing machinery, industrial network administration, maintaining regulatory compliance of equipment.

The Facilities Management (FM) section is responsible for the delivery of the planned and reactive works related to facilities maintenance issues for the Mint’s premises. This includes maintenance programs, asset management projects and improvement initiatives that support the daily operations of the Mint’s buildings (e.g. offices, gallery and factory fit out, grounds and infrastructure). Activities are managed by ensuring adherence and compliance to all required regulatory activities related to the building and associated services.

The FM section has a dedicated Asset Management (AM) team. They systematically develop, implement and maintain asset management lifecycle processes to the Mint’s manufacturing equipment, property and associated operational infrastructure. They develop maintenance plans

and schedules to ensure satisfactory condition, function, safety and compliance of plant and equipment. They also update and maintain the database that captures asset data to support decision on assets.

About the Role

The Royal Australian Mint is seeking a skilled and proactive Electrician to join our Facilities Maintenance team. This position is responsible for the safe maintenance, repair and installation of electrical systems, plant and equipment across the Mint site. The role involves working closely with the broader Engineering & Facilities Services Branch to ensure electrical assets meet operational, statutory and safety compliance standards.

The ideal candidate will demonstrate strong technical expertise, sound understanding of WHS and risk management practices, and the ability to deliver high-quality outcomes within a secure and heritage-sensitive environment. Applicants should hold relevant electrical trade qualifications and licences, possess excellent problem-solving and communication skills.

Duties

1. Developing, implementing and coordinating electrical life cycle maintenance including the design, construction, installation, maintenance and repair of simple and complex electrical equipment.
2. Ensuring organisational compliance with Australian Electrical Standards and maintaining safe working practices in line with professional standards.
3. Using industrial Programmable Logic Controllers (PLCs) to understand, use, load and develop programs and identify faults.
4. Undertaking risk assessments, and identifying, reviewing and maintaining electrical safety control measures to effectively manage workplace health and safety risks.
5. Consulting on, developing and contributing to a range of projects including electrical upgrades, safety control, and base building projects.
6. Developing effective working relationships with internal and external stakeholders to confirm business requirements and liaise on the progress of jobs.
7. Monitoring trade related work and managing external contractors.
8. Working with branches across the Mint to prioritise tasks and projects, including machinery repairs, to ensure business continuity.
9. Undertaking procurement activities to source electrical parts, boards and equipment ensuring compliance with the Public Governance, Performance and Accountability (PGPA) Act 2013.
10. Maintaining records and managing assets through Mainpac and the Facilities Helpdesk to ensure jobs and requests are tracked and managed effectively.

Eligibility

Security clearance

This position requires a **Negative Vetting 1** security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Qualification

A recognised electrical trade certificate and a current ACT Electricians Unrestricted Occupation Licence.

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 **Tuesday 25 November 2025**. 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
- A recognised electrical trade certificate and a current ACT Electricians Unrestricted Occupation Licence.

Information on applying for a job in the Australian Public Service is available at the Employment page of our website.

About the Royal Australian Mint

To Apply

Position Contact	Steven Shepherd, 02 6202 3486
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-0764693

Australian War Memorial

Closing Date:Wednesday 19 November 2025

Public Programs
Public Programs Commemoration and Visitor Engagement

Job Title	Visitor Services Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	$66,823 - $72,837
Future Merit Locations	Campbell
Office Arrangement	On Site
Office Arrangement Details	This position requires successful applicants to work on site
Classification	APS Level 3
Position Number	25-131
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

https://www.awm.gov.au/get-involved/employment

Section overview

The Commemoration and Visitor Engagement (CVE) Section is part of the Public Programs Branch. The Section delivers the Memorial's visitor experience across commemorative, interpretive and visitor service platforms. The Section is comprised of four teams:

- Visitor Services
- Education
- Events & Ceremonies
- Last Post Ceremony

Team overview

The Visitor Services team comprises 36 full-time and up to 50 casual positions, plus over 100 voluntary guides. As the first point of contact for visitors to the Memorial, the team is committed to the provision and delivery of world-class service excellence 364 days a year. This commitment ensures the visitor experience is not only meaningful, but engaging, professional and memorable. The team plays a significant role in delivering ceremonial components of the daily Last Post Ceremony, but also assist with much larger ceremonies such as Anzac and Remembrance Day. Visitor Services staff are also pivotal in the provision of visitor emergency response within the Museum.

Who are we looking for?

We are seeking highly resilient and outcome-focused professionals with a deep commitment to the Australian War Memorial's commemorative purpose. The successful candidates must possess the emotional maturity and empathy required to deliver world-class service and sensitively engage diverse visitors, including veterans and their families. This demanding, public-facing role requires sound judgment and strong initiative to efficiently resolve issues, coupled with a proven ability to actively contribute to a large team and take ownership of tasks to meet core deliverables. Critically, candidates must be prepared to maintain high personal resilience to manage the physical, mental, and roster demands associated with this front-of-house role.

This position will initially be filled for 24 months, with the possibility of extension and/or permanency.

Duties

Under general direction all Visitor Services Officers (VSOs) are required to:

- Visitor Service and Interpretation
  - Actively engage visitors in a welcoming and friendly manner
  - Provide accurate and helpful information on all Memorial exhibitions, displays, activities, and amenities
  - Deliver interpretive, engaging, and informative public programs
  - Facilitate cloakroom services and the promotion of saleable items including the Memorial’s suite of tours.
- Operational Management, Security, and Emergency Response
  - Sensitively maintain gallery security and supervision while positively conveying to visitors an understanding of the dignity and commemorative ethos of the Memorial
  - Perform operational setup and manual handling tasks as required (e.g., electrical and audio equipment, weighted bags, crowd control bollards and barriers)
  - Apply first aid and emergency response practices, following compulsory and ongoing training, for visitor safety and immediate incident management.
- Commemoration

- Assist with the delivery of ceremonial components of the daily Last Post Ceremony, Anzac Day, Remembrance Day, and other events and ceremonies as directed

Additional Notes

In addition to the Core Responsibilities of the role, it is a requirement for all VSOs to be able to:

- Move freely up and down stairs and stand for extended periods on hard surfaces; and
- Work to a roster which incorporates regular work over weekends and public holidays (the roster cycle is 7 days on, 2 days off, 5 days on, 2 days off, 3 days on, 2 days off, 5 days on, 2 days off).

VSOs are categorised as shift workers due to the nature of the role and receive a shift loading to their base salary of approximately 21% (reviewed annually) with an additional five days annual leave in lieu of working on Sundays (25 days total). From March 2026, salary including loading and allowances will exceed $85,000 plus employer Superannuation of 15.4%. For more information please visit our Teamwork Agreement

Additionally, there is an expectation that VSOs will avail themselves on Anzac and Remembrance Day and across busy visitation periods including, but not limited to, the Christmas and Easter breaks.

As part of the Memorial’s commitment to provide a world-class corporate image, VSOs are required to wear a corporate uniform. Restrictions may apply to visible tattoos, piercings and hairstyles as front of house staff are required to adhere to a set dress and appearance procedure.

An order of merit may be established to fill similar positions within the next 18 months.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to AWM that are offered employment will be required to successfully undergo a National Police Check, even if they currently hold a security clearance. The check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s.

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 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	Gerard Pratt, (02 6243 4343
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Veterans’ Affairs (part of the Defence Portfolio)

Vacancy VN-0764700

Australian War Memorial

Closing Date:Wednesday 19 November 2025

National Collection Photographs, Film and Sound

Job Title	Photographer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	$75,022 - $91,809
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	APS Level 4;APS Level 5
Position Number	25-130
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

https://awmjobs.nga.net.au/

This position requires a minimum of two of the following primary roles:

- The capture and delivery of high- quality, Public Affairs photographs and video, of events and ceremonies, held at the Memorial. As these events are held on specific dates the activities of the role requires the flexibility to work designated weekends and outside normal business hours. The imagery produced is used for in house publications; delivery to external and internal clients; record keeping, display and other purposes as directed.
- The capture of high-quality photography of national collection objects.
- The capturing of preservation or publication quality imagery either as stills (including 3D) or video, used across a diversity of channels including exhibitions, publications, public programs, and digital online media to our stakeholders around Australia and internationally.
- This role requires manual handling

This position may be exposed to potentially distressing situations or collection materials.

- This includes interactions with visitors and veterans, receiving, reviewing or recording oral histories, photographs, audio visual recordings, artworks, online material, and objects or documents that describe or depict warfare, human suffering or death.

- The level of interaction and amount of exposure varies across different roles. The Memorial is committed to providing a safe and healthy workplace and proactively fostering the health and wellbeing of staff. With regard to the above, please consider your personal circumstances when applying for this role. If you have any concerns, please speak to the contact officer before submitting your application

Duties

Under the general direction of the PFS Production Manager on multiple sites and to established timeframes:

- Perform and produce publication and exhibition level digital imagery including photography, 3D scanning and 360 video of material associated with the Memorial's collection. Using a variety of professional photography, video and scanning equipment as well as lighting and studio setup. Assist with the maintenance and calibration of equipment such as high-grade graphic monitors and capture equipment.
- Under established Public Affairs protocols represent the Memorial as an official photographer/videographer for public events and VIP visits. Edit and create publication quality photographs and video productions using a variety of software tools including Adobe Creative Suite and BlackMagic Resolve to highlight and promote the activities of the Australian War Memorial.
- Undertake as directed digital colour management and workflow procedures associated with the Memorial's digitisation, preservation and access programs.
- Maintain collection image integrity in accordance with National Collection established guidelines and practices.
- Maintain and interpret preservation and technical metadata requirements within collection business systems (CMS – *Museums Plus*, and DAMS - *Picton*).
- Ensure the correct manual handling and movement protocols of a wide range of objects as required, including but not limited to photographic equipment, ladders and items from the collection.
- Support corporate priorities, participate in team meetings and contribute to maintaining a safe, healthy and productive workspace. Participate in team planning, assist with the development of staff, and provide strong technical capability, promoting open communication and initiative.
- Maintain a professional, courteous and considerate attitude in all aspects of the workplace.
- Abide by and further the principles and practices of Work health and Safety as outlined in the WPS Act, taking reasonable care for personal health and safety, including but not limited to consistent use of camera harnesses; correct use of PPE as directed, and ensuring that acts or omissions do not adversely affect the health and safety of other persons.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to AWM that are offered employment will be required to successfully undergo a National Police Check, even if they currently hold a security clearance. The check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s.

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.

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

About the Australian 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	Stephen Toaldo, 02 62069812
Agency Recruitment Site	https://awmjobs.nga.net.au/

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Veterans’ Affairs (part of the Defence Portfolio)

Vacancy VN-0764685

Department of Veterans' Affairs

Closing Date:Thursday 20 November 2025

Office of Australian War Graves

Job Title	Trade Services Coordinator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD
Salary	$73,316 - $78,758
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 Office of Australian War Graves, Trade Services Coordinator is based at the Townsville Operations Depot.
Classification	APS Level 3
Position Number	EXT-2025-0297
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

The Office of Australian War Graves, Trade Services Coordinator is based at the Townsville Operations Depot.

Under the direction of the Regional Operations Manager, the Trade Services Coordinator is responsible for supporting all OAWG care and maintenance activities and provide specialist operational support to other OAWG Depots. This requires the programming of work for staff and contractors to carry out horticultural and structural maintenance and the management of minor projects. The OAWG assets include war cemeteries, Gardens of Remembrance, and numerous official commemorations in general cemeteries.

The Trade Services Coordinator assists in the supervision of staff and contractors and provides assistance in ensuring they operate in a safe and appropriate manner and therefore must be able to demonstrate the management of multiple public horticultural facilities within Commonwealth and State legislation and regulations.

As an OAWG representative, the Trade Services Coordinator is required to liaise with Department of Veterans' Affairs staff, ex-Service organisations, veterans and their families, cemetery authorities, local and State authorities, and funeral providers on matters relating to OAWG business.

The OAWG Trade Services Coordinator must be able to demonstrate an ability to represent the Commonwealth as an official at international and national fora and have an understanding of military commemorative services.

Intrastate and interstate travel is a requirement of this position resulting in time away from home base for periods of up to a week at a time.

Duties

- Undertake a range of trade level horticultural works including cultivation, pruning, recognising and treating plant diseases and pests
- Perform duties under limited supervision in remote locations, including working independently as directed
- Provide appropriate guidance, support and mentoring to staff and contractors in order to achieve service delivery standards
- Operate plant, machinery and vehicles
- Carry out minor landscape construction along with minor stonemasonry and concreting tasks
- Operate and maintain necessary systems for recording and controlling computer data input into relevant systems
- Contribute to the planning, allocation and monitoring of team tasks and motivation of team
- Implement and monitor WH&S policies and procedures
- Provide support to the Regional Operations Manager in the administration of the work program and supervision of staff and contractors
- Provide point of contact for enquiries from the general public, ex-service organisation, contractors and cemetery authorities

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 DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance.
- The Trade Services Coordinator is required to have a minimum Certificate III in Horticulture (or like field) and current driving licence.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

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.

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

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

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	Jason Daniels, 07 4721 7501
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-0764690

Department of Veterans' Affairs

Closing Date:Thursday 20 November 2025

Ministerial, Engagement and Communication
Ministerial, International and Stakeholder Relations

Job Title	Senior Statutory Appointments Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT
Salary	$101,449 - $115,199
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. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	EXT-2025-0296
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

The Ministerial, International & Stakeholder Relations Branch includes the Ministerial & Parliamentary Support Section, the International & Stakeholder Relations Section and the Statutory Appointments and Governance Projects Section. The Branch coordinates, supports and provides quality assurance services for the Minister, the Repatriation and the Military Rehabilitation and Compensation Commissions, international, jurisdictional and individual stakeholders and senior executive committees, statutory appointments and other projects.

The team manages statutory appointments for the Veterans' Affairs portfolio in addition to taking forward key corporate governance projects on behalf of the DVA Executive.

This role requires an eye for detail and personnel who can draw on knowledge and information from a range of sources to resolve complex issues. They are process driven and outcomes focussed and can operate effectively in a fast-paced environment with changing and competing priorities and have an ability to exercise their judgement when required. They are highly organised and have demonstrated experience drafting high quality written material, such as briefs, correspondence.

Duties

- Supporting the administration and governance of approximately 100 statutory and non-statutory appointments within the Veterans' Affairs portfolio in accordance with legislation and policy
- Preparing and quality assurance of documentation for statutory appointments including submissions, reports and briefing for the Executive, Minister, Prime Minister, Governor-General and the Federal Executive Council, the Senate and the Office for Women
- Research and analysis of appointment matters and provision of written or oral advice
- Developing and managing procedural documentation to support the effective administration within the section
- Engaging with internal and external business areas to support effective management of statutory appointment processes
- Maintaining the Veterans' Affairs portfolio statutory appointment information on the whole of government Organisations and Appointments Register.

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 DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

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.

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

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

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	Angela-Grace Kelly, 07 2149 5277
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-0764695

Department of Veterans' Affairs

Closing Date:Sunday 23 November 2025

Coordinated Client Support

Job Title	Complex Case Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Townsville QLD, Adelaide SA, Melbourne VIC, Perth WA, Sydney NSW
Salary	$101,449 - $115,199
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. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	EXT-2025-0295
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

The CCS Branch manages a range of programs and services to assist vulnerable clients to navigate DVA services and connect to supports to meet their wellbeing needs. Case management offered by CCS Branch is collectively referred to as the Client Support Program.

The Client Support Program (CSP) is a voluntary time limited case management program, which uses a clinical lens and trauma informed approach to support clients to meet their wellbeing needs. The program aims to streamline communication between clients, their families and DVA. Case management provides clients with a single or primary point of contact for all services within DVA and facilitates access to external support services.

Case management is delivered through a service model that supports clients to increase their capacity to independently navigate their DVA business.

Case management is provided by a combination of clinically trained and generalist staff at the APS6 & EL1 levels: Caseloads of all levels of case managers vary in size due to the complexity of the clients' presentation and needs, and the associated time required to support those needs.

Duties

- Act as a primary point of contact to case manage clients and/or coordinate access to services for clients allocated through the intake system
- Assist clients to access the required information and support services for their health, mental health, and medical needs
- Escalate high risk and high-profile issues through EL1 Senior Clinicians and/or EL1 Assistant Directors to senior leadership
- Liaise with internal stakeholders across all DVA business areas to build strong relationships and streamline access to benefits and services for case coordinated clients identified as being at risk and/or with complex multiple needs
- Liaise with the ADF, ex-service organisations, community groups, and service providers to facilitate service provision to case coordinated clients identified as being at risk and/or with complex multiple needs and encourage informal support networks
- Link clients to appropriate mental health and other services, such as Open Arms Veterans & Families Counselling
- Undertake representational duties including group presentations to internal and external stakeholders as required. Undertake representational duties including group presentations to internal and external stakeholders as required
- Provide advice and coaching support to Coordinated Client Support Branch colleagues and other DVA staff, as required, to assist in managing challenging client presentations and risk escalations.

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 DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

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.

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

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To Apply

Position Contact	Ruth Nicholls, 0457 432 951
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764472

Bureau of Meteorology

Closing Date:Tuesday 11 November 2025

Science & Innovation
Research to Operations

Job Title	Scientific Software Engineer
Job Type	Full-Time;Part-Time, Ongoing
Location	Darwin NT, Melbourne VIC, Sydney NSW, Brisbane QLD, Cairns QLD, Canberra ACT, Perth WA, Adelaide SA, Hobart TAS
Salary	$94,563 - $105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 6
Position Number	60018577
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=F49C66E5-61E1-6FCA-79D8-E44ECF8864EC

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

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

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

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

Duties

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

1. Contribute to the development and enhancement of numerical prediction systems in collaboration with system experts, delivering high quality outcomes in the Bureau's High Performance Computing (HPC) environment.
2. Work as a member of a team and collaborate in cross functional projects to deliver Bureau software solutions and service enhancements.
3. Support operational resilience by proposing system enhancements, sharing knowledge within and across teams, documenting solutions, and contributing to operational incident resolution. Out of hours work may be required occasionally.
4. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.
5. Be aware of, and apply as necessary, the principles and practices of the Bureau's Social Justice Strategy and a demonstrated commitment to the APS Values

Eligibility
Notes

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

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environment, including droughts, floods, fires, storms, tsunami and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Alex Cornish, 0417 864341
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=F49C66E5-61E1-6FCA-79D8-E44EC

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764621

Bureau of Meteorology

Closing Date:Wednesday 26 November 2025

Data and Digital
Application Services

Job Title	EBS Support Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$94,563 - $105,910
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, including work from home, are available subject to operational requirements
Classification	APS Level 6
Position Number	60000369
Agency Website	

Job Description

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

This role is part of the Enterprise Business Systems Group (EBSG). The EBSG supports the Bureaus SAP Enterprise Resource Planning System (ERP) but also provides support for communications channels with external Edge tools including the Concur Expense and Travel Management Solution, the Effort Capture Solution, the Bureaus Organisational Charting Tool, the BoMCareers Recruitment system, and the UKG (Kronos) Enterprise Rostering Solution.

The EBS Support Officer will support the Bureau’s SAP Human Capital Management (HCM) and Finance modules through technical administration, stakeholder collaboration, end-user support, and issue resolution.

The successful candidate must have a good understanding of APS conditions of service as well as experience in the operation of HCM and Finance systems in an APS environment. They must also be a capable communicator, a fast learner, and be efficient in resolving significant issues.

The EBS Support Officer will work closely with Enterprise Services in providing support on the SAP HCM and Finance modules to ensure the SAP ERP solution remains stable and operational.

Merit Pool

The selection process will establish a merit pool that may be used to fill similar positions within 18 months.

How to Apply

Applications can be lodged through the Bureau of Meteorology Careers.

Your application will consist of resume, contact details for two referees and a ‘800-word pitch’ that considers:

· Position overview

· Job responsibilities

· Selection criteria

· Relevant sections of the Integrated Leadership System (ILS) and APS work level standards.

Duties

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

1. Support minor works and project activities in EBSG.
2. Investigate and resolve system issues related to the Bureau’s SAP HCM and Finance modules, ensuring minimal disruption to business operations.
3. Maintain project and system documentation, with a focus on updates for new developments or changes.
4. Collaborate with the Finance Program to ensure the SAP system provides accurate and reliable data to meet the Bureau’s financial and reporting obligations.
5. Work with the Organisational Development Program to ensure the Bureau’s Conditions of Service are accurately reflected and maintained within the SAP HCM module.
6. Provide end-user support across the Bureau of Meteorology, including training and the development of work instructions.
7. Understand and apply the principles and practices of the Bureau’s Social Justice Strategy.

Eligibility

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

· Experience and sound knowledge in SAP,

· The candidate must state their agreement to have or obtain (at Bureau expense) an 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 agency.

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To Apply

Position Contact	Sina Akung, 0406 761 096
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764686

Bureau of Meteorology

Closing Date:Thursday 20 November 2025

Data and Digital
Service and Infrastructure Management

Job Title	Cyber Security Analyst
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Adelaide SA, Hobart TAS, Perth WA, Darwin NT
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 5
Position Number	60016199
Agency Website	

Job Description

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

About the Bureau

We are Australia's weather, climate, water, oceans and space weather agency. Our work touches the lives of all Australians every day.

Our products and services include observations, forecasts, warnings, analysis and advice. They cover Australia's atmosphere, water, oceans and space environments.

The Bureau operates under the authority of the *Meteorology Act 1955* and the *Water Act 2007*. We also fulfill Australia's international obligations under the Convention of the World Meteorological Organization and related international meteorological treaties and agreements.

Read the Bureau of Meteorology Strategy 2022–27 to find out more about our organisation and the work we do for all Australians.

Working at the Bureau

The Bureau represents a dynamic and exciting opportunity. At the Bureau you will:

- do meaningful work that brings real benefits to the Australian community, businesses and government.
- work with dedicated experts and professionals who constantly seek to improve the services we provide to our customers.
- work in excellent workplaces in a variety of great locations. You'll have access to the latest technology in a diverse, safe and inclusive environment for everyone.
- experience our commitment to learning, growth, training and clear career pathways. You'll receive competitive salary and benefits.

Position overview

The Cyber Security Analyst is a member of the Cyber Security Operations Centre who contributes to the implementation and administration of information security policies and procedures and ensures that information systems are maintained in accordance with security policies.

The role is expected to provide technical expertise, analytics and perform testing on a wide range of systems and produce reports detailing findings; manage and response to cyber security incidents, provide security advice and technical subject matter expertise to a range of internal and external stakeholders; and develop custom tools in support of the team's mission.

Duties

The responsibilities of the Cyber Security Analyst include, but are not limited to:

1. Coordinate and manage the detection, response and analytics of cyber security incident monitoring and investigations
2. Provide cyber security advice and guidance for applications and systems being implemented or managed to identify gaps in design and process.
3. Utilise security information and event management tools for cyber incident monitoring and response, identity and access management tools and other security tooling to conduct analytics
4. Verify that necessary security controls are in place and working through configuration, process improvement.
5. Advise on cyber risk exposure and mitigation strategies to ensure stakeholders understand how the vulnerabilities can be resolved.
6. Conduct network and web application penetration tests in an enterprise environment as required.
7. Perform vulnerability scans, reviewing and prioritising findings.
8. Regularly scan intelligence and reports on cyber security trends and issues to provide recommendations on impact to the Bureau.
9. Undertake other tasks as directed
10. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

- Australian Citizenship

- The successful applicant will be required to obtain and maintain a Negative Vetting 1 security clearance

Notes

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To Apply

Position Contact	Cassy Baker, cassy.baker@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764691

Bureau of Meteorology

Closing Date:Thursday 20 November 2025

Data and Digital Group
Application Services

Job Title	Enterprise Test and Release Manager
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$135,402 - $152,073
Future Merit Locations	Melbourne
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 2
Position Number	60016760
Agency Website	

Job Description

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

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- experience our commitment to learning, growth, training and clear career pathways. You'll receive competitive salary and benefits.

Position overview

The Enterprise Test and Release Manager is responsible for managing and developing the Enterprise Test and Release Capabilities. This new role focuses on enhancing and maturing these capabilities as they transition from a major security program to supporting the delivery and sustainment of core Bureau platforms and services.

As a leadership position, the Enterprise Test and Release Manager requires extensive knowledge of test and release best practices, including industry standards, frameworks, processes, and work practices. Given that these capabilities are new to the Bureau of Meteorology, the role demands a strong leader capable of driving change through critical thinking, influencing skills, and fostering a collaborative team environment.

Duties

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

1. Lead with an ownership mindset the testing and release capability on behalf of the Bureau, taking responsibility for the development and continual improvement of both capabilities to ensure delivery of high-quality services ensuring the integrity of the integrated test and operational environments are not compromised.
2. Lead the enterprise test team to provide selection, development, implementation and continual improvement of modern testing methods, tools, techniques, and practices, ensuring appropriate application of both waterfall and agile methodologies within the Bureau context.
3. Lead the enterprise release team to manage and continuously mature the release capability, ensuring the team have the knowledge, skills, tools and processes necessary to be successful whilst ensuring the release and deployment activities are maintained to support an integrated release and deployment schedule.
4. Govern and ensure the quality of the management standards for testing and ensure projects, teams and functions have appropriate practices in place and are meeting required the Bureau's testing quality outcomes reporting outcomes to senior leadership teams. Apply a continuous improvement lens to the testing framework and quality standards, taking ownership over implementation of initiatives and mitigations towards improving outcomes for the Bureau's platforms, systems and assets.
5. Govern and ensure the quality of the release framework by considering activities across capabilities, delivery, and environment teams. This includes providing and reporting to senior leadership, detailed release and deployment plans and an integrated release calendar or schedule for mapping program/project priorities, identifying synergies and technical

interdependencies within project releases, and resolving potential conflicts to maintain release integrity. Additionally, the manager will oversee the release schedule and milestones throughout the project lifecycle.

6. Lead and champion a team that represents our test and release capabilities at planning and governance forums across the organisation, ensuring seamless alignment with key Bureau functions, and actively engage with senior stakeholders to maintain the highest standards of consistency and quality in our processes.
7. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

- Australian Citizenship
- The successful candidate must be able to obtain and maintain a Baseline Security Clearance

Notes

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To Apply

Position Contact	Karen Conradi, karen.conradi@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764705

Bureau of Meteorology

Closing Date:Wednesday 26 November 2025

Business Solutions
Energy & Resources

Job Title	Operations Support Lead
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Brisbane QLD, Perth WA, Adelaide SA, Hobart TAS, Sydney NSW, Cairns QLD, Canberra ACT, Darwin NT
Salary	$115,443 - $125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60018773
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=6823561B-2F1C-53C8-C725-E46081875FD7

Under the Bureau's 2017-2022 Strategy, the Energy & Resources (E&R) Program (part of the Business Solutions Group) is responsible for delivering impact and value to improve the safety, reliability, resilience and productivity of the energy and resources sectors in Australia and the Asia-Pacific Region.

The E&R Operation Support Lead, under the direction of the E&R Service Deliver Manager and as part of the broader E&R team, contributes to the quality, and delivery of operational services. This exciting role will focus on high quality, reliable and value-adding services to the Australian energy, telecommunications, and resources sectors, through operational integration.

The primary responsibilities for this role are to support E&R teams to deliver accurate, timely and effective E&R meteorological services and provide a focal point for operational resourcing, training coordination, and product implementation. The role contributes to staff development, capability building, product development, quality assurance for operational and customer outcomes. An understanding of the energy and/or resources sectors and operational forecasting is essential to the success of this role.

The role will contribute to the Bureau's operational excellence through collaboration with teams in the Community Services Group, and other national operations teams who serve the Bureau's focal sectors including Aviation and National Security. Day to day this role will work most closely with the E&R Service Delivery, Solutions and Customer teams to manager product implementation, delivery and quality assurance.

The successful candidate will be an experienced operational coordinator, who is motived by high-quality service delivery. You will be a strong communicator with excellent interpersonal and customer relationship management skills. You will be energised by the challenge of delivering high quality services in a commercial environment.

Duties

- The E&R Operations Support Lead will work under the broad direction of the E&R Service Deliver Manager and closely with E&R Lead Operational and Decision Support Meteorologists. You will contribute to the delivery of services by planning and coordinating the E&R Lead Operational Meteorologist group to steer and foster the quality and resilience of the Bureau's national operations.
- As the E&R Operations Support Lead, you will drive the development and maintenance of a competency framework for Energy and Resource Operational and Non-Operational staff. In addition, you will investigate issues around service delivery, and quality, liaising with teams across E&R, and the wider organisation.
- You will also coordinate in the design, development and implementation of projects aimed at improving procedures, products, and services. The role will participate in the quality management of E&R operations, ensuring that services are commercially competitive, delivered in an efficient and effective manner, relevant to customer needs and to a consistently high standard. You will coordinate the implementation of products and services. The E&R Operations Support Lead is also responsible for coordinating the maintenance of relevant parts of the Energy and Resources Quality management system.
- The E&R Operations Support Lead will also play an active role in supporting the development of E&R staff and will mentor less experienced members of the team. As senior staff member in the E&R Service Delivery Team, the E&R Operations Support Lead works closely with the E&R Customer and Solutions teams to provide sound advice the E&R Service Delivery Manager and Sector Leads.
- You will comply with all Bureau work, health and safety policies and procedures and you will have a commitment to diversity and inclusion.
- An ability to work extended hours, weekends and public holidays, on a rotational basis as part of an on-call roster for coverage of severe weather events and other operational requirements.

A day in this role might include:

- Maintain and implement E&R products to ensure that we deliver on identified customer requirements. Working closely with E&R Customer, Solutions and Service Deliver Teams.

- Contributing to the identification of issues and improving forecast processes.
- Supporting the Service Delivery Manager to identify barriers to service delivery.
- Upholding the Bureau's Workplace Health Safety and Environment (WHSE) and diversity and inclusion initiatives.
- Communication and engagement with staff to plan, build and update national operational rosters and contribute to national resource planning.

To be successful in the role, you will display:

- Experience coordinating teams to implement new services.
- A proven commitment to excellence in collaboration and building partnerships and relationships, both internally and with customers and other stakeholders.
- A track record of mentoring and teaching.
- The ability to understand and articulate complex business needs and deliver relevant, high value products and services.
- Commitment to delivering quality products and services, delivered sustainably through a commercially competitive model that reflects the value of our services to business customers.

Eligibility
Notes

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

About the Bureau of Meteorology

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

To Apply

Position Contact	Tisha Winstanley, 0421 219 772
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=6823561B-2F1C-53C8-C725-E46081

- 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

Climate Change, Energy, the Environment and Water

Vacancy VN-0764424

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

Closing Date:Sunday 23 November 2025

Parks Australia
Marine & Island Parks Norfolk Island National Park

Job Title	Visitor Experience Manager - Norfolk Island National Park
Job Type	Full-Time, Ongoing
Location	Norfolk Island NSW
Salary	$84,794 - $93,020
Future Merit Locations	Norfolk Island
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	2025/3136
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

Australia’s natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of

Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

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.

Norfolk Island National Park (NINP) covers 650 ha: 460 ha on Norfolk Island and 190 ha on the nearby Phillip Island. NINP covers approximately 19% of the land mass of Norfolk Island and is home to a diverse range of flora and fauna. Norfolk Marine Park (NMP), surrounding Norfolk Island, supports diverse temperate and tropical marine life. Together, NINP and NMP are major tourist destinations for the island, and an important community resource both economically and culturally. NINP operates with a small but dedicated team of staff and is well regarded by the island community.

Duties

Under the general direction of the Park Manager, the Visitor Services Manager will coordinate and manage visitor services activities in the Norfolk Island National Park (NINP) and Norfolk Marine Park (NMP). In this role you will be responsible for:

- Lead development of communication, interpretation, and educational materials to engage diverse audiences in NINP and NMP park management and research activities.
- Provide guided tours to general tourists and special interest groups.
- Prepare media and communication materials, including articles, newsletters and social media posts in consultation with the Parks Australia media team.
- Coordinate multiple ongoing and seasonal volunteer groups, supporting existing membership and initiating new opportunities and recruitment.
- Manage commercial tourist operators within NINP and liaise with Norfolk Island Tourism to explore appropriate tourism opportunities.
- Design and deliver a range of educational programs utilising NINP and NMP locations and natural resources. This includes delivery of a new Junior Ranger program.
- Manage contracts, projects (e.g. procurements and/or grants) and other activities associated with visitor services, and monitoring and reporting on progress, outcomes, timeframes and risks.
- Contribute effectively as a member of a small and dedicated park management team.

Desirable qualifications

Knowledge of the flora and fauna of Norfolk Island and the surrounding marine environment.

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

Eligibility and other requirements

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 one vacancy available for immediate filling which can be worked from **Norfolk Island.**

A merit pool for filling the same or similar positions from **Norfolk Island** 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 agency.

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

To Apply

Position Contact	Zoe Knapp, 6723 22695 or 6723 51648
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764505

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

Closing Date:Friday 14 November 2025

Australian Antarctic
People & Culture Safety & Risk

Job Title	Senior Safety Advisor
Job Type	Full-Time, Ongoing
Location	Kingston TAS
Salary	$95,438 - $108,360
Future Merit Locations	Kingston
Office Arrangement	On Site
Office Arrangement Details	Onsite - employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 6
Position Number	2025/3091
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=4E295523-B7B7-390B-8DBE-E44F08F50E33

The Australian Antarctic Division (AAD) is part of the Commonwealth Department of Climate Change, Energy, the Environment and Water. As primary agency for Australia's Antarctic Program (AAP), the AAD is responsible for achieving the Australian Government's Antarctic goals. These goals are to:

- maintain the Antarctic Treaty System and enhance Australia's influence within it
- protect the Antarctic environment
- understand the role of Antarctica in the global climate system
- undertake scientific work of practical, economic and national significance.

The AAD also has responsibility for administering the Australian Antarctic Territory and the Territory of Heard Island and McDonald Islands.

The People and Culture Branch is crucial in supporting our workforce and fostering a positive organisational culture. It is instrumental in leading the division's cultural transformation initiative, as outlined in Leigh Russell's 2023 independent review of our workplace culture. Through implementing our cultural change program, we are affecting substantial shifts in our operational approaches to ensure the safety and inclusivity of our workplaces for all employees. The branch places significant emphasis on providing comprehensive support for expeditioners, encompassing recruitment, onboarding, training, performance management, as well as medical and organisational psychological services, and offboarding. Additionally, the branch delivers essential divisional services spanning media, communication, risk management, and business continuity. The AAD remains steadfast in its commitment to cultivating a positive, inclusive culture that promotes diversity and equity.

The Safety & Risk Section provides strategic direction and promotes excellence in safety, risk management and organisational resilience across the AAD. It has a key role in ensuring alignment with broader departmental practices and policy.

For more information about us please visit our website.

Duties

- Contribute to effective safety management practice.
- Champion the promotion of a positive safety and risk culture.
- Proactively develop and maintain effective internal and external stakeholder working relationships.
- Contribute to the maintenance and continuous improvement of the AAD Safety Management System.
- Maintain the AAD fatal risk register and AAD WHS hazard register.
- Contribute to the identification of significant emerging and current WHS risks.
- Assist in the facilitation, development, implementation and assessment of critical controls.
- Coordinate WHS assurance activities including the verification of critical controls.
- Lead and assist in serious incident investigations and work with stakeholders to identify appropriate corrective actions.
- Monitor AAD incident related corrective actions.
- Provide support for voluntary Station WHS Officers and Station Safety Advisors.
- Develop and write reports for relevant AAD Committees.
- Develop and deliver WHS training and briefings for expeditioners.
- Participate in the onboarding and training of expeditioners including but not limited to Expeditioner Summits and Assessment Centres.
- Provide expert advice to stakeholders on WHS matters, and/or source expert advice as required.
- Take reasonable steps to complete professional development as required to ensure currency of knowledge in WHS systems and technologies.
- Manage other safety initiatives and actions as directed by the Assistant Director Safety.

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 a **Diploma in WHS.**

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 one vacancy available for immediate filling which can be worked from Kingston, TAS. A merit pool for filling the same or similar positions from Kingston, TAS 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 agency.

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

To Apply

Position Contact	Martin Boyle, 0409 576 699
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=4E295523-B7B7-390B-8DBE-E44F0

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764554

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

Closing Date:Sunday 23 November 2025

Parks Australia
Kakadu National Park & Cultural Heritage Office of the Chief Remote Pilot

Job Title	ISR Specialist, Uncrewed Systems
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Adelaide SA, Albury NSW, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Townsville QLD, Wagga Wagga NSW
Salary	$124,861 - $134,295
Future Merit Locations	Sydney, Adelaide, Albury, Brisbane, Canberra, Darwin, Melbourne, Townsville, Wagga Wagga
Office Arrangement	Hybrid
Office Arrangement Details	A mixed working arrangement about where the employee will work - it can be a combination of working from home, working onsite and working remotely.
Classification	Executive Level 1
Position Number	2025/2095
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=A0270DEA-E8B8-B304-7CBE-E44F4514CB5D

The Office of the Chief Remote Pilot (OCRP) ensures safe and regulatory compliant drone operations and supports the use of drones and associated technologies capability across the Department. We provide and manage the policy and operational framework to ensure compliance with Civil Aviation Safety Authority (CASA) regulations and the requirements for managing enterprise risks.

Other functions of the OCRP include:

- Building capability in drones and next generation technologies that support cross-cutting applied science, compliance and protected area management activities, and safety and wellbeing of staff in operational settings.
- Driving innovation in environmental data collection, monitoring and downstream analytics to inform operational and regulatory decision-making and policy.
- Strengthening partnerships with other agencies, First Nations Peoples, industry and academia to enhance operational capability. The ORCP facilitates cross-cutting science and innovation, using drones and by developing and testing cost effective and scalable environmental monitoring technologies with end users.

We provide actionable insights through integrating Edge compute, AI and data analytics, IoT, and cloud services to connect remote environmental monitoring to decision-makers. Through our base in Parks Australia, we develop environmental monitoring solutions in some of Australia's most iconic protected areas and partner with First Nations ranger groups in program delivery.

Duties

This is a technical role supporting the delivery of a multiyear project to enhance key Southeast Asian countries' ability to manage their maritime domains through the improved use of contemporary technologies, with a focus on uncrewed systems.

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

- Provide technical advice on uncrewed system platforms, sensors, and relevant maritime domain technologies, with a focus on operational suitability and integration for ISR use cases.
- Develop operational concepts (CONOPs) and mission profiles for uncrewed ISR missions in maritime and coastal environments.
- Assist in the integration of ISR data into broader maritime domain awareness systems, supporting real-time decision-making and intelligence sharing.
- Support the Technical Training Officer (TTO) with delivery of ISR-focused training modules, ensuring participants are equipped with skills in mission planning, sensor employment, data interpretation, and reporting.
- Collaborate closely with the Project Lead and TTO to ensure technical standards and operational effectiveness are embedded in all project activities.
- Support the Chief Remote Pilot and Director, ISR & Compliance in writing comprehensive Test and Evaluation Reports for uncrewed systems trialled in the project.

Eligibility

Mandatory qualifications

- Remote Pilot's License (RePL) – Multirotor (<25KG), or equivalent Australian Defence Force qualification
- Aeronautical Radio Operator's Certificate, or equivalent Australian Defence Force qualification.

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 Negative Vetting Level 1 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

We currently have one non-ongoing opportunity available for immediate filling for an initial period until 30 June 2026. A merit pool may be established for similar future vacancies in the listed locations.

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

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

To Apply

Position Contact	Isaac Palmer, 0499 938 557
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=A0270DEA-E8B8-B304-7CBE-E44F4

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764558

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

Closing Date:Sunday 16 November 2025

Parks Australia
Kakadu National Park Operations

Job Title	Senior Ranger Headquarters District
Job Type	Full-Time, Ongoing
Location	Kakadu NT
Salary	$77,728 - $84,619
Future Merit Locations	Kakadu
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 4
Position Number	2025/2811
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=724F9A7C-639B-7113-D47C-E44F458CFE87

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.

The District Operations section consists of a passionate team of land management professionals who, together with Traditional Owners, are responsible for the conservation and management of both the natural and cultural values of a jointly managed World Heritage National Park in accordance with the Lease Agreement, Management Plan and the Environmental Protection and Biodiversity Conservation Act 1999 (EPBC Act).

Duties

Under limited supervision, at the direction of the Chief Ranger and in accordance with the Lease Agreement, Management Plan and the Environmental Protection and Biodiversity Conservation Act 1999 (EPBC Act) the duties of the role include, but are not limited to:

- support and participate in a range of activities within the Kakadu National Park including assisting in the supervision of National Park Rangers, APS employees and contractors performing work within the park ranger functions
- assist with day-to-day work activity planning, project delivery, and reporting
- participation in compliance and enforcement activities
- coordinating reporting and repairs and maintenance of park assets and infrastructure
- participation in monitoring and management of threatened and invasive species programs to assist with the development of survey methodology with Parks Science team
- assist with fire management activities inclusive of prescribed burns and suppression of wildfires
- assist in the effective management of natural and cultural resource management programs
- share Traditional Owner’s vision for the future of the park and encourage, facilitate and participate in the exchange of knowledge, experience and skills between Indigenous and non-Indigenous staff, the community and public.
- participation in incident response operations such as, search and rescue and emergency response

Note, the role is based in a regional/remote location and may require travel across multiple sites. Some work outside standard business hours may be required to respond to operational priorities. The position involves both office-based administration and field-based inspections/coordination. Must comply with organisational policies, WHS requirements, and cultural heritage protection protocols when working in protected areas.

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

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 agency.

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

To Apply

Position Contact	Frederick Baird, 0438 369 853
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=724F9A7C-639B-7113-D47C-E44F4

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764620

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

Closing Date:Monday 17 November 2025

Australian Antarctic
Operations & Logistics Supply Chain Operations

Job Title	Senior Import Export Officer
Job Type	Full-Time, Ongoing
Location	Hobart TAS
Salary	$95,438 - $108,360
Future Merit Locations	Hobart
Office Arrangement	On Site
Office Arrangement Details	Onsite - employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 6
Position Number	2025/2967
Agency Website	https://www.dcceew.gov.au/

Job Description

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

The Australian Antarctic Division (AAD) is part of the Commonwealth Department of Climate Change, Energy, the Environment and Water. As primary agency for Australia's Antarctic Program (AAP), the AAD is responsible for achieving the Australian Government's Antarctic goals. These goals are to:

- Maintain the Antarctic Treaty System and enhance Australia’s influence within it
- Protect the Antarctic environment
- Understand the role of Antarctica in the global climate system
- Undertake scientific work of practical, economic and national significance.

The AAD also has responsibility for administering the Australian Antarctic Territory and the Territory of Heard Island and McDonald Islands.

The Operations and Logistics Branch oversees our operations in Antarctica – supporting people in our year-round research stations and remote field bases. The branch oversees air and sea transport (and the contracts to manage Australia’s icebreaker, the RSV Nuyina and Aviation capabilities) to transport expeditioners south and enable them to travel around Antarctica. We have staff with diverse skills, located primarily in Tasmania, in Antarctica and on Macquarie Island.

The Supply Chain Operations Section is a key element of the branch's three logistics arms (the others being aviation and shipping) and carries responsibility for the effective planning, coordination, management and delivery of a range of cargo and supply chain services within the Antarctic, sub-Antarctic and the Southern Ocean.

For more information about us please visit our website.

Duties

The Senior Import Export Officer will operate primarily from the Cargo Biosecurity Centre (CBC) at the Hobart waterfront. This operational role is pivotal to the Antarctic Supply Chain ensuring the accurate and timely reporting and conformance of AAP export/import cargo to and from the Antarctic and Sub-Antarctic with relevant State and Commonwealth government customs and biosecurity legislation.

- **Team Leadership** – Lead the small Import Export team based at the Cargo & Biosecurity Centre at Macquarie Wharf, Hobart. Drive a positive workplace performance culture by providing effective personnel management including the daily direction of tasks and duties, driving the annual goal setting and performance management process, performing team administration activities, managing workforce planning & out-of-hours operations and elevating professional development.
- **Import Export Processing** – Lead the compiling and submission of relevant top level and supporting cargo manifests, form 43/44 and other relevant documentation for the import/ export of AAP cargo. Ensure all southbound/export cargo is reported accurately in a timely manner for all voyages and flights (including accurate manifesting, Dangerous Goods multi-modals etc). Lead the processing of northbound/import cargo in line with relevant permits and processes (including import permits, customs declarations, biosecurity clearances and waste processing). Coordinate with the Cargo Team Lead, ABF and DAFF to ensure the effective control and clearance of cargo.
- **Stakeholder Engagement** - Engage proactively with internal and external stakeholders to facilitate safe and efficient import/export and cargo operations. Work directly with the AAD’s contracted customs broker, ABF, Federal and State Biosecurity Officers to execute a wide range of import export activities. Maintain positive and productive working relationships on behalf of the section with key AAP stakeholders, consignor groups and regulatory bodies.
- **Provision of Technical Advice** - Provide clear, specific guidance to cargo consignors on import/export and customs considerations, sensitive cargo (i.e. samples, medical or cold chain items), biosecurity requirements and other technical supply chain advice.
- **Compliance** - Maintain strong compliance with customs and biosecurity regulations and ensure processes & procedures maintain the AAD’s Approved Arrangement Accreditation and Customs Depot Licence. Work with the Cargo Operations Team Lead to ensure all physical cargo aligns with reporting and manifest requirements, is accurate and meets required timeframes.
- **Biosecurity** - Interpret and action biosecurity directions IAW relevant import conditions, BICONS and permits including working closely with Biosecurity Officers, Tasmania Parks and Wildlife Service, together with the AAD’s Environmental Management Unit to champion the importance of protecting Australia’s, the Antarctic and Sub-Antarctic’s biosecurity.
- **Sensitive Cargo Management** - Support the end-to-end management of the temperature sensitive supply chain. Maintain and deliver process controls to ensure the integrity of

temperature sensitive cargo including perishable and live cargo. Actively manage north and southbound samples and scientific equipment ensuring strict compliance with customs, biosecurity & fumigation processes and procedures.
- **Safety** - Actively contribute to the safe working environment at the AAD and foster a strong safety culture within the team. Provide oversight of a safe working environment at the Cargo & Biosecurity Centre and associated wharf operating areas.

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.
- Hold and maintain a valid Australian motor vehicle drivers' licence.

Notes

- You may be required to participate in an on-call roster (for which an appropriate restriction allowance will be paid) and be available to perform duty outside standard hours,
- You may be required to perform occasional out-of-hours and weekend work

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

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

To Apply

Position Contact	Kyle Travers, 0439 595 315
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

- 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

Climate Change, Energy, the Environment and Water

Vacancy VN-0764713

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

Closing Date:Wednesday 26 November 2025

Parks Australia
Kakadu National Park Kakadu National Park / KNP Country

Job Title	Country Operations Manager (Affirmative Measure - Indigenous)
Job Type	Full-Time, Ongoing
Location	Kakadu NT
Salary	$124,861 - $134,295
Future Merit Locations	Kakadu
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	2025/2945
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=BFE21F18-D296-2433-CBE5-E44DA59CEE55

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.

The Country team is responsible for the protection of Kakadu National Park's biodiversity assets and bio-cultural values. The section does this by providing strategic advice and support to the operations section on fire, feral and weed management, managing Country through a significant fire program and externally funded weeds and fire management programs; implementing significant species projects, facilitating, and supporting externally led research; data and knowledge management; and planning. The section is an important part of creating an inclusive cross-cultural working environment.

Duties

- Leadership & Strategy
  - Provide leadership and strategic direction to operational and project teams.
  - Drive implementation of biodiversity, fire, and threat management programs.
- Stakeholder Engagement
  - Work closely with Aboriginal Traditional Owners, staff, scientists, and external partners.
  - Develop and deliver joint biodiversity and fire programs with key stakeholders.
- Planning & Compliance
  - Oversee natural resource and GIS/IT planning.
  - Ensure programs comply with the Lease Agreement, Park Management Plan, and the Environmental Protection and Biodiversity Conservation Act 1999 (EPBC Act) EPBC Act.
- Program Implementation & Resource Allocation
  - Implement priorities set by the Kakadu Board of Management and park's management plans.
  - Allocate resources for the effective and efficient delivery of park-wide programs.
- Policy & Advisory Support
  - Provide expert advice to the Kakadu Board of Management.
  - Participate in the formulation and review of park management policies and procedures.
- Project & Contract Management
  - Manage projects including planning, budgeting, contracts, and reporting.
  - Ensure adherence to government policies and procedures.
- Joint Management & Cross-Cultural Work
  - Support joint management with Bininj Traditional Owners.
  - Promote a respectful and inclusive cross-cultural workplace.
- Staff Support & Supervision
  - Supervise, mentor, and train staff.
  - Support teams through change, aligned with APS values and policies.
- Representation & Partnerships
  - Represent the park in meetings, forums, and negotiations.
  - Build relationships with government bodies, academia, and Traditional Owners.
- Fieldwork & Surveys

- Plan and take part in biodiversity field surveys, often in remote areas.
- Willing to travel by helicopter or boat when needed.

- Workplace Health & Safety
  - Promote and apply safe work practices.
  - Participate in risk management and emergency response planning.
- Reporting
  - Coordinate and report on work programs and initiatives.
  - Contribute to board reports and Parks Australia documentation.
- Undertake any other duties as required by the Park Manager - Operations.

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 tertiary qualifications in conservation and/or environmental management.

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.

The successful applicant must:

- 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,
- meet physical fitness minimum standards to undertake work within the role including firefighting as needed.

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 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 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=BFE21F18-D296-2433-CBE5-E44DA

This notice is part of the electronic Public Service Gazette PS44 Weekly Gazette Thursday (Vacancy Notices) - 06 November 2025.pdf Published by Australian Public Service Commission.

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764714

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

Closing Date:Wednesday 26 November 2025

Parks Australia
Kakadu National Park Kakadu National Park / KNP Country

Job Title	Country Operations Manager
Job Type	Full-Time, Ongoing
Location	Kakadu NT
Salary	$124,861 - $134,295
Future Merit Locations	Kakadu
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	2025/3102
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=6D0C20DB-EA36-B538-F9A6-E44DA5AAEACD

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.

The Country team is responsible for the protection of Kakadu National Park’s biodiversity assets and bio-cultural values. The section does this by providing strategic advice and support to the operations section on fire, feral and weed management, managing Country through a significant fire program and externally funded weeds and fire management programs; implementing significant species projects, facilitating, and supporting externally led research; data and knowledge management; and planning. The section is an important part of creating an inclusive cross-cultural working environment.

Duties

- Leadership & Strategy
  - Provide leadership and strategic direction to operational and project teams.
  - Drive implementation of biodiversity, fire, and threat management programs.
- Stakeholder Engagement
  - Work closely with Aboriginal Traditional Owners, staff, scientists, and external partners.
  - Develop and deliver joint biodiversity and fire programs with key stakeholders.
- Planning & Compliance
  - Oversee natural resource and GIS/IT planning.
  - Ensure programs comply with the Lease Agreement, Park Management Plan, and the Environmental Protection and Biodiversity Conservation Act 1999 (EPBC Act) EPBC Act.
- Program Implementation & Resource Allocation
  - Implement priorities set by the Kakadu Board of Management and park's management plans.
  - Allocate resources for the effective and efficient delivery of park-wide programs.
- Policy & Advisory Support
  - Provide expert advice to the Kakadu Board of Management.
  - Participate in the formulation and review of park management policies and procedures.
- Project & Contract Management
  - Manage projects including planning, budgeting, contracts, and reporting.
  - Ensure adherence to government policies and procedures.
- Joint Management & Cross-Cultural Work
  - Support joint management with Bininj Traditional Owners.
  - Promote a respectful and inclusive cross-cultural workplace.
- Staff Support & Supervision
  - Supervise, mentor, and train staff.
  - Support teams through change, aligned with APS values and policies.
- Representation & Partnerships
  - Represent the park in meetings, forums, and negotiations.
  - Build relationships with government bodies, academia, and Traditional Owners.
- Fieldwork & Surveys
  - Plan and take part in biodiversity field surveys, often in remote areas.
  - Willing to travel by helicopter or boat when needed.
- Workplace Health & Safety
  - Promote and apply safe work practices.
  - Participate in risk management and emergency response planning.
- Reporting
  - Coordinate and report on work programs and initiatives.
  - Contribute to board reports and Parks Australia documentation.
- Undertake any other duties as required by the Park Manager - Operations.

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 tertiary qualifications in conservation and/or environmental management.

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.

The successful applicant must –

- 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,
- meet physical fitness minimum standards to undertake work within the role including firefighting as needed.

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 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=6D0C20DB-EA36-B538-F9A6-E44DA

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764728

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

Closing Date:Wednesday 19 November 2025

Parks Australia
Kakadu National Park KNP Management

Job Title	Senior Ranger Jim Jim District (Affirmative Measure - Indigenous)
Job Type	Full-Time, Ongoing
Location	Kakadu NT
Salary	$77,728 - $84,619
Future Merit Locations	Kakadu
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 4
Position Number	2025/3125
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=23ED954A-9185-6539-EBC6-E460BB64C973

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.

The District Operations section consists of a passionate team of land management professionals who, together with Traditional Owners, are responsible for the conservation and management of both the natural and cultural values of a jointly managed World Heritage National Park in accordance with the Lease Agreement, Management Plan and the Environmental Protection and Biodiversity Conservation Act 1999 (EPBC Act).

Duties

Under limited supervision, at the direction of the Chief Ranger and in accordance with the Lease Agreement, Management Plan and the Environmental Protection and Biodiversity Conservation Act 1999 (EPBC Act) the duties of the role include, but are not limited to:

- support and participate in a range of activities within the Kakadu National Park including assisting in the supervision of National Park Rangers, APS employees and contractors performing work within the park ranger functions
- assist with day-to-day work activity planning, project delivery, and reporting
- participation in compliance and enforcement activities
- coordinating reporting and repairs and maintenance of park assets and infrastructure
- participation in monitoring and management of threatened and invasive species programs to assist with the development of survey methodology with Parks Science team
- assist with fire management activities inclusive of prescribed burns and suppression of wildfires
- assist in the effective management of natural and cultural resource management programs
- share Traditional Owner's vision for the future of the park and encourage, facilitate and participate in the exchange of knowledge, experience and skills between Indigenous and non-Indigenous staff, the community and public.
- participation in incident response operations such as, search and rescue and emergency response.

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.

The successful applicant must –

- 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,
- meet physical fitness minimum standards to undertake work within the role including firefighting as needed.

Notes

Note, the role is based in a regional/remote location and may require travel across multiple sites. Some work outside standard business hours may be required to respond to operational priorities. The position involves both office-based administration and field-based inspections/coordination. Must comply with organisational policies, WHS requirements, and cultural heritage protection protocols when working in protected areas.

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 agency.

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

To Apply

Position Contact	Kathy Wilson, 0438 003 331
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=23ED954A-9185-6539-EBC6-E460B

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

Vacancy VN-0764730

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

Closing Date:Wednesday 19 November 2025

Parks Australia
Kakadu National Park KNP Management

Job Title	Senior Ranger East Alligator District (Affirmative Measure - Indigenous)
Job Type	Full-Time, Ongoing
Location	Kakadu NT
Salary	$77,728 - $84,619
Future Merit Locations	Kakadu
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 4
Position Number	2025/3127
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=741E3DDC-9223-7BD2-AED4-E460BB720D13

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.

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The District Operations section consists of a passionate team of land management professionals who, together with Traditional Owners, are responsible for the conservation and management of both the natural and cultural values of a jointly managed World Heritage National Park in accordance with the Lease Agreement, Management Plan and the Environmental Protection and Biodiversity Conservation Act 1999 (EPBC Act).

Duties

Under limited supervision, at the direction of the Chief Ranger and in accordance with the Lease Agreement, Management Plan and the Environmental Protection and Biodiversity Conservation Act 1999 (EPBC Act) the duties of the role include, but are not limited to:

- support and participate in a range of activities within the Kakadu National Park including assisting in the supervision of National Park Rangers, APS employees and contractors performing work within the park ranger functions
- assist with day-to-day work activity planning, project delivery, and reporting
- participation in compliance and enforcement activities
- coordinating reporting and repairs and maintenance of park assets and infrastructure
- participation in monitoring and management of threatened and invasive species programs to assist with the development of survey methodology with Parks Science team
- assist with fire management activities inclusive of prescribed burns and suppression of wildfires
- assist in the effective management of natural and cultural resource management programs
- share Traditional Owner's vision for the future of the park and encourage, facilitate and participate in the exchange of knowledge, experience and skills between Indigenous and non-Indigenous staff, the community and public.
- participation in incident response operations such as, search and rescue and emergency response.

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.

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- hold and maintain a current manual driver's licence and ability to drive a 4WD vehicle,
- meet physical fitness minimum standards to undertake work within the role including firefighting as needed.

Notes

Note, the role is based in a regional/remote location and may require travel across multiple sites. Some work outside standard business hours may be required to respond to operational priorities. The position involves both office-based administration and field-based inspections/coordination. Must comply with organisational policies, WHS requirements, and cultural heritage protection protocols when working in protected areas.

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

To Apply

Position Contact	Terry Wolloff, 0459 748 997
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=741E3DDC-9223-7BD2-AED4-E460E

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Climate Change, Energy, the Environment and Water

Vacancy VN-0764745

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

Closing Date:Thursday 20 November 2025

Electricity
Electricity Network Policy System Transformation

Job Title	Assistant Director, Electricity System Transformation
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$124,861 - $134,295
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	A mixed working arrangement about where the employee will work - it can be a combination of working from home, working onsite and working remotely.
Classification	Executive Level 1
Position Number	2025/3230
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

Electricity Division provides policy advice to the Australian Government on matters that support electricity markets and systems to deliver beneficial outcomes for consumers. We support the Minister for Climate Change and Energy to drive National Electricity Market reforms and implement government policies promoting affordable, secure, and reliable electricity supply in the transition to net zero emissions.

The Electricity Network Policy (ENP) branch focuses on the development of a fit for purpose electricity network as our electricity system transitions to renewables, identifying opportunities to optimise existing network infrastructure to minimise the need for expensive new projects, reduce consumer costs and support the government to deliver ambitious energy transition targets. We seek avenues to encourage innovation, address congestion and network black spots, facilitate the smart use of consumer energy resources and scale storage. We are also looking at ways to support a stable, reliable and safe grid during this rapid transformation of Australia’s electricity

system and identifying how our system planning processes may need to evolve. We want to ensure network regulation is fit for purpose in a renewables driven economy.

The System Transformation team is responsible for developing policy and advice on how our system may need to evolve, and how to support a reliable and secure grid during this rapid transformation of Australia's electricity system. We provide advice on managing the risks of this transition, including a focus on the transition of thermal generators.

For more information about us please visit our website.

Duties

The policy you'll work on will contribute to transforming Australia's electricity system towards a low-carbon, renewable energy future. You will be working in a high-paced, dynamic and supportive environment.

- Use qualitative and quantitative information to understand trends and identify policy opportunities and risks in the energy system.
- Write clear and succinct analysis, briefs and policy advice, as we develop policy to respond to issues we find.
- Lead delivery of components of our teams' work, collaborating with colleagues from across the department and external stakeholders – including other government agencies, industry, market bodies, and consumer representatives.
- Lead a sub-team to design and deliver policy products and reform proposals to shape the direction of electricity policy.
- Anticipate, assess and advise on changes in Government policy, regulatory decisions, and general policy and regulatory issues.
- Work with a wide range of stakeholders including market bodies, industry, and state and territory governments.
- Prepare a range of written material including cabinet submissions, executive and Ministerial briefing papers, Ministerial correspondence and discussion papers, and develop new policy proposals as part of budget and regulatory processes.

Desirable qualifications

- Tertiary qualifications in economics, public policy, finance, engineering or related disciplines would be useful, but are not a requirement.

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

Eligibility and other requirements

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.

Notes

We currently have two vacancies available for immediate filling which can be worked from Adelaide, SA - Brisbane, QLD - Canberra, ACT - Melbourne, VIC or Sydney, NSW.

A merit pool for filling the same or similar positions from any location in Australia 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 agency.

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

To Apply

Position Contact	Elizabeth Twomey, 0478 371 891
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

Climate Change, Energy, the Environment and Water

Vacancy VN-0764793

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

Closing Date:Wednesday 19 November 2025

Electricity
Electricity Network Policy System Transformation

Job Title	Senior Policy Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$95,438 - $108,360
Future Merit Locations	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 - a mixed working arrangement about where the employee will work - it can be a combination of working from home, working onsite and working rem
Classification	APS Level 6
Position Number	2025/3234
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Electricity Division provides policy advice to the Australian Government on matters that support electricity markets and systems to deliver beneficial outcomes for consumers. We support the Minister for Climate Change and Energy to drive National Electricity Market reforms and implement government policies promoting affordable, secure, and reliable electricity supply in the transition to net zero emissions.

The Electricity Network Policy (ENP) branch focuses on the development of a fit for purpose electricity network as our electricity system transitions to renewables, identifying opportunities to optimise existing network infrastructure to minimise the need for expensive new projects, reduce consumer costs and support the government to deliver ambitious energy transition targets. We seek avenues to encourage innovation, address congestion and network black spots, facilitate the smart use of consumer energy resources and scaling of storage. We are also looking at ways to

support a stable, reliable and safe grid during this rapid transformation of Australia's electricity system and identifying how our system planning processes may need to evolve. We want to ensure network regulation is fit for purpose in a renewables driven economy.

The System Transformation team is responsible for developing policy and advice on how our system may need to evolve, and how to support a reliable and secure grid during this rapid transformation of Australia's electricity system. We provide advice on managing the risks of this transition, including a focus on the transition of thermal generators.

Duties

- Conduct research and support planning and preparation of research and other tasks, to enable provision of accurate and effective policy advice.
- Prepare a range of written material, including cabinet submissions, executive and Ministerial briefing papers, new policy proposals as part of budget and regulatory processes, consultation papers and ministerial correspondence.
- Lead the development, monitoring and communication of project plans and associated project milestones.
- Establish and maintain strong stakeholder relationships, both internally and externally.
- Contribute to section and branch priorities.

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.

Notes

We currently have one vacancy available for immediate filling in any Australian location. A merit pool for filling the same or similar position in any Australian location 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 agency.

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

To Apply

Position Contact	Elizabeth Twomey, 0478 371 891
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Employment and Workplace Relations

Vacancy VN-0764733

Comcare

Closing Date:Sunday 16 November 2025

Corporate Group
Finance Team Financial Operations

Job Title	Assistant Director, Financial Operations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$123,660 - $147,347
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	Executive Level 1
Position Number	01878
Agency Website	

Job Description

https://www.comcare.gov.au/careers/current_vacancies

The Finance team within Corporate Group aims to strengthen financial and business integrity for sustainability through:

- efficient and reliable accounting services to support business objectives
- effective budget processes to allocate resources in a manner that promotes transparency, equity and accountability
- timely and accurate financial reporting to monitor financial performance
- sound internal controls that minimise financial risks and meet compliance requirements
- professional financial advice to the Executive to inform and influence decisions and strategies for ensuring the long-term financial sustainability of Comcare.

Duties

The Assistant Director, Financial Operations will lead and manage the Financial Operations unit within the Finance team. The Assistant Director will be responsible for providing essential financial services including accounts payable, accounts receivable, banking, credit card administration, travel support and tax compliance.

The role provides technical accounting advice and support to Comcare employees on all aspects of financial policy, processes, systems and issues while promoting and managing complex relationships with internal and external clients, stakeholders and service providers. The role is responsible for researching, analysing, reviewing and evaluating accounting issues, implementing

policies, procedures and processes, while presenting a passion for initiating continuous improvement and driving change.

The Assistant Director, Financial Operations will have high level leadership capabilities and superior management skills that demonstrate an ability to achieve organisational objectives through successful planning. They will also possess a high level of accounting skills, knowledge and experience in addition to participating, contributing and collaborating within teams. They will manage, mentor and evaluate team and individual performance and provide regular feedback to team members.

The Assistant Director, Financial Operations will provide advice and support to the Chief Financial Officer and Finance units.

In this role your key responsibilities will include, but are not limited to, the following:

1.
2. Manage the functions of the Financial Operations unit, including but not limited to accounts payable, accounts receivable, banking, credit card administration and travel support.
3. Manage taxation responsibilities including GST and Fringe Benefits Tax.
4. Assist with financial accounting work including internal and external reporting, financial statements and fixed assets.
5. Provide expert technical accounting advice on accounting standards, policy, legislation, and systems and processes related to the above.
6. Research and analyse a range of complex accounting issues and develop, review, evaluate and implement policies, procedures and processes.
7. Provide input into strategic plans and undertake operational business planning.
8. Promote and manage relationships with internal and external clients, stakeholders and service providers.
9. Provide proactive leadership and manage employees in day-to-day activities financial accounting requirements including developing, coaching and mentoring employees and building commitment to shared goals.
10. Be a lead facilitator for issues regarding financial policy, processes, financial statements, accounting standards, investment management and systems.
11. The role has responsibility for undertaking research and financial analysis to support the objectives of Comcare and the Business Groups.
12. The role provides support to the CFO in undertaking projects in relation to technical accounting and taxation issues.
13. Undertake other duties as directed.

Qualifications and experience

Mandatory:

- Undergraduate degree or working towards an undergraduate degree in a relevant field e.g., commerce, accounting economics; and
- Minimum of 5 years working experience in a public sector financial operations area.

Desirable:

- Certified Practising Accountant (CPA) and/or Chartered Accountant (CA).
- Experience using TechnologyOne financial modules.

Eligibility

1. Australian citizenship.
2. Character clearance (Australian Criminal History Check).
3. Employee Health Declaration.
4. Six months probationary period for new engagements.
5. Ability to obtain and maintain a Baseline Security Clearance.

Notes

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

About the Comcare

Comcare is the national authority for work health and safety, and workers' compensation. We are a government regulator, workers' compensation insurer, claims manager and scheme administrator. Through our role, we work with employees and other workers, employers, service providers and other organisations to: - minimise the impact of harm in the workplace - improve recovery at work and return to work - promote the health benefits of good work. We collaborate and partner with other schemes and organisations on research and innovative projects that improve outcomes. We also provide expert advice and services to the Safety, Rehabilitation and Compensation Commission (SRCC), and Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority).

To Apply

Position Contact	recruitment@comcare.gov.au, 1300 366 979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Communications and the Arts

Vacancy VN-0764527

Australian Communications and Media Authority

Closing Date:Sunday 16 November 2025

Consumer Division
Unsolicited Communications and Scams Branch Compliance and Intelligence Section

Job Title	Assistant Manager, Compliance
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Belconnen ACT, Melbourne VIC, Pyrmont NSW
Salary	$115,443 - $129,706
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	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements such as working from home days may be considered.
Classification	Executive Level 1
Position Number	1240-2025-1
Agency Website	http://www.acma.gov.au

Job Description

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

The Australian Communications and Media Authority (ACMA) is an independent Commonwealth statutory authority responsible for the regulation of broadcasting, radiocommunications, telecommunications and some online content.

This work underpins our vision for a connected, informed and entertained Australia.

Who we are

The **Consumer Division** manages policy, compliance and enforcement matters relating to telecommunications issues and consumer safeguards, telephone numbering, unsolicited communications, including enforcing Australia’s spam and telemarketing laws and scam reduction activities.

The **Unsolicited Communications and Scams Branch** is responsible for unsolicited communications policy and futures, including regulatory reform, contract management and cost recovery for the Do Not Call Register; scam reduction policy and projects, including developing the SMS Sender ID Registry to help protect SMS from impersonation by scammers; high volume complaints triage and intelligence for unsolicited communications and scams laws; and investigations and enforcement of unsolicited communications and scams laws.

The Unsolicited Communications and Scams Branch has five sections:

- **Policy and Projects** is responsible for unsolicited communications policy and futures, including regulatory reform, contract management and cost recovery for the Do Not Call Register, and other projects to support scam reduction and program delivery.
- **Scam Reduction** is responsible for scam reduction policy and projects, including the SMS Sender ID Registry to help protect SMS from impersonation by scammers and input into a broad range of government scam reduction activities.
- **Combating scams** is responsible for the ACMA's role in implementation and administration of the whole of government Scams Prevention Framework and associated phone scam rules.
- **Investigations and Enforcement** is responsible for investigations and enforcement of unsolicited communications and scams laws.
- **Compliance and Intelligence** is responsible for high volume complaints triage, intelligence and compliance activities for unsolicited communications and scams laws.

About the role

Are you concerned about the large number of Australians who are impacted by unwanted calls and messages? Are you concerned about people in vulnerable circumstances who are targeted by unwanted marketing? Do you want to help stop scammers targeting Australians? Do you want to be a part of a team that delivers meaningful outcomes for Australians?

The **Assistant Manager – Compliance & Investigations** role is within the **Compliance and Intelligence section**. This section is responsible for high volume complaints triage, intelligence and compliance activities for unsolicited communications and scams laws.

In this role, you will help us maintain, shape and implement the laws that give people more confidence to pick up the phone or lose that sense of dread when opening their messages.

All EL 1 officers are expected to demonstrate capabilities aligned with the Integrated Leadership Profile (ILS) for the EL1 classification, uphold the APS Code of Conduct, and support the ACMA Culture and Values Statement (we are purposeful, curious and questioning and collaborative).

We will assess applicants on their capabilities in the following areas:

- **Strategic delivery**: Use initiative and problem-solving to manage priorities and deliver results that meet corporate and legal obligations.
- **Critical thinking and analysis:** Apply sound analytical skills to interpret complex information and provide insights that inform decision making.
- **Judgement and risk management:** Exercise sound judgement in assessing complex, sensitive and time-critical matters within a risk-based framework.
- **Application of regulatory frameworks:** Apply laws and regulatory frameworks to both routine and complex matters, guiding compliance actions and outcomes.

Duties

Our ideal candidate will have experience in a regulatory environment, including regulatory policy and/or compliance, complaints management, investigations and enforcement.

To thrive in this role, you will:

- be someone who is comfortable to jump in and learn new things, who shows initiative and creativity in developing and delivering on their work
- love building teams, coaching and mentoring others and driving outcomes and high performance
- be confident to give or receive feedback, and contribute to a work environment where people feel valued, supported and safe to raise ideas
- understand that how you do things is as important as what you achieve
- enjoy working in a collaborative and fast-paced environment
- manage multiple and changing priorities, including to support other teams
- enjoy and be adept at liaison and negotiation with internal and external parties at all levels, including domestic and international regulators and networks
- apply legislation and regulatory frameworks to complex and specialised matters to make recommendations
- contribute to shaping the culture of the agency and its capability for the future.

Eligibility

To be eligible for employment with ACMA, applicants must be an Australian citizen.

The successful candidate will also be required to obtain and maintain a **Baseline** level security clearance. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

Notes

Suitable candidates will be placed in a merit pool from this selection process and may be used to fill similar ongoing roles in other areas of ACMA. Non-ongoing opportunities may be offered as a specified term.

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

About the Australian Communications and Media Authority

ACMA is Australia's regulator for broadcasting, some online content, radiocommunications and telecommunications. We work with industry and government, locally and internationally, so that Australians can enjoy the best and most innovative media and communications services in a fair, responsible, safe and productive way. The ACMA provides a supportive and respectful work environment that values the diversity of our employees. Our three main offices are in Canberra, Melbourne and Sydney. Visit acma.gov.au for more information on joining our team.

To Apply

Position Contact	Carmen Mitchell, (03) 9963 6887
Agency Recruitment Site	https://www.acma.gov.au/careers

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Communications and the Arts

Vacancy VN-0764790

National Museum of Australia

Closing Date:Thursday 20 November 2025

Growth and Engagement
Creative Content

Job Title	APS Level 5 - Audience Marketing Coordinator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated on Commencement
Classification	APS Level 5
Position Number	140374
Agency Website	https://www.nma.gov.au/about/employment

Job Description

http://www.nma.gov.au/about/employment

Role purpose

The Museum has an exciting opportunity for a professional to join the Creative Content, Marketing business unit as a Audience Marketing Coordinator. The Marketing Coordinator plays an important role in the development and delivery of the Museum's marketing activities.

The successful candidate will bring a 'can do' attitude and an ability to foster strong working relations with other teams within the Museum. Exceptional attention to detail, organisational and forward planning skills are a must in this role. With an ability to write and structure engaging content, the candidate will have carriage of key projects and perform in a supporting role on major projects. Using their industry knowledge of traditional and digital marketing practices, media buying and production processes along with an eye for design and messaging, the candidate will deliver against a busy schedule of work. Working in a fast- paced environment where priorities shifl and an ability to be flexible and adapt to change is paramount. The candidate will be a resourceful, talented team player with a positive and proactive approach to achieving successful outcomes.

Duties

Key accountabilities

- Under direction the development, implementation and evaluation of strategic and effective marketing campaigns for exhibitions, public programs and events, Shop, cafe, School

programs, and other Museum activities. This includes media planning, create campaign development, production of marketing materials, and stakeholder liaison
- Delivery and evaluation of digital marketing campaigns
- Delivery and evaluation of paid advertising across social media channels
- Delivery of electronic direct mail (EDM) campaigns
- Development and maintenance of a variety of databases utilising a range of software packages
- Assistance with the implementation of the Museum's communications and marketing strategies
- Providing administrative and research support and assisting with budget processes, including invoicing and filing
- Liaising effectively with other Museum business units, external partners and stakeholders in the tourism and cultural sectors to ensure the best outcomes from marketing strategies
- Demonstrate a strong commitment to Work Health and Safety (WH&S) by actively supporting a positive safety culture, following the Museum’s WHS policies and procedures, and complying with reasonable instructions to ensure alignment with the Work Health and Safety Act 2011

Eligibility

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

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

Notes

To apply

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

Visit http://www.nma.gov.au/about/employment and apply online.

Applications close 11:59pm Thursday 20 November 2025.

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

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

About the National Museum of Australia

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

To Apply

Position Contact	Stacey Colyer, 6208 5094
Agency Recruitment Site	http://www.nma.gov.au/about/employment

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